



Free Pentecostal Fellowship in Kenya,
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Friday, March 14, 2025

RE: CALL FOR EXPRESSION OF INTEREST (EOI) FOR PROVISION OF PRINTING SERVICE OF THE ORGANIZATIONAL REPORTS FOR FREE PENTECOSTAL FELLOWSHIP IN KENYA (FPFK) TO BE PRESENTED DURING THE AGM.

BACKGROUND AND INTRODUCTION

The Free Pentecostal Fellowship (FPFK) is an evangelical church registered in Kenya. It operates in 36 regions in Kenya and has over 3700 churches, with a combined membership of over 1,500,000 members. FPFK was formed in 1977 out of a common fellowship by the Norwegian and Swedish missionaries that have been involved in mission work in Kenya in the 1950s and 1960s, respectively. Our vision is to be a strong Pentecostal church that meets the needs of the society holistically. In working towards the church vision, the church has a social ministry department that works and implements both development and humanitarian projects that are dedicated towards meeting the spiritual, economic and social needs of people through education, training and socio-economic activities based on Christian values.

1. DESCRIPTION OF THE WORK

FPFK invites Expressions of Interest (EOI) from qualified printing service providers to handle the printing of reports across various departments within our organization. This initiative aims to establish a reliable partnership with a vendor capable of delivering high-quality, timely, and cost-effective printing solutions tailored to our diverse reporting needs. The reports include narrative reports, financial reports and church reports.

2. Terms of reference:

The selected printing service provider will be responsible for:

- a) Printing Reports: Producing departmental reports, including annual reports, financial statements, narrative reports and church reports.
- b) Customization: Offering options for different formats, bindings, and finishes as per departmental requirements.
- c) Volume Handling: Managing both small-scale and large-scale printing orders efficiently.
- d) Timely Delivery: Ensuring adherence to agreed-upon deadlines to support our reporting schedules.
- e) Quality Assurance: Maintaining high-quality standards in print clarity, color accuracy, and paper quality.
- f) We are expecting a report of a maximum of 70 pages and 500 copies.

3. Submission Requirements:

Interested parties are requested to submit the following documents:

1. Company Profile: An overview of the company, including years of operation, services offered, and organizational structure.
2. Experience Details: A summary of relevant experience in printing organizational reports, including samples of previous work.
3. Technical Capabilities: Information on printing equipment, technology used, and capacity to handle varying order sizes.
4. Quality Assurance Processes: Description of quality control procedures and standards adhered to during the printing process.
5. References: Contact details of at least three clients who can provide testimonials regarding the quality and reliability of your services.
6. Financial Proposal: A detailed breakdown of pricing, including per-unit costs, bulk order discounts, and any additional charges.

Bid documents should be deposited in sealed envelopes marked with the tender description,

” EXPRESSION OF INTEREST (EOI) FOR PROVISION OF PRINTING SERVICE OF THE ORGANIZATIONAL REPORTS FOR FREE PENTECOSTAL FELLOWSHIP IN KENYA (FPFK) TO BE PRESENTED DURING THE AGM” can be sent by email to procurement@fpfk.or.ke , cc info@fpfk.or.ke with the above stated subject line.

In the tender box at the **FPFK Head Office on Kindaruma Road Nairobi by Thursday March 20, 2025 at 12:00 Noon EAT.**Late submissions will not be considered.

NEXT STEPS

- Review of submitted Expressions of Interests
- Prequalification of shortlisted suppliers
- Issuing of tender to prequalified suppliers.

NOTE:

- Only the suppliers who meet our minimum requirements will be considered for further discussions.
- FPFK reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for the purpose of informing the bidders of the outcome of the process.
- FPFK and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this application.
- Kindly review all instructions on this document before proceeding to submit.

Yours faithfully

FREE PENTECOSTAL FELLOWSHIP IN KENYA



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FOR; FPFK HEADQUARTERS