

REQUEST FOR QUOTATION

PRINTING AND SUPPLY OF ADOLESCENT
NUTRITION PROGRAM
RECORDING & REPORTING MATERIALS

NUMBER: NIE/P/0252/25

CLOSING DATE: WEDNESDAY, DECEMBER 31, 2025, at 05:00 PM
Late submissions will not be accepted

Firm Responses must be in their organizations letter head

Nutrition International invites qualified Bidders to submit quotations for **Printing and Supply Of Adolescent Nutrition Program Recording & Reporting Materials** as per the terms and conditions herein.

Instructions

Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ.

1. RFQ No. **NIE/P/0252/25**
2. Issuing Office Nutrition International, Ethiopia Office, Nifas Silk Lafto Sub City, Kebele 04, House No. 161/01 Sar Bet Behind Canada Embassy Addis Ababa Ethiopia..
3. Deadline and Means of Submission of Bids Bidders shall submit quotes all quotations must through Program.applicationETH@NUTRITIONINTL.ORG. Bidders shall sign and date their quotation. All responses must be received on or before **WEDNESDAY, DECEMBER 31, 2025, at 05:00 P.M.** Late offers will be rejected.
4. Questions Regarding the RFQ All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via Program.procurementETH@NUTRITIONINTL.ORG by **MONDAY, DECEMBER 29, 2025, at 12:00PM** prior to the deadline of submitting the RFQ. All questions received will be compiled and answered in writing and distributed to all interested Bidder
5. Anticipated Award Type. **Purchase Order** will be signed between Nutrition International and the winning bidder prior to start of work. Issuance of this RFQ in no way obligates Nutrition International to award a contract. Bidders will not be reimbursed for any costs associated with the preparation of their quote.
6. Basis for Award An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most economically advantageous to Nutrition International, considering price or/and other factors included in the RFQ.
7. Eligibility. This RFQ is open to all firms eligible as described herein. Nutrition International's employees, board members and their relatives, are not eligible to participate in this RFQ. In exceptional circumstances where relatives of Nutrition International staff participate in a procurement, such staff will be required to declare conflict of interest as per the Delegation of Authority.

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| 8. Cost of tender Preparation and submission | The Bidder shall bear all costs associated with the preparation and submission of its RFQ, and Nutrition International, will in no way be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process. |
| 9. How to respond | Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line. The RFQ validity period shall be as indicated in attachment A herein. |
| 10. Nutrition International s Right to Accept or Reject Any or All | Nutrition International reserves the right to accept or reject any offer, and to annul the bidding process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected bids or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Nutrition International's action. |
| 11. Technical Specifications | Detailed product or service specification and final delivery date is as described in attached A . |
| 12. Determination of Suitability | Nutrition International will not enter into any type of agreement with a Bidders prior to ensuring the Bidder's suitability. When assessing a Bidder's responsibility, the following factors are taken into consideration: |

- a) Ability to comply with the FRQ requirements and deliver the goods within a short period.
- b) Documents listed under Attachment **B** of this RFQ.**

Only vendors who have submitted the below minimum documentation will be considered ore technical evaluation

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| 12. Procurement Ethics | By submitting RFQ, Bidders certify that they have not/will not attempt to bribe or make any payments to Nutrition International employees in return for preference. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the Nutrition International staff may report violations to the Regional Director, Africa. |
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Nutrition International will reject RFQ for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Additionally, a bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future Nutrition International procurement.

13. Sample Samples of offers when required will be provided for free, and if not destroyed during tests, will upon request be returned at the seller's expense.
14. Nutrition
International's
Right to Vary
quantities The Nutrition International reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions. However, should the quantities decrease or increase by 30% of the original quantities, Nutrition International will consult the vendor proceeding with the purchase.
15. Language of
Tender The RFQ prepared by the bidder, as well as all correspondence and documents relating to the bids/tender, shall be written in English.
- The specifications describe the quality of required goods and/or services. Bidders are requested to submit with their offers the detailed specifications, drawings, samples, catalogues, etc. for the products or services they intend to supply/provide. Bidders must indicate on the specification's sheets in attachment B, whether the goods or services offered comply with each specified requirement.
16. Mandatory
Requirements All the dimensions and capacities of the goods or services to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, shall be rejected. The Bidders are requested to provide the documents listed in attachment **B**.

ATTACHMENT A
PRICE SCHEDULE AND PRODUCT SPECIFICATION

SN	SPECIFICATION	UOM	QTY	UNIT PRICE(ETB)	TOTAL PRICE (ETB)
1	School Adolescent Nutrition Program Delivery Registration - Cover Page: Full color; 150gms; A4 paper and Inside Pages - 40 pages; Mono color; 80gms; A4 paper; Saddle-Stitch Binding (Total of 42 pages including cover page) Language -Amharic	Pcs	180		
2	School Monthly Reporting Pad - Cover Page: Full color; 150gms; A4 paper and Inside Pages - 24 original & 24 copy (both mono color); 80gms; A4 paper; Saddle-Stitch Binding (Total of 50 pages including cover page) Language - Amharic	Pcs	180		
3	Woreda/PHCU Monthly Reporting Pad - Cover Page: Full color; 150gms; A4 paper and Inside Pages - 24 original and 24 copy (both mono color); 80gms; A4 paper with Saddle-Stitch Binding (Total of 50 pages including cover page) Language - Amharic	Pcs	180		
4	Indoor banner to be hung on the wall of the girls' club or MHM room in schools Type 1 -13 oz. or 15 oz vinyl,1.2 ×1.8 meters, Printed side with full color key messages and illustrations; and Back side -Black,1-inch welded hems and ½ inches in diameter grommets made of #2 brass with 1-meter standard banner hanging rope in each of the 4 sides. Language-Amharic	Pcs	xx		
5	Outdoor banner to be hung in the school compound Type 1 - 18 oz or Matt vinyl,1×1 meters, Printed side with full color key messages and illustrations; and Back side -Black, 1-inch welded hems and ½ inches in diameter grommets made of #2 brass with 1-meter standard banner hanging rope in each of the 4 sides, Language-Amharic	Pcs	xx		
TOTAL PRICE BEFORE VAT					
15% VAT					
TOTAL PRICE INCLUDING VAT					

Price Quotation Validity Period: 90 days.

Note:

The printing firm should deliver the items to Amhara Region Health Bureau.

In case of discrepancy between unit price and total, the unit price shall prevail.

ATTACHMENT B
EVALUATION AND COMPARISON REQUIREMENTS

The Quotations/proposals will be evaluated in three stages as follows:

STAGE 1: MANDATORY REQUIREMENTS.

Only vendors who have submitted the below minimum documentation will be considered ore technical evaluation.

- a) Valid Corporate Business Registration Certificate
- b) Tax Compliance Certificate /VAT/
- c) TIN Certificate

STAGE 2: PRICE COMPARISION