



TERMS OF REFERENCE

Calendar 2023 production for VVOB – Da Nang Office

1. General Provisions

1.1. Job information

Title of the Service: Calendar 2023 designing, printing and delivery service

Contracting Authority: VVOB

Duration: **October 2022 – Dec 2022**

Place /location : VVOB Da Nang Office –
1 Da Phuoc 8 street, Ngu Hanh Son District, TP. Da Nang

Supervision: Ms. Nguyen Thi Thanh Hien & Mr. Tran Tin Thanh

1.2. Contracting Authority

- This Term of Reference (ToR) is issued by VVOB duly represented by **Ms. Le Bich Nguyet, Project Coordinator**
- The ToR shall be followed up by Mr. Tran Tin Thanh, Communication Advisor
- Address: 1 Da Phuoc 8 Street, Ngu Hanh Son District, Da Nang City

1.3. Organisational background

VVOB

VVOB – education for development is a non-profit development organization working towards inclusive quality education in nine countries in Africa, Asia and South America. Through capacity development of ministries of education, we strengthen the professional development of teachers and school leaders in a sustainable way.

More about VVOB and its programmers can be found on VVOB's website: <https://vietnam.vvob.org/>

2. Technical Provisions

2.1. Objectives and scope of the consultancy

The purpose of the present call is to collect quotations from qualified firms to provide designing, printing and delivery services according to the technical specifications mentioned in section 2.2 below.

The contracting authority reserves the right to accept or reject any and all quotations submitted, to negotiate with all qualified respondents, to modify or cancel in whole or in part this call if deemed in VVOB's best interest to do so. Issuance of this call does not commit VVOB to award a contract, to confirm purchase orders, or to pay costs associated with proposal preparation. The selected procedure is that of an open call for quotations.

2.2. Tasks and deliverables

2.2.1: Objectives and scope of the service assignment

- To work with a publisher and process all the required paperwork for publishing if needed.
- To provide maquette designing, calendar printing, and delivery service for VVOB's 2023 calendars. The delivery addresses and project photos that will be provided by VVOB.
- Concept technical brief, key messages, and some available photos (all photos will be provided before the designing phase) can be found in this link:

<https://drive.google.com/drive/folders/15wGNvD8aQCmPpxGA3JvcQf2zULFNxDz?usp=sharing>

We value your experience in the printing industry. We therefore want to hear your advice on the suggested technical detail if any.

2.3. Timeframe

Table 1 indicates the tentative timeline proposed by VVOB. The service provider can propose a timeline that is more suitable to their resources but still meeting the deadlines.

No.	Activities	Timeline
1	Confirm the winning bidder(s)	05/10/2022
2	Kick off meeting	07/10/2022
3	Making agreement on maquettes and samples	17/10/2022
4	Process printing	18/10 – 01/11/2022*
5	Finish delivering process	15/12/2022*

Table 1. Timeframe

***Note:** Printing process needs to be aligned between both parties, making sure all calendars are distributed successfully by the deadline in step No.5

3. Application requirements/Expectations regarding proposals: Profile of the service provider

3.1. Profile of the service provider

The service provider will be required to have:

- Expertise in designing and printing
- Excellent technical capacities (designing and printing) to ensure high-quality production
- Good time management to meet tight deadlines

3.2. Application requirements

A valid application will include:

- Company portfolio that shows clearly variety printing materials (including A stand calendars) that bidder has produced.
- Business registration that shows that the bidder has been established for at least a year.
- Suggested workflow and timeline, in case it deviates from the timeline table in this TOR.
- Cost breakdown using the table in appendix A
- Sample of paper for the calendar pages and sample of paper quality for the A stand. And a sample of A stand calendar that the bidder produced.

The quotation must be signed by the authorised representative and sealed with the company's stamp. Any deletions, overwriting and additional or amending references, either in the quotation or in its

appendices, that are likely to affect the contract's basic conditions, such as prices, time limits and technical conditions, must also be signed by the applicant's authorised representative.

Hard copies sample to send to the following address:

Trần Tín Thành

VVOB office, 01 Đa Phước 8, P. Khuê Mỹ, Q. Ngũ Hành Sơn, Tp. Đà Nẵng

Tel No. 0914 451 284

4. Awarding criteria

Proposals that meet the administrative requirements will be (reviewed by a procurement committee) ranked on the following criteria:

- **TECHNICAL CRITERIA (weight 60/100 points)**

- Proven experiences and expertise in printing (15 points): submitted 3 reference contacts/contracts of past calendar printing clients
- Proven experiences and expertise in designing (15 points): portfolio shows clearly the design of past calendar project that the bidder also in-charge of the designing part. Bidder must provide proofs that the calendars were designed by the bidder via contracts of the designing tasks, or past job confirmation email from your clients.
- Quality of the sample calendar and papers (30 points): colour quality, clear deadline cut, etc.,

Only proposals that have at least 70% on the technical part (i.e. minimum 42 points), will be retained for the evaluation of the "Price Criterion" part.

- **PRICE CRITERION (weight 40/100 points)**

Evaluated on the basis of the proportionality rule whereby the cheapest offer receives 40 points.

5. Supervision and monitoring of the consultancy

The consultant shall report to Ms. Nguyen Thi Thanh Hien who will be in charge of the supervision and monitoring of the consultancy services. This includes:

- Technical and administrative follow-up of the delivered services until completion
- Assessment and acceptance of the deliverables
- Review of payment claims and invoices

She will be assisted in these tasks by the steering group/committee set-up for this assignment.

6. Deadline for submission:

Please send the Proposal to Mr. Tran Tin Thanh at thanh.t@vvo.org and procurement.vn@vvo.org by **4th Oct 2022 (Vietnam time)**

ANNEX A:

**VVOB – education for development
Printing of calendar and delivery - Call for Quotations
Quotation Submission Form**

SUBMISSION of the company:

Represented by (name and position of the authorised person who signs this form):

V.A.T. No.

Address:

Phone:

E-mail:

Duration of quotation validation (for both printing and delivery services):

Payment method (for both printing and delivery services):

Quotation Submission Form

Materials	Quantity	Delivery Quotation (VND- VAT included)	Designing and printing Quotation (VND – VAT included)	Publishing License Quotation	Total – VAT included)
VVOB 2023 Calendar – Option 1	650				
VVOB 2023 Calendar – Option 2	800				
Note: Quantity can be changed depending on our available budget.					

....., date.....2022

