

EXPRESSION OF INTEREST
2027 BRANDED DIARIES AND CALENDARS

ActionAid Ghana is looking to engage a Service Provider to supply branded 2027 diaries and calendars as per the specifications detailed in the table below:

Items	Total Quantity	Specification
Executive A4 diaries	194 Copies	<i>Branding in AA Ghana, colors & logos</i> <i>Good picture and high paper quality.</i> The cover of the diaries will be printed on rough-surfaced leather
A5 diaries	453 Copies	<i>Branding in AA Ghana, colors & logos,</i> <i>Good picture and high paper quality.</i> The cover of the diaries will be printed on rough-surfaced leather
Desktop calendar	168 Copies	The desktop calendars will have each page double-sided and consist of two months. Both sides will be duplicates tied with a leather stand.
Wall calendar	396 Copies	The A2 size wall calendar will be arranged monthly, each page consisting of two months with the agreed corresponding pictures for the months.

NB: 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. Design, brand and supply all requested items in accordance with specifications stipulated.
3. Deliver all items on agreed dates

All interested suppliers must submit all relevant business registration documents, certificate of incorporation, certificate to commence business, and all Tax registration forms, company profile, quotations/invoices to proposals.ghana@actionaid.org by

Friday 23rd October,2026 at 11:59 GMT