TENDER FOR THE DESIGN AND PRINTING OF THE NSE 2021-2023 INTERGRATED ANNUAL REPORT

1. About NSE

Nairobi Securities Exchange (NSE) is a leading Securities Exchange in Africa with a six decade heritage in the listing of equity and debt securities. It offers a world class trading facility for local and international investors and issuers looking to gain exposure to Kenya and Africa’s economic growth.

NSE plays a vital role in the growth of Kenya’s economy through mobilization of domestic resources and international capital to support company’s access to growth and expansion capital. NSE operates under the jurisdiction of the Capital Markets Authority of Kenya.

2. Introduction

In line with Capital Markets Act and the regulations thereunder the NSE produces an Integrated Report following the end of each financial year. The NSE is looking to retain an agency for the production of 2021 – 2023 Integrated Annual Report. The report highlights the performance of the business in the year and offers an outlook for the business and is an integral tool of financial communication for the company. The report is shared with NSE shareholders, investors and key stakeholders. The development of the integrated report encompasses a comprehensive design and layout process as described in the scope of work highlighted below.

3. Scope of Work

The scope of work is as follows;

a) Provide a theme for the 2021 integrated report.

b) Board and senior management photography

c) Design and layout the integrated report.

d) Proof reading of the report.

e) Provide a designer to be stationed at the NSE, during the design of the annual report.

f) Print high quality copies of the final approved version

g) Financial proposal for the design and printing of the 2021 – 2023 Integrated Annual Report

4. The KYC Documents

The firm should submit the following requirements for appraisal:

1. All documents as per the attached “KNOW YOUR CLIENT (KYC) REQUIREMENTS FOR THIRD PARTIES”. The KYC requirements are MANDATORY.

2. Project team CV/experience and task responsibility.
3. Clear timeline and work schedule for the integrated report.
4. Financial proposal comprising the cost for the design work, board photography, cost of housing the designer and proof reading clearly itemized.
5. Any other relevant information or value additions.
6. NSE’s preferred mode of payment – no deposit, payment done 30 days after receipt of invoice.

5. Clarification of Documents
A prospective tenderer requiring any clarification may send enquiries by e-mail to the following address: corporateaffairs@nse.co.ke and copy info@nse.co.ke and procurement@nse.co.ke NSE will respond by email to any request for clarification of the tender documents prior to the deadline for the submission of tenders as prescribed by NSE Plc.

NSE shall reply to any clarifications sought by the tenderers after receiving the request to enable the tenderer make timely submission.

6. Tender Price and Currency
Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. Any adjusted price on the tender document must be countersigned by an authorized person.

The Price quoted shall be in the Kenya Shilling currency.

7. Validity of Tenders
Tenders shall remain valid for ninety (90) days after date of tender closure as prescribed by NSE.

8. Modifications and Withdrawals of Tender
The tenderer may modify or withdraw its tender after the tender’s submission, provided that the modification, including substitution or withdrawal of the tenders, is received by NSE prior to the deadline prescribed for submission of tenders.

No tender may be modified after the deadline for submission of tenders.

9. Clarification of Tenders
To assist in the examination, evaluation and comparison of tenders, NSE may, at its discretion ask the tenderer for a clarification of its tender. No change in the prices or substance of the tender shall be sought, offered, or permitted. Any effort by the tenderer to influence NSE in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tender.

10. Evaluation and Comparison of Tenders
NSE will examine the KYC - MANDATORY documents before evaluating the tenders to determine whether they are complete and are generally in order. After examination, a tender that will be determined to be substantially non-responsive, will be rejected by NSE and will not be considered in the technical and financial evaluation.

11. Award Criteria
NSE will award the contract to the successful tenderer who has all the KYC documents, the tender has been determined to be substantially responsive and has been determined
to have the highest score as per the evaluation criteria.

12. Notification of Award
Prior to the expiration of the period of the tender validity, NSE will notify the successful tenderer that the tender has been accepted.

13. Contacting NSE
No tenderer shall contact NSE on any matter relating to its tender, from the time of the tender closes to the time the contract is awarded. Any effort by a tenderer to influence NSE in its decisions on tender evaluation, tender comparison, or contract award will result in the rejection of the tender.

NSE reserves the right to accept or reject any tender without giving reasons for such acceptance or rejection.
Please submit your tender document by e-mail to the following address: corporateaffairs@nse.co.ke and copy info@nse.co.ke and procurement@nse.co.ke. The proposal should be submitted not later than 5.00 p.m. (Local time) on Monday, January 31, 2022.

**KNOW YOUR CLIENT (KYC) REQUIREMENTS FOR THIRD PARTIES**

| **SOLE PROPRIETOR** | • Copy of Business Registration  
|                     | • Copy Business Permit  
|                     | • Individual KRA PIN  
|                     | • KRA Tax Compliance Certificate  
|                     | • Bank details  
|                     | • Copy of Utility Bill or Lease to confirm existence of the Business premises  
|                     |   • Company profile  
|                     |   • Client list for complete assignment for at least the last 2 years. Provide contracting document and/or reference letters.  
|                     |   • Audited Financial Statements for the last 2 financial years  

| **LIMITED LIABILITY COMPANY** | • Copy of the certificate of incorporation  
|                               | • Copy Business Permit  
|                               | • KRA PIN certificate  
|                               | • KRA Tax Compliance Certificate  
|                               | • Copy of CR12  
|                               | • Bank details  
|                               | • Copy of Utility Bill or Lease to confirm existence of the Business premises  
|                               |   • Company profile  
|                               |   • Client list for complete assignment for at least the last 2 years. Provide contracting document and/or reference letters.  
|                               |   • Audited Financial Statements for the last 2 financial years  

| **PARTNERSHIPS** | • Copy of Partnership Deed/OR Affidavit  
|                 | • Copy of Certificate of Registration  
|                 | • Copy of Business Permit  
|                 | • KRA PIN certificate  
|                 | • KRA Tax Compliance Certificate  
|                 | • Letter signed by all the partners (on company letter head) indicating mandates to transact business on behalf of the firm.  
|                 | • Copy of Utility Bill or Lease to confirm existence of the Business premises  
|                 |   • Bank details.  
|                 |   • Copy of Utility Bill or Lease to confirm existence of the Business  
|                 |   • Company profile  
|                 |   • Client list for complete assignment for at least the last 2 years. Provide contracting document and/or reference letters.  
|                 |   • Audited Financial Statements for the last 2 financial years  