

REQUEST FOR QUOTATION (RFQ) N_46_2020_KEN
FOR PROCUREMENT OF PRINTING SERVICES

Dear Sir/Madam,

You are kindly requested to submit your quotation, for the goods/services described in Annex A.

For any questions/clarifications related to this RFQ please contact Winifred Senaji at wsenaji@idlo.int , +254 20 266 4037 (Office)

Description of requested services	See Annex A
General terms and conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services.
Quotations submission	All quotations shall be submitted through the following e-mail addresses: KCOprocurement@idlo.int
Partial quotations	Partial quotations are not permitted
Validity of quotation	30 days
Place of delivery	Nairobi, Kenya
Delivery terms	Services will be delivered within 60 days after PO or contract signature by last party.
Payment terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all services and upon submission of the invoice by the supplier.

Please provide your quotation on or before: **24th February 2020.**

ANNEX A

Lots	Item	Description	Quantity	Unit rate in KES.	Total amount in KES.
Lot 1		<i>Printing of the Arbitration Digest.</i> 1. <i>Size: B5. (176 mm by 250 mm)</i> 2. <i>Colour: Full colour on all pages</i> 3. <i>Pagination: (± 350 pages inclusive of cover pages)</i> 4. <i>Paper Type: Inner Pages (Art Matt 65)</i> 5. <i>Cover Pages: (Matt 160) or lower</i> 6. <i>Binding: Perfect Binding & Thread Sewn</i>	1,000 copies		
Lot 2		<i>Design and print roll up banners with base</i>	4 pcs		
Sub-total of goods					
Taxes (if applicable)					
Total amount including taxes					

<p>Name, position and signature of the official representing requested entity</p> <hr/> <p><i>Duly authorised to sign this quotation</i></p> <p>Date:</p>	<p>Stamp (if applicable)</p>
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