

Request for Quotation (RFQ)
Printing and Merchandise Branding Services
Inclusive Africa Conference 2026

1. Introduction

The Inclusive Africa Conference is an annual convening that brings together government representatives, private sector leaders, innovators, disability inclusion advocates, and development partners to advance digital accessibility across the continent. The 2026 edition will take place in Nairobi, Kenya, from 2nd – 4th June 2026.

inABLE seeks a qualified and experienced service provider to deliver printing and branded merchandise production services for the Inclusive Africa Conference 2026. The selected vendor will be responsible for producing high-quality, professionally branded items that align with the conference identity and reflect strong standards of accessibility, durability, and finish.

2. Scope of Work

2.1 Design Adaptation and Branding

- Apply provided branding (Inclusive Africa Conference logo, inABLE logo and any other logo that may be necessary) across all items.
- Ensure consistency in branding, color accuracy, and placement.
- Prepare print-ready files where necessary, in collaboration with the inABLE team.
- Ensure designs are adapted appropriately across different materials and surfaces.

2.2 Printing and Production

- Print and produce all conference merchandise and materials as specified.
- Ensure high-quality finishing, durability, and consistency across all items.
- Ensure accessibility considerations where applicable

2.3 Quality Assurance and Delivery

- Provide samples for approval before mass production.
- Ensure all items are produced according to approved specifications.
- Package and deliver items safely and in an organized manner.
- Deliver all materials within agreed timelines prior to the conference.

3. Deliverables

3.1 Branded Merchandise and Materials

Item	Quantity	Specifications
Tote Bags	370 pieces	Durable material, branded
Pens	370 pieces	Branded
Notebooks	370 pieces	Branded, high-quality finish
Round Neck T-Shirts	50 pieces	Branded
Polo T-Shirts	100 pieces	Branded
Fleece Blankets	30 pieces	Branded
Jute Bags	30 pieces	Branded
Coasters	30 pieces	Branded

3.2 Printed Materials and Event Branding

Item	Quantity	Specifications
Conference Booklet	300 copies	27 pages, Full color (CMYK), double-sided
Pull-Up Banners	4 pieces	High-resolution print
Lanyards with Name Tags & Pouches	500 pieces	Branded and durable

4. Branding Requirements

All items must be branded with:

- Inclusive Africa Conference logo
- inABLE logo

Branding designs and guidelines will be provided by the inABLE team.

The vendor must ensure:

- Accurate color reproduction
- Proper logo placement and sizing
- Consistency across all items

5. Technical and Quality Requirements

The vendor must ensure:

- High-quality materials and durable finishes for all merchandise.
- Clear, sharp, and long-lasting printing.
- Consistency in production across all units.
- Proper packaging to prevent damage during delivery.

6. Timelines

Task	Timeline
Design alignment and approvals	May 2026
Sample submissions	May 2026
Production period	May 2026
Final delivery	At least 5–7 days before event
Conference dates	2nd – 4th June 2026

7. Qualification Requirements

Interested vendors must demonstrate:

- Proven experience in printing and branded merchandise production.
- Strong portfolio of similar work, with samples.
- Capacity to handle bulk production within tight timelines.
- Ability to deliver high-quality and consistent outputs.
- Experience with accessible branding (e.g., Braille) is an added advantage.

Tenderer Eligibility: Tenderers must submit:

- Company Profile
- Portfolio of previous work
- Certificate of Registration/Incorporation
- KRA PIN Certificate



- Current Business Permit
- Financial proposal with itemized costs (KES)

8. Submission Process

Send submissions to: vendors@inable.org

Email Subject: *RFQ – Printing and Merchandise Branding for Inclusive Africa Conference 2026*

Submission Deadline: April 29, 2026, 5.00 PM EAT

9. Safeguarding & Inclusion

inABLE has zero tolerance for Sexual Exploitation and Abuse. All offers are subject to background checks and adherence to PSEA and Child/Adult Safeguarding policies. inABLE is an equal opportunity employer committed to diversity and inclusion in the workplace. Women and persons with disabilities are strongly encouraged to apply.

10. Rights and Ownership

All branded materials and designs produced under this assignment shall remain the exclusive property of inABLE and the Inclusive Africa Conference. The vendor shall not reproduce or distribute any materials without prior written consent.

Samples For Reference

Jute Bags



Tote Bags



Pens



Notebooks



Round Neck Tshirts



Polo Tshirts



Fleece Blanket

