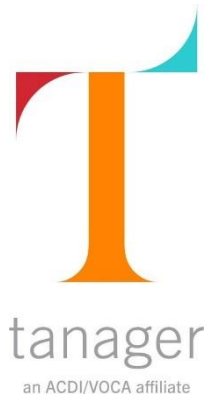


# Request for Quotation

RFQ-025



RFQ Release Date	7 April 2023
To	Communication Service Provider Firm or Individual
Subject of Quotation	Communication Material Development
Quotation Submission Deadline	20 April 2023

## 1. GOOD/SERVICE TO BE PROVIDED

Tanager is seeking quotes for the supply and delivery of the goods/services listed in the table below:

N°	Item	Quantity	Description (minimum technical requirements)
1	Tanager branded illustrations of strategies or approaches i.e., Infographics.	25	Within Tanager branding, communication and donor guidelines, as described in the attachment
2	Written and Graphic Training modules.	23	Within Tanager branding, communication and donor guidelines, as described in the attachment
3	Editing and Formatting Report <ul style="list-style-type: none"><li>- Short (One to five page)</li><li>- Longer (More than five page)</li></ul>	17 15	Within Tanager branding, communication and donor guidelines, as described in the attachment
4	Campaign posters, leaflet, banners	10	Within Tanager branding, communication and donor guidelines, as described in the attachment
5	One-Two Page Project/Activity Descriptions (Project Briefers)	50	Within Tanager branding, communication and donor guidelines, as described in the attachment
6	Multimedia Project promotion materials i.e., Power Point, Short Video (1-2 minutes), Long Video (up to 10 minutes), Audio (Podcast) etc	25	Within Tanager branding, communication and donor guidelines, as described in the attachment

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

- Adherence to specifications listed in the Response to Request for Quotation
- Past performance under similar/related service, please submit List of contracts with similar services/information for the past 3 years.
- Sample communication materials (leaflets, poster, video, infographics, banners, brochure, etc.). Please send the link/website/photos for the sample.
- Price proposal (fair and cost reasonable in accordance with the technical requirements/specifications)
- Timely submission of the deliverables.

## 2. OTHER REQUIREMENTS

Quotation will be valid for 45 days from the submission date.

## 3. INSTRUCTIONS FOR QUOTATION SUBMISSION

Quote(s) shall be submitted via email with the RFQ Submission Letter (Appendix A) to:

Name	Asma Ahmed
Address	N/A
Email	aahmed@tanagerintl.org

## 4. SPECIAL CONDITIONS

### A. Source and Nationality Information

Tanager retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in the country at the time of purchase.

### B. Validity of Quotes

Quotes submitted shall remain open for acceptance for a minimum of **45 days** from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### C. Basis of Selection

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to Tanager in terms of quality of service, delivery schedule and cost. TANAGER may accept any item or group of items of a bid. TANAGER reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

TANAGER may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. TANAGER may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate TANAGER to award a contract. TANAGER reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

### D. Anti-terrorism Certification

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov> or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

## APPENDIX A. RESPONSE TO RFQ

This bid is submitted in response to the RFQ of Tanager. This bid takes into account all specifications and conditions listed in the RFQ.

Date	
To	Tanager
From	
Re: RFQ #	025 - Communication Material Development

**This quote is valid for 45 days.**

### Item Description

N°	Item	Quantity	Description (minimum technical requirements)	Price
1	Tanager branded illustrations of strategies or approaches i.e., Infographics.	25	Within Tanager branding, communication and donor guidelines, as described in the attachment	
2	Written and Graphic Training modules.	23	Within Tanager branding, communication and donor guidelines, as described in the attachment	
3	Editing and Formatting Report - Short (One to five page) - Longer (More than five page)	17 15	Within Tanager branding, communication and donor guidelines, as described in the attachment	
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6	Multimedia Project promotion materials i.e., Power Point, Short Video (1-2 minutes), Long Video (up to 10 minutes), Audio (Podcast) etc	25	Within Tanager branding, communication and donor guidelines, as described in the attachment	
<b>TOTAL</b>				

Box is checked if attachment is included.

### Anti-terrorism Certification

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: [www.epls.gov](http://www.epls.gov) or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from TANAGER.

<b>Proposal Authorized By</b>			
Signature		Name	
Title		Date	