

**REQUEST FOR QUOTATION (RFQ)  
UT-2026-PRINT-03**

**Procurement of Printing Services**

Uta në Sharr - Inclusive Education and Environmental Awareness through Storytelling,  
Animation, and Outdoor Learning

Utalaya Foundation invites qualified companies and/or individual service providers to submit a quotation for the printing of the “*Uta në Sharr*” illustrated childrens’ book. The assignment shall be carried out in accordance with the Terms of Reference (ToR) – Printing Services, attached to this RFQ.

**Scope of Assignment**

The selected service provider will deliver printed copies of the “Uta ne Sharr” illustrated childrens’ book as defined in the attached ToR, including verification of print-ready files, full-color printing of the book, use of environmentally responsible and child-safe materials, and packing and delivery of printed books. The book will be used for educational activities and awareness campaigns.

**Submission Instructions**

Interested bidders are invited to submit their offer by email no later than: March 20, 2026, at 23:59 hrs, at the following address: [utalayafoundation@gmail.com](mailto:utalayafoundation@gmail.com) with the heading: “UT-2026-PRINT-03”. Late submissions will not be considered.

**Required Documents**

The offer must include:

- Technical Proposal (methodology and timeline in line with ToR),
- Financial Proposal (detailed cost breakdown, in EUR),
- Portfolio of relevant work,
- Copy of Business Registration Certificate,

**Evaluation Criteria**

Offers will be evaluated based on:

- Compliance with RFQ requirements,
- Technical quality and relevant experience,
- Financial offer and value for money.

**Financial Conditions**

All prices must include applicable taxes excluding VAT (project is VAT exempt where applicable). Payment will be made via bank transfer upon satisfactory delivery of services and submission of a regular invoice, as defined in the contract.

**For further information, please contact:**

Utalaya Foundation - [utalayafoundation@gmail.com](mailto:utalayafoundation@gmail.com)