



International labour Organization (ILO), Country office for Nepal

**Terms of Reference for Design, Layout and Printing of the ILO documents related to promotion of ratification of ILO Conventions and awareness raising**

<b>Requirement</b>	Service Provider for Design, Layout and Printing of ILO documents
<b>Assignment</b>	Printing of ILO documents
<b>Expected Start Date</b>	14 April 2025
<b>Expected End Date</b>	31 May 2025

**Background:**

The ILO has been providing technical assistance to the Ministry of Labour, Employment, and Social Security (MoLESS) of Nepal for the ratification of P29, C81, and C87. The ratification process is progressing positively towards the approval by the council of cabinet in near future. The ILO constituents are working towards ratifying ILO Conventions C155, C187, C190 and C189 in 2025/2026

As part of its technical assistance, the ILO has supported MoLESS in preparing promotional materials, particularly information briefs on P29, C81, and C87, for dissemination among constituents, parliamentarians, and relevant stakeholders. These materials highlight the key provisions of the Conventions and Protocols, their significance, the benefits of ratification, areas for improvement in national legislation and policies, and the role of stakeholders.

Additionally, to facilitate the ratification process, a package of information related to the ILO Conventions (in both English and Nepali) needs to be shared with cabinet ministers and members of parliament. MoLESS has requested ILO Nepal to print and provide these materials in booklet forms.

In this connection, ILO Nepal is preparing to print various documents related to the promotion of ratification of above-mentioned ILO Conventions and is seeking a supplier for printing different documents which is critical in raising awareness amongst the stakeholders. The printed documents will be distributed amongst the ILO constituents.

For a detailed list of documents to be printed please refer to Annex I.

**Payment Modality**

The payment will be made after the delivery of the final deliverables to the satisfaction of ILO.

**Application Procedures:**

Interested companies are invited to submit a Request for Quotation (RfQ) addressed to the Director, ILO Country Office for Nepal, Dhobighat, Nayabato, Lalitpur, containing "one copy of ownership certificate, VAT/PAN registration etc." at the latest by Monday, 07 April 2025 (17:30 hrs) to KTM\_PROCUREMENT@ILO.ORG.

S.No	Description	Specifications	QTY	Remarks
1	Booklet with ILO Convention C81 both in Nepali and English and Summary sheet	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Booklet</li> <li>- Cover paper: 200 gsm</li> <li>- Cover page -Lamination-Matt</li> <li>- Inner pages: 150 gsm art paper</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: Nepali and English</li> <li>- Pages: 32 pages</li> </ul>	500	
2	Booklet with ILO Convention C87 both in Nepali and English and Summary sheet	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Booklet</li> <li>- Cover paper: 200 gsm</li> <li>- Cover page -Lamination-Matt</li> <li>- Inner pages: 150 gsm art paper</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: Nepali and English</li> <li>- Pages: 24 pages</li> </ul>	500	
3	Booklet with ILO Convention P29 both in Nepali and English and Summary sheet to submit at the cabinet and parliament (urgent)	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Booklet</li> <li>- Cover paper: 200 gsm</li> <li>- Cover page -Lamination-Matt</li> <li>- Inner pages: 150 gsm art paper</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: Nepali and English</li> <li>- Pages: 18 pages</li> </ul>	500	
4	Nepali version of information brief on Convention No. 81	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: Nepali</li> <li>- Pages: 8</li> </ul>	1000	
5	English version of information brief on Convention No. 81	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: English</li> <li>- Pages: 8 pages</li> </ul>	1000	

6	Nepali version of information brief on Convention No. 87	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: Nepali</li> <li>- Pages: 8 pages</li> </ul>	1000	
7	English version of information brief on Convention No. 87	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: English</li> <li>- Pages: 8 pages</li> </ul>	1000	
8	Nepali version of information brief on. P29	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: Nepali</li> <li>- Pages: 8 pages</li> </ul>	1000	
9	English version of information brief on P29	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: English</li> <li>- Pages: 8 pages</li> </ul>	1000	
10	Nepali version of information brief on C155	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: Nepali</li> <li>- Pages: 14 pages</li> </ul>	500	
11	English version of information brief on C155	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Multi-colours</li> <li>- Language: English</li> <li>- Pages: 14 pages</li> </ul>	500	

12	Nepali version of C190 Convention.	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Two-colours</li> <li>- Language: Nepali</li> <li>- Pages: 8 pages</li> </ul>	1000	
13	English version of C190 Convention	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Two-colours</li> <li>- Language: English</li> <li>- Pages : 8 pages</li> </ul>	1000	
14	English Version of C155 Convention	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Two-colours -</li> <li>- Language: English</li> <li>- Pages: 8 pages</li> </ul>	1000	
15	Nepali version of C155 Convention	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Two-colours</li> <li>- Language: Nepali</li> <li>- Pages: 8 pages</li> </ul>	1000	
16	English Version of C187 Convention	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Two-colours</li> <li>- Language: English</li> <li>- Pages: 8 pages</li> </ul>	1000	
17	Nepali Version of C187 Convention	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Two-colours</li> <li>- Language: Nepali</li> <li>- Pages: 8 pages</li> </ul>	1000	
18	English Version of C189 Convention	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Two-colours</li> <li>- Language: English</li> <li>- Pages: 8 pages</li> </ul>	1000	

19	Nepali version of C189 Convention	<ul style="list-style-type: none"> <li>- Size: A4</li> <li>- Publication type: Brochure</li> <li>- Paper: 200 gsm art paper-Matt</li> <li>- Binding: Central stitching</li> <li>- Design: Yes</li> <li>- Colour: Two-colours</li> <li>- Language: Nepali</li> <li>- Pages: 8 pages</li> </ul>	1000	
<b>Sub Total</b>				
<b>VAT 13%</b>				
<b>Grand Total</b>				

### Deliverables

The service provider will be responsible to submit the following deliverables:

SN	Deliverables	Time frame
1	Draft designs for review and approval.	14 April 2025
2	Finalized design files in editable formats	20 April 2025
3	Printed copies of the report	28 April 2025
4	Digital version of the report.	30 April 2025

### Payment Schedule

Full and final payment (**100%**) will be paid upon the delivery of final printed documents and submission of original invoice to the satisfaction of ILO.

Applicants are requested to send the documents to [ktm\\_procurement@ilo.org](mailto:ktm_procurement@ilo.org) no later than 17:30 hrs. (Nepal time) on Monday, 07 April 2025. Please indicate "Application: Graphic Design, Layout and Printing of the ILO Documents" in the subject line. Applications received after the deadline will not be considered. Only the final selected company will be informed for further process.