Seventh-day Adventist Church Nairobi Central

Printing of banners, programs and Children's Material for Camp Meeting 2026

1. Introduction

Seventh – day Adventist Church, Nairobi Central is organizing for the camp meeting 2026. The church seeks to engage a qualified and experienced supplier to print banners, programs and Children's Material

2. Scope of Work

The selected supplier will be responsible for printing the following:

Section A : Children's Material			
	Booklet / Workbook / Item	**Number of pages per booklet**	**Number of copies required**
1	Teachers' Guide	19	75
2	Cradle A	29	78
3	Cradle B	29	84
4	Kindergarten	18	70
5	Primary A	47	74
6	Primary B	47	70
7	Junior	63	64
8	Earliteens	39	66
9	Teens	44	150
Section B : Camp Meeting Programs and Banners			
1	Camp Meeting programs *Hard Cover lamination (Matte Lamination)*	20	100
2	Banners		2

Quoted costs should include transportation and delivery at the specified location. All items must be ready for use at the commencement of the camp meeting

3. Deliverables

a) All material should be printed and delivered two days before the beginning of camp meeting.
b) Material must be in full color and legible.

4. Submission of Expression of Interest:

a) All bids must be submitted no later than **30th July 2026 at 3.00pm EAT.** Any bid received after the stated deadline will be **automatically disqualified** and will be unopened.
b) Bids must be submitted to bids@nairobicentral.org under the subject line "Camp Meeting 2026 – Printing"

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5. Submission Requirements

Interested suppliers should submit:

- Copy of Certificate of Registration
- Copy of PIN
- Copy of CR12 together with copies of PIN and IDs of the directors listed therein.
- A company profile detailing relevant experience.
- Three (3) References lettersfrom previous clients handled
- Attached price schedule form duly filled (Appendix 1)

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and past performance.
- Ability to meet the specified timeline.
- Quality of submitted proposal.
- Cost-effectiveness.

7. Contact Information

Any inquiries should be sent to bids@nairobicentral.org

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APPENDIX 1 : PRICE SCHEDULE FORM

Vendor Details	**| Name**				
	| Telephone Number:				
	| E – Mail Adress:				
Section A : Children's Material					
	Booklet / Workbook / Item	**Number of pages per booklet**	**Number of copies required**	**Cost per booklet / Workbook / Item**	**Total Cost**
1	Teachers' Guide	19	75		
2	Cradle A	29	78		
3	Cradle B	29	84		
4	Kindergarten	18	70		
5	Primary A	47	74		
6	Primary B	47	70		
7	Junior	63	64		
8	Earliteens	39	66		
9	Teens	44	150		
Section B : Camp Meeting Programs and Banners					
1	Camp Meeting programs *Hard Cover lamination (Matte Lamination)*	20	100		
2	Banners		2		
3	Transport and Delivery costs				
4	Additional Costs (Please Specify)				
	Total Costs in Figures (Kes)				
	Total Costs in Words (Kes)				