

Expression of Interest

Design Services

I. Introduction

Freedom, justice and solidarity are the basic principles underlying the work of the Konrad-Adenauer-Stiftung (KAS). KAS is a political foundation, closely associated with the Christian Democratic Union of Germany (CDU). In pursuit of its objectives, the Foundation has established more than 100 offices around the world and supports projects in over 130 countries geared towards the promotion of democracy, rule of law and a social market economy.

KAS' Rule of Law Worldwide Program with regional offices in Latin America, Asia, Europe, Middle East and Africa seeks to promote rule of law principles in the aforementioned regions based on the Foundation's conviction that democracy, economic and social development are only achievable and sustainable where the rule of law thrives.

The Rule of Law Program for Sub-Saharan Africa has been supporting research, publications and production of various promotional materials as one of the key strategies towards the realisation of the aforementioned objective in the region.

II. Objective

The purpose of this 'Expression of Interest' is to identify suitable designers for the aforementioned services for the period between February 2023 and January 2027.

III. Services sought

KAS is looking for a suitable service provider to design its materials and products including books, journals, newsletters, promotional materials such as banners, brochures, flyers, branded merchandise (note books, diaries, pens, bags, folders, hoodies, t-shirts, scarfs, caps among others).

The contractual relationship which is limited to a duration of two years (renewable) shall include the realisation of the following services:

- a. Providing creative and innovative designs for the aforementioned items as shall be required by KAS from time to time;
- b. Producing high-quality materials that are in compliance with KAS' corporate colours, design and style.

IV. Selection Criteria

Creativity, reputation, reliability, cost-effectiveness, efficiency, attention to detail and experience shall form the critical parameters for KAS' consideration. The designer's

experience in producing legal materials shall be an added advantage. In the foregoing, the designer should meet the following criteria:

- a. Be an adult or a duly registered legal entity allowed to operate in the open market;
- b. should have the technical, personnel and infrastructure capabilities necessary for seamless execution of the tasks;
- c. provide reasonable work schedule to completion of tasks;
- d. provide key aspects that determine the costing of their services and the minimum terms of engagement, for example, the deposit payable upon entering into a contract, duration given to the client to settle the final payment upon successful completion of the task and subsequent issuance of the final invoice;
- e. provide at least 3 referees.

V. Application Deadline

Any interested designer wishing to participate in the procurement procedure is invited to hand in a comprehensive application as well as the completed questionnaire as attached below via e-mail ruleoflaw.nairobi@kas.de copied to peter.wendoh@kas.de not later than **15 February 2023**.

PRE-QUALIFICATION QUESTIONNAIRE

Name:

Name of the contact person (if a company):

Postal Address.....Postal code: City:

Physical Address:

Telephone:

E-Mail:

Website:

a) For companies

Overall size and capacity of your company:

Number of employees.....Average annual turnover.....

b) For individuals

Years of Experience

I certify the accuracy of the above-mentioned information. I recognise the right reserved by KAS to verify with the listed firms/organizations the accuracy of any information submitted in response to the above-mentioned questionnaire or otherwise submitted to KAS. I further authorise KAS to disqualify the firm I represent from the competition in the event that any of the above information is found to be false, erroneous or ambiguous.

Place:

Date:

.....
Name and title of the authorised
representative

.....
Signature