DEVATOP CENTRE FOR AFRICA DEVELOPMENT
...bringing positive change

www.devatop.org

KingsPark Estate, Galadimawa, Abuja, Nigeria.
info@devatop.org, 09030002362

REQUEST FOR QUOTATION

Title: Consultants for printing of materials under the TALKAM Against Trafficking in Persons (TATIP) Project

Open Date: May 16, 2023;

Questions Deadline: May 19, 2023;

Closing Date May 21, 2023.

Background:

Devatop Centre for Africa Development is a human rights organization with focus on combating human trafficking, gender-based violence, child abuse and jungle justice. DEVATOP works with local, national and international organizations to address human rights abuses. DEVATOP is registered with Corporate Affairs Commission Nigeria and has impacted over a million people through training, advocacy, community projects, sensitization, and assistance.

This solicitation requests the expertise of reputable firms/printing press to participate in the Tender Process for the printing of information, education and communication(IEC) materials.

Scope of Work/Deliverables:

A. **Materials for printing**

ITEMS	SPECIFICATION	UNIT
T-shirt	Round-neck- cotton material	200
Placards	12 by 18 inches (A3)-300gm	210
Flex Banner-1	4 by 7 feet	6
Fliers	300 Grams card (A5)	1800
Stickers	4 by 6 inches	900
Flex Banners-2	3 feet by 4 feet	60
Flex Banner-3	5 feet by 5 feet	9

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Requirements

The applicants are expected to meet the following criteria:

- Registered with Corporate Affairs Communication(CAC).
- Have a Tax Identification Number(TIN)
- Submit a tender application letter (on bidder's letter headed paper) including name of authorized contact person (s), company full address, Email address and Telephone
- Show evidence of printing services done in the past

Quote Criteria/Payment Schedule

- Quotes must be submitted in Naira, as payment(s) will be made in this currency.
- Please note that DEVATOP will deduct and remit to the Federal Inland Revenue Service (FIRS), a withholding Tax from the total consultancy fees in accordance with the Nigerian Tax Law.

Method of Application:

Interested and qualified candidates should send their application with title **"Consultant – Printing of Materials for TATIP Project"** as the email subject to hr@devatop.org Cc devatop2013@gmail.com

The application should highlight among other things:

- The consultant's relevant experience,
- Quotations
- Tax Identification Number
- Work timeline (number of days do deliver the work)
- The application should be a maximum of 4 A4-sized pages, excluding annexes.

N/B: At the core of our work and culture is the promotion of rights of marginalized groups, as well as embracing diversity, equity, and inclusion. It is on this note that we encourage applications from companies who share in this principle, and/or have a personal story that reflects why this principle should be promoted.