

Terms of Reference (ToR)

Printing Company for Annual Women in Energy Event

Position Title: Printing Company (Vendor)

Location: Addis Ababa, Ethiopia

Duration: October - November 2026 (production and delivery on a rolling basis)

Reporting to: Communications Officer & Finance and Admin Manager, EWiEn

1. Background

The Ethiopian Women in Energy (EWiEn) is hosting its Annual Women in Energy Event on **26 November 2026**, a flagship gathering that brings together government representatives, private sector actors, exhibitors, development partners, media outlets, and other stakeholders. The event is a dynamic platform that promotes inclusive energy development, facilitates knowledge sharing, showcases innovations, and recognises outstanding contributions to the sector.

To ensure the successful delivery of branded and printed materials for this high-profile event, EWiEn seeks to engage a professional Printing Company. The selected vendor will be responsible for producing all approved print and branded materials to a high standard of quality, within agreed timelines, and in close coordination with EWiEn and the appointed Event Organiser, who will collect the finished materials and manage their delivery and setup at the venue.

2. Objective of the Assignment

The Printing Company will produce all required print and branded materials for the Annual Women in Energy Event, based on final, print-ready design files supplied by EWiEn. The vendor will ensure high-quality production, timely delivery, and close coordination with EWiEn and the Event Organiser to guarantee a seamless handover ahead of the event.

3. Key Responsibilities

A. Quotation & Proposal

- Submit a detailed proforma/quotation with the **unit price for each item** listed under Section 4 (Materials to be Printed), to allow EWiEn to compare and analyse costs across vendors.
- Submit a **portfolio of similar previous print work**, particularly for comparable items (banners, backdrops, booklets, branded merchandise, stickers, etc.), to demonstrate production quality and capability.
- Provide guidance/comments on EWiEn's design files where relevant, based on the vendor's printing expertise (e.g., print-readiness, material suitability, finish recommendations), without altering the creative content without EWiEn's approval.

B. Design File Handling

- Receive final, print-ready design files from EWiEn, prepared according to EWiEn's own brand guidelines. The Printing Company is not required to design any materials, but may advise on technical print specifications (bleed, resolution, finish, material choice, etc.).
- Confirm receipt and print-readiness of all files promptly, and flag any technical issues (resolution, format, colour profile, etc.) to EWiEn ahead of production.

C. Sample & Mass Production

- Provide physical samples of mass-produced print materials (e.g., brochures, booklets, stickers, keychains, mugs, tote bags, certificates, tablecloth, teardrop flag, cutout photo frame) prior to full production, for EWiEn's quality approval. Sample prints are **not required** for the roll-up banner or the wood backdrop, given their cost and scale.
- Proceed to full production only after EWiEn has reviewed and approved samples.
- Ensure all materials are produced to a high standard of quality, consistent with the approved samples and design files.

D. Delivery & Coordination with Event Organiser

- Coordinate closely with EWiEn's appointed Event Organiser, who will collect all completed printed and branded materials directly from the Printing Company and be responsible for transporting them to the event venue.
- Deliver/hand over all completed materials to the Event Organiser **no later than [X days] before the event date (26 November 2026)**, allowing sufficient buffer time for quality inspection, correction of any defects, and transport/setup at the venue one day prior to the event.
- Promptly address and correct any quality issues or discrepancies flagged by EWiEn or the Event Organiser upon inspection, within the agreed timeline.

4. Materials to be Printed

#	Item	Notes
1	Brochure	
2	Backdrop with wood frame	3m x 5m
3	Booklet	25 pages text, 100g interior, 250g cover
4	Keychain	
5	Cup/Mug	
6	Reusable tote bag	
7	Frame with certificate	
8	Certificate print	
9	Crystal trophy	Large size
10	Roll-up banner (canvas only)	2m x 80cm - EWiEn has the frame; vendor to supply/replace canvas only
11	Cutout photo frame	Guest photo prop

12	Teardrop feather flag	
13	Custom tablecloth	
14	Stickers	Small, unique die-cut shapes (not generic square/bumper-sticker style), high quality, with protective plastic film cover
15	Mini branded notepads	Hardcover spiral-bound (wire-o) notebook with elastic closure band
16	Branded pens	Branded pens Full-color/logo print or engraved, [plastic/metal]

***Note:** Exact quantities will be confirmed with the selected vendor following quotation review. Vendors should quote per-unit prices for each item above.*

5. Timeline Overview

- **Late September 2026:** Issuance of ToR; collection of quotations/proformas and portfolios from prospective printing vendors.
- **October 2026:** Vendor selection; receipt of final print-ready design files from EWiEn; sample production and approval.
- **Early – Mid November 2026:** Full production of approved materials.
- **20 November 2026:** Final delivery/handover of all completed materials to the Event Organiser.
- **25 November 2026 (Day Before Event):** Event Organiser transports and sets up materials at the venue.
- **26 November 2026:** Event Day.

6. Qualifications

- Demonstrated experience producing a comparable range of printed and branded materials (large-format printing, booklets, merchandise, signage, custom die-cut stickers, etc.).
- Proven track record of high-quality output, evidenced through a submitted portfolio.
- Ability to meet firm production and delivery deadlines.
- Experience coordinating with third-party logistics/event teams for handover.
- Familiarity with NGO/donor procurement protocols in Ethiopia is an advantage.

7. Reporting Line

The Printing Company will report directly to the Communications Officer and the Finance and Admin Manager, EWiEn, and will coordinate directly with the appointed Event Organiser for final material handover.

8. Application & Submission Requirements

Interested vendors must submit:

- **Quotation/Proforma:** Unit price for each item listed in Section 4.

- **Portfolio:** Samples or images of similar previous print work.
- **Valid Business License** (updated copy).

Email Submissions To: career@ewien.org

Subject Line: Printing Company for Annual Women in Energy Event 2026

If you have any questions & inquiries before applying: Contact Tsedeniya Asegaheng
(tsedeniya.asegaheng@ewien.org)

PLEASE NOTE: Applicants must use the exact subject line provided above when submitting applications.

9. Evaluation and Selection Methodology

Bids will be evaluated using the Quality- and Cost-Based Selection (QCBS) methodology, weighted as 60% Technical Proposal (portfolio quality, relevant experience, production capacity, and proposed timeline) and 40% Financial Proposal (per-unit pricing). The contract will be awarded to the vendor achieving the highest combined score.

Deadline: Oct 5th 2026 at 5:00 PM (EAT)