

## **Request for Quotations: Event Branding Materials for UK PACT Workshop in Abuja**

### **1. Background**

Perspectives Climate Research (PCR) is implementing a UK PACT-funded initiative, *The Negotiators' Training and UNFCCC COP30 Debrief*, in partnership with Power Shift Africa and Nigeria's National Council on Climate Change (NCCC). As part of this initiative, PCR will organise an in-person workshop in Abuja and seeks a one-stop supplier to produce and deliver branded event materials.

### **2. Assignment Overview**

- **Location:** Abuja, Nigeria
- **Delivery deadline:** by 8:00 AM on 3 May 2026 (materials delivered and installed at the Abuja workshop venue)
- **Client:** Perspectives Climate Research (PCR), under the Nigeria – UK PACT programme

### **3. Scope of Work & Technical Specifications**

The selected supplier will produce, deliver, and install four items:

#### **Item 1 — Pull-up roller banner (1 unit)**

- Finished size: 850 mm (w) × 2000 mm (h)
- Material: 440 gsm anti-curl PVC or equivalent matte vinyl
- Print: full-colour dye-sublimation or eco-solvent, minimum 1440 dpi
- Hardware: retractable aluminium base cassette with support pole; padded carry bag
- Artwork: supplied by PCR as print-ready PDF (design attached for reference)

#### **Item 2 — Step-and-repeat backdrop/media wall (1 unit)**

- Finished size: 6000 mm (w) × 2400 mm (h)
- Material: dye-sublimation printed tension fabric (260–280 gsm polyester), matte finish
- Hardware: modular aluminium frame (breakdown-able into ≤1.5 m sections); wheeled travel cases included
- Service: on-site delivery, set-up.
- Artwork: supplied by PCR as print-ready PDF

#### **Item 3 — Conference name badges (120 units)**

- Finished size: 105 × 148 mm (A6 portrait) or equivalent per PCR spec
- Material: 300 gsm matte coated card, full-colour single-side print
- Finishing: clear PVC badge holder and polyester lanyard supplied per badge
- Artwork: supplied by PCR as print-ready PDF

#### **Item 4 — A2 attendance sheets (5 units)**

- Finished size: A2 (594 × 420 mm), landscape orientation
- Material: 170 gsm matte coated paper, single-side full-colour print
- Content: UK PACT-branded attendance table with columns for No., Name, Organisation, Email, Phone Number, Age (Below 35 / Above 35), Disability (Yes / No),

Gender (M / F), and Signature (per workshop day) — sample layout supplied with this RfQ

- Artwork: final artwork supplied by PCR as print-ready PDF

#### 4. Payment Terms:

- 50% on confirmation
- 50% on delivery and acceptance

#### 5. Submission Requirements

- Brief company profile and relevant experience
- Itemised financial quotation in NGN, showing unit cost per item across all four deliverables, VAT (where applicable), delivery, installation, and any other ancillary fees
- Confirmed production and delivery timeline meeting the 3 May 2026 deadline; proposed timeline must include at least one round of digital proof approval by PCR before final production
- Portfolio or sample images of comparable work (tension fabric backdrops, pull-up banners, and event collateral)
- Contact details of a dedicated account manager

#### 6. Evaluation Criteria & Weighting

The ability to deliver the requested services by **3 May 2026** is a **mandatory (MUST) requirement**. Proposals that do not clearly demonstrate the ability to meet this deadline will be excluded from further evaluation.

All proposals that meet the mandatory requirements will be evaluated based on the following criteria:

- **Price — 40%**  
The total cost of the proposal. The lowest priced offer will receive the highest score, with other offers scored proportionally.
- **Quality of Previous Work and Submitted Samples — 35%**  
Assessment of relevant experience, past projects, and the quality of submitted work samples.
- **Proposed Approach and Understanding of the Assignment — 25%**  
Evaluation of the bidder's understanding of the requirements, methodology, and overall approach to delivering the requested services.

Only proposals that fully comply with all mandatory requirements, including technical specifications, will be considered for evaluation.

#### 7. Submission Deadline

All submissions should be sent to:

**grants@perspectives.cc** and **muzondo@perspectives.cc**

By: **17:00 WAT, Tuesday 21 April 2026**

*Language of submission: English. Currency: Nigerian Naira (NGN). The preferred supplier will be subject to standard due diligence checks prior to contract award.*