



Request for Expression of Interest
Reference no: REOLAFKAB. 2024.Dec.002
Date: Dec 23, 2024

From: ActionAid

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

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.

Design Companies/Firms

ActionAid is seeking expressions of interest from qualified design companies or firms to support the development and production of high-quality printing materials. This process aims to prequalify firms that meet our standards for creativity, reliability, and professional expertise.

Scope of Work

Prequalified firms will be expected to deliver:

- Creative design and layout of promotional, informational, and educational materials.
- Customization of designs to align with ActionAid's branding guidelines.
- Preparation of print-ready files suitable for a range of print formats.

Eligibility Criteria

Interested firms should provide the following information:

1. **Company Profile:** Including years of experience, team composition, and areas of specialization.
2. **Portfolio:** Examples of previous design work, especially in producing similar materials.
3. **References:** Contact details for at least two previous clients.



4. **Technical Capacity:** Details of design software and tools used.
5. **Certifications:** Relevant industry certifications or memberships, if any.

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: Design Support for Printing Materials.**
- Include the contact's name, email, and phone number of your representative.

Evaluation and Selection Process

ActionAid will review the submissions based on the information provided and contact shortlisted firms for further discussions or to submit detailed proposals.

We look forward to your submissions.

Best regards,

ActionAid
Procurement Department