

REQUEST FOR QUOTATIONS

BACKGROUND

Lanka Social Ventures (LSV) is a registered company and a ‘Social enterprise’ with a social mission to promote and support entrepreneurship and innovation for social change and environmental sustainability. LSV supports entrepreneurial and innovative individuals, groups, communities and also SMEs to develop and transform into successful and financially sustainable ‘social enterprises’.

LSV is aiming to promote a new concept ‘**THINK SOCIAL – PRODUCE SOCIAL - BUY SOCIAL**’. To encourage people to act responsibly in terms of the society and environment within their purchasing behaviours. We are also aiming to give a message to businesses to produce, keeping the society and environment in mind. We are trying to promote an overall message to the society to think about people and planet in their day behaviours.

LSV is seeking the services of a professional company to design visibility materials and develop advertisements for this concept.

SCOPE OF WORK

- Propose a concept for the promotional campaign with appropriate tools (relevant information will be provided by LSV).
- Review and improve the logo already developed.
- Design 3 promotional video clips (15, 30 and 60 seconds duration) in all three languages to be aired on national TVs, social media and at public events
- Design appropriate marketing/publicity materials (sticker, pop up banners, leaflets, hand outs, posters, wrist band, T shirt and cap for the campaign team and to sell, and other merchandises) targeting key groups – i.e. general public, corporate / business sector, young people etc. in Sinhala, English and Tamil
- A representative from the service provider is encouraged to work at the LSV offices to make sure the development of artwork and proof reading is done to meet our exact expectation
(An informal discussion could take place upon request and we would like to encourage the bidders to consult us before submission)

TIMELINE & DELIVERABLES

Deliverables	Date	Person/s Involved & Location
1. Request for Quotation announcement	5.4.2019	LSV
2. Deadline for submission of quotations	12.04.2019	Prospective service providers
3. Award of contract	18.04.2019	CEO / LSV
4. Signing of contract	23.04.2019	LSV & service provider
5. Submission of work plan in consultation with LSV	25.04.2019	Service provider
6. Designing all the materials & idea for promoting the concept	29.04.2019 – 5.05.2019	Service provider in consultation with LSV & British Council
7. Review of designs	06.05.2019 - 08.05.2019	LSV & service provider
8. Deliver materials	13.05.2019	Service provider

QUALIFICATIONS OF THE SERVICE PROVIDER & TERMS:

- Must be a company registered in Sri Lanka.
- Should have at least 3 years of experience in design and marketing work .
- Should have never been blacklisted, barred (temporary or permanent) or disqualified by regulatory authority or state or non-state organisation in Sri Lanka or abroad.
- Quotation should include: company profile, company registration, details of similar prior assignments, proposal outlining your approach, technical aspects and financial proposal along with two-referees (ideally previous clients).
- Should provide fixed price quotation for the duration of the contract.
 - Cost must be VAT inclusive (if VAT registered) and quoted in Sri Lankan Rupees.
 - Costing should be aligned with the deliverables / outputs.
- Payment schedule: payments will be done in three stages as follows
 - a) 1st installment (35%) - after the submission of work plan
 - b) 2nd installment (35%) - after the submission of materials
 - c) 3rd & final payment (30%) - after the successful delivery of all work.

- Quotation submission: Quotation must be submitted on or before 5.00PM on 12 April 2019 by hand, email or post to:
Managing Director / CEO, Lanka Social Ventures Ltd.,
No 2/11, Mission Lane, Off Mission Road, Pitakotte, Sri Jayawardenapura Kotte
Email: ceo@lsv.lk
- For further information on the assignment, please call 077 885 2288 or email ceo@lsv.lk

Lanka Social Ventures Ltd.