



**Terms of Reference
(TOR) for
(Designing and printing
services)**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>

CHAI is therefore looking for suppliers or service providers to submit competitive bids for designing and printing services at CHAI Offices.

CHAI seeks a graphic designer and printing services company on-call basis, to help the office meet its need for quality design and printing services. The services mentioned shall also include promotional materials (caps, t-shirts, pens, diaries etc.). Actual vendors in our database for the above-mentioned services are encouraged to submit their bids.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

I. Administrative Documents and other required documents:

- The letter of submission of the tender correctly filled, signed and sealed
- Brief Overview of company (Company profile) including physical business address and postal address
- Latest Business Registration Certificate;
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- Proof of last company's tax declaration
- At least three proven previous experience with recommendations in performing similar services
- Copy of catalogue of samples of the design work

II. Key Deliverables:

(a) Implement CHAI's Branding policy

- Ensure that all publications, reports and products are produced with strict confidentiality and in line with CHAI graphic requirements.
- Deliver creative and innovative ideas for print, electronic, web-based and animated presentations;
- Design and layout of reports and other products;
- Design and layout of communication and promotional materials for print and electronic distribution if needed

(b) Improve and edit art-work, photos, charts and other graphic elements

- Design and layout of informational, educational and communication (IEC) materials and branding elements such as banners, posters, leaflets, books, calendars, bulletins, academic posters, flyers, cards etc.)
- Create animations for illustrative purposes such as presentations and more advanced solutions (DVDs/CDs packaging/ graphic digitization);
- Custom photo editing (restoration, noise reduction, tonal adjustment)
- Deliver creative graphic and technical solutions for use of new media (virtual 3D words/boxes, postcards)

Note: Detailed specifications for each individual assignment will be given when the need arises.

III. Qualifications and Expertise

The interested supplier or service provider is required to meet the following criteria:

- Strong theoretical and practical background in graphic design, including the use of various design software and printing machines.
- Demonstrate a clear and mature style of design and understanding of the communication requirements of CHAI;
- Proven track record of graphic elements production with knowledge of printing processes (offset and digital) and color management;
- Good understanding of new and evolving technologies and digital platforms;
- Knowledge of standard software packages
- Experience in working with development and non-profit organizations.

IV. Pricing

Interested suppliers or service providers are required to provide unit cost for the following listed items and the quoted prices should include all applicable taxes.

No.	Item description	Unit price with taxes
1	Sign posts	
	Normal banner with no lights	
	Light box double sided	
	Light box single sided	
2	PVC Banners	
3	Pull up banners	
	With wide base	
	With small base	
4	Flex banners	
5	Folder printed on Matt papers	
	Single sided	
	A3 laminated	
	A4	
	A5	
	A6	
	Double sided	
	A4	
	A5	
	A6	
6	Staff identification badges (PVC OFFICE IDENTIFICATION)	
7	Colour documents (different types and sizes)	
	A2	
	A3	
	A4	
	A5	
8	Business cards	
	With lamination	
	Without lamination	
9	Booklets printed in B&W on normal paper	
	A5	
	A4	
10	Frames	
	A0	
	A1	
	A2	
	A3	
	A4	
11	Stamps	
	Auto-encreur (Small size)	
	Auto-encreur (Small size)	

No.	Item description	Unit price with taxes
12	Printed Certificates A4 on hard papers	
13	Printing and laminating documents	
	A3	
	A4	
	A5	
14	Designing and editing communication tools	
15	Printing Registers	
	A3	
	A4	
16	Printing and well binded Accounting vouchers	
17	Printing and well binded Purchase Order vouchers	
18	T-shirt La Coste	
	Screen printing	
	embroiding	
19	T-shirt round neck	
	Screen printing	
	embroiding	
20	Corporate Office POLO T-SHIRTS	
	Screen printing	
	embroiding	
21	Big corporate umbrella with Screen printing	
22	small umbrella with Screen printing	
23	PRINTED INSERTS / LEAFLETS / BROCHURES	
	A4	
	A5	
	A6	
24	Staff promotional caps	
25	Posters	
	A0	
	A1	
	A2	
	A3	
	A4	

NOTE: Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required documents will be disqualified.

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V. Submission and selection

Well written bids documents prepared in English, will be sent to this email address rwandaprocurement@clintonhealthaccess.org, with "Tender reference number" in the subject line not later than **Friday 21st March 2025 at 05:00 pm local time**.

It shall remain your responsibility to ensure that your bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

The successful vendors or service providers will be added in our database and can be contacted when it deemed necessary. The database may be updated in the middle of the year and new qualified suppliers or service providers can be added to the database.

CHAI reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

Note:

- **Data Protection and Consent:**

"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."

- **Conflict of Interest Declaration:**

"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."