



African Trade Insurance Agency

Agence pour l'Assurance du Commerce en Afrique

REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR PROVISION OF GRAPHIC DESIGN SERVICES

Tender No. ATI/FD/APU/OBNCS/001/2018

Background

The African Trade Insurance Agency (ATI) is multilateral development institution established by African States with the technical and financial support of the World Bank. The African Development Bank recently joined as shareholder and is funding countries to join ATI. ATI's mandate is to promote trade and attract investments in Africa by providing commercial, political risk (investment) insurance, co-insurance, reinsurance and other related financial services.

ATI wishes to engage a firm/s for provision of graphic design services on a long term contract. Interested firms are invited to submit their Expression of Interest (EOI) by hand delivery or e-mail as indicated below.

Scope of work

The selected firm will be required, among others, to undertake/provide the following services:

- (i) Deliver creative and innovative and layout the designs for print, electronic and web-based communication materials such as:
 - a. Invitation cards (e-card and for print)
 - b. Adverts for local and international publications and newspapers
 - c. Banners (pull up and media)
- (ii) Ensure that the ATI brand is adhered to as per the existing brand manual which will be shared and
- (iii) Complete the work within the agreed timeline (usually 2 – 4 days)

Qualifications of the Consultant

1. Minimum of 3 years' experience
2. Strong theoretical and practical background in graphic design, including the use of design software
3. Proven experience of graphic production from start to published/printed product with knowledge of printing processes (offset and digital) and colour management
4. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner

The consultant should be familiar with all matters relating to graphic design. Interested firms must therefore submit details that show their eligibility for the assignment. Firms must submit company profiles showing past works, must have done similar assignments in the last 3 years, must have managerial and technical capability and must be a well established firm, submit samples of previous work in order to qualify for the short list.

The EOI, clearly marked "Expression of Interest – Provision of Graphic Design services", must be received by ATI no later than 12:00Hrs on Friday, 13th April 2018, via e-mail to: procurement@ati-aca.org with copy to Rodgers.Siachitema@ati-aca.org or hand delivered to the attention of: Procurement Unit, 5th floor, Kenya Re Towers, Upperhill, Nairobi, Kenya.

George Otieno
Chief Executive Officer