



STRATEGIES FOR NORTHERN DEVELOPMENT (SND) – KENYA

REQUEST FOR QUOTATION FOR SUPPLY OF VISIBILITY MATERIALS

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REF: [SND/18/2024](#)



TENDER INVITATION

Re: SUPPLY OF VISIBILITY MATERIALS

The Strategies for Northern Development (SND) is a local non-governmental organization working with nomadic pastoralist communities in Northern Kenya and Southern Ethiopia. SND was registered in Kenya with the NGO Coordination Board as a fully-fledged NGO on 6th December 2007.

SND is driven by a vision to see a society where all pastoralist communities are resilient and live a dignified life and a mission to empower and transform pastoralist communities to be self-resilient in life. Key thematic areas of focus are;

- i. Peace, Conflict Resolution and Governance
- ii. Humanitarian Assistance and Emergency Response
- iii. Protection, Gender Equality and Inclusion
- iv. Climate Justice and Resilience
- v. Livelihood and Enterprise Development
- vi. Water, Sanitation and Hygiene (WASH).
- vii. Institutional Effectiveness

SND, through donor funding, procures visibility material on a need-to-need basis.

For this purpose, we hereby invite pre-qualified suppliers to submit quotations as provided in the Request for Quotation below:

DESCRIPTION OF WORK/SERVICE

ITEM.	Qty	DESCRIPTION	SUPPLIER TO SPECIFY THE QUALITY OF MATERIALS	UNIT	UNIT PRICE	TOTAL COST (Kshs.)
<u>1</u>	10	Branding of round neck T-Shirts	Cotton	Pcs		
			Tri-blend	Pcs		

<u>2</u>	<u>10</u>	Branding of Collard neck T-Shirts	Cotton	Pcs		
			Tri-blend	Pcs		
<u>3</u>	<u>10</u>	Branding of Polo shirt	Cotton	Pcs		
			Tri-blend	Pcs		
<u>4</u>	<u>10</u>	Branding of V-Neck t-shirt	Cotton	Pcs		
			Tri-blend	Pcs		
<u>5</u>	<u>10</u>	Branding of Ringer t-shirt	Cotton	Pcs		
			Tri-blend	Pcs		
<u>6</u>	<u>10</u>	Branding of long sleeved t-shirt	Cotton	Pcs		
			Tri-blend	Pcs		
<u>7</u>	<u>10</u>	Branding of Khaki Safari Jackets		Pcs		
<u>8</u>	<u>10</u>	Branding of Khaki Safari Hats		Pcs		
<u>9</u>	<u>10</u>	Branding of Caps: for outdoor events or casual wear.		Pcs		

<u>10</u>	<u>10</u>	Branding of Lessos		Pcs		
<u>11</u>	<u>1</u>	Branding of Reflector Jackets		Pcs		
<u>12</u>	<u>1</u>	X-stand Banners		Pcs		
<u>13</u>	<u>1</u>	Roll up Banner		Pcs		
<u>14</u>	<u>1</u>	Tear Drop Banner		Pcs		
<u>15</u>	<u>1</u>	Feather Banner		Pcs		
<u>16</u>	<u>1</u>	Landscape Banner (3*1 Mtrs)		Pcs		
	<u>1</u>	Landscape Banner (3*1 Mtrs)		Pcs		
<u>17</u>	<u>100</u>	A4 - 210 x 297mm Posters		Pcs		
<u>18</u>	<u>100</u>	A3 - 297 x 420mm Poster		Pcs		
<u>19</u>	<u>100</u>	A2 - 420 x 594mm Poster		Pcs		
<u>20</u>	<u>100</u>	A1 - 594 x 841mm Poster		Pcs		
<u>21</u>	<u>100</u>	A0 - 841 x 1189mm Poster		Pcs		

<u>22</u>	<u>100</u>	Tri-fold Brochure		Pcs		
<u>23</u>	<u>100</u>	Bi-fold Brochure		Pcs		
<u>24</u>	<u>10</u>	50 Pgs with 2 carbonated copies A4 LPO Book (White, Pink and Blue)		Pcs		
<u>25</u>	<u>10</u>	50 Pgs with 4 carbonated copies A4 Waybill Book (White, Pink, Yellow, Blue and green)		Pcs		
<u>26</u>	<u>10</u>	Puff Jackets: - Customized puff jackets with the organization's branding for employees or giveaways.		Pcs		
<u>27</u>	<u>10</u>	Hoodies/Sweatshirts: - Branded hoodies or sweatshirts for a comfortable and casual promotional item.		Pcs		
<u>28</u>	<u>10</u>	Notebooks: - Branded notebooks with the organization's logo and other information for meetings, note-taking, or as promotional giveaways.		Pcs		
<u>29</u>	<u>10</u>	Folders: - Branded folders for organizing documents, especially useful for conferences or client meetings.		Pcs		

<u>30</u>	<u>10</u>	A5 Diaries: - A5-sized diaries, smaller than standard letter paper, making them portable and practical.		Pcs		
<u>31</u>	<u>10</u>	Executive Diaries: - Larger diaries with executive-style designs, suitable for professional use and corporate gifting.		Pcs		
<u>32</u>	<u>10</u>	A4 Diaries: - Standard letter-sized diaries, ideal for detailed planning and note-taking.		Pcs		
<u>33</u>	<u>10</u>	Branded Exercise books(Hard cover) 96 pgs		Pcs		
<u>34</u>	<u>100</u>	Branded Exercise books(Hard cover) 64 pgs		Pcs		
<u>35</u>	<u>100</u>	Branded Biro Pens		Pcs		
<u>36</u>	<u>10</u>	Branded water bottle		Pcs		
<u>37</u>	<u>10</u>	Branded Umbrella		Pcs		
<u>38</u>	<u>1</u>	Staff ID card		Pcs		
<u>39</u>	<u>50</u>	Business cards		Pcs		
<u>40</u>	<u>1</u>	Branded Vehicle Flag		Pcs		

<u>41</u>	<u>1</u>	Asset Tags	3*1 CMs	Pcs		
<u>42</u>	<u>1</u>	Asset Tags	5*3 CMs	Pcs		

All unit costs inclusive of VAT for all taxable items & all other GOK applicable taxes.

Amount in words.....

 Company's Name

 Contractor's Name

 Address
 Signature |

GENERAL TERMS AND CONDITIONS

- 1) **Price:** The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise
- 2) **Source of Instructions:** The Supplier shall not seek nor accept instructions from any source external to SND in relation to the performance of the contract.
- 3) **Assignment:** The Supplier shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Buyer.
- 4) **Corruption:** The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that others could perceive to be a bribe. The Supplier agrees that a breach of



this provision may lead to an immediate end to business relationships and termination of existing contracts.

- 5) **Confidentiality:** All data, including but not limited to maps, drawings, photographs, estimates, plans, reports, and budgets compiled by or received by the Supplier under the contract shall be the property of SND and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.
 - a. The Supplier may not communicate at any time to any other person, government, or authority external to SND any information compiled through association with SND which has not been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.
- 6) **Use of Emblem or Name:** Unless otherwise agreed in writing; the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of SND in connection with its business or otherwise.
- 7) **Observance of Law:** The Supplier shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.
- 8) **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.
 - a. In the event of and as soon as possible after the occurrence of any cause deemed force majeure, the Supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.
 - b. if the Supplier is permanently rendered incapable in whole or part by reason of force majeure to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.
- 9) **Cancellation:** The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council of SND and/or lack of funding. In such a case the Supplier shall be reimbursed by SND for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.
 - a. Should the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.



- 10) **Warranty:** The Supplier shall provide the Buyer with all manufacturers' warranties. The supplier warrants that all goods supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non- conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent then at the choice of the Buyer the Supplier will either replace the item at their cost or reimburse the Buyer.
- 11) **Inspection and Test:** The Supplier must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyers' opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.
- 12) **Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instructions. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the Buyer within 30 days from being notified of any change.
- 13) **Export Licence:** If export licenses are required for the goods, the Supplier has the responsibility to obtain that license.
- 14) **Payment Terms:** Unless otherwise agreed, payment terms will be net 30 days from receipt of a correctly prepared invoice.

SND requires firms/ Bidders to include the following information and documents with their Quotations,

- Copies of original registration documents or legal status, place of registration, and principal place of business;
- KRA PIN
- Tax Compliance Certificate
- References for similar work done

VENDORS EMAIL ADDRESS: _____

NAME OF CONTACT PERSON _____



PHONE NUMBER OF CONTACT PERSON: -----

PREMISES PHYSICAL ADDRESS: -----

Signature and Stamp: -----

For Official Use Only

No.	Name of staff	Designation	Date	Signature
1				
2				
3				
4				
5				



NB Quotation to be filled as per the specification given and to be submitted on or before 25th April 2024 via procurement@sndafrica.org or to be delivered to SND offices at Isiolo, Marsabit or Moyale

NB 2 : The RFQ should be referenced **SND- IEC MATERIALS 2024** as the subject of the Email or on the ENVELOPE