

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB No. N_236_2021_KEN	Date: January 25, 2021
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Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Design and Printing Services**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB N_236_2021_KEN** in the subject section of your email.

Deadline for Submission of Proposals: On or before **Date: February 9, 2021 Time: 15:00 Hours**
Rome, Italy local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
Kenya Country Office

**ANNEX A
INSTRUCTIONS TO BIDDERS**

1. General Considerations	In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid. The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.
2. Cost of the Bid	The Bidder shall bear all costs associated with the preparation and submission of the Bid. IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
3. Currency of Bid	Bids shall be nominated exclusively in Kenya Shillings <i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i>
4. Language of the Bid	The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.
5. Delivery Term and Place	[Goods/Services] will be delivered within the agreed number of days after receipt of work order from IDLO to IDLO Kenya Country office in Nairobi.
6. Deadline for Submissions of Bids	The Bid shall be addressed to IDLO on or before Date: February 9, 2021 Time: 15:00 Hours Rome, Italy local time. <i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i>
7. Documents comprising the Bid	The Bid shall comprise the following components: 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
8. Contents of solicitation documents	The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
9. Clarification of solicitation documents	A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids. The requests for clarification will have “ Request for clarifications for ITB No. N_236_2021_KEN ” mentioned in the subject.

	<p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
<p>10. Amendments of solicitation documents</p>	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
<p>11. Format, signing sealing, marking and submission of Bids</p>	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p>
<p>12. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p>

	<p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
13. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;

	<p>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;</p> <p>f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
14. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.
15. Validity Period of Bids	All Bids will be valid for 90 days from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.
16. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause <i>Deadline for Submission of Bids</i>.</p> <p>No Bid may be modified nor withdrawn after to the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
17. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
18. Bidders' conference	<input checked="" type="checkbox"/> N/A
19. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected

	Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
20. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
21. Evaluation of Eligibility and Qualification	In general terms, Bidders that meet the following criteria may be considered qualified: <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
22. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
23. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
24. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
25. Due Diligence	IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or

	<p>any other entity that may have done business with the Bidder;</p> <p>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
26. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
27. Contract Award	<p>Contract Award shall be granted according to:</p> <p>a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</p> <p>b) Full submission of Bid Submission Form (Annex D) signed and stamped;</p> <p>c) Full submission of Bidder Information Form (Annex E);</p> <p>d) Full submission of Price Schedule (Annex F) signed and stamped;</p> <p>e) Lowest priced, most technically acceptable/compliant offer;</p>
28. Debriefing	<p>In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.</p>
29. Right to Vary Requirements at the time of the Award	<p><input checked="" type="checkbox"/> N/A for Framework Agreement</p> <p><input type="checkbox"/> Yes</p>
30. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
31. Payment Terms	<p>IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.</p>

32. General Terms and Conditions and Supplier Code of Conduct	<p>Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
33. Liquidated Damages	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p>
34. Partial Bid	<p><input checked="" type="checkbox"/> Not permitted (All or Nothing)</p> <p><input type="checkbox"/> Permitted</p>
35. Customs clearance, if needed, shall be done by:	<p><input type="checkbox"/> IDLO</p> <p><input type="checkbox"/> Supplier</p> <p><input checked="" type="checkbox"/> N/A</p>

**ANNEX B
PRELIMINARY SCREENING CRITERIA**

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Valid Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	(i) Valid Tax Compliance Certificate (ii) Tax remittance acknowledgement receipt for the last 6 months
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 21.	Internal Sanction Checks to be conducted
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	Valid to operate business in Kenya	Valid County Business License
Company profile	Description of all related services offered, physical address and contact details for office.	Full Company Profile
Production capacity	Possess an in-house printing press and binding equipment	Shall be determined by site Inspection assessment report

B. QUALIFICATION CRITERIA

QUALIFICATION		
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
Previous Experience	Minimum 2 contracts of similar value and nature implemented over the last 2 years with UN Agencies, INGOs, Embassies or Government State Agencies indicating contactable domain email references for verification <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copies of two contracts/ LPOs / reference letters with contactable domain email addresses for verification
Financial Standing	Minimum average annual turnover of EUR 35,000 for the last 2 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Audited Financial Statements for the past two (2) years
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Audited Financial Statements for the past two (2) years

ANNEX C
TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS
DESIGN AND PRINTING SERVICES

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Background

This ITB is for **Design and Printing Services** in accordance with the below conditions:

- 1) Design work will involve several reviews, proof-readings and approvals/confirmations between IDLO and the Supplier and shall be at no extra cost
- 2) After design is approved/confirmed by IDLO, one sample of required material shall be printed and presented to IDLO Kenya Country Office for verification of specification and quality. If there is need for a second sample, this shall be provided by the Supplier at no extra cost
- 3) All designs approved/confirmed by IDLO for printing must be printed and delivered within the agreed timelines (calculated from the date the design is approved/confirmed by IDLO) and upon receipt of approved physical sample signed by an IDLO official.

C. Condition of Contract and Expected Output

IDLO is looking to establish several Framework Agreements with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity.

Each Framework Agreement will have its specified list of services, indicating the upper ceiling price agreed at the ITB stage. The upper ceiling price list (as well as discounted rates, if applicable) are provisional and are intended solely for the purposes of evaluation and comparison of Bids and to

determine the upper ceiling limit in the Framework Agreement. The Service Providers cannot go beyond the upper ceiling price.

After entering into a Framework Agreement, IDLO shall place order on a “need basis”.

IDLO shall initiate a Secondary Tender to request confirmation from the Supplier on its goods and service availability and prices by email. The Supplier shall confirm by return email within 48 hours (including any applicable discounts).

IDLO shall make award decision based on “lowest priced, most technically acceptable/compliant offer”.

The confirmed award shall be in the form of a duly authorized Work Order. The Work Order is IDLO's commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

This ITB is for **Design and printing Services** in line with the below specifications:

Summary of Services Required:

Lots	Description of service
Lot 1	Proof reading publications
Lot 2	Design and Layout
Lot 3	Printing of publications: For example but not limited to Annual Reports, Strategic Plans, Policy Documents, End Of Project Reports etc
	(a) Digital printing (below 500 copies)
	(b) Conventional printing (above 500 copies)
Lot 4	Printing (others): Fliers, Brochures, Pamphlets, Certificates, Posters, Folders, Business cards, Letter heads

Detailed Specifications:

Lots	Category of service	Description
Lot 1	Proof-reading publications	<p><u>The proof-reader will:</u></p> <ol style="list-style-type: none"> 1. Correct superficial errors in spelling, grammar, syntax, punctuation, and formatting. 2. Ensure that the numbering of tables and figures is correct and in line with the text; 3. The proof read reports shall be submitted in 2 formats- (i) Using tracked changes to allow the contracting party to identify the proposed changes and (ii) With the changes duly accepted, to enable the contracting party to understand the implications of the proposed changes. 4. Proofing Language-English United Kingdom (or as may be advised) <p>NB: Quote shall be based on rate per page, extent of work will also determine the cost per assignment depending on nature of publication</p>
Lot 2	Design and Layout	<p><u>Design and layout:</u> Align and format text, borders, tables of content, page numbering, convert text to illustrations where required to break monotony on document by including pictorials, graphs, pie charts, logos, theme colours, backgrounds and watermarks, adjust document spacing and font as guided. This will involve back and forth review and adjustments at no extra cost until a satisfactory draft and design is approved for printing</p> <p><u>Design Publications: A4, B5</u></p> <p>1-50 pages</p> <p>Above 50 to 100 pages</p> <p>Above 100 to 200 pages</p> <p>Above 200 to 300 pages</p> <p><u>Design Awareness material:</u></p> <p>A5 fliers with text, images and logos- Double sided</p> <p>A5 fliers with text, images and logos- Single sided</p> <p>A3 posters single sided with text, images and logos</p> <p>A4 pamphlets with text, images and logos</p>

Lots	Category of service	Description
		<p>A4 brochures with text, images and logos</p> <p><u>Design Recognition materials:</u></p> <p>Design A4 certificates to include seal, gold ink borders if required, with names printed on them</p> <p><u>Design Visibility material:</u></p> <p>X banner one sided 600mm x 1600mm</p> <p>Street banner single sided 8.5m x 1.5 m</p> <p>Street banner double sided 8.5m x 1.5 m</p> <p>Roll up banner one sided 850mm x 2000mm</p> <p>Dummies 1.18meters x 84 cm</p> <p><u>Design Stationery:</u></p> <p>A4 Pocket folders with logo and color themes</p> <p>Business cards 85mm x 55mm</p> <p>Branded envelopes C4</p> <p>Branded envelopes C5</p> <p>IDLO letter head in A4 full color</p>
Lot 3	<p>Printing of publications: Annual reports, Strategic plans, Policy documents, End of Project reports</p> <p>a) Digital printing</p>	<p>NB:</p> <ul style="list-style-type: none"> • Matt art paper to be used for if document includes a lot of pictorials and color • Glossy art paper to be quoted for if majority of document is text <p>Extent: 8-32 pages Cover: Artboard 250 gsm, matt or glossy laminated Inside pages: Matt/ glossy art paper 150 gsm Binding: Saddle stitch Size: A4/ B5</p>

Lots	Category of service	Description
	(b) Conventional printing	Extent: 8-32 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: Saddle stitch Size: A4/B5
	a) Digital printing	Extent: above 32 to 100 pages Cover: Artboard 250 gsm, , matt or glossy laminated Inside pages: Matt/ glossy art paper 150 gsm Binding: perfect binding Size: A4/B5
	(b) Conventional printing	Extent: above 32 to 100 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: perfect binding Size: A4/B5
	a) Digital printing	Extent: Above 100 to 200 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
	(b) Conventional printing	Extent: Above 100 to 200 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
	a) Digital printing	Extent: Above 200 to 300 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
	(b) Conventional printing	Extent: Above 200 to 300 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5
Lot 4	<u>Printing (others):</u>	<u>Awareness materials:</u> Fliers A5- Printed on art paper 130 gsm digitally printed single sided

Lots	Category of service	Description
		Fliers A5- Printed on art paper 130 gsm digitally printed double sided
		Fliers A5- Printed on art paper 130 gsm conventionally printed single sided
		Fliers A5- Printed on art paper 130 gsm conventionally printed double sided
		Posters A3- Digitally printed single sided on art paper glossy 150 gsm
		Posters A3- Conventionally printed single sided on art paper glossy 150 gsm
		Brochures / Pamphlets – Printed on art paper 150gsm matt or glossy digitally printed
		Brochures / Pamphlets – Printed on art paper 150gsm matt or glossy conventionally printed
		<u>Recognition material:</u>
		Certificates- A4 embossed paper 250gsm with seal and golden borders digitally printed inclusive of printed names
		<u>Visibility materials:</u>
		X banners with satin material 600mm x 1600mm
		X banner with PVC material 600mm x 1600mm
		Street banners single sided with PVC material, eyelets and rope 8.5m x 1.5m
		Street banners double sided with PVC material, eyelets and rope 8.5m x 1.5m
		Roll up banner satin material with wide base 850mm x 2000mm
		Roll up banners PVC material with wide base 850mm x 2000mm
		Dummies 1.18meters x 84 cm using forex board 5mm
		<u>Stationery:</u>
		A4 IDLO branded pocket folders 300gsm
		IDLO Branded business cards- printed on Matt board 300gsm with double sided matt lamination
		Branded envelopes C4 peel and seal
		Branded envelopes C5 peel and seal
		IDLO letter heads- Printed on laid white conqueror paper 100gsm

**ANNEX D
BID SUBMISSION FORM**

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide [Goods/ Services] for [INSERT AMOUNT OF MONEY AND CURRENCY] as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____

Name: _____

Title: _____

Date: **Select date**

Signature: _____

Duly authorized to sign this Bid



**ANNEX E
BIDDER INFORMATION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB N_236_2021_KEN		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents: As pre Annex B – Preliminary Screening Criteria	<ul style="list-style-type: none"> ▪ Valid Certificate of Incorporation/ Business Registration ▪ Valid trading License to operate business In Kenya ▪ Valid Tax Compliance Certificate ▪ Six (6) months acknowledgement receipts of tax remittance issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations ▪ Audited financial statements (balance sheets, including all related notes, and income statements) for the last 2 years ▪ Company profile showing a description of all related services offered, physical address and contact details for office ▪ Copy of minimum 2 contracts of similar value and nature implemented over the last 2 years with UN Agencies, INGOs, Embassies or Government State Agencies indicating contactable domain email references for verification. 		

**ANNEX F
PRICE SCHEDULE**

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each lot.

Bidders must submit a quote for ALL lots for the bid to be rendered as valid

Lots	Category of service	Description	Unit of measure	Unit price in Kenya Shillings inclusive of taxes		
				Lower limit	Upper limit	
Lot 1	Proof-reading publications	Refer to Annex C	Per page			
Lot 2	Design and Layout	<u>Design and layout:</u> Refer to Annex C				
		<u>Design Publications: A4, B5</u> 1-50 pages	EA			
		Above 50 to 100 pages	EA			
		Above 100 to 200 pages	EA			
		Above 200 to 300 pages	EA			
		<u>Design Awareness material:</u>				
		A5 fliers with text, images and logos- Double sided	EA			
		A5 fliers with text, images and logos- Single sided	EA			
		A3 posters single sided with text, images and logos	EA			
		A4 pamphlets with text, images and logos	EA			
		A4 brochures with text, images and logos	EA			
		<u>Design Recognition materials:</u> Design A4 certificates to include seal, gold ink borders if required, with names printed on them	EA			

Lots	Category of service	Description	Unit of measure	Unit price in Kenya Shillings inclusive of taxes		
				Lower limit	Upper limit	
		<u>Design Visibility material:</u>				
		X banner one sided 600mm x 1600mm	EA			
		Street banner single sided 8.5m x 1.5 m	EA			
		Street banner double sided 8.5m x 1.5 m	EA			
		Roll up banner one sided 850mm x 2000mm	EA			
		Dummies 1.18meters x 84 cm	EA			
		<u>Design stationery:</u>				
		A4 Pocket folders with logo and color themes	EA			
		Business cards 85mm x 55mm	EA			
		Branded envelopes C4	EA			
		Branded envelopes C5	EA			
		IDLO letter head in A4 full color	EA			
Lot 3	Printing of publications Annual reports, Strategic plans, Policy documents, End of Project reports					
	a) Digital printing	Extent: 8-32 pages Cover: Artboard 250 gsm, matt or glossy laminated Inside pages: Matt/ glossy art paper 150 gsm Binding: Saddle stitch Size: A4/ B5 Quantity: Below 500 copies	EA			

Lots	Category of service	Description	Unit of measure	Unit price in Kenya Shillings inclusive of taxes	
				Lower limit	Upper limit
	(b) Conventional printing	Extent: 8-32 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: Saddle stitch Size: A4/B5 Quantity: Above 500 copies	EA		
	a) Digital printing	Extent: above 32 to 100 pages Cover: Artboard 250 gsm, , matt or glossy laminated Inside pages: Matt/ glossy art paper 150 gsm Binding: perfect binding Size: A4/B5 Quantity: Below 500 copies	EA		
	(b) Conventional printing	Extent: above 32 to 100 pages Cover: Artboard 250 gsm, Inside pages: Matt/ glossy art paper 150 gsm Binding: perfect binding Size: A4/B5 Quantity: Above 500 copies	EA		
	a) Digital printing	Extent: Above 100 to 200 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Below 500 copies	EA		
	(b) Conventional printing	Extent: Above 100 to 200 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Above 500 copies	EA		

Lots	Category of service	Description	Unit of measure	Unit price in Kenya Shillings inclusive of taxes	
				Lower limit	Upper limit
	a) Digital printing	Extent: Above 200 to 300 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Below 500 copies	EA		
	(b) Conventional printing	Extent: Above 200 to 300 pages Cover: Artboard 150 gsm, Inside pages: Matt/ glossy art paper 115 gsm Binding: perfect binding with stitches Size: A4/ B5 Quantity: Above 500 copies	EA		
Lot 4	<u>Printing (others):</u>	<u>Awareness material:</u>			
		Fliers A5- Printed on art paper 130 gsm digitally printed single sided Quantity: Below 500 copies	EA		
		Fliers A5- Printed on art paper 130 gsm digitally printed double sided Quantity: Below 500 copies	EA		
		Fliers A5- Printed on art paper 130 gsm conventionally printed single sided Quantity: Above 500 copies	EA		
		Fliers A5- Printed on art paper 130 gsm conventionally printed double sided Quantity: Above 500 copies	EA		
		Posters A3- Digitally printed single sided on art paper glossy 150 gsm Quantity: Below 500 copies	EA		

Lots	Category of service	Description	Unit of measure	Unit price in Kenya Shillings inclusive of taxes	
				Lower limit	Upper limit
		Posters A3- Conventionally printed single sided on art paper glossy 150 gsm Quantity: Above 500 copies	EA		
		Brochures / Pamphlets – Printed on art paper 150gsm matt or glossy digitally printed Quantity: Below 500 copies	EA		
		Brochures / Pamphlets – Printed on art paper 150gsm matt or glossy conventionally printed Quantity: Above 500 copies	EA		
Recognition material:					
		Certificates- A4 embossed paper 250gsm with seal and golden borders digitally printed inclusive of printed names	EA		
Visibility materials:					
		X banners with satin material 600mm x 1600mm	EA		
		X banner with PVC material 600mm x 1600mm	EA		
		Street banners single sided with PVC material, eyelets and rope 8.5m x 1.5m	EA		
		Street banners double sided with PVC material, eyelets and rope 8.5m x 1.5m	EA		
		Roll up banner satin material with wide base 850mm x 2000mm	EA		

Lots	Category of service	Description	Unit of measure	Unit price in Kenya Shillings inclusive of taxes	
				Lower limit	Upper limit
		Roll up banners PVC material with wide base 850mm x 2000mm	EA		
		Dummies 1.18meters x 84 cm using forex board 5mm	EA		
Stationery:					
		A4 IDLO branded pocket folders 300gsm	EA		
		IDLO Branded business cards-printed on Matt board 300gsm with double sided matt lamination	Pack of 200 pcs		
		Branded envelopes C4 peel and seal	Pack of 500 pcs		
		Branded envelopes C5 peel and seal	Pack of 500 pcs		
		IDLO letter heads- Printed on laid white conqueror paper 100gsm	Ream of 500 sheets		

<p>Name, position and signature of the Bidder</p> <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	<p>Bidder's Stamp</p>
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ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of [**Goods/Services**]. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of [**Goods/Services**].

Place of delivery	IDLO Nairobi Country Office, Kenya
Delivery date	<p>The Framework Agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the services provided by the Contractor.</p> <p>IDLO will review the quality of services and deliverables after 12 months of provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months.</p> <p>The prices will remain unchanged during the period of contract implementation.</p>
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>