

TENDER DOCUMENT

PROVISION OF PRINTING SERVICES
TENDER NUMBER: NI-KE/01/2019-2020

CLOSING DATE:
FRIDAY, AUGUST 30, 2019 AT 3.00PM.
Late submissions will not be accepted

IMPORTANT SPECIFIC INTRUCTIONS

1. Bidders are requested to read through this document carefully
 2. Vendor Responses are valid only when signed and stamped by the Bidder's authorized person.
 3. Bidders are strictly required to submit their bids using this format. Any additional documentation supporting this TENDER shall be submitted as annex/attachment.
 4. The following Attachments form Part of this Tender Documents.
 - a) **Attachment A: Price Schedule**
 - b) **Attachment B: Requirement Schedule**
 - c) **Attachment C: Submission Letter**
 - d) **Tender Security Form (2% of the tender sum)**
 5. Interested Firms should immediately submit firm name and email to Program.bidske@nutritionintl.org by to enable release of addendum should any arise.
 6. The tenderer shall prepare two copies of the tender, clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER**", "as appropriate. In the event of any discrepancy between them, the original shall govern.
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1. Summary of Request for Quotation

Nutrition International (NI), invites qualified Bidders to submit sealed bid from eligible and reputable firms for the provision of printing services as described herein.

1. TENDER No. **NI-KE/01/2019-2010**
2. Physical Address for Submission of Quotes **Nutrition International, Avenue 5 Building 1st Floor, Rose Avenue**
3. Deadline for Submission of Bids Bids must be received by NI at no later than **Friday, August 30, 2019 at 3.00PM EAT.**
4. Point of Contact **Vendors seeking clarifications should send to vondoro@nutritionintl.org**
5. Anticipated Award Type. **The award to lowest evaluated bidder will be in the form of **SERVICE AGREEMENT**. Issuance of this tender in no way obligates NI to award a contract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.**
6. Basis for Award An award will be made to the responsible bidder whose bid is responsive to the terms of the tender document and is most economically advantageous to NI, considering price or/and other factors included in the tender document.
7. Eligibility. This tender document is open to all firms eligible as described herein. NI's employees, board members and their relatives, are not eligible to participate in this tender document. In exceptional circumstances where relatives of NI staff participate in a procurement, such staff will be required to declare conflict of interest as per the Delegation of Authority.
8. Cost of tender Preparation and submission The Bidder shall bear all costs associated with the preparation and submission of its tender and NI, will in no way be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2. Instruction to Bidders.

1. General Instructions to Bidders
 - a) Deadline for submission of quotes is **Friday, August 30, 2019 at 3.00PM EAT.**
 - b) Late offers will be rejected except under extraordinary circumstances at NI's discretion.
 - c) Bidders shall sign and date their tender responses.
 - d) Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line. The TENDER validity period shall be as indicated in attachment A herein.

- e) The tenderer shall prepare two copies of the tender, clearly marking each “**ORIGINAL TENDER**” and “**COPY OF TENDER,**” as appropriate. In the event of any discrepancy between them, the original shall govern.

2. Questions Regarding the TENDER
Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this tender document. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted to vondoro@nutritionintl.org by **MONDAY, AUGUST 26, 2019 at 4PM**. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
3. NI's Right to Accept or Reject Any or All
NI reserves the right to accept or reject any offer, and to annul the bidding process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected bids or bidders or any obligation to inform the affected bidder or bidders of the grounds for the NI's action.
4. Technical Specifications and requirements for Technical Acceptability
Detailed product or service specification and final delivery date is as described in attached A.
5. Determination of Suitability
NI will not enter into any type of agreement with a Bidders prior to ensuring the Bidder's suitability. When assessing a Bidder's responsibility, NI will consider the validity of items requested in attachment B :
6. Evaluations and comparison of tenders
The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, in accordance with attachment B. A tenderer who gives false information in the tender document about its qualification shall be disqualified.
7. Procurement Ethics
By submitting TENDER, Bidders certify that they have not/will not attempt to bribe or make any payments to NI employees in return for preference. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the NI staff may report violations to the Regional Director, Africa.

The NI will reject a TENDER for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Additionally a bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future NI procurement.

8. Sample Samples of offers when required will be provided for free, and if not destroyed during tests, will upon request be returned at the seller's expense.
9. NI's Right to Vary quantities The NI reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions. However, should the quantities decrease or increase by 30% of the original quantities, NI will consult the vendor proceeding with the purchase.
10. Language of Tender The TENDER prepared by the bidder, as well as all correspondence and documents relating to the bids/tender, shall be written in English or French.
11. Technical specifications The specifications describe the quality of required goods and/or services. Bidders must indicate whether the goods or services offered comply with each specified requirement.
- All the dimensions and capacities of the goods or services to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, shall be rejected.
- The Bidders are requested to provide submit the mandatory documentation submitted as described in attachment B

**ATTACHMENT A
PRICE SCHEDULE**

| NO | Item | Specification | UoM | Quantity | Unit Price | Total |
|----|---|---|--------|----------|------------|-------|
| 1 | Editing, Printing and supply of Facilitators guide as per specification | A4, 133 pages, both sided, matt laminated, cover matt card 200 grams, matt paper 170gms, full colour cover and all pages, perfect binding | Copies | 65 | | |
| 2 | Editing, Printing and supply of Job Aid as per specification | 47 pages, flip-spiral, full colour UV finishing, art card UV glossy finishing, 250grms paper, B5 odd size | Copies | 1600 | | |
| 3 | Editing, Printing and supply of Factsheet as per specification | 8 pages, full colour, A6, matt paper, 150 grams, double sided | Copies | 7750 | | |
| 4 | Editing, Printing and supply of Poster children one; Primary as per specification | 1 page A3 size, full colour, printed on sticker paper, gloss | Copies | 7750 | | |
| 5 | Editing, Printing and supply of Poster two: high school classroom as per specification | 1 page A3 size, full colour, printed on sticker paper, gloss | Copies | 7750 | | |
| 6 | Printing and supply of FAQ as per specification | 16 pages, full colour, A5, matt paper, 150 grams, double sided | Copies | 7750 | | |
| 7 | Printing and supply of Weekly WIFS register as per specification | A3 5 sheet each double side to make 10 pages, tape binding, | Pcs | 6050 | | |
| 8 | Printing and supply of Monthly Summary tools as per specification | A4 5 sheets each, 1 white, 1 pink, 1 yellow, 1 blue NCR paper, tape binding | Pcs | 1500 | | |
| 10 | Printing and supply of SBCC documentation sheet | A4 5 sheets each, 1 white, 1 pink, 1 yellow, 1 blue NCR paper, tape binding | Pcs | 1500 | | |
| 11 | Delivery To Nakuru (County Headquarters) | Job Aid- 970 | Lots | | | |
| | | Factsheet- 4800 | | | | |
| | | FAQ- 4800 | | | | |

| NO | Item | Specification | UoM | Quantity | Unit Price | Total |
|----|-----------------------------------|--|-----|----------|------------|-------|
| | | Poster- 4800 | | | | |
| | | Poster 2- 4800 | | | | |
| | | Register- 3750 | | | | |
| | | Monthly summary- 930 | | | | |
| | To Busia County (Headquarters) | Facilitators guide- 30 pieces Job Aid- 630 Factsheet- 2950 FAQ- 2950 Poster- 2950 Poster 2- 2950 Register- 2300 Monthly summary- 570 SBCC summary- 570 | Lot | | | |
| | Subtotal | | | | | |
| | Add: 16% VAT | | | | | |
| | Grand Total | | | | | |

Expected Delivery Period _____

Tender must be valid for at least: **120 days**

Note: In case of discrepancy between unit price and total, the unit price shall prevail

**ATTACHMENT B:
REQUIREMENT SCHEDULE**

Bidders are requested to submit the documents required under this section. Failure to submit the mandatory documents will lead to disqualification.

Mandatory Documents

| No. | Name of Document required |
|------------|--|
| 1. | Valid certificate of registration/Incorporation |
| 2. | Valid tax Compliance Certificate |
| 3. | Valid Business permit from the County Government |
| 4. | Attach copies of Identification documents (IDs or Valid Passports) of the owners/Directors of the firms and certified copy of the latest CR 12 for companies issued by the Registrar of Companies |
| 5. | Submit 2 copies of Tender documents, well paged, and securely bound. |
| 6. | Valid Tender Security from reputable financial institution equivalent to 2% of the total tender sum from a reputable bank in the format provided in attachment D. Must be on the letter head of the Issuing institution |

Technical Evaluation

| No. | Requirements |
|------------|--|
| 7. | Submission of a detailed company profile showing directorship, qualifications and years of experience of key staff. |
| 8. | 2 samples papers of each of the listed items as per specification in attachment A (<i>each paper should have the item required printed on it e.g. "FACILITATORS GUIDE" with Font size 20, New Times Roman, Bold, and in full Color</i>). For those items that require cover, the bidder must submit the cover as per specification and at least one page of the inner paper attached together. The Cover must also have the item name written on it. |
| 9. | 3 references of major clients including contracts amount, contracts duration, nature or printing and contact information. Must attach Contracts of Purchase Orders from these clients. |

**ATTACHMENT C
SUBMISSION LETTER**

The Country Director
Nutrition International-Kenya
Avenue 5 Building 1st Floor,
Rose Avenue

Dear Sir/Madam,

RE: RESPONSE TO TENDER NUMBER

We, the undersigned, provide the attached quote in accordance TENDER # _____ dated _____. Our attached quote is for the total price of _____ (figure and in words).

We certify a validity period of _____ (insert) days for the prices provided in the attached Price Schedule. Our Tender shall be binding upon us subject to the modifications if requested by NI.

We understand that NI is not bound to accept any quotes it receives.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Telephone: _____

Email: _____

Company Stamp: _____

This letter is mandatory and must appear on the letter head of the organization

ATTACHMENT D
TENDER SECURITY FORM

The Country Director
Nutrition International-Kenya
Avenue 5 Building 1st Floor,
Rose Avenue

Whereas _____ [name of the tenderer] (hereinafter called "the tenderer") has submitted its tender dated _____ [date of submission of tender] for the **PROVISION OF PRINTING SERVICES** (hereinafter called "the Tender") _____ KNOW ALL PEOPLE by these presents that WE _____ of _____ having our registered office at _____ (hereinafter called "the Bank"), are bound unto **NUTRITION INTERNATIONAL** (hereinafter called "the NI") in the sum of _____ for which payment well and truly to be made to the said NI, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of 20_____ .

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the attachment C; or
2. If the tenderer, having been notified of the acceptance of its Tender by the NI during the period of tender validity:
3.
 - a) fails or refuses to execute the Contract, if required; or
 - b) fails or refuses to furnish the performance security in (**incase this is requested**);

We undertake to pay to NI up to the above amount upon receipt of its first written demand, without the NI having to substantiate its demand, provided that in its demand NI will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

Signature of the bank _____

Name _____

This letter is mandatory and must appear on the letter head of the financial institution.

NI reserves the right to confirm the validity of this security.