



PROCUREMENT NUMBER: APRM/RFQ /AfDB /GAP/ JUNE/2025: REQUEST FOR QUOTATION: PROVISION OF PRINTING SERVICES TO PRINT THE APRM GENDER MAINSTREAMING GUIDELINES BOOKLET.

Quotations must be received, through email: tender@aprm-au.org on or **20 June 25 at 11.00 Hours South Africa time**

1) BACKGROUND

In 2021, the African Development Bank (AfDB) supported the APRM with the development of a Gender Audit report which looked at the gaps within the APRM processes at continental and national level. Amongst the recommendations of the Audit Report was the need to develop gender mainstreaming guidelines which will strengthen the capacity of APRM staff and stakeholders in promoting gender equality at all stages and areas of the mechanism.

Therefore, the Gender Mainstreaming Guidelines were developed as part of APRM Gender mainstreaming strategy with the support of another partner to implement a key recommendation from the Audit Report. The gender mainstreaming guidelines now ought to be used for the training of National and Continental structures, including the APRM Continental Secretariat staff. Nonetheless, the gender mainstreaming guidelines need to be translated, printed and distributed prior to the training.

In light of the above and within the framework of the APRM Institutional Support Project, the APRM invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Quotations

Bid received after the closing date and time shall be rejected that is, **20th June 2025 at 11.00 SAST.**

2)OBJECTIVES OF THE SERVICE

The main objective of this contract is to appoint the printing firm for provision of printing services of the APRM Gender Mainstreaming Guidelines.

- The service to be provided by the Printer must be of a high standard and he/she must be able to deliver on tight schedule deadlines.
- Printing adhering to the African Union Formatting and design guide.
- The printing process must take into account the inclusion of tables and images
- APRM will provide a ready to print book and flyer in pdf format
- The printing firm must be based in the Johannesburg, South Africa

3). SECTION A: DESCRIPTION OF THE GOODS/SERVICES

Procurement Number: APRM/RFQ /AfDB /GAP/ JUNE/2025

The main objective of this contract is to appoint a printing firm for provision of printing services to print the APRM Gender Mainstreaming Guidelines booklet.

Table 1: PRINTING OF THE APRM GENDER MAINSTREAMING GUIDELINES BOOKLET.

MANDATORY REQUIREMENTS	
No.	
1	Renewed/Valid business license
2	Detailed company profile, with key personnel relevant to the assignment
3	Detailed company profile, with key personnel relevant to the assignment
4	Record of accomplishment: Identify clients for whom you have done similar work and attach three recommendations on satisfactory work. Give details of the clients (location, telephone, and email contacts
5	Company detailed physical address, telephone and email contacts
6	Identify printing capability (in-house) & Provide qualifications and experience of print house.
7	Work samples - distinctive cover samples, booklets and flyer
8	VAT certification of the company
DELIVERY PERIOD	10 days (not more than 10 days)

Table 2: TECHNICAL REQUIREMENTS

#	ITEM DESCRIPTION	QUANTITY	Reference/Sample
1	<p>English book (with 10 section/chapter dividers) – B5 size book with pages printed in full colour, back-to-back on portrait paper with 250 gsm laminated gloss hard cover, inside pages on 160 gsm matte paper, paperback binding with spine.</p> <p>Include dividers to separate sections or colour coded sections/Chapters (10 chapters needing 10 different colour dividers for separation).</p> <p>Booklet is about 55 pages.</p>	60 copies	<p>https://www.snohetta.com/projects/idea-work</p> <p>https://www.blast.co.uk/a-compendium-of-innovation/</p>

Procurement Number: APRM/RFQ /AfDB /GAP/ JUNE/2025

2	French book (with 10 section/chapter dividers) – B5 size book with pages printed in full colour, back-to-back on portrait paper with 250 gsm laminated gloss hard cover, inside pages on 160 gsm matte paper, paperback binding with spine. Include dividers to separate sections or colour coded sections/Chapters (10 chapters needing 10 different colour dividers for separation). Booklet is about 55 pages.	50 copies	
3	Arabic book (with 10 section/chapter dividers) – B5 size book with pages printed in full colour, back-to-back on portrait paper with 250 gsm laminated gloss hard cover, inside pages on 160 gsm matte paper, paperback binding with spine. Include dividers to separate sections or colour coded sections/Chapters (10 chapters needing 10 different colour dividers for separation). Booklet is about 55 pages.	10 copies	
3	A sample artwork shall be approved before full production	1 copy	
	VAT (TAX)		
	Total cost inclusive taxes		

ADDITIONAL INFORMATION

No	Question	Response
1	How many pages will the book be?	50-55 pages for book printed in landscape.
2	How many graphs, infographics will each report be?	Approx 10 Tables; 25 Pictures
3	Is there a possibility that this tender deadline will be extended?	No
5	Branding Guidelines	APRM will provide logos, colours and typeface

Procurement Number: APRM/RFQ /AfDB /GAP/ JUNE/2025

5)TIMELINES AND DELIVERABLES:

The Printing Services should be completed within 7 working days of the approval of the sample.

The firm will work on **Printing the APRM Gender Mainstreaming Guidelines .**

DELIVERY SCHEDULE		
VARIOUS STEPS		DURATIONS (WORKING DAYS)
Printing of the APRM Gender Mainstreaming Guidelines		
1	1 Sample Printed book	2 days
2	Approval of Sample	1 day
3	Printing of all copies	7 days
TOTAL		10 days

6)REPORTING AND ACCOUNTABILITY

The firm will primarily report to the Directorate of Country Review & Assessment (CRA) at the APRM Continental Secretariat.

7)APRM SUPPORT

The APRM will be responsible and will endeavour to support the firm by:

- Providing a ready to print book in PDF format

8)LOCATION

The firm shall conduct all their work and communicate virtually with the APRM, however sample work for approval shall be delivered to APRM Continental offices or submitted as may be otherwise agreed.

8). CURRENCY OF QUOTATION: Rand/ZAR

The Publication Designer/Printing Firm shall be paid according to AU Rules and Regulations. The offer should contain financial breakdown, including all relevant and other costs where applicable.

- The financial proposal should include the following:
 - A detailed cost breakdown for completing various requested items
 - VAT certification of the company

9). SUBMISSION OF QUOTATION

Procurement Number: APRM/RFQ /AfDB /GAP/ JUNE/2025

Quotations must be received, through email: tender@aprm-au.org on or before 20th June at 11.00 (SAST **South Africa time**):

The bid should bear the Title: **PROCUREMENT NUMBER: APRM/RFQ /AfDB /GAP/ JUNE/2025: REQUEST FOR QUOTATION: PROVISION OF PRINTING SERVICES TO PRINT THE APRM GENDER MAINSTREAMING GUIDELINES BOOKLET.**

Quotations that are responsive, qualified, and technically compliant will be ranked according to price. *Award of Contract will be made to the technically responsive and lowest priced quotation by the issue of a Purchase Order.*

Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a delivery receipt or dispatch documentation, and subject to issue of a satisfactory inspection report.

The Project Coordinator.

African Peer Review Mechanism, Private Bag x09, Halfway House, 1685,
Physical Address: 230 15th Street, Randjies Park, 1st Floor, Midrand, South Africa ; Tel: +27
11 256 3400/01/29 ; Fax: +27 11 256 3456 during working hours or through
Email: for Enquiry only: tenderinfo@aprm-au.org copy to Email: info@aprm-au.org

Name of Purchaser

Procurement Number:

10). SECTION B:

Your quotation is to be returned (virtually) on this Form by completing and returning Sections B, C and D including any other information/certification required within this RFQ.

Section B: Quotation Details_ TO BE COMPLETED BY BIDDER

- 1) Currency of Quotation:
- 2) Delivery period offered: days from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the RETURN BY DATE.
- 4) Warranty period (where applicable):..... months.
- 5) We enclose the following document(s) as required by the Purchaser:
.....
.....
.....
- 6) We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 7) We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____

Registered Address:

.....

.....

If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Sections B, C and D the quotation may be rejected.

