COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

REGIONAL INVESTMENT AGENCY (RIA)

# REQUEST FOR QUOTATION (RFQ)

## Design and Printing of the Republic of Kenya Doing Business Guide

January 2026

## Background

COMESA Regional Investment Agency (COMESA RIA) intends to develop a high-quality Republic of Kenya Doing Business Guide as part of its investment promotion and knowledge products.

The Guide will be officially launched on the sidelines of the COMESA Investment Forum, scheduled to take place in Kenya on 26 March 2026.

COMESA RIA hereby invites qualified service providers to submit quotations for the design and printing of the Guide.

**Scope of Services**

**A. Design Services**

- Layout and graphic design of the *Republic of Kenya Doing Business Guide*
- Development of a clean, professional visual identity aligned with COMESA RIA branding
- Design of infographics, charts, and visual elements
- Preparation of print-ready and digital files
- Two (2) rounds of revisions

**B. Printing Services**

- Printing of 100 hard copies
- High-quality full-color printing
- Professional binding and finishing

**QUOTATION REQUIREMENTS**

- **The quotation must include:**
    - Itemized cost breakdown (design and printing)
    - Proposed design approach and timeline
    - Printing specifications (paper type, weight, binding, finish)
    - Delivery timeline

**DELIVERABLES**

- Final print-ready files (PDF)
- Editable source files
- Printed copies delivered to COMESA RIA

**Evaluation Criteria**

Quotations will be evaluated based on:

- Compliance with the RFQ requirements
- Quality of proposed design and layout
- Cost competitiveness
- Delivery timeline
- Relevant experience in designing and printing similar publications

**SUBMISSION OF APPLICATIONS**

Applications can be submitted through email or courier services and should be addressed to:

**COMESA Regional Investment Agency 3 A, Salah**
**Salem Road,**
**Nasr City**
**Cairo, Egypt 11562**

**Attention: Ms. Engy Abdel Hady**
**Tel: +202 240 55 421**
**Fax: +202 240 55 428**

**Email: eabdelhady@comesaria.org**

Please note all tenders must have the tender reference number clearly labelled.
***"REQUEST FOR QUOTATION (RFQ) - Design and Printing of the Republic of Kenya Doing Business Guide"***

**CLOSING DATE OF TENDER**
Tenders must be submitted to the COMESA Regional Investment Agency (RIA) by 22nd of January 16:00 hrs (Cairo time).

**AWARD OF CONTRACTS**
COMESA RIA reserves the right to wholly or partially reject or award these contracts to any bidder and has no obligation to award this tender to the lowest bidder.

**Pricing**
All prices MUST be indicated in United States Dollars.

**PAYMENT:**
Bidders are required to indicate their professional fees in their offers and their payment terms and conditions.

**TECHNICAL QUERIES**
For any technical queries related to specifications of work or TORs, kindly contact eabdelhady@comesaria.org

**LANGUAGE OF TENDER:**
Proficiency in English is mandatory since the language of this tender is English. Knowledge of one among the other COMESA languages (French) would be preferred.