



Free Pentecostal Fellowship in Kenya,
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Monday, March 9th, 2026

**REF: TERMS OF REFERENCE (TOR) FOR PRINTING OF AN ANNUAL BOOKLET
FOR FREE PENTECOSTAL FELLOWSHIP IN KENYA (FPFK)**

1. BACKGROUND

1.1 Free Pentecostal Fellowship in Kenya

The Free Pentecostal Fellowship (FPFK) is an evangelical church registered in Kenya. It operates in 38 regions in Kenya and has over 2000 congregations, with a combined membership of over 350,000. FPFK was formed in 1977 out of a common fellowship by the Norwegian and Swedish missionaries in 1950s and 1960s, respectively. Our core values are love, integrity, obedience, unity, humility, stewardship and service. FPFK plays an active role as a civil society through membership to Act alliance Kenya forum and National Council of Churches of Kenya (NCCK).

Free Pentecostal Fellowship in Kenya as a church organization produces an Annual Booklet to document its key activities, achievements, governance updates, financial highlights, and strategic direction for the year. The booklet serves as an official communication and accountability document for stakeholders including members, partners, donors, and regulatory bodies. To ensure professional quality and timely production, the organization seeks to engage a qualified printing service provider.

2. OBJECTIVE

The objective of this assignment is to procure professional printing services for the Annual Booklet in a manner that ensures high production quality, cost efficiency, and timely delivery.

3. SCOPE OF WORK

The selected printer will be required to:

- Print the Annual Booklet based on the finalized soft copy provided by the organization.
- Ensure high-resolution colour printing for all pages and graphics.
- Provide appropriate paper quality for both the cover and internal pages.
- Bind the booklet using durable and professional binding methods (e.g., perfect binding or saddle stitching depending on final page count).
- Provide sample proofs for approval before mass printing.
- Deliver the printed copies to the organization within the agreed timelines.

4. SPECIFICATIONS

The booklet is expected to have the following specifications, subject to confirmation:

- Size: A4 (or as specified)
- Estimated pages: [70 pages]
- Colour: Full colour printing
- Cover: Glossy laminated cover (minimum 250–300 gsm)
- Inner pages: High quality art paper (e.g., 120–170 gsm)
- Binding: Perfect binding / saddle stitch
- Quantity: [Insert number of copies]

5. DELIVERABLES

- Printed copies of the Annual Booklet as per agreed specifications
- One final approved proof prior to printing
- Delivery of all printed copies to the organization

6. TIMEFRAME

The printing and delivery of the Annual Booklet should be completed within ten [10] days from the date of approval of the final design and proof.

7. QUALIFICATION REQUIREMENTS

The printing service provider should:

- Be a registered printing company
- Demonstrate experience in printing corporate publications such as annual reports, magazines, or booklets
- Provide samples of similar work previously completed
- Demonstrate capacity to deliver within strict timelines

8. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Compliance with technical specifications
- Relevant experience and past work
- Cost effectiveness
- Production timeline

9. REPORTING AND COORDINATION

The printer will work closely with the Administration/Communications Office or designated focal person who will provide the final artwork and approve proofs before printing.

10. PAYMENT TERMS

Payment will be processed upon satisfactory delivery of the printed booklets and submission of an invoice in accordance with the organization's procurement and finance procedures.

11. SUBMISSION DETAILS

Submit applications in sealed envelopes or by email clearly marked:
"TOR_PRINTING OF ANNUAL BOOKLET – FPFK"

To: **The General Secretary, Free Pentecostal Fellowship in Kenya**, by email at: procurement@fpfk.or.ke CC: info@fpfk.or.ke by midnight of March 27th 2026.

12. EVALUATION CRITERIA

The contract shall be awarded to the supplier whose bid:

- Meets all mandatory requirements.
- Achieves the highest combined technical and financial score.
- Demonstrates the best overall value to the organization.

13. DISCLAIMER

FPFK reserve the right to accept or reject any application in whole or in part and not bound to award the contract to the lowest bidder. Only shortlisted applicants will be contacted. Compliments and complains related to this assignment should be channeled to info@fpfk.or.ke.

Yours faithfully

FREE PENTECOSTAL FELLOWSHIP IN KENYA



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FOR: FPFK HEADQUARTERS