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**WE-LEAD Ethiopia Literacy and Education Development Association**

**REQUEST FOR QUOTATION (RFQ)**

**Printing of Grade One Mother Tongue Educational Materials**

**Tsaara, Nayi and Kafa Textbooks / Educational Materials**

|                             |                                                           |
|-----------------------------|-----------------------------------------------------------|
| <b>RFQ Title</b>            | Printing of Grade One Mother Tongue Educational Materials |
| <b>Issuing Organization</b> | WE-LEAD Ethiopia                                          |
| <b>Delivery Location</b>    | Addis Ababa , Ethiopia                                    |
| <b>Submission Deadline</b>  | Final deadline: 21 September 2026                         |

**1. Background**

WE-LEAD Ethiopia is implementing an education program that supports the development and use of mother tongue educational materials for Grade One learners and teachers. As part of the program, WE-LEAD Ethiopia intends to print three finalized student textbook and three teachers guide in full color for use.

**2. Purpose of the RFQ**

The purpose of this Request for Quotation is to invite qualified printing companies to submit competitive quotations for the printing, binding, finishing, packaging and delivery of the specified materials to our Head Office German Square, Mekanisa. The selected printer must be able to meet the required quality standards and delivery schedule.

**3. Scope of Work**

- Print all materials from the final print-ready PDF files supplied by WE-LEAD Ethiopia.
- Print the materials in full color.
- Use suitable, good-quality paper for all internal pages.
- Produce the cover pages per book using stronger/heavier paper or equivalent durable stock.
- Laminate the covers or use a suitable transparent plastic protective sheet where appropriate.
- Bind the books securely so that they can withstand regular use by Grade One learners and teachers.
- Conduct quality control before delivery, including checking color, page sequence, completeness, trimming and binding.
- Package the finished books securely to prevent damage during transportation.
- Deliver the complete order to our Head Office within the required deadline.
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#### 4. Detailed Printing Requirements

| Material       | Copies | Pages/Copy | Cover Pages | Normal Pages | Total Colour Pages | Cover           |
|----------------|--------|------------|-------------|--------------|--------------------|-----------------|
| Tsaara         | 160    | 190        | 4           | 186          | 30,400             | Heavy/laminated |
| Nayi           | 160    | 164        | 4           | 160          | 26,240             | Heavy/laminated |
| Kafa           | 160    | 156        | 4           | 152          | 24,960             | Heavy/laminated |
| Teachers Guide | 25     | 100        | 4           | 96           | 2,500.00           | Heavy/Laminated |
| TOTAL          | 505    | —          | —           | 594          | 84,100.00          | —               |

#### 6. Delivery Requirements

The preferred delivery date is 18 September 2026, so that the materials can be used during the teacher training. The bidder must clearly confirm the earliest achievable delivery date in the quotation.

#### 7. Bidder Information and Eligibility

Bidders should provide the following information with their quotation:

- License registration and relevant tax documentation, where Tin Number.
- Details of printing equipment/capacity and production capability.

#### 8. Required Quotation Format

To facilitate a fair comparison of bids, bidders are requested to provide a clear, itemized quotation using the following format

- Prices should be stated in Ethiopian Birr (ETB).
- The quotation should clearly indicate the VAT amount.

#### 9. Submission of Quotation

- Interested and qualified printing companies are invited to submit their signed and stamped quotation, along with the required supporting documents to: [operations@leadethiopia.org](mailto:operations@leadethiopia.org) by the submission deadline.
- For any inquiries, please contact +251-945-029-204.
- Quotation Submission Deadline: Sep-10-26