

NATIONAL SPIRITUAL ASSEMBLY OF THE BAHÁ'IS OF RWANDA

ASSEMBLÉE SPIRITUELLE NATIONALE
DES BAHÁ'IS DU RWANDA

INTEKO Y'UBUTUNGANE Y'IGIHUGU
Y'ABABAHA'I BO MU RWANDA

(N.S.A.B.R. Statutes as in O.G., Year 53 n° 40 dated 06 October 2014)

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Terms of Reference (TOR) for Printing Services: Bahá'í Community of Rwanda

1. Introduction

The Bahá'í Faith is a world religion established in over 100,000 localities in virtually every country and territory of the world, including in 28 of Rwanda's 30 Districts, where the teachings of the Bahá'í Faith inspire individuals and communities as they work to improve their own lives and contribute to the advancement of civilization. Bahá'í beliefs address such essential themes as the oneness of God and religion, the oneness of humanity and freedom from prejudice, the inherent nobility of the human being, the progressive revelation of religious truth, the development of spiritual qualities, the integration of worship and service, the fundamental equality of the sexes, the harmony between religion and science, the centrality of justice to all human endeavours, the importance of education, and the dynamics of the relationships that are to bind together individuals, communities, and institutions as humanity advances towards its collective maturity.

The National Spiritual Assembly of the Bahá'ís of Rwanda requires printing services to replenish our stock of certain Bahá'í books available in Kinyarwanda. This document outlines the terms and conditions for the printing of these books, detailing the required specifications, services to be rendered, and expectations for quality and delivery. This is a competitive tender, to be judged on quality and price. The books to be printed are as follows:

- **Ubusitani Bushya** - 2,000 copies
- **Amasengesho ya Baha'i** - 500 copies
- **Mana Nyobora** - 500 copies
- **Kumenya Ukwemera Baha'i** - 500 copies
- **Itangazo ry'Amahoro (Promise of World Peace)** - 100 copies
- **Baha'u'llah n'Igihe Gishya (Baha'u'llah and the New Era)** - 100 copies
- **Will and Testament of 'Abdul-Baha** - 100 copies

2. Description of Books to be Printed

Each book requires specific considerations for printing, including estimated final size, number of pages, and physical attributes:

- **Amasengesho ya Baha'i**
 - **Final Size:** A6 (105 x 148 mm)
 - **Number of Pages:** Approximately 235 pages
 - **Cover:** Laminated, durable binding (e.g., perfect binding)
 - **Paper Weight:** 80 gsm (text pages); 250 gsm (cover)
- **Mana Nyobora**
 - **Final Size:** A6 (105 x 148 mm)
 - **Number of Pages:** Approximately 30 pages
 - **Cover:** Laminated, durable binding (e.g., perfect binding)
 - **Paper Weight:** 80 gsm (text pages); 250 gsm (cover)
- **Ubusitani Bushya**
 - **Final Size:** A5 (148 x 210 mm)
 - **Number of Pages:** Approximately 135 pages
 - **Cover:** Laminated, durable binding (e.g., perfect binding)
 - **Paper Weight:** 80 gsm (text pages); 250 gsm (cover)
- **Itangazo ry'Amahoro (Promise of World Peace)**
 - **Final Size:** A5 (148 x 210 mm)
 - **Number of Pages:** Approximately 6 pages
 - **Cover:** Laminated, durable binding (e.g., perfect binding)
 - **Paper Weight:** 80 gsm (text pages); 250 gsm (cover)

- **Baha'u'llah and the New Era (Kinyarwanda)**
 - **Final Size:** A5 (148 x 210 mm)
 - **Number of Pages:** Approximately 320 pages
 - **Cover:** Laminated, durable binding (e.g., perfect binding)
 - **Paper Weight:** 80 gsm (text pages); 250 gsm (cover)
- **Will and Testament of 'Abdul-Baha**
 - **Final Size:** A6 (105 x 148 mm)
 - **Number of Pages:** Approximately 40 pages
 - **Cover:** Laminated, durable binding (e.g., perfect binding)
 - **Paper Weight:** 80 gsm (text pages); 250 gsm (cover)
- **Kumenya Ukwemera Baha'i**
 - **Final Size:** A4 (210 x 297 mm)
 - **Number of Pages:** Approximately 45 pages
 - **Cover:** Laminated, durable binding (e.g., perfect binding)
 - **Paper Weight:** 80 gsm (text pages); 250 gsm (cover)

3. Specifications and Services to be Provided

1. Proofreading and Text Quality Assurance

- The printer is responsible for identifying an expert to conduct proofreading of the text of each book to ensure there are no typographical errors, misspellings, extra spaces, or formatting inconsistencies. The proofreader should be careful not to re-interpret or change the meaning of the text, but can identify sentences or words that may need to be corrected by the Secretariat of the National Spiritual Assembly of the Baha'is of Rwanda through reference to the original English or French. The printer should return a draft for review before proceeding with the final proof.

2. Page Layout

- The printer is required to ensure that the page layout for each book is aligned with the provided manuscript, ensuring consistency with margins, font styles, and sizes as per the original design specifications. The layout should ensure readability and proper placement of text and images.

3. Cover Design

- The cover design should be finalized and aligned with the thematic elements of each book. The cover must be of high quality, with clear graphics and text that is appropriately sized and aligned. The printer should work closely with the Secretariat of the National Spiritual Assembly of the Bahá'is of Rwanda to ensure the cover aligns with the publisher's expectations.

4. Print Proof Copies

- The printer will print and submit **three (3) print proof copies** for verification before proceeding with the final print run. These proofs will be reviewed for correctness in terms of color, layout, binding quality, paper weight, and overall print quality.

5. Revisions

- After the print proof copies are reviewed, the printer will accommodate any revisions requested. This includes, but is not limited to, changes to layout, font sizes, colors, or the inclusion of additional text or images.

6. Printing of Final Copies

- Upon approval of the print proofs, the printer will proceed to print the final quantities specified for each title:
 - **Ubusitani Bushya** - 2,000 copies
 - **Amasengesho ya Baha'i** - 500 copies
 - **Mana Nyobora** - 500 copies
 - **Kumenya Ukwemera Baha'i** - 500 copies
 - **Itangazo ry'Amahoro (Promise of World Peace)** - 100 copies

- **Baha'u'llah n'Igihe Gishya (Baha'u'llah and the New Era)** - 100 copies
- **Will and Testament of 'Abdul-Baha** - 100 copies
- The printer should ensure that all books are printed in accordance with the agreed-upon specifications, with a focus on maintaining high-quality printing standards throughout the process.

4. Printing Specifications Summary

- **Final Size:** A4, A5, or A6 depending on the specific book
- **Paper:** 80 gsm for text pages; 250 gsm for cover. Other paperweight or cover options may be discussed during a negotiation phase.
- **Binding:** Durable, laminated cover with perfect binding or similar
- **Printing Quality:** High-resolution printing in black and white or gray scale for both text and images
- **Cover Design:** To be approved before final printing

5. Delivery and Timing

- **Timeline:** The printer must complete the printing process within **4 weeks** from the date of approval of the final print proofs.
- **Delivery:** The completed books must be delivered to the specified address within the agreed-upon delivery timeline.

6. Payment and Costs

- The total cost for the printing services will be based on the agreed-upon rate per copy and any additional costs for revisions or design services.
- **Payment Terms:** 40% up front, 60% upon final delivery with verified quantity and quality approval.

7. Copyrights

- All intellectual property rights related to the books remain with the original publisher or the National Spiritual Assembly of the Baha'is of Rwanda, depending on the book.

8. Evaluation and Acceptance

- The final printed copies will be inspected for quality assurance. Any defects in printing quality or deviation from the specifications must be rectified at the printer's expense.

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Application process

Bidders must complete [this Google form](#) with their company name; address; RDB registration certificate; tax clearance certificate; details on the company and prior printing contracts; the name and CV of the person or persons who will lead proofreading, page layout, and design; the proposed print price per copy of each book (taking into account the cost of all other required services listed in the TORs); and three references or certificates of satisfactory completion of prior printing services contracts.

You will need to apply using a Gmail address in order to upload all required documents. There is no Q&A period with this tender. Bidders must submit their bids based on the available information in these TORs.

Link to the application form: <https://forms.gle/WEAzpQVEGw8KVz8U6>

DUE DATE: Responses are due by 11:59pm on Wednesday, December 24, 2025.

Thank you for your interest in offering your printing services to the Baha'i Community of Rwanda