



JOINT SONGWE RIVER BASIN COMMISSION

REQUEST FOR QUOTATION

FOR

PROVISION OF DESIGNING AND PRODUCTION OF SONGWECOM CALENDAR 2027

QUOTATION NO: SONGWECOM/2026/2027/NC/06

Executive Secretary,
Joint Songwe River Basin Commission,
P.O. BOX 300,
Kyela Tanzania.
Tel: +255 25 2957412
E-mail: songwecombasin@gmail.com or procurement@songwecom.org

Date: 18th August, 2026

1. Background

The Joint Songwe River Basin Commission (SONGWECOM) is a bi-national institution established by the Governments of the United Republic of Tanzania and the Republic of Malawi to promote sustainable management and development of the Songwe River Basin.

SONGWECOM invites quotations from qualified, experienced and competent printing and graphic design service providers for the **designing, printing and production of SONGWECOM Calendar 2027**.

The successful service provider shall be responsible for designing, producing and delivering the required calendars in accordance with the specifications provided in this Request for Quotation (RFQ), including incorporation of photographs, descriptions and other content to be provided by SONGWECOM.

The calendars are intended to provide useful information to stakeholders while promoting awareness of SONGWECOM's mandate, activities, achievements and the sustainable management and development of the Songwe River Basin.

2. Objectives

The objective of this assignment is to engage a competent and experienced printing and graphic design service provider to:

- a. Design and produce high-quality SONGWECOM calendars for the year 2027.
- b. Ensure that the calendars are professionally designed and visually appealing.
- c. Incorporate photographs, captions, explanations and other materials provided by SONGWECOM.
- d. Clearly indicate public holidays observed in both Tanzania and Malawi for the year 2027.
- e. Produce calendars using the specified sizes, paper types and quantities.
- f. Deliver the completed calendars within the agreed timeframe and to the required quality standards.

3. Scope of Services

The successful bidder shall undertake the following activities:

a. Calendar Design and Production

The service provider shall design, print and deliver three categories of SONGWECOM Calendar 2027 as detailed below:

S/N	Item	Description	Size	Type of Paper	Quantity
1	Calendar	Design and produce six pages, with two months displayed on each page. Each page shall contain two images/photos with accompanying explanations to be provided by SONGWECOM. All public holidays in Tanzania and Malawi for 2027 shall be indicated.	A2	Glossy paper, 170 gsm	100
2	Calendar	Design and produce one page displaying all 12 months on a single page. The page shall contain two images/photos with accompanying explanations to be provided by SONGWECOM. All public holidays in Tanzania and Malawi for 2027 shall be indicated.	A2	Glossy paper, 170 gsm	500
3	Table Calendar	Design and produce a table calendar consisting of 24 pages, with one month displayed on each page. The calendar shall be printed on both sides, indicate all public holidays in Tanzania and Malawi for 2027, and contain one photo per page.	A5	Glossy paper, 200 gsm	50

b. Design Requirements

The service provider shall:

- i. Develop a professional and attractive calendar design consistent with SONGWECOM's institutional identity.
- ii. Incorporate SONGWECOM's logo, colours, photographs and other materials as directed by SONGWECOM.
- iii. Arrange photographs and accompanying explanations in a clear and visually appealing manner.
- iv. Ensure that all dates, months and public holidays are correctly displayed.
- v. Submit design proofs/drafts to SONGWECOM for review and approval before printing.
- vi. Make reasonable corrections and amendments requested by SONGWECOM before final production.
- vii. Ensure that the final printed products accurately reflect the approved design.

c. Content

SONGWECOM shall provide the service provider with photographs, explanations, logo and other relevant content required for production of the calendars.

The service provider shall be responsible for professional layout, graphic design, formatting, colour management, printing and finishing of the calendars.

d. Public Holidays

The calendars shall clearly indicate all applicable public holidays in the United Republic of Tanzania and the Republic of Malawi for the year 2027.

The service provider shall verify the calendar dates and ensure that the holiday information incorporated into the final artwork is accurate and corresponds to the official public holiday calendars applicable to Tanzania and Malawi.

e. Proofing and Approval

Before mass production, the successful bidder shall submit the final artwork/proof to SONGWECOM for review and approval.

No final printing shall commence until SONGWECOM has approved the artwork.

4. Deliverables

The successful service provider shall deliver:

- a. 100 copies of the six-page A2 calendar, with two months per page.
- b. 500 copies of the one-page A2 calendar containing all 12 months.
- c. 50 copies of the A5 table calendar consisting of 24 pages, printed on both sides.
- d. Final approved digital artwork/design files in an appropriate editable and/or print-ready format upon completion, if requested by SONGWECOM.
- e. All calendars properly packed and delivered to the SONGWECOM Secretariat Offices in Kyela, Tanzania.

5. Duration and Delivery Period

The assignment shall commence upon signing of the contract or issuance of the relevant purchase order/award notification.

The successful bidder shall complete the design, proofing, printing and delivery of all calendars within the period agreed with SONGWECOM.

The bidder shall clearly state in its quotation the proposed delivery period from the date of receipt of the final content and/or approval of the artwork.

6. Minimum Requirements

Interested printing and graphic design firms must submit evidence demonstrating compliance with the following requirements:

6.1. Company Registration

The bidder shall possess:

- a. Certificate of Incorporation or Registration.
- b. Valid Business License.
- c. TIN Certificate.
- d. VAT Registration Certificate, where applicable.

6.2. Technical Capability

The bidder shall demonstrate experience and capacity in graphic design, printing and production of calendars or similar printed materials, including:

- a. Adequate graphic design and printing facilities or access to appropriate printing facilities.
- b. Availability of qualified graphic designers and printing personnel.
- c. Capacity to produce the required quantities and specifications.
- d. Capacity to deliver high-quality printed materials within the required timeframe.

6.3. Experience

The bidder shall demonstrate previous experience in similar assignments and provide relevant evidence, including samples, contracts, purchase orders, completion certificates or references where applicable.

6.4. Equipment and Facilities

The service provider shall demonstrate ownership or access to appropriate:

- a. Graphic design software and equipment.
- b. High-quality printing equipment.
- c. Cutting, binding and finishing equipment, where applicable.
- d. Colour proofing facilities.
- e. Packaging and transportation facilities.

7. Quality and Performance Requirements

S/N	Activity	Performance Standard	Special Requirement
1	Graphic Design	Professional, attractive and institutionally appropriate design	SONGWECOM approval required before printing
2	Calendar Content	Accurate dates, months and public holidays	Tanzania and Malawi holidays for 2027
3	Photography	Clear and high-resolution images	Photos and explanations to be provided by SONGWECOM
4	Printing	High-quality, clear and durable printing	Must comply with specified paper and size
5	Paper Quality	Glossy paper of specified weight	A2: 170 gsm; A5: 200 gsm
6	Finishing	Neat and professional finishing	Suitable for intended use
7	Quantity	Complete quantities as specified	No short delivery
8	Proofing	Final artwork approved before production	Corrections to be incorporated
9	Delivery	Complete delivery within agreed period	Delivery to SONGWECOM Secretariat, Kyela

8. Schedule of Prices

Bidders shall complete the schedule below:

S/N	Description of Service	Unit	Size	Paper Specification	Quantity	Rate (TZS)	Amount (TZS)
1	Design and production of six-page calendar, two months per page, two photos with explanations per page, including Tanzania and Malawi public holidays for 2027	Calendar	A2	Glossy, 170 gsm	100		
2	Design and production of one-page calendar displaying all 12 months, two photos with explanations, including Tanzania and Malawi public holidays for 2027	Calendar	A2	Glossy, 170 gsm	500		
3	Design and production of table calendar, 24 pages, one month per page, printed both sides, one photo per page, including Tanzania and	Calendar	A5	Glossy, 200 gsm	50		

S/N	Description of Service	Unit	Size	Paper Specification	Quantity	Rate (TZS)	Amount (TZS)
	Malawi public holidays for 2027						
	Total Amount Excluding VAT						
	VAT						
	Total Amount Including VAT						

9. Required Documents

Interested firms shall submit:

- Brief description of the company, including experience in graphic design, printing and production of calendars or similar materials.
- Certificate of Incorporation or Registration.
- Valid Business License.
- TIN Certificate.
- VAT Registration Certificate, where applicable.
- List of key personnel proposed for the assignment.
- Evidence of access to appropriate graphic design and printing equipment/facilities.
- At least three references from clients served within the last three years for similar assignments.
- Samples or evidence of previous calendar, brochure, publication or other high-quality printing/design work, where available.
- Financial quotation duly signed and stamped.
- Proposed delivery period.

10. Evaluation Criteria

Quotations shall be evaluated based on:

- Compliance with all mandatory requirements and submission of the required documents.
- Experience in graphic design, printing and production of calendars and similar materials.
- Demonstrated experience with Public Institutions, Government Agencies, International Organizations, Private Companies or similar entities.
- Quality and relevance of previous similar work and submitted samples.
- Qualifications and experience of proposed personnel.
- Availability and adequacy of design, printing and finishing equipment/facilities.
- Understanding of the assignment and compliance with the required specifications.
- Ability to produce the required quantities within the required timeframe.
- Quality of proposed paper, printing and finishing.
- Accuracy and capacity to incorporate Tanzania and Malawi public holidays for 2027.
- Detailed fee structure and pricing schedule.
- Financial quotation duly signed and stamped.

- m. Only substantially responsive quotations shall proceed to financial evaluation.

11. Submission of Quotations

Quotations should be submitted in **electronic or hard copy format** to:

TO:

Executive Secretary

Joint Songwe River Basin Commission

P.O. Box 300

Kyela, Tanzania

Tel: +255 25 2957412

E-mail: songwecombasin@gmail.com or procurement@songwecom.org

The quotation shall clearly indicate:

QUOTATION NO. SONGWECOM/2026/2027/NC/04 – DESIGNING AND PRODUCTION OF
SONGWECOM CALENDAR 2027

12. Timeline

S/N	Activity	Date
1	RFQ Release Date	18/08/2026
2	Deadline for Submission of Quotation	31/08/2026 at 10:00 am EAT
3	Evaluation of Quotations	01/09/2026
4	Notification of Award	07/09/2026
5	Contract/Assignment Commencement	Upon award/contract signing
6	Expected Completion	As agreed with the successful bidder

13. Terms and Conditions

- SONGWECOM reserves the right to accept or reject any quotation, in whole or in part, without assigning any reason.
- Quotations shall remain valid for ninety (90) days from the submission deadline.
- All prices shall be quoted in Tanzanian Shillings (TZS).
- Prices shall clearly indicate whether VAT is included or excluded.
- The successful bidder shall not commence mass production until the final design has been reviewed and approved by SONGWECOM.
- The successful bidder shall be responsible for correcting any printing or production defects arising from failure to comply with the approved artwork or agreed specifications.
- Any form of canvassing shall lead to automatic disqualification.
- SONGWECOM shall provide photographs, explanations, logos and other institutional content required for incorporation into the calendar.

- i. The bidder shall maintain confidentiality of all information and materials provided by SONGWECOM.

14. Confidentiality

All information, photographs, documents, designs and other materials provided by SONGWECOM in connection with this RFQ and during the execution of the assignment shall be treated as confidential.

The successful bidder shall not reproduce, publish, distribute or disclose such information or materials to any third party without prior written consent from SONGWECOM, except where required for the proper execution of the assignment.

15. Ownership of Final Materials

All final calendar designs and materials specifically developed for SONGWECOM under this assignment shall be provided to SONGWECOM upon completion, including the final approved artwork in an appropriate digital format where requested.

The service provider shall not use SONGWECOM's photographs, logo, designs or other proprietary materials for purposes unrelated to this assignment without prior written authorization from SONGWECOM.

Executive Secretary,
Joint Songwe River Basin Commission,
P.O. BOX 300,
Kyela, TANZANIA.