



REQUEST FOR PROPOSAL FOR THE PUBLICATION OF A HISTORY BOOK

FOR THE

NATIONAL FUND FOR THE DISABLED OF KENYA

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1. INTRODUCTION

The National Fund for the Disabled of Kenya (NFDK) herein referred to as ‘The Fund’ was set up in 1980 after a fund’s drive in aid of Persons with Disabilities (PWDs) was conducted on 4th October 1980 and presided over by the 2nd President of the Republic of Kenya. The Fund was then registered on 7th July 1981, during the International Year for Persons with Disabilities and incorporated as a Trusteeship under the Trustees (Perpetual Succession) Act Cap. 164 of the Laws of Kenya on 6th April 1989.

The mandate of the Fund is to enhance social and economic empowerment of PWDs in Kenya. Guided by its mandate, the Fund undertakes its programmes throughout the country empowering PWDs to be self-reliant as well as championing the right to education through enhancing the learning experiences of children with disabilities in their institutions of learning through infrastructural development and income generating activities.

The Fund will mark forty (40) years since its inception in 1980. To commemorate this, the Fund would like to document its journey, through a History Book that will convey the organization’s mandate, vision and journey since inception, the Fund’s present and future. The target audience for the Fund’s History Book is broad and there is a genuine need to portray its role in the disability sector.

The objectives sought by documenting this journey are to:

- i. Capture the history of the Fund since inception in 1980,
- ii. Capture the growth of the Fund in terms of its Programmes,
- iii. Create pictorial highlights of the Fund’s activities,
- iv. Recognize collaborators, partners and stakeholders,
- v. Highlight challenges faced and lessons learnt in the forty years of the Fund’s operations,
- vi. Project the way forward for the Fund.

Therefore, the Fund requests proposals from well established, experienced, reputed and professional publisher.

2. INVITATION FOR SUBMISSION OF RFP

Ref. No. NFDK/RFP/01/2020

The Fund invites proposals from eligible bidders for a History Book Publication. The schedule of dates is as follows:

	SUBJECT	PAGE NUMBER
1	RFP Submission Start Date	Tuesday, 18 th August, 2020
2	RFP Submission End Date & Time	Tuesday 1 st September, 2020, 12:00 Hrs
3	Website for downloading RFP Document	http://www.nfdk.or.ke

3. GUIDELINES REGARDING SUBMISSION OF RFP

3.1. General Information to Bidders

1. Bidders will apply for the production and publication of the Fund's History Book as per the specifications contained in Chapter 5.
2. The Request for Proposal document can be downloaded from the Fund's website (www.nfdk.or.ke) or may be requested by mail (info@nfdk.or.ke and copied to programmes.nfdk@gmail.com)
3. The bidders shall bear all costs associated with the preparation and submission of their proposals. The bidders will provide the following company details and attach copies of the relevant certificates:

A. Company Profile

- (i) Full Name of the company
- (ii) Nature of Business
- (iii) Physical Location
- (iv) Postal address
- (v) Telephone and fax numbers (include email address if available)
- (vi) Name and function of the person authorized to represent the company
- (vii) A company profile brochure or similar document showing key technical staff and their qualification and experience.
- (viii) Latest financial report.

B. Certificates

- (i) ***Incorporation Certificate*** or ***Certificate of change of name*** (if applicable). For companies that are not incorporated such as sole proprietorships and partnerships, attach the ***Certificate of registration of business name***.
- (ii) ***Trade license*** (issued by the Ministry of Trade) or ***Single Business Permit*** (issued by the Nairobi City Council) that is currently valid.
- (iii) VAT Registration Certificate
- (iv) PIN Number Certificate
- (v) Valid tax compliance certificate

4. The National Fund for the Disabled of Kenya reserves right to award the bid/cancel the award without assigning any reason.

3.2. Financial Proposal

- a) The bidders shall indicate the prices/rates of production (editorial and printing and production)
- b) The bidder should quote their most competitive prices/rates.
- c) All prices/rates should be clearly written both in figures and in words. Bidders should ensure that there are no alterations / corrections in the prices/rates submitted by them.
- e) The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.
- f) All prices should be inclusive of Value Added Tax (VAT).

3.3. Adherence to Schedule

The Bidder has to adhere to the time schedule of activities mentioned in the RFP and no request to change the last date or extend period / time for submission shall be entertained by the Fund. However, the Fund reserves the right to extend the date/time for submission of the responses without assigning any reason by notifying in its website.

3.6. Bid Response Format

The bidder shall use the following format to submit the response:
The RFP documents shall be appropriately sealed and marked as
**“NFDK/RFP/01/2020
Proposal for History Book Publication”**.

3.7. Confidentiality of Process:

Information relating to the clarification, evaluation and comparison of bids, and recommendations for the award of the contract shall not be disclosed to Bidders or any other persons until the award of work to the successful Bidder has been announced.

3.8. Right to Termination/Cancellation

Notwithstanding anything contained in this document, the Fund reserves the right to cancel/terminate the bid/proposal process without assigning any reason whatsoever, at any time, prior to signing the contract and shall have no liability for above mentioned actions.

3.9. Address for Submission of RFP

Request for Proposal complete in all respect shall be addressed to:
The Chief Executive Officer,
National Fund for the Disabled of Kenya,
2nd Floor, Rehema House,
Kaunda/Standard Street, Nairobi, Kenya.

4. TERMS OF REFERENCE

4.1 Objective

The National Fund for the Disabled of Kenya proposes to identify and work with a publisher for the production of a History Book Publication to commemorate its 40 years since inception. The selected bidder would execute the work under supervision of the National Fund for the Disabled of Kenya

The selected bidder should demonstrate technical capacity to undertake the process with qualified, experienced, adequate manpower with footprints in editorial and book production sector and/or media to manage the entire process. There should be at least one technical person directly from the Bidder Organization managing and responding to NFDK for the inquiries related to the publication.

4.2 Brief Scope of Work

The National Fund for the Disabled of Kenya intends to invite proposals for its History Book Publication. The broad scope of work awarded to the selected bidder will include responsibility to design, develop and publish the History book within the prescribed time frame.

4.3 Methodology

The Book will take the form of a 300 page coffee table publication. The story should be told in an easy to read, engaging narrative with infographics/pictorials connecting the past, present and future and with more pictorials than narrative content.

Information shall be collected from various sources as follows:

- i. Interviews with the harambee committee, founder trustees, beneficiaries, stakeholders and financial partners.
- ii. The Fund's resource center,
- iii. Hansard Library in Parliament,
- iv. Kenya National Archives and,
- v. The media.

4.4 Publication Outline

The following is the proposed general outline of the publication but doesn't limit a more desirable scope.

Introduction: This section will cover Preface (a brief description of the Fund's mandate and what is contained in the History Book) and foreword by the Patron of the Fund and the Chairperson and /or a Cabinet Secretary

Part 1: Pre NFDK – This section will introduce us to the disability movement before inception of the Fund. It will capture the 1976 UN General Assembly Resolution and proclamation of 1981 as the International year for PWDS.

Part 2: Our History – This chapter will cover the National Conversation in preparation for the 1981 Celebration and the idea of the National Year for PWDS leading to the formation of the Fund. It will mainly cover the following;

- Major Event(s) – Inception of the Fund(1st and 2nd fundraiser)
- Early leaders – The founding Board of Trustees
- Legal Frameworks - Incorporation as a Trust
- Chronology of major events (from inception to date)
- Profiles (Bio data and Roles) of all Trustees who have served in the Fund since 1980- to date (this section will take the form of interviews with some of the current Trustees)
- Organizational Structure

Part 3: Our Work

This chapter will cover

- Our Vision, Mission, Mandate and Core values
- NFDK Programmes – Our Empowerment activities (Individuals, Institutions, Flagship Projects and Advocacy). This part will feature projects, success stories in conversation form
- Corporate Governance

The story will be told through words and photography

Part 4: Shaping the Narrative - Collaborations and Partnership

The section will feature the Fund contribution in the national disability agenda especially in helping the Country achieve the SDGs and empowerment of PWDS. It will also feature our partners in this work and advocacy and awareness programmes

Part 5: Self Sustainability and the Future

This chapter will focus on funding of NFDK programmes and showcase investments (properties) and how the Board has been keen to ensure stability of the Fund and sustainability of the Fund's programmes. It will also highlight Government's role and contribution to the Fund's programmes. The chapter will conclude with our future; the priority areas tied with Kenya's commitment in the Global Disability Summit

Epilogue

This will take the form of conversation with past and current leadership of the Fund

4.5 Schedule for completion of tasks /Timelines

The project should be undertaken within four (4) months from the date of award of contract. Four months period is meant for content collation to the final printing and delivery of the publication (three months for content development and customization as per the Fund's requirement and one month for printing and delivery).

The bidder should provide an activity matrix with timelines.

5 DELIVERABLES

The deliverable of the project is the successful development of contents and publication of the History Book of the Fund, as per Terms of Reference mentioned in Section 4 above.

5.1 Deliverables from the Fund

The Fund will provide the bidder information and details to be printed in the History Book by:

1. Providing access to internal documents and information about NFDK including photographs and interviewees;
2. Facilitating access to external information with stakeholders, parliament, archives and media and;
3. Providing contacts of stakeholders for interview purposes.

5.2 Deliverables from the bidder

The bidder will place the relevant information of the Fund in the History Book. The deliverables are as follows:

1. A coffee table book where 300 are hard cover copies (with jacket) and 700 are soft cover copies.
2. Research, read, interview, and develop content for each chapter in the book. The content will be derived from primary sources, national archives, parliament and other secondary sources.
3. Information from external sources relevant to the book.
4. Suitably designed pages and covers to include ergonomic fonts, page layout, index and navigation method, margins and captivating page designs.
5. Equivalent products in braille, audio and digital versions for the website meeting accessible information standard.
6. Ensure that final written copy and photographs are of high quality.
7. Infographics, illustrations, graphs, figures, quotes and kickers.
8. Undertake copyright registration including ISBN and Bar code bibliography.
9. The History book will be divided in sections/ themes if deemed fit. However, the final cost of the production will not change.

(To assist in quoting the desired specifications especially paper grammage, size, layout and cover, a sample coffee book can be viewed from our offices upon arrangement)

6 FINANCIAL PROPOSAL

The bidder should provide a detailed breakdown of the activity and corresponding costs on editorial works and printing. The table below gives pointers in the process but the bidder may add other activities deemed necessary.

	Activity	Description/ Specifications	Quotation (Kshs.)
1	Content Development	Concept review, Research design, Resource identification	
2	Editing	Editing, proof-reading and revision of all chapters	
3	Design & Press work	Layout of inside pages including font etc, cover design	
4	Printing	<p>Size (in inches): 9.00” x 11.25” – Closed Size. Paper: 170 GSM Lykem Art Paper Cover 135 GSM Lykem Art Paper End Pages & Inside Pages 350 GSM CyberXL Box Pages: Cover – 4 Pages End Papers – 8 Pages</p> <p>Printing: 4 + 4 Color - Cover 4 + 4 Color - Inside Pages 4 + 0 Color - Box Post Press: Varnishing on inside pages, Foiling and Matt lamination on Cover, Section Sewing with SOFT COVER: Case Binding</p>	
5	Production	<p>-1000 copies (300 hard cover books with jacket, 700 soft cover books)</p> <p>-Ebook conversion</p> <p>-Audiobook</p> <p>-Brailed copy</p>	(Quote for each product separately)