

Request for Quotation (RFQ)

Supply of Branded Diaries for ISACA Kenya Chapter marketing merchandise.

1. Introduction/Background

ISACA Kenya Chapter is organizing a training event and requires high-quality branded diaries to be distributed as gifts to participants. These diaries should be professionally designed, durable, and branded with the ISACA Kenya logo.

This RFQ aims to identify a reliable vendor to supply and deliver these branded diaries in accordance with the specifications outlined below.

2. Scope of Work/Services

The vendor will be required to supply the following:

- **Item Description:** High-quality, professional diaries for 2025.
- **Branding:** Each diary must feature the ISACA Kenya logo prominently, following provided branding guidelines.
- **Quantity:** 15 Diaries.
- **Specifications:**
 - Diary with Pen Holder with;
 - Built-in **pen holder** (pen included).
 - Integrated **bookmark** for easy navigation.
 - Built-in **cardholder** for business or ID cards.
 - Calendar year: **2025**.
 - 200 high-quality writing pages with a monthly planner and calendar.
- **Materials:** Durable thermal cover with professional finishes (e.g., leatherette or hardcover).
- **Colour:** Black or a professional neutral colour that complements ISACA Kenya Logo.
- **Design:** Elegant & Sleek Executive, modern design, Thermal Cover with Pen Holder and with ISACA Kenya's branding clearly displayed on the cover.

3. Vendor Qualifications/Requirements

To be eligible for consideration, the vendor must meet the following requirements:

- Proven experience in producing and branding high-quality diaries or similar merchandise.
- Capability to meet the branding and design specifications, including the integration of pen slots and cardholders.
- Ability to deliver the final product on time to the ISACA Kenya office on Mombasa, Vision Plaza, 2nd Flr, Suite 8, on or before 11th December 2024 by 5PM.

4. Quotation Instructions

Vendors should submit their quotations in the following format:

- **Price per Item:** The cost for each diary, including taxes, branding, and delivery.
- **Total Price:** Total cost for the required quantity.
- **Delivery Terms:** Delivery schedule and any associated terms, including any advance payment or milestones, if applicable.

- **Warranty/Guarantee:** Any guarantee on the branding, diary materials, pen slot, or cardholder durability.

5. Evaluation Criteria

Quotations will be evaluated based on the following factors:

- **Price:** Competitiveness of the quotation.
- **Material Quality:** Durability and professionalism of the diaries, including the pen slot and cardholder features.
- **Branding Quality:** Precision and clarity of ISACA Kenya branding.
- **Additional Features:** Functionality and seamless integration of the pen slot, pen, bookmark, and cardholder.
- **Delivery Timeline:** Ability to meet the delivery deadline of 11th December 2024 by 5PM.
- **Vendor Reputation:** Proven track record of successful similar projects.

6. Terms and Conditions

- **Payment Terms:** Payment will be made as per the agreed schedule after successful delivery and inspection of the diaries.
- **Confidentiality:** All RFQ information must remain confidential.
- **Contractual Terms:** The contract will be awarded based on overall value (quality, price, and delivery).
- **Delivery:** The diaries must be delivered to the ISACA Kenya office on Mombasa Rd, Vision Plaza, 2nd Flr, Suite 8 no later than 11th December 2024 by 5PM. Delays will result in penalties.
- **Inspection:** Diaries will be inspected upon delivery for quality, branding accuracy, and proper integration of all specified features. Discrepancies or defects must be rectified at no extra cost to ISACA Kenya Chapter.

7. Contact Information

All quotations and inquiries should be directed to the following contact person:

- **Name:** Edith Onyango
- **Email:** edith.onyango@isaca.or.ke / lyndah.makungu@isaca.or.ke
- **Phone:** 0721695287
- **Deadline for Submission:** Quotations must be submitted by 6th December 2024 by 12 Noon on the SRM eProcurement Portal (www.srmhub.com). Late submissions will not be considered.

Submission Instructions

- Quotations should be submitted electronically through SRM eProcurement portal – www.srmhub.com

This RFQ ensures that all specific requirements, including the pen slot, pen, cardholder, bookmark, and diary specifications, are clearly communicated to vendors for a seamless procurement process.

Below find some samples.

