



GLOBAL
CENTER ON
ADAPTATION

REQUEST FOR QUOTATION (RFQ)

Printing outreach materials: Youth Academy and Youth Adaptation Forum Kenya

Ref.: GCA-PR-25-809

CLOSING DATE: 8 August 2025

CLOSING TIME: NOT LATER THAN 16:00:00 hours (04:00:00 p.m. o'clock), Central European Time (CET)

QUOTATIONS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL BE REJECTED

Issued on: 1 August 2025



1. Background

GCA Overview: The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future. Adapting to impacts of climate change provides a “win-win” for livelihoods, food security, water supply, health, security, and economic growth. The work of the GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate related threats. GCA is a rapidly growing organization with offices in Abidjan, Beijing, Dhaka, Groningen, and Rotterdam.

The Youth Academy on Climate Adaptation and Leadership

The Youth Academy will be co-organized in partnership with the University of Nairobi and the University of Groningen from the **30th August to 6th September 2025**. The objective is to equip young people in Africa with the skills to become climate adaptation leaders and trainers who can replicate the training across 54 countries in Africa.

Youth Adaptation Forum

On the 5th September 2025, GCA will host the Youth Adaptation Forum Kenya alongside the Youth Academy on Climate Adaptation and Leadership. This will be the fifth Youth Adaptation Forum of the year, following from Uganda, Ghana, Bonn, and Zambia. The Forum will bring together 500 young people to engage in an adaptation exchange.

- 1.1. **The Services:** The primary objective of this assignment is to procure high-quality outreach material that adhere to GCA brand guidelines. The materials will be used throughout the Youth Academy on Adaptation and Leadership and the Youth Adaptation Forum. Your quotation, as specified in Annex 3: Scope of Work/Terms of Reference is hereby invited.

2. Quotation Submission

- 2.1. Quotations and all supporting documents must be sent to the email address: procurement@gca.org as one document in **PDF format (25MB maximum size)**, as an attachment **not as a link**, no later than **8 August 2025, 16:00:00 hours (04:00:00 p.m. o'clock), Central European Time (CET)**.
- 2.2. **GCA will confirm receipt of quotations within 24 hours from the closing date and time. Bidders that do not receive this confirmation must contact GCA within 48 hours from the closing date and time. After 48 hours from the closing date and time, GCA shall not respond to any queries related to whether a bidder's quotation was received.**
- 2.3. The quotation must be drafted **in English**. The email subject heading should be clearly marked with the following information: **“Request for Quotation: Ref GCA-PR-25-809– Printing outreach materials:”**.
- 2.4. GCA subscribes to the [UN Supplier Code of Conduct | UN Procurement Division](#). By participating in this RFQ, bidders agree to comply with this code.



3. Minimum Information to be included in the Quotations

3.1. The submission/quotation must be drafted in English and contain:

- Bidder Identification Form (Annex 1)
- Quotation form (Annex 2)
- A signed **Declaration of Honor** (Annex 3)
- Tax Compliance Certificate
- Reference Information for previous clients including International Organizations/INGOs.
- Specifications of the recommended items in the quotation.
- Company Profile

The service provider will be requested to provide digital/physical sample items for review and approval before award.

3.2. The payment terms must be at least 30 days from the date of receipt and acceptance by GCA of an original invoice.

4. Contract

GCA will issue a Purchase Order (PO) which will constitute a contract. Acceptance of the PO (including terms and conditions of contract) by the consultant is considered as signing of the contract.


5. Location and Period of Execution

The materials must be delivered to the Kenyan School of Government, no later than Wednesday 27th August 2025. **The service provider will cover the cost of delivery and set-up of the banners.**





6. Payment Schedule

Final payment: 100% of the Fee after successful delivery by the Service Provider and acceptance by GCA.

7. Printed Materials Specifications.

Item	Specifications	Examples
120 t-shirts for the Youth Academy, one-side printed.	<ul style="list-style-type: none">• 20 small, 40 medium, 40 large, 20 extra-large.	



550 t-shirts for the Youth Forum, one-side printed.	<ul style="list-style-type: none"> 100 small, 160 medium, 160 large, 80 extra-large. 		
120 Certificates for the Youth Academy	<ul style="list-style-type: none"> A4 		
150 black backpacks	<ul style="list-style-type: none"> Plain black backpacks with printed design 		
550 water bottles	<ul style="list-style-type: none"> Metal bottle with logo 		
550 notebooks	<ul style="list-style-type: none"> Printing on front 		
550 pens	<ul style="list-style-type: none"> Wooden pens with GCA Youth Adaptation Network logo 		
550 Youth4Adaptation pins	<ul style="list-style-type: none"> Metal lapel pin 		



<p>550 lanyards with name badges</p>	<ul style="list-style-type: none">Lanyard printed with #Youth4Adaptation and YAN logo	 
<p>4 Roll up Standing Banners</p>	<ul style="list-style-type: none">8100x200cm	



2 Lectern Banner	<ul style="list-style-type: none">• 60 x 90cm• Youth Academy• Youth Forum	
1 Backdrop Banners	<ul style="list-style-type: none">• 2250mmx2250m m	
2 Tear Drop Banners	<ul style="list-style-type: none">• 3.5m	



Annexes

Annex 1: Bidder Identification Form

GCA-PR-25-809: Request for Proposal for Printing outreach materials: Youth Academy and Youth Adaptation Forum Kenya

IDENTIFICATION OF BIDDER	
Full Legal Name of the Firm	
Legal Form (Partnership, LLC, Corporation, etc.)	
Date of Registration	
Country of Registration	
Registration Number	
VAT Number	
Address	
E-mail	
Authorized Signatory	
Authorized Signatory's E-mail address	

PROCUREMENT ADVERT/OPPORTUNITY	
How did you find out about this procurement? (Devex, dgMarket, GCA website, UNDB, GCA invite, etc.)	

CONTACT POINT FOR THIS PROCUREMENT	
Name	
Position	
Company	
Telephone Number	
E-mail	

BIDDER'S BANK ACCOUNT INFORMATION	
Bank account holder's full name:	



(must match the legal name above)	
Name and address of recipient's bank:	
Recipient's account number/IBAN:	
Recipient bank's SWIFT or BIC code:	
Recipient bank's routing information:	
Bank account currency:	

SIGNATURE OF PROPOSAL

I, the undersigned, confirm:
The acceptance of the conditions in the Request for Proposal.
The acceptance of the contract terms and conditions in their entirety and without reservation.
Compliance with the requirements relating to the Scope of Work/Terms of Reference as defined in Annex 3 of this Request for Proposal, and
That the information given in this proposal is correct.

Place and Date	
Signature (Authorized representative)	
Full Name	



Annex 2: Quotation Form

The Quotation must include the exact template provided below, including the points underneath (without any changes to the wording) and the signature of the authorized representative.

Bidders are required to complete this Quotation Form. Failure to submit the Quotation using this Quotation Form can be deemed **non-compliant** and the bidder's Quotation **shall not** be considered for further evaluation.

[Bidder's Name]	
Description	Total Lump Sum Fee (KES)
Printing outreach materials: Youth Academy and Youth Adaptation Forum Kenya	
Total Firm Fixed Price (KES)	

Total cost Breakdown

Item Description		Qty	Unit Cost	Total Cost
T-shirts for the Youth Academy, one-side printed.	20 small, 40 medium, 40 large, 20 extra-large.	120		
T-shirts for the Youth Forum, one-side printed.	100 small, 160 medium, 160 large, 80 extra-large.	550		
Certificates for the Youth Academy	A4	120		
black backpacks		150		
Water Bottles		550		
Notebooks	Printing on front	550		
Pens	Wooden pens with GCA logo	550		
Youth4Adaptation pins		550		
Lanyards with name tags		550		
Standing Roll up Banners	8100x200cm	4		
Lectern Banner	60 x 90cm	1		
Backdrop Banners	2250mmx2250mm	1		
Tear Drop Banners	3.5m	2		
Sub-Total				
VAT 16%				
Grand Total				

I, the undersigned, declare and confirm that the submitted Total Firm Fixed Price is:

1. In **KES**,
2. Fixed and not subject to revision,
3. Economical, in line with prevailing market rates and/or the approved professional charges,
4. Independent of exchange rates,
5. Inclusive of all costs directly and indirectly related to the performance of the contract (e.g. taxes, management fees, travel costs, per diem allowances/DSA, International



flights, airport transportation, insurance, profit, training expenses, communication costs, social costs, overheads, administrative costs, printing, rent, office expenses, shipment of personal effects, contract management costs, etc.), and

6. Inclusive of VAT.

Furthermore, I declare that should the Global Center on Adaptation (GCA) discover any contravention of this declaration before contract award, during contract execution, or after contract completion, I (the undersigned) hereby give the Global Center on Adaptation full authority to:

- Reject our offer and withdraw from awarding us a contract without financial consequences to GCA;
- Terminate the contract without further communication;
- Exclude us/me from participating in future procurement opportunities.

Bidder's Authorized Representative:

Position:

Date:

Signature (authorized representative):



Annex 3: Declaration of Honor

DECLARATION ON HONOR FOR ORGANIZATIONS

The undersigned *[insert name]*....., representing:

Full official name:
Official legal form:
Statutory registration number:
Full official address:
VAT registration number:
(the **Organization**)

I – Situations of exclusion

(1) declares that the above-mentioned Organization is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the Organization is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the Organization is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Organization belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other parties with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon its undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the Organization is guilty of any of the following:		



(i) fraud, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting, or attempting to commit such offences;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labor or other offences concerning trafficking in human beings as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(e) it has been established by a final judgment or final administrative decision that the Organization has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business.	<input type="checkbox"/>	<input type="checkbox"/>

II – Situations of exclusion concerning natural or legal person with power of representation, decision-making or control over the legal Organization and beneficial owners

(2) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the Organization, or who has powers of representation, decision, or control with regard to the above-mentioned Organization (this covers e.g., company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption, or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – Remedial measures

If the Organization declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g., technical, organizational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred to in point (d) of this declaration.

IV – Evidence upon request



Upon request the Organization must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision, or control, including legal and natural persons within the ownership and control structure and beneficial owners. It must also upon request provide production of recent certificates issued by the competent authorities and/or a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the Organization showing that those requirements are satisfied. These documents must provide evidence covering all taxes and social security contributions for which the Organization is liable, including for example, VAT, income/company tax and social security contributions.

V – Final

The signatory declares that the above-mentioned Organization has truthfully provided the information herein.

The above-mentioned Organization shall immediately inform the contracting authority of any changes in the situation as declared.

The above-mentioned Organization may be subject to rejection from the contracting or selection procedure and to legal claims if any of the declarations or information provided as a condition for contracting with GCA prove to be false.

The above-mentioned Organization will comply with the UN Supplier Code of Conduct, to the extent applicable. The code is available on: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>.

Full name:

Date:

Signature (authorized representative):