FATI ABUBAKAR
ARTS FOUNDATION

REQUEST FOR QUOTATIONS

I. SUMMARY

1.	**SOLICITATION NUMBER**	RFQ-011-BOR-2025
2.	**SOLICITATION ISSUE DATE**	21/11/2025
3.	**SOLICITATION TITLE**	Printing Services for Photobooks, Brochures, Pamphlets, and Postcards
4.	**PLACE(S) OF PERFORMANCE/DELIVERY**	Maiduguri
5.	**FAAF PROJECT NAME**	EU Support for the Disengagement, Review, Reintegration, and Reconciliation of persons formerly associated with NSAG (SG3R)
6.	**FAAF PROJECT NUMBER**	01002550
7.	**SUBMISSION DUE DATE & TIME**	25/11/2025 4:30PM
8.	**QUESTIONS ACCEPTED UP TO (DATE & TIME)**	24/11/2025 2:00 PM
9.	**ANTICIPATED DELIVERY DATE(S)**	Schedule will be shared (if contracted)
10.	**REQUIREMENT**	

Fati Abubakar Arts Foundation (FAAF) seeks price quotations for Printing Services for Photobooks, Brochures, Pamphlets, and Postcards

II. INSTRUCTIONS TO OFFERORS

To be considered for award, offerors must respond to all the requirements of this Solicitation, including those which must be provided through FAAF's email: procurements@faaf.ng

Offerors are advised to review this document and the information provided on FAAF's email, particularly the following sections, which are required for successful submission of proposals.

- Submission: Please upload your detailed price quotation on company letterhead using the subject "**Submission of RFQ-011-BOR-2025**" to procurements@faaf.ng

1. **Type of Award**
   FAAF intends to award a Firm Fixed-Price Purchase Order as a result of this RFQ, though other contract types may be employed if required.
2. **Selection Criteria**

FAAF will make an award decision on the basis of the lowest-priced of the technically acceptable (meets or exceeds the stated technical specifications) quotations received.

3. Other Guidelines and Notices

The following conditions, guidelines and notices are included to assist you in preparing a competent proposal. All of them should be reflected in your submission.

A. Pricing

Please address all requirements in the RFQ in your price quotation. Quotes must be inclusive of all costs. The only circumstance under which FAAF will accept any price changes from what is included in the Offeror's quotation or will accept additional charges beyond what is included in the proposal is, if FAAF modifies the requirements in writing to all prospective offerors.

All proposed prices and delivery dates shall be valid for a period of ninety (90) days following the date of submission, unless otherwise clearly specified by Offeror.

B. Source and Nationality

Offerors must agree that no services will be rendered through a service provider in any foreign policy restricted country or any designated "prohibited source". **To be considered for award, offerors must send a copy of business registration/profile**

C. New Material Requirement

All equipment proposed in response to this RFQ must consist entirely of new components.

D. Modification and Withdrawal of RFQ

FAAF reserves the right to modify by written notice the terms of this RFQ at any time in its sole discretion. FAAF also reserves the right to withdraw this RFQ at any time—with or without statement of cause—prior to actual award.

E. Multiple Awards and No Obligation to Award

FAAF reserves the right to issue more than one award. FAAF also reserves the right to make an award on any item for a quantity less than the quantity proposed, at the unit prices proposed, unless the Offeror specifies otherwise in the proposal.

FAAF may reject any or all offers or not award a contract under this RFQ if such action is in the best interests of FAAF, its client, or the Host Country. FAAF may also waive informalities and minor irregularities in offers received, should such actions be in the best interest of FAAF, its client, or the Host Country.

4. Questions

Any questions or clarifications must be submitted via email to procurements@faaf.ng on or before close of business 25th November 2025, Responses to questions received shall be shared with all interested parties via the same email trail.

5. Fraud Reporting

Should any person demand/request consideration in exchange of this RFQ or promises successful selection in exchange for consideration, please contact ethics@faaf.ng

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III.

The Vendor selected for award through this RFQ shall deliver the items to FAAF office.

Price Schedule:

S/n	Item Description	Unit	Quantity	Freq.	Unit Price (NGN)	Total NGN (Inclusive of 5%WHT)
1	Photobook	Pieces	50	1		
2	Exhibition Brochure	Pieces	50	1		
3	Pamphlet	Pieces	50	1		
4	Postcard	Pieces	50	1		

Requirements

Bidders must meet the following mandatory requirements to be considered for evaluation;

i. Provide company registration documents (CAC, Tax Clearance Certificate TCC)
ii. Provide prove of experience in printing of Photobooks, Brochures, Pamphlets, and Postcards

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EU SUPPORT FOR THE DISENGAGEMENT, REVIEW, REINTEGRATION, AND RECONCILIATION OF PERSONS FORMERLY ASSOCIATED WITH NSAG (SD3R)

TERMS OF REFERENCE (TOR)

Funder: United Nations Development Programme (UNDP), with support from the European Union (EU)

1. **Photo Book Publisher**

We will require **one dedicated publisher** for the photo book (soft cover). The final specifications will be refined with the publisher's technical input; however, a sample guideline is as follows:

- **Format:** Hard cover or soft cover, optionally with a vellum dust jacket
- **Dimensions:** 19–24 cm (height) and 18–23 cm (width)
- **Pages:** Approximately 100 pages
- **Content:** Over 100 full-color photographs
- **Design:** Mixed layouts — full-page images, layered compositions, and panorama spreads
- **Paper:** Glossy

2. **Pamphlets, Exhibition Brochures & Postcards Publisher**

A separate publisher will handle the pamphlets, brochures, and postcards. Preliminary specifications are as follows:

- **Postcards:** 6 x 11 inches, matte paper
- **Brochures:** 8.5" x 11" (A4 international standard — 297mm x 210mm)
- **Pamphlets:** Standard sizes such as 8.5" x 11" or A4, with bi-fold, tri-fold, or Z-fold options
- **Design Requirements:**
  - High-resolution images (300 dpi for print)
  - CMYK color format
  - Body text at 12–14 pt for clarity
  - Adequate margins and bleed areas to ensure professional print quality

All specifications are flexible and can be further refined with the selected publishers.

Requestor:

Mujahid Abdulwahab