



PPLF-Technical Support to ECCD

Request for Quotation

PPLF-RFQ-2026-026

Establishment of a Framework Agreement

For Printing and Related Services

Date: 24 September 2026

RFQ Information	Details
RFQ Reference No.	PPLF-RFQ-2026-026
Issuing Organization	Pann Pyoe Lett Foundation (PPLF)
Procurement Method	Request for Quotation (RFQ) – Framework Agreement
Framework Period	12 months, with an optional 12-month extension
Submission Deadline	9 October 2026
Submission Method	Email / Hard Copy
Contact Person	Admin & Logistics Officer
Contact Email / Telephone	alo@pplfmm.org

Important: This RFQ seeks unit rates for recurring printing requirements. PPLF does not guarantee any minimum quantity or purchase volume. Individual orders will be placed only when actual requirements arise, subject to approved budgets and the terms of the Framework Agreement.

1. Request for Quotation

Pann Pyoe Lett Foundation (PPLF) invites qualified and experienced printing service providers to submit quotations for the establishment of a Framework Agreement for Printing and Related Services.

The purpose of this RFQ is to establish agreed unit rates, technical specifications, quality standards, delivery requirements and other commercial terms for recurring printing requirements during the framework period.

Interested suppliers are invited to review the requirements in this RFQ and submit their completed quotation and supporting documents by the stated deadline.

2. Background

Pann Pyoe Lett Foundation (PPLF) is a local non-governmental organization working to promote the well-being, development, rights and empowerment of children, women and communities in Myanmar.

PPLF periodically requires printing services for books, educational materials, training materials, brochures, posters and other organizational publications. As the exact types, quantities and timing of these requirements cannot be determined in advance, PPLF intends to establish a Framework Agreement with a qualified printing service provider.

3. Purpose of the Framework Agreement

The Framework Agreement will provide a streamlined mechanism for procuring recurring printing services during the agreed period. The selected supplier will provide services at the agreed rates and under the agreed terms whenever PPLF issues an authorized Purchase Order.

- Establish competitive and transparent unit rates.
- Ensure consistent quality and specifications.
- Reduce repetitive procurement processing for recurring requirements.
- Improve turnaround time for printing requirements.
- Allow flexibility to order different materials and quantities according to actual needs.

4. Scope of Services

The supplier may be requested to provide, but is not limited to, the following:

- Children's books, story books and reference books.
- Training manuals, participant handbooks and educational materials.
- Brochures, leaflets, flyers and IEC materials.
- Posters, banners and other promotional/awareness materials.
- Color and black-and-white printing.
- Different paper sizes, GSM and paper types.
- Binding, folding, cutting, lamination and other finishing services.
- Proofing and sample production before bulk printing, where required.
- Packaging and delivery to PPLF-designated locations, where requested.

5. Framework Agreement Period

The proposed Framework Agreement will have an initial period of twelve (12) months from the effective date. PPLF may consider an extension for an additional twelve (12) months subject to satisfactory supplier performance, continued organizational need, availability of funds and approval in accordance with PPLF's Procurement Policy.

The Framework Agreement does not constitute a commitment by PPLF to purchase any minimum quantity

or value. Actual purchases will depend on PPLF's requirements, approved budgets and individual Purchase Orders.

6. Indicative Technical Specifications and Price Schedule

Suppliers are requested to provide unit prices for the following indicative items. PPLF may request additional printing items during the framework period. The final specifications for each order will be stated in the relevant Purchase Order.

No.	Item	Indicative Specification	Quantity	Unit	Unit Price (MMK)	Remarks
1	Color Book	7.25" x 10" Approx. 150 pages Cover Art card 250g laminate Inner woodfree 80 g All 4 color Perfect binding	500	copy		
2	Color Book	8.268" x 11.193" Approx. 85 pages Cover Art card 350 g Inner Art card 128 g Slick Art card 250 g All 4 color Cover and slick Laminate grossly Ring binding	500	copy		
3	Color Book	7.25" x 10" Approx. 25 pages Cover Art card 250 g laminate Inner Art paper 128g All 4 color	500	copy		
4	B&W Book	A4 size/ 8.268" x 11.693" Approx. 20 pages Cover Art card 250g Inner woodfree 70 g Tape binding	500	copy		
5	Poster	Size - 20" x 30" Paper - Art Cart 250g with Lamination Color - 4 Color	500	copy		
6	Brochure and Pamphlet	Size – A4 Paper - Art paper 128g with Lamination Color - 4 Color	500	copy		

Supplier's quotation should clearly state: whether prices include paper, printing, finishing, packaging, delivery, applicable taxes and any other charges. Any additional charges or exclusions must be clearly identified.

7. Quality and Technical Requirements

- Printing must comply with the specifications and approved samples/proofs provided by PPLF.
- Colors, text, images, page sequence, binding and finishing must be accurate.
- Paper quality and GSM must comply with the agreed specification.
- Printed materials must be clean, properly cut, folded and bound, with no significant printing defects.

- The supplier must promptly correct or replace defective items attributable to the supplier at no additional cost.
- PPLF may request a physical or digital proof before bulk production.

8. Delivery and Turnaround Time

The required delivery date will be stated in each Purchase Order. Suppliers should indicate their standard production lead time and their ability to accommodate urgent printing requirements.

Requirement	Supplier to State
Standard production lead time	
Urgent order lead time	
Delivery arrangement	
Delivery charge, if any	

9. Supplier Eligibility and Experience

Suppliers should meet the following minimum requirements:

- Demonstrated experience in commercial, NGO, INGO or institutional printing services.
- Ability to meet required quality standards and delivery timelines.
- Ability to provide samples or references upon request.
- No known conflict of interest with PPLF personnel involved in the procurement.

10. Documents Required from the Supplier

- Completed and signed quotation / price schedule.
- Company profile or business information.
- Business registration / relevant license, if applicable.
- Relevant experience and client references, if available.
- Proposed payment terms.
- Quotation validity period.
- Any exclusions, assumptions or additional charges.

11. Evaluation Criteria

Quotations will be evaluated in accordance with PPLF's Procurement Policy and may include the following considerations:

Evaluation Area	Consideration
Compliance with specifications & Printing quality	Mandatory / technical compliance/ Quality
Unit prices	Competitiveness and overall value
Turnaround time & Delivery arrangements	Ability to meet required delivery dates, reliability and cost
Relevant experience	Experience with similar assignments
Commercial terms	Payment terms and other conditions

PPLF may request clarification or additional information from bidders where necessary for evaluation. The Framework Agreement will be awarded in accordance with the applicable procurement procedures and approved evaluation.

12. Framework Agreement and Purchase Orders

The selected supplier will enter into a Framework Agreement with PPLF. The Framework Agreement will establish the agreed unit rates, technical requirements, quality standards, delivery arrangements and other applicable terms.

Individual printing requirements will subsequently be placed through Purchase Orders or call-off orders. Each Purchase Order will specify the item, quantity, final specification, delivery date and applicable price. Unless otherwise required by PPLF's Procurement Policy or donor requirements, a new competitive quotation process will not normally be conducted for each call-off where the requirement falls within the agreed Framework Agreement terms.

13. Price Validity and Review

Suppliers should maintain the quoted unit rates throughout the initial 12-month framework period. Any proposed price adjustment during an agreement period must be supported by a clear justification and will be subject to PPLF's review and approval.

PPLF may conduct a market check before approving any extension or proposed price adjustment.

14. Payment Terms

Payment terms will be agreed in the Framework Agreement and/or individual Purchase Orders. Payments will normally be made after satisfactory delivery and acceptance of the goods/services and submission of the required supporting documents.

Supplier proposed payment terms:

15. Submission Instructions

Submission Requirement	Details
Quotation submission deadline	9 October 2026
Submission method	Email / Hard Copy
Email address	alo@pplfmm.org
Contact person	Admin & Logistics Officer
Telephone / Email	09773504350

Quotations submitted after the stated deadline may not be considered unless otherwise permitted under PPLF's Procurement Policy.

Suppliers should clearly indicate the RFQ reference number in the subject line or on the envelope.

16. General Terms and Conditions

- PPLF reserves the right to accept or reject any quotation in accordance with its Procurement Policy.
- PPLF is not obligated to accept the lowest-priced quotation if it does not meet the required specifications or represents insufficient value for money.
- PPLF may request clarification from suppliers during the evaluation process.
- PPLF will not be responsible for costs incurred by suppliers in preparing or submitting quotations.
- The supplier shall maintain confidentiality of documents and information received from PPLF.
- Any conflict of interest must be disclosed to PPLF.
- The selected supplier must comply with applicable laws and PPLF's relevant ethical, safeguarding and other organizational requirements.
- The Framework Agreement may be terminated or suspended in accordance with its agreed terms.

17. Supplier Declaration

We confirm that the information provided in this quotation is true and accurate to the best of our knowledge. We have reviewed the RFQ requirements and agree to comply with the applicable terms and conditions if selected.

Supplier Information	Details
Company / Business Name	
Authorized Representative	
Position / Title	
Signature	
Company Stamp	
Date	



15/E, Dhammazaydi Road, Yuzana Business Center, Sanchaung Township, Yangon, Myanmar.



017526067, 09773504350

Email: pannpyoellett.eccd@gmail.com

Website: www.pplfeccd.org