



# The West African Examinations Council

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April 16, 2013

## **INVITATION TO TENDER FOR THE PRINTING OF THE WEST AFRICAN EXAMINATIONS COUNCIL'S 2013 SEASON'S GREETING CARD**

Reputable companies in The Gambia, Ghana, Liberia, Nigeria and Sierra Leone are hereby invited to tender for the printing of The West African Examinations Council's Greeting Card for 2013.

The terms of the tender are as follows:

- (1) Three full artwork designs of the front cover of the card which must include an embossed logo of the Council.
- (2) The minimum quantity is 4,000 copies, maximum 20,000 copies, (increase will be in multiple of 2000 cards).
- (3) Size of card is  $7^{9/10} \times 5^{7/8}$
- (4) Quality of paper
  - (a) Eggshell card outside 114/120 gms. One insert folded
  - (b) Kromocote 120 gms/insert Eggshell
- (5) Quotations should be for colour separation of one photograph, printing of full-colour card, minimum 4,000 copies and thereafter, in multiples of 2000, maximum 20,000 copies.
- (6) Quotations should reflect all payments to be made by the Council in respect of the contract job such as VAT, etc.
- (7) 50% of the contract sum will be paid as deposit for the job on request, while the balance will be paid after full delivery of the ordered quantity.

Quotations are to be accompanied by a non-refundable tender fee of \$20.00 or its equivalent in bank draft payable into the local WAEC Headquarters Account. For Ghana, the bank draft should be made payable to 'WAEC Headquarters, Accra'.

Tenders unaccompanied by the tenderer's fee and the three separate artwork designs will not be considered.

**IMPORTANT**

Under no circumstances would a tenderer be allowed to revise his quotation after the International Tenders Board of WAEC has considered the tenders.

All quotations should be put in sealed envelope and mailed, delivered personally or forwarded through the local WAEC Office to:

The Secretary  
International Tenders Board  
The West African Examinations Council  
Headquarters  
P.O. Box GP 125  
Accra, Ghana.

The sealed envelope marked "2013 WAEC Headquarters Tenders for Cards" should reach the Secretary not later than **4.00 p.m.** on **Monday, May 6, 2013**. Late tenders will not be considered. The West African Examinations Council does not bind itself to accept the lowest bid.

Yours faithfully,

*Signed*

A. I. Aduloju

**Deputy Director (Public Affairs)**

*for:* **THE REGISTRAR**