

Funded by



EUROPEAN UNION



REQUEST FOR QUOTATION FOR VISIBILITY AND COMMUNICATION ACTION

CERATH DEVELOPMENT ORGANISATION
| TUBMAN BOULEVARD

29TH SEPTEMBER, 2021

Implemented by



BACKGROUND OF CERATH DEVELOPMENT ORGANIZATION

CERATH Development Organization (CDO) is a development organization focused on catalyzing development in Africa. CDO has five (5) main intervention areas. These include Agriculture, Fisheries, Renewable Energy, Water, Sanitation & Hygiene (WASH), and Inclusive Finance. CDO is operational in Ghana, Liberia, and Sierra Leone. In Liberia, CDO is currently operating in the South-East namely; Sinoe, Maryland, River Gee, Grand Kru and Grand Gedeh counties.

THE CASSAVA TRANSFORMATION PROJECT

The Cassava Transformation Project is the Liberia national component of the European Union (EU)-funded West Africa Competitiveness Programme (WACOMP). WACOMP aims to support selected value chains at national and regional level to promote structural transformation and better access to regional and international markets, while taking into account social and environmental concerns. The principal objectives of the programme are to strengthen the competitiveness of West African countries and enhance their integration into the regional and international trading system. The WACOMP consists of one regional component and sixteen national components in West Africa. CDO is leading a consortium of local and international organizations comprising of Center for Enterprise Learning, Conservation Alliance, and Rural Integrated Center for Community Empowerment-Liberia to implement the project.

OBJECTIVES OF PROJECT

The goal of the project is to enhance the competitiveness and regional integration of Liberia's cassava sector through a value chain approach focused on sustainable production value addition, entrepreneurship, sustainable markets and enabling policies. This is borne out of the global and specific objectives of the call, which seeks to enhance West Africa competitiveness, and integration through trade at the regional and international level. This project focuses on the second most popular crop in Liberia as the entry point to achieve this goal.

The objectives of the project are to:

- Strengthened efficiency of actors engaged in the cassava value chain to improve access to inputs, and markets.
- Enhanced production, processing, and commercialization of the cassava value chain.
- Cassava value chain enhanced to be financially sustainable, and commercially viable.
- Policies, programs, and incentives to stimulate the commercialization of the cassava sector advocated for and implemented.

The project is being implemented in the South-East of Liberia specifically in Grand Gedeh, River Gee, Maryland, Grand Kru and Sinoe counties.

SCOPE OF WORK & DELIVERABLES

As part of the communication and visibility component of the project, the consortium is seeking to procure a number of paraphernalia to enhance the publicity of the project among the various stakeholders. These have been listed in the table below;

SN	ITEM	SPECIFICATIONS	QUANTITY REQUIRED
1	Stretch Banner	5 by 10 ft (Printing only)	25
2	Signage	37 by 20 inches (Printing only)	10
3	Branded Pen	Executive Metal/Plastic	1,000
4	Branded Shirts and Branded Caps	Lacoste & T-shirt (M,S,L,XL)	2,500
5	Stickers for Vehicles and Other Assets	Car- A3 Laptop- 3.5 by 3.5 inches Tables & Other Assets - A5	70
6	Pull-up Banners	Standard Size	12
7	Business Cards	100pcs (per person)	13

N:B Kindly note that the items listed above do not include the design of the communication materials. CDO will provide the designs for printing and production.

APPLICATION PROCESS

Interested consultant(s) or consulting agencies with expertise and experiences to undertake this assignment are requested to submit the following documents

- Complete, sign, and stamp the Annex A (Quotation Submission Form)
- Must attach the organization's logo on the top left corner of Annex A
- Must submit the business registration document as Annex B
- Must submit the sample pictures of a similar project completed as Annex C

All applications document should be sent in portable document format (PDF) to procurement@cerathdev.org by 1st December 2021. The subject line for the submission should be "Name of organization/Visibility Action-Cassava Transformation Project". Only shortlisted applicants will be contacted.

ANNEX A: QUOTATION SUBMISSION FORMS

LOGO

Company Name: _____

Contact Name: _____

Email: _____

Telephone: _____

Date Submitted: _____

SN	ITEM	QUANTITY	OFFER/PRICE (GHS)
1	Stretch Banner	25	
2	Signage	10	
3	Branded Pen	1,000	
4	Branded Shirts and Branded Caps	2,500	
5	Stickers for Vehicles and Other Assets	70	
6	Pull-up Banners	12	
7	Business Cards	13	
		Discount	
		Total	

SIGNATURE AND CONFIRMATION OF THE RFQ

Authorized Name: _____

Authorized Signature: _____

Date: _____

ANNEX B: BUSINESS REGISTRATION DOCUMENTS

ANNEX C: SIMILAR PROJECTS COMPLETED
