



Nairobi Office

Nairobi, 12th MARCH 2025

**REF: Tender Expo Stand construction for the Italian Trade Agency.
PROPAK EAST AFRICA 2025 May 20-22, 2025, Sarit Expo Centre Nairobi,
Kenya.**

Dear Sir/Madam,

We hereby invite you to participate in the above-mentioned tender.

The subject of this invitation to tender is all supplies and services - including design, graphics, manufacture, transport, construction, maintenance and insurance during the fair and dismantling of the exhibition stand to be commissioned by the Italian Trade Agency.

The stand is to be designed as a joint stand for Italian exhibitors at **PROPAK EAST AFRICA 2025**, which will be held from 20th - 22nd May 2025 at the Sarit Expo Centre, Nairobi, Kenya.

The criteria for awarding the contract are the conformity of the submitted bid with the requirements listed in the terms of tender and on the criterion of the most economically advantageous offer identified based on the best quality/price ratio.

The evaluation of the technical offer and the economic offer will be carried out by a Commission selected and appointed under article 12 of the DM 192/17, based on the following scores:

ICE – Italian Trade Commission
Trade Promotion Section of the Italian Embassy
UN Crescent, Gigiri,
Nairobi - P.O. Box 63389 - 00619
T. +254 205143579
E-mail: nairobi@ice.it
www.ice.it

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation



EVALUATION CRITERIA	POINTS	MAXIMUM SCORE (OUT OF)
1. Quality of Furniture		15
2. Quality Structure and Material		15
3. Quality of the lighting system		10
4. Quality of Design and Graphics		20
5. Price		40
TOTAL		100

Please find all the following documents regarding the tender conditions under the following link: [PROPAK EAST AFRICA 2025 - TENDER DOCUMENTS](#)

1. Supplier form of offer – ANNEX A
2. Technical Specifications – ANNEX B
3. Special Tender Specifications – ANNEX C
4. Digital management declaration -ANNEX D
5. Post-employment clause
6. Official Floor Plan - Fair Organizer
7. Floor Plan - Italian Pavilion set up

Based on the aforementioned tender conditions, we request that you prepare a tender and send it to us in 2 hardcopies (an original and a copy) form by not later than Thursday, 27th of MARCH 2025, 12:00 noon (EAT), in a sealed envelope (Labelled: Tender PROPAK EAST AFRICA 2025) to the following address:

Personal/confidential

ICE – Italian Trade Agency, Nairobi Office

The Embassy of Italy, Nairobi.

United Nations Crescent Road, Gigiri, Nairobi.

Tender PROPAK EAST AFRICA 2025 – CIG TBC

The bidder shall submit the documents in three separate envelopes, each of them closed and labelled, as follows:

1. Envelope "Documents":

- Special tender specifications (undersigned)
- Technical specification (undersigned)
- Digital management declaration for direct contracts above € 40,000.00
- Post-employment clause

2. Envelope "Technical offer 230 sqm – Sarit Foyer":

- Technical offer without prices clearly showing the rendering, drafts, floor plans, perspectives to be expected and attachments of previous experiences in constructions of national pavilions in occasion of international trade shows (over 200 sqm) etc.
- Technical descriptions in accordance with the requirements formulated in the submission conditions.
- Sampling if needed

3. Envelope "Contract offer 230 sqm – Sarit Foyer":

- Contract offer with indication of the price in two undersigned copies. (Fill in the supplier form ANNEX A on your company headed paper)

All the above documentation, as specified in the "special tender specification" document is referring to 230 sqm Italian pavilion construction.

N.B. As at the time of sending the tender we are yet to ascertain the final resources to be allocated for the tender. Therefore, the Italian Trade Agency will explore either of the two options subject to the available funds allocated by the head office. More details can be found in the Special Tender Specifications document, Art 3.

If this is not done, your bid will not be considered. Bids received later than Thursday, 27th of MARCH 2025, 12.00 noon (EAT) will also not be considered.

For further information please contact Mr. Sylvester Gichobi through our official email address (nairobi@ice.it), phone no. +254 111 053 253

If you are not interested in participating in this tender, please send us a short message.

Best regards,
Giuseppe Manenti
Director.