



Terms of Reference – Printing Services

1. About

Group Development Pakistan (GDP) is a Pakistani civil society organization working on protecting and promoting child rights and child justice across Pakistan since 2012. GDP seeks proposals for **Printing of Various Materials** from registered firms/companies.

2. Scope of Work

The description and scope of work of the printing services is elaborated below:

#	Description	Quantity
1	Aflatoon Story Book Size A4 – 80 gm page 34 inner pages, center pin binding, title art card 300gm matt lamination with 4 color printing	Quote rates in multiples of 1,000 up to 5,000 for different quantities.
2	Faiza & Faiz Story Book Size 8.5 X 11 - 80 gm 24 inner page, center pin binding, title art card 300gm matt lamination with 4 color printing	
3	Bank of Creative Ideas – Box file with 148 pages on art card, 4 color printing with matt lamination	
4	Children Coloring Book Size A4 – 100 gm 52 inner pages, center pin binding, title art card 300 gm with matt lamination & 4 color printing	
5	Almi Khazana Box – a cardboard game monopoly style	
6	UNCRC leaflet (size A5) – 300 gm art card with mat lamination and 4 color printing	
7	Poster (Size 17 X 22) – 200 gm art card with 4 color printing with hanging clips	
8	Poster (Size A3) – 200 gm art card with matt lamination and 4 color printing, & ring binding.	
8	Office Stationery – Letterhead size A4, envelopes (A4, legal and letter size), visiting card matt lamination with 4 color printing	



Interested companies must also share their sample work and designs to highlight their relevant experience.

3. Instruction to Apply

Interested firms/companies who are registered, and active taxpayers may submit sealed financial bids along with profile latest by **Friday, February 14th, 2020 (before 1700 hours)** to the address mentioned below. Incomplete bids/received after due date will not be entertained.

Address: GDP, Office # 11-18, Lower basement, Magnum Arcade, Northern strip (on D-12 road) Sector E-11/2, Islamabad. (Phone No. 051-2305547)