



Date: 22ND OCTOBER 2020.

REQUEST FOR QUOTATION FOR DESIGN AND PRINTING OF MARKETING AND PUBLICITY MATERIALS FOR PILOTING OF THE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM FOR CUSTOMS AGENTS, FREIGHT FORWARDERS AND WAREHOUSE OPERATORS IN UGANDA.

1.0 INTRODUCTION

The Federation of East African Freight Forwarders Associations (FEAFFA) is a regional private sector apex body of the Customs Clearing and Freight Forwarding industry in East Africa representing over 2500 Customs agents and freight forwarding firms. The Federation aims at promoting a professional freight logistics industry for trade facilitation and regional economic growth. FEAFFA strives to address the challenges experienced by its members at association and firm levels through provision of training and other aspects of capacity building.

FEAFFA jointly with the East African Revenue Authorities (EARAs), National associations of the Freight Forwarding industry and the EAC Directorate of Customs have been running the East African Customs and Freight Forwarding Practicing Certificate (EACFFPC) program to equip practicing and prospective customs agents and freight forwarders with skills, competencies and values desirable in the discharge of their functions in order to enhance compliance, professionalism and facilitate trade. The EACFFPC was developed and rolled out in 2007 and has output over 6000 graduates.

In partnership with TradeMark East Africa (TMEA), FEAFFA is rolling out the second phase of the East African Customs and Freight Forwarding Practicing Certificate (EACFFPC) training intervention for customs agents and freight forwarders in East Africa. Under the EAC Logistics Sector Skills Enhancement Programme of TMEA, the program is expected to address among other things, the large skills gap in the EACs logistics sector that have resulted into high costs of doing business in the region through the introduction of a Continuing Professional Development (CPD) program. After the implementation of the program, industry practitioners will be expected to have a minimum number of CPD points per year which will form part of the requirements for the renewal of their operating licenses.

FEAFFA already developed the CPD framework with the implementation guidelines and tools. The tools will guide the National Curriculum Implementation Committee (NCIC) of national associations of customs agents and freight forwarders in the region in piloting and rolling out the program in their respective countries. The Federation also developed a communications plan for the sensitization of the freight logistics industry in East Africa on the Continuous Professional Development (CPD).

Uganda is one of the countries that was earmarked for the piloting of the CPD program to ascertain its success before rolling it out in the entire EAC region. In preparation for the rollout of CPD piloting, a number of activities were conducted by the NCIC and FEAFFA. Some of these activities included a preparatory meeting for piloting the program and a roadmap on how the program will be piloted was also developed. The roadmap included the development of a comprehensive stakeholder analysis and mapping, identification of areas CPD activities will address and drawing a CPD calendar for piloting.

Since piloting has begun in Uganda, FEAFFA is working closely with the National Curriculum Implementation Committee (NCIC) in Uganda to launch and market the program with the aim of enhancing its uptake in the country.

With support from TMEA, FEAFFA is seeking to engage services of a firm to design and print the marketing and publicity materials that will be used during the rollout of CPD piloting in Uganda.

2.0 OBJECTIVE

The purpose of the assignment is to design and print the marketing and publicity materials for the rollout of the CPD piloting in the republic of Uganda.

3.0 SPECIFICATIONS

Item	Design Specification	Print specifications	Number of prints
Prospectus	Size: B5 Colour: Full colour No. of Pages: 25-32 pages Design for hard cover print (front and back pages)	Size: B5 Colour: Full colour No. of Pages: 32 pages Binding: Perfect binding Covers: Matt laminated Inside paper: Gloss lamination	500
Flyers	Size: A5 Colour: Full colour No. of Pages: 8 pages	Size: A5 Colour: Full colour No. of Pages: 8 pages Paper: Art paper with Glossy Binding: Saddle stitch	500
Roll up banner	Size: 200cm by 85cm Colour: Full Colour	Size: 200cm by 85cm Material: PVC Satin Colour: Full Colour Base: Wide base	3
Media banner	Length: 3 by 3m with stand Colour: Full colour	Length: 3 by 3m with a stand Material: Flex Colour: Full colour Print: Single sided	1
Tear drop	Size: Small Length: 7 feet Dimensions: (23.17" W x 63.52" H) Material: Polyester fabric Colour: High Quality Full colour	Size: Small Length: 7 feet Dimensions: (23.17" W x 63.52" H) Material: Polyester fabric Print: Double sided Colour: Full colour with a stand	2

The expected deliverables for each activity for this assignment will include:

- a. Design layouts of the materials based on the specifications provided
- b. Print outs of the materials based as per the specifications provided

4.0 WORK PLAN

Activity	Estimated calendar days
Design and layout	5 days
Printing	10 days

5.0 COORDINATION/REPORTING

The project will be coordinated by NCIC Uganda in collaboration with FEAFFA.

6.0 QUALIFICATIONS OF THE FIRM

- Proof of company registration
- A minimum of three (3) years of experience in professional graphics design, large-scale and high-quality printing (Both in digital and offset).
- Share at least three (3) previous similar assignments.

7.0 APPLICATIONS

All quotations must be submitted by email to procurement@feaffa.com by Monday 26th October 2020 at 1700 HOURS UGANDAN TIME.

IMPORTANT NOTES:

1. Vendors will be expected to make physical delivery of final materials at the Uganda Freight Forwarders Association (UFFA) Head Office in Kampala, Uganda.
2. All quotations must be in Ugandan Shillings (UGX) and inclusive of any applicable deductions.
3. The draft designs and print outs will be delivered at UFFA Head Office in Kampala Uganda where the review of the same will also take place.