

Dear Esteemed Vendor,  
Greetings,

We are reaching out from Education Development Center (EDC), a global nonprofit dedicated to advancing sustainable solutions in education, health promotion, and economic empowerment, with a special focus on vulnerable and underserved communities.

As part of our ongoing efforts to engage with accomplished vendors in the field of printing, we are actively seeking to build a roster of reputable partners. EDC's involvement in the USAID Youth Empowerment Activity (USAID YEA), which targets 25,000 South Sudanese youth across multiple counties, underscores our commitment to fostering positive change in communities.

Considering this, we are currently in the process of identifying potential partners with substantial experience in producing printing materials such as banners and stickers. Previous work with UN agencies and international INGOs is of particular interest to us.

At this juncture, we kindly request your collaboration by providing sample stickers that showcase your organization's quality and craftsmanship. Upon receipt and evaluation of the samples, if they meet our quality standards, we will initiate a formal procurement process for the issuance of a work order.

In addition to the sample stickers, we kindly ask you to share your vendor profile, which will enable us to familiarize ourselves with your capabilities and offerings, further facilitating our procurement process.

A few points about our specifications for the stickers are as follows:

- The USAID logo should be positioned against a clean white background with ample white space surrounding it.
- The logo and the US Flag should not be smaller than 1.3 inches in size, ensuring uniform dimensions for both.
- For optimal visibility and durability, we recommend using Reflective UV or Vinyl material, especially on surfaces like laminated paper, plastic, and metal.
- Utilizing CMYK color mode for design ensures consistency between graphics and the final printed materials.

S.N	Description	Unit	Qty	Unit Price	Total	Remarks
1	Sticker with USAID Logo & Flag. 1"x4"	Each	1000			
2	Sticker with USAID Logo & Flag. 1.25"x5"	Each	1000			
3	Sticker with USAID Logo & Flag. 1.5"x6"	Each	1000			
4	Acrylic 1.5"x 5" – 3 MM Sheet – Laser Cutting – UV Printing – Backside with Quality Double Tap	Each	500			

We genuinely appreciate your time and consideration in this endeavor. Should you require further information or clarifications, kindly respond via this email thread.

Best regards"

Procurement Team  
EDC