

## REQUEST FOR QUOTATION - DESIGN OF AN E-COPY OF ZEP-RE ANNUAL REPORT

REFERENCE NO. ZEPRE/RFQ/002/2025

### Instructions to Bidders (ITB)

ITB REF.NO	DATA SHEET	
1.	Assignment	Design of an E-Copy of Zep-Re Annual Report.
2.	Issued by	Zep-Re (PTA Reinsurance Company) – The Client Address: ZEP-Re Place Longonot Road, Upper Hill P.O Box 45277 - 00100 Nairobi, Kenya  Website: <a href="https://zep-re.com/">https://zep-re.com/</a>
3.	RFQ Issue Date	February 18, 2025
4.	Point of contact for clarifications.	Procurement Desk Email: <a href="mailto:procurement@zep-re.com">procurement@zep-re.com</a>  Copy: Simon Ndung'u, Email: <a href="mailto:sndungu@zep-re.com">sndungu@zep-re.com</a>
5.	Amendments to RFQ Documents	At any time prior to the deadline for submission of proposals, ZEP-RE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the RFQ documents by amendment.  The amendments will be communicated to all interested vendors through email.
6.	Language of Proposals	The proposals prepared by the vendor and all correspondence and documents relating to the proposal shall be written in <b>English</b> .
7.	Conflict of Interest	The vendor must confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for ZEP-RE.
8.	Anti-Corruption Requirement	The vendor, his employees, agents and sub-consultants shall not, offer, solicit or accept an advantage through bribes or favours in connection with the tendering of this assignment.  Any act of offering, soliciting or accepting advantage referred to above committed by a vendor or by an employee, agent or sub-consultant of the vendor shall,

ITB REF.NO	DATA SHEET	
		without affecting the vendor's liability for such failure and act, result in them and their bid being invalidated.
9.	Cost of Preparation of Proposal	The vendor shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the vendor.
10.	Pre-Bid Meeting	A pre-bid meeting will not be conducted.
11.	Contents of the Proposal	<ul style="list-style-type: none"> <li>a) Cover letter on the company's letterhead duly signed summarizing the vendor's qualifications and highlighting experience relevant this consultancy.</li> <li>b) Profile of the vendor detailing the name, its key partners and resumes of staff involved in the delivery of the assignment.</li> <li>c) Technical Capacity and Work Experience: The proposal should clearly describe the vendor's technical capacity, experience in design, infographics and layout of annual reports.</li> <li>d) Client Reference: A summary of your recent and relevant works including samples of annual reports and letters of recommendation from three corporate clients on similar services offered by the vendor.</li> <li>e) Methodology: The vendor should provide a work approach and detailed methodology regarding how it intends to undertake the assignment.</li> <li>f) Work program: The vendor should include an indicative timeline highlighting key milestones for completion of the project.</li> <li>g) Proposed fees including 16% VAT in Kenya Shilling and in accordance of section 5.</li> </ul>
12.	Proposal Validity Period	Proposals must remain valid for <b>60 days</b> from proposal submission deadline.
13.	Extension of Validity Period	The Client will make its best effort to complete the negotiations and award the contract within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Vendors who submitted

ITB REF.NO	DATA SHEET	
		Proposals prior to the submission deadline to extend the Proposals' validity.
14.	Submission of Proposals	<p>To: Procurement Desk Email: <a href="mailto:procurement@zep-re.com">procurement@zep-re.com</a></p> <p><u>Please include the subject line "ZEPRE/Rfq/002/2025" of the email.</u></p> <p>Date: <u>March 7, 2025 at 1400 hours, East African Time</u></p>
15.	Selection Method	Request for Quotation (RFQ)
16.	Public opening of proposals	Not Applicable
17.	Contract Type	Lump Sum
18.	Joint venture/Sub-contracting	Not Applicable
19.	Proposals Evaluation Criteria	<p><b>Compliance Based selection.</b></p> <p>19.1. Eligibility Requirement</p> <p>(a) Operating license or certificate of incorporation</p> <p>(b) TAX compliance certificates</p> <p>(c) Confirmation that the vendor is not sanctioned or blacklisted by any Government or International Institution</p> <p>19.2. Technical &amp; Financial</p> <p>(d) Most Advantageous Proposal that meets the assignment requirements and whose Proposal has been determined to be:</p> <ul style="list-style-type: none"> <li>▪ substantially responsive to the RFQ; and</li> <li>▪ the lowest evaluated cost.</li> </ul>

## **TERMS OF REFERENCE (TOR) – DESIGN OF AN E-COPY OF ZEP-RE ANNUAL REPORT**

### **1. ABOUT ZEP-RE (PTA REINSURANCE COMPANY)**

ZEP-RE (PTA Reinsurance Company) is an institution of the Common Market for Eastern and Southern Africa (COMESA), established by an Agreement signed by Heads of States and Governments on 23rd November 1990 in Mbabane, Swaziland. ZEP-RE was officially launched on 1st September 1992 with its headquarters in Nairobi, Kenya and commenced reinsurance business on 1st January 1993.

ZEP-RE's founding objectives include: -

- Fostering the development of the insurance and reinsurance industry in the COMESA Sub-Region;
- Promoting the growth of national, sub-regional and regional underwriting and retention capacity; and
- Supporting sub-regional economic development.

ZEP-RE writes business from the African and the Indian subcontinent, with the bulk of the business coming from the COMESA Region (70%), the Rest of Africa (15%) and the Indian Subcontinent (15%). The Company underwrites business in the traditional classes of Aviation, Casualty, Life, Property, Marine, Medical and Motor. At the moment the Company's portfolio comprises over 3,500 business treaties from 500 companies in 50 countries.

### **2. PURPOSE**

ZEP-RE seeks to procure the services of a dynamic and energetic vendor to design and prepare an e-copy of its annual report.

### **3. SCOPE**

The appointed vendor will be required to provide design services, including but not limited to the following:

- a) Conceptualizing and designing of the front and back cover and inside pages for the Annual Report of ZEP-RE for the year 2024 (in both English and French). This shall be done in line with the brand manual of the Company which will be availed to the successful vendor).
- b) Our expectation is that the successful vendor will provide at least 3 distinct concept designs for our consideration.

- c) The Annual Report will be one booklet replicating the information in both French and English.
- Layout, design and formatting for the inside pages.
  - Size of the report will be A4
  - The report will have around 200 pages in total (100 pages for each language)
  - Imagery and thematic flow of concept across the inside pages and across chapters
  - Creative representation of images, infographics and content in the inside pages
  - Binding and Page quality – Agency should recommend the most appropriate quality and grammage for paper and recommended binding style.
- d) The selected vendor will be responsible for securing the final approved content of the report that will be provided by ZEP-RE.
- e) Timelines - Deadlines are very stringent.

#### **4. PROPOSAL FORMAT**

The submitted proposal should contain the following information: -

##### **4.1 Cover letter**

A cover letter on the company's letterhead duly signed summarizing the vendor's qualifications and highlighting experience relevant this consultancy.

##### **4.2 Vendor Particulars**

A profile of the vendor detailing the name, its key partners and resumes.

##### **4.3 Technical Capacity and Work Experience**

The proposal should clearly describe the vendor's technical capacity, experience in design, infographics and layout of annual reports.

##### **4.4 Client References**

A summary of your recent and relevant works including samples of annual reports and letters of recommendation from three corporate clients on similar services offered by the vendor.

#### **4.5 Methodology**

The vendor should provide a work approach and detailed methodology regarding how it intends to undertake the assignment.

#### **4.6 Work program**

The vendor should include an indicative timeline highlighting key milestones for completion of the project.

### **5. FEES**

The vendor should submit an estimate of fees in Kenya Shilling including the basis of billing (i.e. billing rates for partners, consultants and associates and the going rates), the billing cycle and proposed capped amounts beyond which the fees will not exceed.

### **6. QUESTIONS REGARDING THE RFP**

Each vendor is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information may be submitted in writing via email in ITC no. 4.

### **7. EVALUATION OF PROPOSALS**

7.1 Proposals will be reviewed in accordance with the requirements outlined in section 4 and 5 of the Terms of reference shall be considered in determining the most appropriate vendor to be appointed.

7.2 Please note that ZEP-RE may engage with you to clarify issues that may not be clear or if further information is needed. In this respect the Company may request for a conference or a meeting with some of the qualified vendors prior to final selection.

7.3 ZEP-RE shall notify all concerned vendors once a decision has been reached and the award has been made.