

# REQUEST FOR PRICES

## Printing Services

Request for Prices — One-Year Long Term Agreement

### Background

Lapis Group is seeking eligible service providers to submit price offers for the services listed in this Request for Prices (RFP). The purpose of this exercise is to establish one-year Long Term Agreements (LTAs) with qualified vendors across key service categories. LTAs allow Lapis Group to engage pre-vetted providers at pre-agreed rates, reducing procurement lead times and ensuring consistent quality across printing and materials production engagements.

### Objective

To obtain competitive and transparent price offers from qualified service providers in order to establish one-year Long Term Agreements. Vendors awarded an LTA will be engaged on a per-assignment basis at the rates submitted. When Lapis Group requires a service, it will contact the relevant LTA vendor to confirm availability and agree on the specific scope prior to proceeding. This TOR covers printing services for a range of communication materials including leaflets, brochures, posters, banners, and event displays across varying quantities.

### Scope of Work

- Print and deliver materials to the quality and specifications agreed per order.
- All items are assumed to be produced in full colour and double-sided unless otherwise stated.
- Print-ready design files (PDF, AI, or InDesign) will be provided by Lapis Group or its clients. Vendors must not alter design files without approval.
- Confirm turnaround times for each product category at the time of submission.
- Provide delivery to addresses within Amman; indicate availability and cost for out-of-Amman delivery separately.
- Advise on available paper weights and finish options per product category.

### Price Schedule

Service providers are requested to provide unit prices (in JOD, excluding sales tax) for the items and quantity ranges below using the Excel price schedule template provided alongside this Request for Prices.

**Important:** Companies that cannot fulfil all items in this Request for Prices are still encouraged to submit an offer. Leave the unit price blank for any item that is outside your scope or capacity. Partial offers will be considered.

No.	Item	Quantity	Services Included	Unit Price (JOD)
1	A5 Leaflet	50–100	Including printing and delivery to specified address. Double-sided, full colour.	
2	A5 Leaflet	100–200	Including printing and delivery to specified address. Double-sided, full	

			colour.
3	A5 Leaflet	200–400	Including printing and delivery to specified address. Double-sided, full colour.
4	A5 Leaflet	400–1,000	Including printing and delivery to specified address. Double-sided, full colour.
5	A4 Leaflet	50–100	Including printing and delivery to specified address. Double-sided, full colour.
6	A4 Leaflet	100–200	Including printing and delivery to specified address. Double-sided, full colour.
7	A4 Leaflet	200–400	Including printing and delivery to specified address. Double-sided, full colour.
8	A4 Leaflet	400–1,000	Including printing and delivery to specified address. Double-sided, full colour.
9	A3 Poster	10–20	Including printing and delivery. Full colour.
10	A3 Poster	20–50	Including printing and delivery. Full colour.
11	Trifold Brochure	50–100	Including printing and delivery. Double-sided, full colour.
12	Trifold Brochure	100–200	Including printing and delivery. Double-sided, full colour.
13	Trifold Brochure	200–400	Including printing and delivery. Double-sided, full colour.
14	Bifold Brochure	50–100	Including printing and delivery. Double-sided, full colour.
15	Bifold Brochure	100–200	Including printing and delivery. Double-sided, full colour.
16	Bifold Brochure	200–400	Including printing and delivery. Double-sided, full colour.
17	Roll-up Banner	1 unit	Standard 85x200cm. Including printing, aluminium stand, and delivery.
18	Cutout Display	1 unit	Custom shape; dimensions per client brief. Including printing and delivery.
19	Backdrop — 2x3 metres	1 unit	Fabric or vinyl as specified. Including printing, grommets/frame, and delivery.
20	Standing Display — 1x1 metre	1 unit	Including printing, mounting, and delivery.

*Note: Prices must include delivery within Amman. Please indicate separately if out-of-Amman delivery is available and at what additional cost.*

## Submission Requirements

- Completed price schedule (Excel template provided alongside this Request for Prices) with unit prices in JOD, excluding sales tax. Leave blank any items you are unable to fulfil.
- Company profile (maximum 3 pages) including an overview of the organization, areas of specialization, and key team members.
- A list of relevant previous work, including a brief description of each project.
- Available paper weights, lamination, and finish options per product category.

## Submission Instructions

Interested service providers are requested to:

- Submit all required documents electronically to [procurement@lapis-group.com](mailto:procurement@lapis-group.com) with the subject line: [TOR Reference] – [Company Name].
- Submission deadline: 15 April 2026.
- Please **download and fill out the following excel sheet and attach in your email:**  
**LINK: [Price Schedule Printing Services.xlsx](#)**
- All prices must be quoted in Jordanian Dinar (JOD) and must exclude sales tax.
- All submitted prices must remain valid for a period of one (1) year from the date of LTA signature.
- Companies that cannot fulfil all items are encouraged to submit a partial offer — leave blank any items that cannot be fulfilled.
- Lapis Group will not cover any costs associated with the preparation or submission of offers.

## Evaluation Criteria

- Technical competence and relevant experience in the service category.
- Quality of portfolio and demonstrated past performance.
- Competitiveness of the financial offer relative to market rates.
- Availability and capacity to deliver within required timeframes.

*Lapis Group reserves the right to accept or reject any or all offers received, and to negotiate terms with shortlisted vendors prior to finalizing any one-year Long Term Agreement.*