

EXPRESSION OF INTEREST
2026 BRANDED DIARIES AND CALENDARS

ActionAid Ghana is looking to engage a Service Provider to supply branded 2026 diaries and calendars as per the specifications detailed in the table below:

Items	Total Quantity	Specification
Executive A4 diaries	194	<i>Branding in AA Ghana, colors & logos, Good picture and high paper quality.</i> The cover of the diaries will be printed on rough-surfaced leather See TOR for further details
A5 diaries	453	<i>Branding in AA Ghana, colors & logos, Good picture and high paper quality.</i> The cover of the diaries will be printed on rough-surfaced leather See TOR for further details
Desktop calendar	223	The desktop calendars will have each page double sided and consisting of two months. Both sides will be duplicates tied with a leather stand. See TOR for further details
Wall calendar	428	The A2 size wall calendar will be arranged monthly, each page consisting of two months with the agreed corresponding pictures for the months. See TOR for further details

The Supplier shall:

1. Design and share samples of all items listed above with ActionAid Ghana Communications and Admin teams for comments and inputs
2. Procure, design and brand all requested items in accordance with specifications stipulated.
3. Deliver all items on agreed dates

All interested suppliers may send their quotations/invoices to proposals.ghana@actionaid.org by **Wednesday, November 5th 2025, at 11:59 GMT**