

From choice, a world of possibilities

P.O. BOX 30234 - 00100 NAIROBI
TELEPHONE: 0204909000

Request for Bids

Bid No: 11-IPPFAR/2022

Closing date: 07 July 2022 at 11:00 am East Africa Time.

Photography Services

IPPF Africa Region.
Merchant Square, Block C, 5th Floor.
Riverside Drive. PO BOX 30234. Nairobi. Kenya.
Tel: +254 20 4909000. Or: +254 722 203728.

BACKGROUND

The International Planned Parenthood Federation Africa Region (IPPFAR) is the leading sexual and reproductive health (SRH) service delivery organization in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. Supported by thousands of volunteers, IPPFAR tackles the continent's growing sexual and reproductive health challenges through a network of Member Associations (MAs) in 39 countries.

This information will form part of the eventual bid and must thus be complete as there will not be a chance to do so again later. It is also essential that the information supplied is both correct and true.

OBJECTIVE

The purpose to outsource this function is to set up an advantageous agreement with the most competent supplier, resulting in successful and quality provision of publications and branding materials and subsequent cost savings. IPPFAR intends to contract with a suitably qualified suppliers for a period of one year.

TAX EXEMPTION

The Agreement between IPPFAR and the Government of Kenya on the Privileges and Immunities provides inter-alia that IPPFAR is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the IPPFAR exemption from such taxes, duties or charges, the successful bidder shall immediately consult with IPPFAR to determine a mutually acceptable procedure.

Accordingly, the successful bidder authorizes IPPFAR to deduct from the invoice any amount representing such taxes, duties or charges, unless the successful bidder has consulted with IPPFAR before the payment thereof and IPPFAR has, in each instance, specifically authorized the successful bidder to pay such taxes, duties or charges under protest. In that event, the successful bidder shall provide IPPFAR with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

BRIBERY AND FACILITATION:

Bribery or facilitations of any sort is not acceptable and will attract a permanent ban. Any supplier/service provider that is known to have engaged in corrupt, fraudulent, collusive, or coercive practices will be rejected.

Such supplier/service provider will be blacklisted and any business dealing with such terminated for a period not less than five (5) years.

The resumption of business with a supplier/service provider involved in unethical practices would be subject to a comprehensive scrutiny, showing with documentary evidence that the

supplier/service provider has discontinued the unethical practices and put in place reliable systems/procedures to ensure the situation has effectively changed positively.

PARTNERSHIP HISTORY:

IPPF BIDDER 2022	
Have you ever bid on an IPPF tender? Y/N	
If yes, in which Year?	
Have you ever provided services to IPPF Y/N; If yes give us more details	
Are you in direct or indirect contact with IPPF staff? If so, describe the nature of your relationship.	

FINANCIAL ARRANGEMENTS

Bidders are solely responsible for their own costs in preparing the Bids. Payments for all services shall be made on receipt of appropriate invoices, the satisfactory completion of work. The financial proposal shall be submitted in the format below.

PROPOSED FEE STRUCTURE FOR TRAVEL MANAGEMENT SERVICES

Unit price should be in KSHs. (Kenyan Shilling)

CONFIDENTIALITY

- a) Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding. IPPFAR reserves the right to seek clarification or verification of any information in the Bids.
- b) All information pertaining to the IPPFAR obtained by the bidder as a result of participation in this Bidding process is confidential and must not be disclosed without written authorization from the person in charge of both parties.
- c) The successful bidder will be expected to sign a Non-disclosure Agreement as part of Service Level Agreement.

OWNERSHIP OF BIDS

All Bids, including supporting documents, submitted to IPPFAR become the property of the IPPFAR.

MODIFICATION OF TERMS IPPFAR

Reserves the right to add, modify or omit certain portions of the Bids scope at any time at its sole discretion. This includes the right to cancel at any time prior to entering into a contract with the successful bidder.

BIDDING CONDITIONS:

Bidders must clearly show:

- a) Delivery period
- b) Validity of bids.

Bids bearing no identification of the bidder must be enclosed in sealed envelopes clearly marked **“Bids Photography Services”** to be delivered as above by registered post of courier.

Certified copies of VAT, Income Tax compliance certificates and traders licenses must be submitted together with the bid.

Bidders are to note that IPPFAR may require a performance guarantee of no more than 10% of the bid amount.

Bidders must expressly respond to specifications as stipulated in the advertisement. Bidders can bid for the printing of all or any one of the publications.

IPPFAR is not bound to necessarily accept the lowest or any bid.

Bids will not be considered unless delivered by Registered Post of Courier by date indicated above.

Samples to be printed will be made available on request. Please contact the Bids Committee.

SPECIAL NOTES:

Bidders are expected to ensure strict compliance with the above specifications and conditions, failure to do so will result in disqualification of bids.

Bidders are to note that IPPFAR may apply Withholding Tax obligation when effecting payment.

EVALUATION OF TENDERS & AWARD CRITERIA

Eligibility

- a) Only Bids received as specified above will be considered.
- b) Bids will not be evaluated if the bidder’s current or past corporate or other interests may, in IPPFAR’s opinion, give rise to a conflict of interest.
- c) Any form of corruption will result in a ban
- d) Any false information given will result in a ban

Award Criteria

The incumbent or firm must have

1. Minimum five years’ experience in photography
2. Demonstrated knowledge of photo editing
3. Portfolio must reflect your versatility and ability to provide a range of images suitable for print press, magazines, promotional materials and websites.
4. Demonstrated experience working in humanitarian and development settings, with the poor marginalised, excluded and under-served.
5. To support IPPF in its quest for quality service
6. To be competitive with the financial proposal
7. Be technically sound in relation to the field of activity
8. Be a force of proposal and improvement about any request

9. Be transparent and make all requested information accessible

The contract will be awarded from the qualifying Bids on the basis of the most economically advantageous proposal applying the following award criteria:

1. Proof of relevant experience in development and humanitarian photography
2. Content of a photography portfolio
3. Proof of technical knowledge
4. Proof of qualifications and skills composition of the team who will undertake the exercise.
5. Cost of undertaking exercise.

Schedule :

IPPF TENDER_2022	
.../.../2022	Tender Notice Sharing
.../.../2022	Receipt and opening of offers
.../.../2022	IPPF BID Committee
.../.../2022	Notification of provider selection
.../.../2022	Contract / start of activities

Specific Conditions

Special conditions to be met by the service providers

Companies/firms must submit the following documents/information:

- Detailed Company Profile (Maximum 5 pages) indicating the names of the company directors
- Letter of Interest, stating why you consider your firm suitable for the roster.
- Copies of audited accounts for the previous three years (2019, 2020 and 2021)
- Copy of valid Tax Compliance Certificate
- Copy of current TIN (Tax Identification Number), and/or a TCC (Tax Compliance Certificate) For non-Kenya based firms
- Copy of Certificate of Registration/Incorporation from Registrar of Companies
- Copy of Business permit
- At least 3 past and current references in line to the category being applied for: The reference list should include the following:
 - Name of organization/agency/company for which the services were provided
 - Name, address, mobile contact, and email of primary contact
 - A brief description of service provided.
 - At least three samples of similar work deliverables done.
 - Demonstrate availability of appropriate skills among staff in sufficient numbers and experience in the region and attach their CVs

General Information

One page letter of introduction identifying the bidder and signed by the person(s) authorized to bind the Organization to statements made in the proposal.

- a) Title Page listing the Bid No.
- b) Organization Name:
- c) Postal Address:
- d) Physical Address:
- e) Telephone Number:
- f) Fax Number:
- g) Cellular Telephone Number:
- h) Email Address:
- i) Website:
- j) Full Names of two Contact Persons:

Reference Sites

Bidders must provide a minimum of two customers (names, addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.

Methodology

Bidders must describe their specific methodology for carrying out the work, the benefits of such methodology and any risks and challenges that may be foreseen.

Additional Information

Bidders may provide any other information which may be relevant to this proposal. Bids are invited for the printing of IPPFAR's various publications and branding materials, including but not limited to per the specifications by client:

Validity of bids must be at least 6 months from Award date:

IPPFAR is soliciting proposals from a qualified individual or firm for Photography services as described below:

- Project photography: of IPPFAR programme work in sexual and reproductive health and rights by our Member Associations. We will need close-ups and distance shots of faces, full-length body shots and action shots of MA and IPPFAR staff, beneficiaries, partners for publications posters, online etc.
- Editorial shots: portrait and photography of individuals (close-ups, full-length body, creative editorial shots) at IPPFAR events, launches, high level visits, meetings among others.

REQUIREMENTS FORM

Company name:

Contact name: (for the person/s to be contacted in relation to this tender)

Address:

Mobile/Telephone number:

Email:

Website address:

Requirement	
Describe photography experience in development and humanitarian settings	
Describe your experience working with the poor marginalized underserved and excluded in society	
Describe your ability to transmit captions/stories with your pictures	
Describe your abilities in photo editing	
Significant photos that have been published or awards given	
Describe your experience in suitable archiving/storage of images	
Share with us a list of your references with whom you have worked	

Cost Breakdown

Service or item	Price Ksh including VAT
Job fee – per hour: weekdays	
Job fee – per hour: weekends/evenings	
Cost per image file	
Digital manipulation/enhancement (per hour)	

Cost per digital contact sheet (36 images)	

Other services available for example picture library/information embedding

--

Information on relevant staff members

Please copy and complete this form for each staff member who will be working on IPPFAR jobs.

Name	Experience	Formal qualifications