

Subject: Request for Proposal – Offset Printing

Attention: Printing Agency

ABA bank one of Cambodia's premier banking institutions. Founded in 1996 as the Advanced Bank of Asia Limited, ABA was originally set up to provide commercial banking services to a limited number of corporate clients and offers full service banking facilities to Cambodians from all walks of life. We now have 25 branches across Cambodia and still growing.

In response to our key clients' demands of good banking service, we now seek for good suppliers to provide us with their printing services with relative merits and good prices.

We request your good office to participate in this request for proposal for our Offset Printing needs.

Timeline

Details	Date	Time
Issuance of RFP	31 January, 2015	8:00 am
Registration and Submission of Proposal (Technical & Financial)	5 February, 2015	on or before 4:00 pm
Requirements Submission, Interview, Facility Checking Date	6–9 February, 2015	based on Appointment
Evaluations / Notification of shortlisted candidates	10 February, 2015	10:00 am
Award Date (Estimated)	12 February, 2015	by Appointment

Qualification:

The interested printing agency/ vendor should be at least 5 years in business and should be duly registered business under the Ministry of Commerce, Kingdom of Cambodia

Registration Requirements and Procedure:

1. The interested printing/ vendor shall complete and submit the Registration Form, Company Profile, Copy of Business registration (please see Form).
2. The Registration form shall be signed by an individual authorized to commit the company or corporate entity and to conduct discussions, if required, prior to issuance of a contractual document resulting from this Request for Proposal (RFP).
3. The interested printing/ vendor should provide at least five major clients with which they worked regularly or have worked with within the last 5 years this includes their company name, the volume and type of work done and contact reference.
4. Registration Form, Company Profile, Business Registration Copy should be submitted along with the Technical & Financial Requirements.

Submission Procedure

1. Provide a sample of printed material (which you have done for other clients) similar to the material and finishing defined on Technical and Financial Requirements.
2. Provide the required materials as if you will print for us.
3. Provide the Quotation based on the requirements, the quotation price should be valid within six month's time.
4. Samples from No. 1 shall be properly labeled and placed inside an envelope and sealed with the following title: Sample 1
5. Samples from No. 2 shall be properly labeled and placed inside an envelope and sealed with the following title: Sample 2
6. The Quotation of below requirement shall be placed inside an envelope properly sealed with



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Email: info@ababank.com
P.O.Box: 2277 SWIFT: ABAKHPP

the following title: Quotation

7. Sample 1, Sample 2 and Quotation shall be placed on a bigger (A3 or A2 size) envelope, must be sealed with the name of the Printer / vendor and submit to ABA Bank marketing Department, see schedule and location.

Evaluation Criteria

- | | |
|-------------------------------------|-----|
| a. Financial / Best Price | 40% |
| b. Technical / Quality of materials | 40% |
| c. Profile/ Background | 10% |
| d. Facilities | 10% |

Evaluation Procedure

The Committee will be set internally from Admin and Marketing Department.

All Proposal shall be opened and evaluate at the same time in front of the committee.

All submitted information shall be treated confidentially. The Bank reserves the right to reject any or all proposals, or to make an award in the best interests of the Bank to the selected proposer(s) without further discussion or negotiations. It is solely the proposer's responsibility to submit their proposal in the format required.