

REQUEST FOR PROPOSALS

RFP No.	RFP-EAGC-2023-007
Issue date	Wednesday 13 th September 2023
Title	Request for Proposals for supply of merchandise during the 10 th African Grain Trade Summit
Email address for submission of questions	procurement@eagc.org The email address in the synopsis is the sole point of contact at EAGC for any questions.
Email address for submission of proposals	procurement@eagc.org
Deadline for Receipt of Proposals	September 18 th September 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, visibility and communication materials 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 supply of merchandise during the 10th African Grain Trade Summit.

Specifically, the service provider will supply the below items

USB flash disks	Branded flash disks Quantity: 300pcs
Pens (AGTS Branded)	(AGTS Branded) Quantity: 300pcs
Jute Bag/Wooven Bags (AGTS Branded) – for Sponsors/Speakers 	(AGTS Branded) Printed with logos at the front & Slogan at the back; Quantity 50pcs
Branded Black Tote Bag with a good base. 	AGTS Branded Printed with logos at the front & Slogan at the back; Quantity 300pieces
Branded Flasks (Guests Only)	500ml aluminium flask with screw cap and climbing hook branded with logo type. Quantity: 70 sets
Tie Collar Lapel Microphone	With AGTS Logo Branding Quantity 50
EAGC Branded Male Shirts	20 pieces
EAGC Branded Sash	10 pieces

B. Gifts	
Branded Gifts	See below for each Category all should have the AGTS Branding
Gift for the President and other chief guests	See below for each Category all should have the AGTS Branding

<p>For Sponsors & Partners</p> <p>10pieces</p>	
<p>Speakers</p> <p>40pieces</p>	
<p>G-SOKO Awards</p> <p>30pieces</p>	
<p>Chief Guest</p> <p>1pc</p>	

3. Deliverables and Timelines

The assignment is expected to be completed by 2nd 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.