

CALL FOR SEALED QUOTATIONS

Date: 12th December 2024

Invitation for Sealed Quotations for Flipbook Design, Digital Illustration, Printing, and Delivery

Resource Center for Rehabilitation and Development (RCRD) invites sealed quotations from qualified and experienced vendors for the design, digital illustration, printing, and delivery of high-quality flipbooks on Universal Design for Learning (UDL) as part of the project "Quality Education – Leave No One Behind", implemented in Madhesh Pradesh, Karnali Pradesh, and Sudurpaschim Pradesh. The project is led by Save the Children, in collaboration with Nepal National Social Welfare Association (NNSWA), Save the Saptari, and RCRD, with funding from the European Union.

About RCRD

Resource Center for Rehabilitation and Development (RCRD), a non-profit civil society organization established in 1999, works with persons with disabilities, their families, community organizations, and government bodies to promote equal access to services, rights, and opportunities. We develop and distribute disability-focused resources, conduct trainings, and support the creation of inclusive, resilient communities across Nepal. As a disability-specific resource center, RCRD is dedicated to inclusive education, rehabilitation, awareness, advocacy, and capacity building.

Scope of Work

Qualified vendors are invited to submit sealed quotations for the following services:

1. **Digital Illustration Development:** Create high-quality digital illustrations based on the content provided by RCRD.
2. **Design and Layout:** Prepare the complete layout, incorporating branding guidelines and feedback provided by RCRD, ensuring visual appeal and accessibility.
3. **Printing and Delivery:** Print and deliver 2,400 copies of the finalized flipbook to a designated location as instructed by RCRD.

Required specification and quality of service/product

1. Flipbook Specifications
 - a. Total Quantity: 2,400 copies
 - b. Size: A5
 - c. Total Pages: 60 (including front and back covers)
 - d. Cover: 300 GSM Art Paper, Full-color Printing, Quarrion, UV Coating
 - e. Inner Pages: 130 GSM Art Paper, Glossy, Full-color Printing.
 - f. Binding: Perfect Machine (Glue) Binding.
2. Print and deliver the finalized flipbooks to a location designated by RCRD.



Submission Process

Interested vendors must submit sealed quotations using given formats with hard copy to the office of RCRD at Indrayani Pith Khauma, Byasi, Bhaktapur-2 by 20th December 2024.

Note: Vendors must complete the given template of quotation letter and quotation form provided by RCRD along with their bid in their company's letterhead.

Seald Quotation Must Include:

1. Completed RCRD Quotation Forms
2. Complete Quotation Letter
3. Detailed Cost Breakdown:
 - a. Cost for developing digital illustrations
 - b. Per unit and total cost for designing, printing, and delivering 2,400 copies
4. Copy of Company Registration Certificate
5. Copy of Latest Tax Clearance Certificate
6. Copy of PAN/VAT Registration Certificate
7. Company's profile.
8. Signed self declaration.


Contact Information

For any queries

Kirtan Shrestha Duwal

MEAL Officer, Resource Center for Rehabilitation and Development (RCRD)

 Email: meal.rcrd@gmail.com

 Phone: +977-9841760119