

Request for Expression of Interest
Reference no: REOLAFKAB. 2024.Dec.003
Date: Dec 23, 2024

From: ActionAid

Subject: Request for Bids/quotations – **Prequalification for Printing Services**

Project location: Afghanistan.

Deadline for Submission: 11:00 PM Afghanistan times, Dec 29, 2024

Background:

ActionAid, Afghanistan is non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa and Latin America and part of a strong network of South Asia program and currently involved in community development activities in over 13 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan, ActionAid is working in Kabul, Bamiyan, Balkh, Jawzjan, Nangarhar, Samangan, Paktika, Khost, Laghman, Farah, Ghor, Herat and Kunduz Provinces. ActionAid Afghanistan as part of its humanitarian work is calling for quotations from suppliers across the country for the following scope of work.

Printing Firms/Presses,

ActionAid invites qualified and experienced printing presses or firms to express their interest in providing high-quality printing services for a range of materials. The purpose of this call is to identify and prequalify firms with the capability, capacity, and professionalism to meet our printing requirements effectively.

Scope of Work

Prequalified firms will be required to provide:

- High-quality printing of promotional, informational, and educational materials.
- Printing services for a variety of formats, including brochures, booklets, posters, banners, and other materials.
- Timely delivery and adherence to agreed specifications and quality.

Eligibility Criteria

Interested firms must submit the following information:

1. **Company Profile:** Details about the firm, including years of experience and main services offered.
2. **Equipment and Capacity:** Information about the printing equipment and technology used, as well as production capacity.
3. **Portfolio:** Samples or photographs of previous work relevant to the scope of work.

4. **References:** Contact information for at least two recent clients.
5. **Certifications:** Any relevant certifications or accreditations.
6. **Location and Delivery:** Details of the firm's location and ability to deliver materials to ActionAid or designated locations.

Submission Instructions

- Submissions should be sent to procurement.kabul@actionaid.org no later than 11:00 PM Afghanistan times, Dec 29, 2024.
- The subject line of the email should read: **Expression of Interest: Printing Services.**
- Include the name, phone number, and email address of a designated contact person.

Evaluation and Selection Process

All submissions will be reviewed against the criteria listed above. Shortlisted firms will be invited to provide further information or submit detailed proposals.

We look forward to your submissions.

Best regards,

ActionAid
Procurement Department