

**CRDF GLOBAL
REQUEST FOR QUOTE**

Deadline: December 1, 2025

Summary:

CRDF Global is seeking a printing vendor in the Arlington, Virginia area with demonstrated experience in professional printing of banners, spiral-bound books, and other materials. The vendor must be able to print spiral-bound books with a same-day, approximately 4-hour turnaround time, typically on Fridays. The vendor must be able to deliver the printed books to CRDF Global's office in Arlington, VA.

Scope:

Multiple programs that CRDF Global operates require professional printing services. Contingent upon award of the International Visitor Leadership Program (IVLP) and subsequent continuation award years, the CRDF Global team anticipates regular professional printing requirements from January 2026 - December 2028.

Printing services requests for spiral bound books will be made no less than 1 week in advance of the printing date. This request will include:

- Estimated number of spiral-bound books requested
- If the book should be printed dual language (i.e. with one side in English, and the flip side in another, unspecified language)
- Date and time that the vendor will receive the final materials for printing
- Date and time that the materials are due to CRDF Global's offices

The vendor must be agreeable to receiving final electronic documents on the **same day** as the printed materials are to be delivered to CRDF Global's offices.

CRDF Global programs also occasionally request printing services for pop-up banners, professional booklets, name tags and tents, certificates, and other promotional and educational materials for meetings and events. The vendor should have the capacity to print these materials for CRDF Global staff upon request. For these ad hoc requests, the vendor and the CRDF Global point of contact will determine the timeline as needed.

Proposal Requirements:

- Overview of vendor's services related to printing materials, including if the vendor can offer same-day printing and delivery.
- Cost proposal, specifically highlighting the cost of materials outlined in this RFQ.

Timetable:

November 3, 2025: RFQ opens

December 1, 2025: RFQ submissions due

January 1, 2026: Contract start date

Contractor Selection Criteria:

CRDF Global will select the contractor that provides the best value in terms of overall price and experience. The contractor should have proven experience working with printing and delivery.

Selection Criteria and Evaluation Methods:

Evaluation Factors

1. Ability to offer same-day printing services for spiral-bound books
2. Price

Submission:

Proposals should be submitted to procurement@crdfglobal.org and tcoughtreydavenport@crdfglobal.org no later than 11:59pm ET on Monday, December 1, 2025. Proposals should be submitted as electronic documents in PDF or Word format.

Background:

CRDF Global is an independent nonprofit organization founded in 1995 in response to the collapse of the Soviet Union and the threat of large-scale proliferation of weapons technology from the region. With support authorized by the Nunn-Lugar Act of 1991 and the Freedom Support Act of 1992, as well private foundation contributions, CRDF Global embarked on bolstering the global scientific community and fostering alternatives to weapons research.

In the past 30 years, our work has expanded to address ever-changing global concerns, but our commitment to ensuring the success of our partners remains the same. We are a leading provider of flexible logistical support, program design and management, and strategic capacity building programs in the areas of higher education, CBRNE security and nonproliferation, border security, cybersecurity, global health, technology entrepreneurship, and international professional exchanges.

Vision Statement:

Our world, healthy, safe, and sustainable.

Mission Statement:

Safety, security, and sustainability through science, innovation, and collaboration.

Values:

We do the right thing.

We care about each other and the people we work with.

We work together to deliver excellence

CRDF Global provides equal opportunities to all qualified individuals without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran, or disabled status.

More information is available at www.crdfglobal.org.

Solicitation Terms & Conditions:

Right to Select Suppliers. CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

Obligation. This RFQ does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFQ. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Notification. CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract.

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFQ shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFQ, bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFQ, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFQ, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFQ, should be made in writing and included in the form of an addendum to the applicable Section in the RFQ.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFQ by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFQ. The information contained in this RFQ and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFQ will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.