

## **INVITATION TO TENDER FOR THE SUPPLY OF CALENDARS AND EXECUTIVE NOTE BOOKS FOR 2018**

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### **INTRODUCTION**

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute with 14 member countries, currently: Angola, Botswana, Burundi, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. MEFMI was founded with the view to building sustainable capacity in ministries of finance, planning commissions, central banks and related institutions.

MEFMI strives to improve sustainable human and institutional capacity in the critical areas of macroeconomic and financial management; foster best practices in client institutions; and bring emerging risks and opportunities to the fore among executive level officials. MEFMI seeks to achieve, within its member states, prudent macroeconomic management, competent and efficient management of public finances, sound, efficient and stable financial sectors and stable economies with strong and sustained growth. The long term objective is to contribute to the poverty reduction process among people in MEFMI's operational zone of Eastern and Southern Africa. The MEFMI Secretariat is based in Harare, Zimbabwe.

Tenders are invited from registered companies to supply any of the following for the year 2018, order renewable up to 2020;

### **1. DESIGN AND PRINT TENT CALENDAR**

#### **Requirements;**

- i. Supplier to design and print 1000 units of the MEFMI tent calendar for the year 2018, order renewable up to 2020.
- ii. Preferred size is 19 A5 size sheets (15CM X 21CM), printed full colour back to back. 19th sheet is base board.
- iii. Theme: National Birds
- iv. Calendar printed on Hi-Q matt 350 gsm.
- v. Vanished on all sides.
- vi. Wiro-bound at the top.
- vii. Supplier to email a full colour sample of the tent calendar. Place holder photos specific to the theme can be submitted for tender purposes.
- viii. Supplier must be able to source high quality, high resolution photos, relevant to the theme for each year and specific to each MEFMI member country.
- ix. Photos to be sourced from reputable photographers.
- x. Supplier to ensure content and dates are correct
- xi. Suppliers to submit via email.
- xii. The quotation should clearly indicate the total cost including photos.

## **2. DESIGN AND PRINT – MEFMI BRANDED EXECUTIVE NOTE BOOKS**

### **Requirements;**

- i. 600 A5 size note books 130mm x 210mm.
- ii. Each note book to carry 200 pages. Stock 180 gsm ruled paper.
- iii. Off white / cream colour pages
- iv. 8 full colour pages with MEFMI information printed back to back.
- v. Red / Green book marker.
- vi. Cover plain soft touch leatherette green with elastic closure band sewn on spine of note book.
- vii. MEFMI logo embossed on cover.

## **3. APPLICATION PROCEDURE**

Interested and eligible companies should email their full colour artwork / sample designs accompanied by a scanned current tax clearance certificate, company registration certificate and three (3) reference letters preferably one from a large institution/company, to be received by 27 June 2017.

Applications should be addressed to: **The MEFMI Executive Director**

Subject: **Tender – tent calendar and executive note books - 2018**

Email address: [capacity@mefmi.org](mailto:capacity@mefmi.org)