

INVITATION FOR BIDS FOR SUPPLY OF CORPORATE GIFTS

1. The African Trade Insurance Agency (ATIDI) is a pan-African multilateral insurer established under the Agreement Establishing the African Trade Insurance Agency (“Treaty”). Founded in 2001 by African countries, ATIDI provides trade credit and political risk insurance to companies, investors and lenders interested in doing business in Africa. With both a commercial and developmental mandate, we aim at improving Africa’s risk perception. Specifically, ATIDI covers risks such as expropriation, non-payment by governments, state-owned companies & corporates, non-honouring of sovereign and sub-sovereign obligations, currency inconvertibility and embargoes.
2. ATIDI wishes to procure corporate gifts items to be given to corporate partners. ATIDI therefore invites interested and qualified bidders to submit bids for the supply, branding and delivery of corporate gifts as shown in the table below.

Lot No	Item	Description	Image (These images are just an illustration, bidders are free to propose items equivalent to these or items of better quality)	Quantities (Bidders are required to indicate the prices associated with each quantity)	Comment
Lot 1	Travel wallet	Travel wallet with magnetic pouch-like with 3 in1 magsafe wireless charger that can charge mobile, air pods and apple watch. Also, a card wallet, phone stand and organizer. (colours-black & grey) Wireless output: 5W+5W+2.5W.		100, 300 and 500	To include packaging in a branded black box

Lot 2	Stainless steel water bottle	Insulated, stay put bottom, should keep things cold for like 25 hours and hot for like 12 hours. (Colours-Silver, Black and White)		500 & 1,000	To include packaging in a branded black box
Lot 3	Notebook-A5	Should be made from 100% tree-free paper (Colour-black, white and Grey)		500 - 1,000 – 1,500 and 2,000	To include packaging in a branded black box

Lot 4	Zen Bag	Multifunctional bag with numerous pockets (colour-black and grey)		100, 500 & 1,000	To include packaging in a branded black box
Lot 5	Body Bag	<p>Mini body bag with adjustable straps and the bag can be used in multiple styles. Example as a suit carrier. (Colour -black and grey)</p> <p>Preferred product size: 24x8x13cm</p>		300, 500 & 1,000	To include packaging in a branded black box or branded Non-woven bag
Lot 6	Cross body bag	<p>Casual shoulder bag with multi-layer structures. Minimum lay-out that can fit 9.7 Inches ipad. To include adjustable strap.</p> <p>Preferred product size: 20X6x27cm.</p>		300, 500 & 1,000	To include packaging in a branded black box or branded Non-woven bag

Lot 7	VIP pen set	Pen set in electroplated hexagonal brass ballpoint twist pen and zinc alloy hand shape pen holder paper weight.		100 & 200	Packaging: Hard paper box – branded
Lot 8	Stone Pen	Retractable metal ballpoint pen with reconstructed concrete or stone look and touch. Metal clip and push button matt chromed 1.0mm refill.		500, 1,000, 1,500 & 2,000	
Lot 9	Pen	Multifunctional pen with NFC technology.		500, 1,000, 1,500 and 2,000	

Lot 10	Smart Notebook	<p>Digital Pen with coded notebook. Rechargeable Smart Pen that distinguishes which page you are writing. Transfers data from notebook to mobile in real time. Has writing color and size options with smart synch function. Preferred Product Size: 15.5x22.1x1.8cm</p>		100 & 300	Branded paper box/
Lot 11	Bag	<p>Business handbag that can fit up to 15.6" laptop, with multi-functional design with access pocket and digital compartment. Preferred product size: 28x41.5X9.5cm. (Black, Navy blue and grey)</p>		150, 200 & 300	To include packaging in a branded black box or branded non-woven bag

Lot 12	Tumbler	330ml double wall vacuum tumbler. Made from stainless steel. (Black, white and Grey)		500 & 1,000	To include packaging in a branded black box or branded Non-woven bag
Lot 13	Wireless cable case	Case with sim card remover, sim card holder, USB, android USB, Type C, and USB Port adaptors. (Colour- Black and white)		300, 500 & 1,000	Packaging: Paper Box

3. Note:
- a) The images above are just indicative and are not an absolute representation of our requirement. You are free to propose better quality.
 - b) You are free to propose alternatives for each of the requirements.
 - c) You should provide complete specifications of what you are proposing to supply indicating the colour, material etc.
 - d) You are required to submit samples of each of the proposed items. Samples should be submitted on the closing for receipt of bids or by close of business on Monday, 18 November 2024. The samples should be delivered to KenyaRe Towers, 5th Floor, off Ragati Road, Upperhill between 0800hrs and 1700hrs local time. Note that the evaluation of bids will take into consideration the submitted samples.
 - e) You are free to quote for any lot or combination of lots. However, award of contract will be based on each lot or the most economical combination of lots.
 - f) Bidders can seek any clarification by writing to procurement@atidi.africa
4. Your bid should be submitted to procurement@atidi.africa The closing date for receipt bids is Friday, 15 November at 23:59hrs (East African Time).
5. Conditions:
- a) The offer shall remain firm and valid for 90 days from the closing date.
 - b) Prices must be expressed in Kenya Shillings.
 - c) Request for advance payments shall be accompanied by a bank guarantee of equivalent amount.
 - d) Payments will be made within 30 days upon receipt of invoice.
 - e) ATIDI reserves the right to amend the content of this document and to accept or reject any or all offers and to cancel the bidding process at any time prior to the award of the contract without incurring any liability to any bidder
 - f) Attach your certificate of incorporation, pin certificate and tax compliance certificate.
 - g) ATIDI is a privileged organization hence payments to suppliers will be exclusive of VAT. The suppliers/vendors at the point of sale (POS) will be required to generate zero-rated invoice(s) and to do the necessary requirements and issue ATIDI with a zero-rated invoice based on KRA requirements.

Principal Procurement/Administrative Officer,
African Trade Insurance Agency (ATIDI),
5th Floor, Kenya Re-Towers, off Ragati Road, Upperhill,
P.O. Box 10620-00100,
Nairobi, Kenya.
Tel: +254 (0) 20 272 6999/0728 600 183
Email: procurement@atidi.africa
Website: www.atidi.africa