

EXPRESSION OF INTEREST (EOI) / REQUEST FOR QUOTATION (RFQ)

Title: Provision of Printing Services for the Act Naija! Project

Reference No.: ANEEJ/ACTNAIJA/PRINT/2025/02

Issuing Organization: Africa Network for Environment and Economic Justice (ANEEJ)

Project: Act Naija! – Civil Society Action to Strengthen Social Protection in Nigeria

Co-Funded By: European Union and Brot für die Welt (BfdW)

Issue Date: 9th August 2025

Submission Deadline: 22nd August 2025

Contact Email: procurement@aneej.org

1. Background

The *Act Naija!* project is a three-year initiative co-funded by the **European Union** under its *Human Rights and Support to Civil Society in Nigeria* programme. It aims to strengthen Nigeria's social protection systems through civil society engagement, advocacy, and participatory monitoring. ANEEJ, as a member of the implementing consortium, is seeking qualified printing service providers to produce various branded Information, Education and Communication (IEC) materials and project reports.

2. Scope of Services

Selected vendors will be responsible for the printing and delivery of materials which may include, but are not limited to:

- Project Reports (A4 size, colour, perfect bound)
- IEC Materials (flyers, brochures, factsheet, handbills, booklets)
- Posters, banners, and roll-up stands
- Branded stationery (folders, pens, etc.)
- Policy briefs
- Customized envelopes and letterheads
- T-shirts and Caps

Specifications and quantities will be provided per task order.

3. Qualification Requirements

Interested printing firms must submit the following:

- Company profile and evidence of legal registration (CAC certificate, TIN, etc.)
- At least three (3) samples or photo evidence of similar previous jobs completed
- References from at least two recent clients (preferably NGOs or development partners)
- Technical capacity (equipment and production lead time)
- Financial proposal/quotation for sample items (see Section 5)

- Evidence of physical business location
- Commitment to quality assurance and timely delivery

4. Compliance Requirements

Vendors must:

- Adhere to EU visibility and branding guidelines (to be shared upon engagement)
- Comply with ethical standards and avoid conflict of interest
- Observe environmental sustainability standards where applicable
- Be open to inspection and quality checks before final delivery

5. Sample Pricing (to be filled by vendor)

Please provide unit cost quotes for the following sample items:

Item Description	Quantity	Unit Price (NGN)	Total Price (NGN)
A4 Project Report (40 pages, full color, perfect bound)	100		
A5 Flyers (full color, 150gsm)	100		
Roll-Up Banners (standard size)	5		
Brochures (tri-fold, A4, full color)	500		
Custom booklets (A5, 50 sheets)	200		
Posters (A3/A4)	200		
T-shirts	100		
Caps	100		
Policy Briefs (20 pages, full color, perfect bound)	100		

All prices must be inclusive of delivery to ANEEJ Office in Abuja.

6. Submission Details

All applications should be submitted in PDF format by email to: procurement@aneej.org with the subject: **"EOI/RFQ for Printing Services – ANEEJ/ACTNAIJA/PRINT/2025/02"**

Deadline for submission: **5:00 PM on Friday, 22nd August 2025**

Late submissions will not be considered.

7. Evaluation Criteria

Submissions will be evaluated based on:



Co-funded by the
European Union

- Technical competence and print quality (30%)
- Experience and past performance (20%)
- Cost effectiveness (30%)
- Timeliness and delivery capacity (20%)

Only vendors that meet minimum technical requirements will be considered for financial evaluation.

ANEEJ reserves the right to reject any or all quotations and is not bound to award the contract to the lowest bidder.