



### REQUEST FOR PROPOSALS

RFP No.	RFP-EAGC-2023-006
Issue date	Wednesday, 13th September 2023
Title	Request for Proposals for provision of branding and printing for the 10 <sup>th</sup> African Grain Trade Summit
Email address for submission of questions	<a href="mailto:procurement@eagc.org">procurement@eagc.org</a> The email address in the synopsis is the sole point of contact at EAGC for any questions.
Email address for submission of proposals	<a href="mailto:procurement@eagc.org">procurement@eagc.org</a>
Deadline for Receipt of Proposals	September 18 <sup>th</sup> 2023 at 1700hrs East African Time
Anticipated Award Type	Fixed Price Purchase Order. EAGC anticipates awarding contract to the successful bidder for the provision of specific the services or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.
Basis for Award	An award will be made based on the experience of the consultant to offer similar services. The award will be issued to the responsible and reasonable offeror who provides the best value to EAGC using a combination of technical and cost/price factors.



## 1. Introduction

The Eastern Africa Grain Council (EAGC) is a regional Not-for-Profit membership organization headquartered in Nairobi, Kenya with country offices in Uganda, Tanzania, Rwanda, and Malawi and representation in Ethiopia, Burundi, South Sudan, and DR Congo. The membership constitutes farmers, traders, processors, and private sector service providers; financial institutions, input suppliers, and professional institutions in the grain value chain which focuses to Facilitate efficient, structured, and profitable grain trading system in the Eastern and Southern Africa (ESA) region.

EAGC will be hosting the **10th African Grain Trade Summit (AGTS)**, to be held from **5th to 7th October 2023** at the Speke Resort Munyonyo, Uganda. The AGTS is a biennial high-level, public-private grain industry event hosted by EAGC that brings together key grain sector stakeholders from across Africa and beyond for an in-depth, evidence-based discussion on topical grain sector issues with the intention of providing the strategic thrust for development of the grain sector in Africa. It will be hosted by EAGC in partnership with the Government of Uganda and will carry the theme: *“Defining Africa's place in global grain trade for sustainable food systems.”* The physical conference, exhibition, field visits and networking events will be hosted in Munyonyo, Uganda taking into consideration all Covid-19 protocols, while a specialist online platform will allow delegates from around the world to join the deliberations and engage virtually.

The AGTS is hosted by EAGC and its partners every two years as its flagship platform for driving policy changes for the grain sector in Africa. The Summit typically convenes approximately 300 high-level grain industry stakeholders from across Africa and beyond to shape the business and development agenda for the grain sector in Africa. It is typically graced by the Head of State in the host country and resolutions from the Summit are presented to Head of State for further direction following its conclusion.

EAGC therefore seeks to position its branding and printing strategically for the 10th African Grain Trade Summit.

## 2. Objective of the Assignment

EAGC intends to engage the services of a qualified service provider for branding and printing for the 10th African Grain Trade Summit.

Specifically, the service provider will deliver the below tasks;

ITEM	Specs
<b>A. Collaterals</b>	
Summit Programme	A4 Gloss, printed both sides 80-page booklet Size: 21 x 29.9cm booklet (A4) Paper: Cover 350 gsm Art paper 150gsm Matt, full colour throughout Finish: Saddle stitched; Quantity: 200pcs
Summit Notebook	Front and back cover printed in full colour on 300gsm art matt paper, leaves printed in 1 colour one side on 90gsm bond paper, spiral binding 40page A5 booklet; Quantity: 200pcs
Lanyards	Lanyards (Branded in 2 cols) & Name holders Size: APS Medium: Full colour Nametags Qty: 300pcs
Name Tags	Size: 10.5cm x 14.8 - A6 Media: Full color & Printed on Ivory Board both sides Finish: Trimmed to size Quantity: 300pcs
Roll up Banners	Feature: Printed on poly banner material & mounted on units and supplied with carry case. Colour: Silver + Full Size: 6.6ft x 2.2ft Quantity: 16pcs
Dias Backdrop Banner	Medium: HD Printed on PVC Material (outdoor / indoor application) Colour: Full colour one side Finish: welded edges with eyelets Size: 6m x 1.2m (TBC) Quantity: 1
Media Banners With Unit (Summit Logo without Number)	Medium: HD Printed on PVC Material (outdoor / indoor application) Colour: Full colour one side Finish: Stitched with Velcro tape Size: 2.25m x 2.25m Quantity: 1 pc
Tear drop banners	Feature: Printed on polly banner material & mounted on Units Colour: Silver + Full Size: 4.5m. Quantity: 4Pcs
Certificates	A4 certificates printed in full colour one side on 350gsm art matt board - Digital Printing. Quantity: 28pcs
Exhibitors Name strips	Size: 30cm x 300cm TBC Media: Full color & Printed on Satin Material Finish: Trimmed to size Quantity: 28pcs
Tent Cards	Size: 21cm x 29.7cm - A4 Media: Full color & Printed on Ivory Board Finish: Trimmed to size and folded Quantity: 80pc (60 Named,20 plain)
Podium Stickers	Size: 30cm x 90cm & 30 x 60cm (Total 1.5m2) Media: Full color & Printed on PVC Sticker Finish: Trimmed to size

	Quantity: Podium - 1, Speaker side stools - 8
Stickers	Stickers Size: 40cm x 40cm TBC Media: Full color & Printed on PVC Sticker Finish: Trimmed to size Quantity: 9pcs

### 3. Deliverables and Timelines

The assignment is expected to be completed by 2<sup>nd</sup> October 2023

### 4. Qualifications, Competencies and Experience Required

The service provider should possess the following:

- i. At least 8 years' progressive experience branding and graphics production
- ii. A thorough understanding of the grain sector in the Eastern Africa Region

### 5. Submission of Proposals

Interested individual consultants are required to submit an expression of interest proposal with the following:

- A cover letter introducing the service provider
- A technical proposal demonstrating, among others, a solid understanding of EAGC requirements and previous experience and/or expertise relevant to the assignment
- Samples required
- A financial proposal for delivering the assignment.