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Vendors Required

National Organization for Working Communities – NOWCommunities is a not-for-profit organization registered under the Social Welfare Act with the government of Sindh. NOWCommunities is one of the partners Women's Rights Organizations-WRO in the project Women's Voice and Leadership – Pakistan (WVL-P). Under the project WVL-P, the WROs have formed a Consortia, named as FEM Consortia. The secretariat of the FEM Consortia is revolving and NOWCommunities is currently holding the secretariat.

FEM Consortia is holding FEM Conference 2024 in Karachi on February 20-21, 2024. In this regard, we require the following vendors. The ToRs for whom are given below.

#	Vendor Required for
1	Wood Work
2	IEC Material Designing
3	IEC Material Printing
4	Visibility Material Printing (Conference Kit)
5	Photographer+Videographer

Interested parties are requested to submit their proposal along with these documents at nowcommunities@gmail.com Cc finance.managernowc@gmail.com by 6th February 2024, EOD.

1. Proposal
2. Financial Proposal
3. Profile/Samples (Short-listed vendors would be required to show real samples before the finalization; for tangible items)
4. CNIC# & NTN#
5. Contact details (Phone, WhatsApp, and email)
6. Any other document may be requested during or before shortlisting.

ToRs for the Vendors

1. Vendor for wood work

ToRs:

- Work in close coordination with FEM Conference Coordinator and NOWCommunities team
- Design, assemble, and fix two stages of prescribed size and dimensions
- Design, assemble, and fix, backdrops, media walls, information boards, and other stands.
- Design, assemble, and fix backdrops for Musharia and ART Performance as specified. Also, arrange other necessary settings such as seating in Mushaira
- Get approval from the FEM Conference Coordinator and Executive Director of NOWCommunities on the final designs

Tasks:

- Design and assemble two stages, 1.5 feet high, 20x10 ft (size may change)
- Frames of 6 backdrops/penaflex.

2. IEC Material Designer

ToRs:

- Work in close coordination with FEM Conference Coordinator and NOWCommunities team
- Create a theme with the guidance of the FEM Conference Coordinator
- Produce designs for the IEC Material i.e. Jacket Folders, Brochure, Program Agenda, Backdrops, Standees, Media Wall, Flags, Name tags/plates, Scarfs) in line with the theme and visibility guideline
- Get approval from the FEM Conference Coordinator and Executive Director of NOWCommunities on the final designs
- Handover the designs to NOWCommunities in both PNG and the original file, along with copyrights

Tasks:

- Brochure
- Agenda
- Backdrop (FEM Conference)
- Backdrop (Sukhan-e-Bebaak)
- Backdrop (ART Performance)
- Media Wall
- Standees (FEM Conference)

- Standees of Position Papers, ART Performance, and Mushaira
- Information Board
- Hangings
- Profile of the panelists/speakers (colour printing on normal coloured paper) (300 sets)

3. Printing of IEC Material

ToRs:

- Work in close coordination with FEM Conference Coordinator and NOWCommunities team
- Share an original printed sample before printing
- Get approval from the FEM Conference Coordinator and Executive Director of NOWCommunities on the printed sample
- Deliver the printed items to the office of NOWCommunities
- Get confirmation from the FEM Conference Coordinator and Executive Director of NOWCommunities for the assignment completion

Print Material:

- Brochure (300)
- Agenda (300)
- Backdrop (FEM Conference) (02)
- Backdrop (Sukhan-e-Bebaak) (01)
- Backdrop (ART Performance) (01)
- Media Wall (01)
- Standees (FEM Conference) 08
- Standees of Position Papers, ART Performance, and Mushaira (2x6=12)
- Information Board (01)
- Hangings (12)
- Profile of the panelists/speakers (colour printing on normal coloured paper) (300 sets)

4. Vendor for visibility material printing (Conference Kit)

ToRs:

- Work in close coordination with FEM Conference Coordinator and NOWCommunities team
- Print the visibility material on selected items (Jute Bag, Power Bank, Scarfs, Notebook, Phone Holder, Jacket Folder, etc)
- Share an original printed sample before printing
- Get approval from the FEM Conference Coordinator and Executive Director of NOWCommunities on the printed sample
- Deliver the printed items to the office of NOWCommunities

Conference Kit Items:

- Jute Bag
- Foldable Tote Bag/Thaila
- Power bank
- Books (Sheema's Work)
- Scarfs (Manto Style)
- Notebook
- Phone Holder
- Jacket Folder

5. Photography and Videography with Editing

ToRs:

- Work in close coordination with FEM Conference Coordinator and NOWCommunities team
- Cover the conference happening on February 20-21, 2024.
- Bring equipment for the coverage of the conference.
- Do necessary touch-ups before handing over the photographs.
- Handover all the raw/processed data with NOWCommunities along with copyrights
- Adhere to the data protection policy.
- Get confirmation from the FEM Conference Coordinator and Executive Director of NOWCommunities for the assignment completion.