

Save the Children

Invitation for Tender

Tender Notice for: Production of M&E Tools for Save the Children Steer Project in Kaduna, Nigeria

Tender Reference: ITT/ABUJA/2015/008. Save the Children is the world's leading independent organization for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfill their potentials. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We have over two million supporters worldwide and raised 1.6 billion dollars in 2011 to reach more children than ever before, through programmes in Health, Nutrition, Education, Protection and Child Rights, also in times of humanitarian crises. Save the Children International in Nigeria is inviting submissions of tender for contract (s) to provide the following Production or Printing of M & E Tools for the use of Save the Children International Office in Kaduna. Nigeria:

S/No.	Description	Quantity
1	Committee Tracking Form To be printed in duplicate: Original copy is to be printed on white carbonized paper in full process colour and perforated while the duplicate copy is to be printed in black colour, to be collated in 50s. Back cover is to be straw board while front cover is cardboard to be printed in full process colour. To be stitched binned, wrapped with cover cloth at the spine and trimmed to A4 size.	58
2	Committee Activity Summary Form To be printed in duplicate: Original copy is to be printed on white carbonized paper in full process colour and perforated while the duplicate copy is to be printed in black colour, to be collated in 25s. Back cover is to be straw board while front cover is cardboard to be printed in full process colour. To be stitched binned, wrapped with cover cloth at the spine and trimmed to A4 size.	58
3	Home Care Plan To be printed on 70gsm bond paper. Front page is to be primed in run process colour while other pages are to be printed in black. To be folded, stitched binned and trimmed to A4 size.	57060

CSO Monthly VC Summary Form

To be printed in duplicate: Original copy is to be printed on white carbonized paper in full process colour while the duplicate copy is to be printed in black colour, to be collated in 25s. Back cover is to be straw board while front cover is cardboard to be printed in full process colour. To be stitched binned, wrapped with cover cloth at the spine and trimmed to A4 size.

4

58

State Summary Funding Tracking Form

To be printed in duplicate: Original copy is to be printed on white carbonized paper in full process colour while the duplicate copy is to be printed in black colour, to be collated in 50s. Back cover is to be cardboard while front cover is also cardboard to be printed in black colour. To be stitched binned, wrapped with cover cloth at the spine and trimmed to –A5 size.

5

Funding Tracking Form

To be printed in duplicate: Original copy is to be printed on white carbonized paper in full process colour while the duplicate copy is to be printed in black, colour, to be collated in 50s. Back cover is to be straw board while front cover is cardboard to be printed in full process colour. To be stitched binned, wrapped with cover cloth at the spine and trimmed to A4 Size.

6

58

House Engagement Tool

To be printed on 20 pages of 70gsm bond paper. To be printed in black, folded, collated, stitched binned and trimmed to A4 size.

7

Home visit monitoring Tools

To be printed in duplicate: Original copy is to be printed on white carbonized paper in full process colour and perforated while the duplicate copy is to be printed in black colour, to be collated in 50s. Back cover is to be straw board while front cover is cardboard to be printed in full process colour. To be stitched binned, wrapped with cover cloth at the spine and trimmed to A4 size.

8

3200

Local Govt. Monthly Summary Form

9	To be printed in duplicate: Original copy is to be printed on white carbonized paper in full process colour while the duplicate and triplicate copies are to be printed in black colour, to be collated in 25s. Back cover is to be straw board while front cover is cardboard to be printed in full process colour. To be stitched binned, wrapped with cover cloth at the spine and trimmed to A4 size	58
	Referral form	
10	To be printed in duplicate: Original copy is to be printed on white carbonized paper in full process colour and perforated while the duplicate and triplicate copies are to be printed in black colour, to be collated in 50s. Back, cover is to be straw board while front cover is cardboard to be printed in full process colour. To be stitched binned, wrapped with cover cloth at the spine and trimmed to A4 size	2320
	VC Enrollment Register	
11	To be printed in black colour on 70gsm bond paper, collated and stitch binned in 100 sheets per register trimmed to A3 size with hard cover title foiled in gold.	121
	VC Enrollment Form	
12	To be printed in black colour on 70gsm bond paper, collated and stitch binned in 100 sheets per booklet trimmed to A4 size, perforated and stitched binned with cardboard cover.	2055
	VC Service Form	
13	To be printed in black colour on 70gsm bond paper, collated and stitch binned in 100 sheets per booklet trimmed to A4 size, perforated and stitched binned with cardboard cover.	2880
	CG Enrollment Form	
14	To be printed in black colour on 70gsm bond paper, collated and stitch binned in 100 sheets per book let trimmed to A4 size, perforated and stitched binned with cardboard cover.	580
	CG Enrollment Register	
15	To be printed in black colour on 70gsm bond paper, collated and Stitch binned in 100 sheets per register trimmed to A3 size with hard cover title foiled in gold.	58

Household Economic Vulnerability Assessment (HEVA)

To be printed on cover Art paper 135 grms with Inner Tex bond paper
16 70grms (Trimmed size A4) 86560

Child status Index Card

17 To be Printed in an A4 size Bristol board black colour 3480

Child status Index Record Form

18 50 sheets original to be printed in full process colours and duplicate
to canonized paper A-4 size printed in black 4210

Vulnerable Service Register

To be printed in black colour on 70gsm bond paper, collated and
stitch binned in 100 sheets per register trimmed to A3 size with hard
19 cover title foiled in gold. 290

More detailed technical specifications are included within the tender documents. To be eligible to bid for these services, companies must be:

- Registered with Corporate Affairs Commission (CAC)
- Experience with other NGOs/UN.
- Performance record, integrity and ethics, organisation and skills, equipment and facilities.

Interested bidders should please contact Save the Children at the following address No 4 Danube Close off Danube Crescent Maitama to express your interest and request for tender documents and tender response documents from **September 17, 2015 to October 9, 2015 from the above email address.**

Or

Save the Children Kaduna Office: No 9B Dan Marna road, GRA Angwan Rimi. Kaduna, Nigeria.

Closing Date: The last day for the submission of the completed tender documents will be **on 9thOctober 2015, by 12:00 noon**, Any bid submitted after this date and time will automatically be disqualified.