

# TERMS OF REFERENCE

INVITATION FOR TO SUBMIT A TENDER FOR PRINTING SERVICE FOR ROSA-LUXEMBURG-STIFTUNG SOUTHEAST ASIA – REGIONAL OFFICE IN VIETNAM (RLS SEA)

## 1. Introduction

The Rosa Luxemburg Stiftung (short forms the “RLS” or “Rosa”) originated from the registered association in Germany once called “Social Analysis and Political Education” and founded in Berlin in 1990. The RLS is affiliated with the German political party “Die Linke” (The Left) and works closely together with “The Left” worldwide.

The RLS has become a provider of civic education and a centre for progressive social research in both Germany and throughout the world. As one of six party-affiliated political foundations in Germany it supports partners in developing countries striving for social justice, strengthened public participation and economic development. In April 2009, the RLS Regional Representative Office for Southeast Asia was opened in Hanoi (Vietnam) managing activities and partnerships in Vietnam, Cambodia, Laos and Myanmar.

In the Southeast Asian region, Rosa embraces the mission of assisting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable, participatory and democratic society. Currently, it is cooperating with approximately 15 partner organisations like academic institutions and “grass-root” organisations as well as state partners on a variety of issues within the three components of social justice, socio-ecological transformation and participatory politics.

Under the support of BMZ, RLS SEA has assisted projects related to climate change adaptation in Vietnam since 2013 via several local NGO partners. After three years of assistance, RLS would like to printing a publication related to this document. Therefore, RLS seeking for a qualified printing company to exercise the task as described below.

## 2. Scope of assignment

Under the supervision of the RLS SEA Director, the selected printing company is responsible for doing the tasks as follow:

- Editing the publication in line with RLS’ provided format.
- Seeking printing approval for the RLS’ publication.
- Expected outputs: around 1,000 copies of publication (around 50 A6 pages, color-printed and photos, in RLS’s provided format).

### 3. Requirements

- Being registered as a printing company.
- Be capable of seeking printing approval from the relevant authorities.
- Having experience in providing the same service for international partners.

### 4. Application requirements

- Most updated company profile
- Financial proposal
- *Deadline of submission: 22<sup>nd</sup> Dec. 2016 to the below-mentioned e-mail address.*

Further information can be obtained at RLS website at <http://rls-sea.de/>

**Contact person:** Mr Nguyen Tung - Project Manager - at the e-mail address: [Nguyen.Tung@rosalux.vn](mailto:Nguyen.Tung@rosalux.vn)

**Please refrain from phone inquiries.**

**We only consider applications meeting all above required conditions.**