



Call for Expression of Interest for Printing Material for Solidar Suisse SEE

1. Introduction

Solidar Suisse SEE is seeking expressions of interest from qualified vendors/companies to provide high-quality printing and branding materials. The purpose of this Call for Expression of Interest (EOI) is to identify potential vendors /companies capable of meeting the printing needs of our organization to support the effective implementation of our mission and programs. We invite interested vendors/ companies to submit an EOI demonstrating their capability and expertise in providing printing materials as per the outlined specifications.

2. About Solidar Suisse SEE

Solidar Suisse SEE is an international organization with approximately 10–50 employees, operating across multiple regions. We are committed to implementing impactful projects that foster social justice and sustainable development.

3. Scope of Work for Printing Materials

We are seeking vendors/companies capable of delivering the following high-quality printing materials:

- **Notebooks:** A5 format with the printed Solidar Suisse logo, available in spiral binding or leather-bound hard cover 2.2mm.
- **Pens:** Best quality, branded with the Solidar Suisse logo.
- **Calendars:** Dimensions 21 x 18 cm, spiral bound, with laminated sheets ,250 gsm, full color.
- **Factsheets:** A4 format, full color with matte texture.
- **Roll-Up Banners:** Dimensions 210 x 80 cm, tarpaulin material (500 gsm) with UV printing.
- **Reports:** A4 format, 300 gsm color-printed cover, 130 gsm inside pages, wire clip binding, 30–50 pages.
- **Brochures:** A4 format, 300 gsm cover, 130 gsm inside pages, color printed, clip binding.
- **Leaflets:** A4, 160 gsm paper, double-sided, full color with matte texture.
- **Paper Bags:** Recycled paper, dimensions 22 x 18 cm, with the Solidar Suisse logo.
- **Tote Bags/Material Bags:** Dimensions 38 x 38 cm, with the Solidar Suisse logo.
- **Certificates/ Gratitudes:** A4 format, recycled paper.



4. Evaluation Criteria

Submissions will be evaluated using a best-value approach, applying an 80/20 weighting between technical quality and price.

5. Submission Requirements

Interested vendors are requested to submit the following documents by **28.02.2025 at 16:00h**:

- **Company Profile:** Include background, size, areas of expertise.
- **Technical and Financial Offer.**
- **Company Registration Certificate.**
- **References:** Provide at least three references.
- **Proven Experience:** Submit samples or photos of similar work completed.

All EOIs should be submitted via email to **hr@solidar-suisse-kos.org**.

6. Confidentiality and Privacy

All information provided in response to this EOI will be treated as confidential. Vendors/ companies are expected to respect the privacy and confidentiality of Solidar Suisse SEE and its employees.

7. Next Steps

Following the submission of EOIs, Solidar Suisse SEE will review the applications and may invite selected vendors/ companies to participate in a formal Request for Proposal (RFP) process or engage in further discussions. Please note that the submission of an EOI does not guarantee selection or participation in the next phase of the procurement process.

8. Questions

For any inquiries or clarifications regarding this EOI, please contact us at **hr@solidar-suisse-kos.org**.