

Terms of Reference (ToR) - Procurement of Printing Services

Date of issue: January 5, 2026

Closing date of ToR: January 15, 2026

1. About Shedo

Shedo is the next-generation Social Enterprise & NGO, which connects, equips, and champions women leaders across Iraq & KRI, and the international community working here. Think of SHEDO as a two-motor vehicle: the NGO engine powers community outreach and advocacy; the social-enterprise engine earns revenue through L&D, network services, consulting, and data dashboards. Both run on the same fuel—women's untapped potential.

Before we kept meeting brilliant women who "just needed a runway," SHEDO now builds that runway end-to-end: A to Z project delivery that starts with needs diagnosis and ends with measurable social and economic returns—no hand-offs, no cold chains, just seamless impact.

2. Introduction to the Project & Call for Experts

Building Modern Economy Inclusion for Women MSMEs in Iraq Program is implemented by Shedo as part of SPACE (Strengthening Participation, Peaceful Coexistence and Equality in Iraq). SPACE is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and supported by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The project's objective is to strengthen the economic participation of women in Federal Iraq by improving their access to formal financial services (access to finance/A2F). We will achieve this through a dual strategy of building women's financial capabilities and co-designing better, more transparent lending tools with Iraqi financial institutions.

To achieve this, Shedo is seeking a qualified service provider for the **printing of participant kits** in support of the project's training and implementation needs in Iraq.

3. Scope of Work

The selected service provider will be responsible for the following:

- *Production:* Producing notebooks, pens, and certificates in professional quality and uniform standards.
- *Participant Kits:* Preparing 115 complete kits (100 participants + 15 spare). Each kit includes a custom-printed blue or Black pen and a spiral-bound notebook (300 gsm cover, 80 gsm inner).
- *Certificates:* Printing training certificates based on the approved template.
- *Roll-ups:* Printing 5 roll-up banners (3 main city-specific designs + 2 backups).
- *Logistics:* Printing and packaging all materials through one central printing house and delivering them to training locations in Ninewa, Baghdad, and Basra.

- *Quality Control:* Ensuring all materials are durable, consistent in quality, and free from printing errors; replacing any damaged, misprinted, or missing items at the service provider's cost.

Printing & Participant Kit Deliverables

Item	Specification	Quantity	Delivery Location
<i>Notebooks</i>	A5 size, 50 pages, inside 80 gsm, front & back cover 300–350 gsm, spiral binding	115 units	Ninewa, Baghdad, Basra
<i>Pens</i>	Standard quality, blue or black ink, branded if required	115 units	Ninewa, Baghdad, Basra
<i>Training Certificates</i>	A4 size, 300–350 gsm, full color, based on approved template	115 copies	Ninewa, Baghdad, Basra
<i>Roll-ups / Banners</i>	Printed based on final approved design	5	Training venues (3 cities)
<i>Delivery & Distribution</i>	Transport of all materials from one printing house to all cities	Included	Ninewa, Baghdad, Basra

4. Period of Assignment & Logistics

- This is a short-term procurement assignment. The assignment is expected to be implemented by the end of January 2026.
- The selected service provider will be responsible for printing, packaging, and delivering all printed materials to the designated training locations in Ninewa, Baghdad, and Basra within the agreed timelines.
- All printing, packaging, and delivery costs must be included in the financial offer. The service provider shall ensure that all materials are delivered before the start of the trainings in each location.
- Shedo will provide the final approved designs and content for all materials prior to printing.

5. Required Qualifications & Eligibility Criteria

The ideal service provider must demonstrate the following:

- **Essential:** Proven professional experience in commercial printing services for training materials, publications, certificates, and similar items.
- **Essential:** Ability to meet tight production and delivery deadlines.
- **Essential:** Capacity to deliver printed materials to multiple locations (Ninewa, Baghdad, and Basra).
- **Essential:** Ability to submit print samples/proofs prior to bulk production for approval.
- **Essential:** Previous experience printing materials for training programs, workshops, or development projects.

- **Eligibility:** The applicant must be a printing house, supplier, or legally operating service provider in Iraq.
- **Eligibility:** The applicant must be able to issue an official invoice or financial receipt acceptable under Shedo's finance policies.
- **Eligibility:** Submission of samples of previous relevant printed work is required.

6. Evaluation Criteria

The evaluation will use a 50/50 split:

Technical Proposal – Quality & Capacity (50%)

- Quality of printing based on submitted **samples and previous work**.
- Quality of paper, color accuracy, finishing, and overall production standards.
- Capacity to handle **bulk printing of sets** within the required timeframe.
- Ability to meet **delivery deadlines to Ninewa, Baghdad, and Basra**.
- Relevant experience in printing training materials, certificates, and similar items.

Financial Proposal (50%)

- Total financial offer and overall cost reasonableness.
- Cost efficiency in relation to the required quantities and specifications.

7. Proposal Response Requirements

To be considered, your proposal must include the following documents:

a) Technical Proposal:

- **Company Profile:** A brief profile of the printing house/supplier, including years of experience and main printing capacities.
- **Samples of Previous Work:** Clear samples of relevant printed materials (e.g., manuals, certificates, notebooks, folders, or similar items).
- **Proposed Printing Specifications:** A brief description of the proposed paper types, printing quality, binding/finishing, and production standards.
- **Production & Delivery Timeline:** A short timeline showing estimated printing and delivery schedule in line with the project needs.

b) Financial Proposal:

- A clear **financial offer in IQD** for printing and delivering all required items as specified in the Scope of Work and Deliverables table.
- The financial offer must include **all costs** related to printing, packaging, and delivery to Ninewa, Baghdad, and Basra.

c) Eligibility Documents:

- Copy of **company registration certificate**.

8. Submission Details

Kindly send us all your questions & requests for clarifications if applicable **no later than 5:00 PM (Baghdad Time) on January 10, 2026**.

- All proposals must be submitted by email no later than **5:00 PM (Baghdad Time) on January 15, 2026**.
- Please send your complete proposal (Vendor Quotation Form) to:
procurement@shedoiq.org alongside all other required documents.
- The email subject line must be: **"ToR – Procurement of Printing Services – BMEI"**
- **Required Documents:** Completed Annex A: Vendor Quotation Form (Financial & Technical); Copy of Company Registration; Photos/Samples of previous relevant work.

9. Compliance

This procurement is part of a GIZ-funded project and will be managed in accordance with Shedo and GIZ procurement guidelines. All bidders must comply with Shedo's Anti-Corruption & Anti-Fraud Policy. The selected vendor will be subject to mandatory UN/EU/OFAC sanctions screening as required by Shedo's AML/CTF policy.

10. Annex A. Vendor Quotation Form

Procurement of Printing Services

Please complete all sections of this form and submit it as a Word or PDF document. Do not exceed the word limits. The form attached as a separate editable Word file.

1. Vendor Information

Company Name:

Registration No.:

Contact Person:

Phone Number:

Email Address:

Date of Offer:

2. Financial & Technical Offer (Bill of Quantities)

Please confirm specifications and provide your best unit price in IQD.

#	Item Description & Required Specs	Vendor Specification Notes (Confirm paper weight/materials here)	Qty	Unit Price (IQD)	Total Price (IQD)
1	Participant Notebooks: A5, 50 pages, 80gsm inner, 300gsm cover, spiral bind		115		
2	Pens: Blue or black ink, standard quality, custom text branding		115		
3	Training Certificates: A4, 300–350 gsm, full color		115		
4	Roll-up Banners: Standard size, high-quality print + stand		5		
5	Delivery / Logistics: Transport to Ninewa, Baghdad, and Basra	List delivery method:	3		
				GRAND TOTAL:	0.00

3. Timeline & Capacity

Please fill in the estimated days required after final design approval.

- **Sample Production Time:** _____ Days
- **Bulk Printing Time:** _____ Days
- **Delivery to all 3 Cities:** _____ Days
- **Total Lead Time:** _____ Days

4. Experience & Quality Check

Please attach photos/samples of previous work with this form.

Requirement	Yes / No	Details / Reference
Previous Experience	☐ Yes	Client Name: _____
Samples Attached?	☐ Yes	(e.g., Photos of past notebooks/banners)
Valid Registration?	☐ Yes	Please attach copy of registration.

5. Vendor Declaration

I, the undersigned, certify that the information provided is correct and that I have the capacity to deliver the items to the specified locations (Ninewa, Baghdad, Basra) within the timeline stated above.

Name: _____ Signature & Stamp: _____