

EXPRESSION OF INTEREST
SUPPLY OF STATIONERIES FOR SCHOOL CHILDREN

The Upper East Regional programme of ActionAid Ghana is looking to engage a Service Provider/ printing press to supply branded stationeries with specifications detailed in the table below:

Items	Quantity	Specification
ActionAid branded Exercise books	8209	Branding in ActionAid Ghana colors & logo, good quality picture of a school child on the front cover page, strong front- and back cover page, 40-sheets of 80-gram quality white paper for inner pages
ActionAid branded Note 3 books	1674	Branding in ActionAid Ghana colors & logo, good quality picture of a school child on the front cover page, strong front- and back cover page, 60-sheets quality white paper for inner pages
AAG-branded Maths sets	837	Branding in AA Ghana, colors & logo
Pens	1509	Blue ball point <i>BIC</i> pens
Pencils	374	HB pencils
Erasers	190	Standard gum pencil erasers

The selected supplier shall:

1. Design and share samples of all items listed above with ActionAid Ghana Communications and Admin teams for review.
2. Procure, design and brand all requested items in accordance with specifications stipulated.
3. Deliver all items on agreed timeline to ActionAid Zebilla office (Upper East Region)



All interested eligible suppliers with valid business certificates should refer to the detailed Terms of Reference on [here](#) and send their quotations /invoices and business documents to proposals.ghana@actionaid.org by close of day **15th July 2026 @ 11.59 GMT.**

Interested suppliers are to note that ActionAid strongly upholds Sexual Harassment and Exploitation Abuse and Safeguarding principles.