

The Common Market for Eastern and Southern Africa COMESA will hold its 24th Summit of Heads of States in Nairobi, Kenya from 7th October to 9th October 2025. The Heads of State Summit will be preceded by the Business Forum organized by the COMESA Business Council (CBC).

COMESA Secretariat now invites interested and qualified service providers (firms/companies only) registered in Nairobi/Kenya to submit their bids under the following categories of services and goods.

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| **LIST OF SERVICES AND GOODS THAT WILL BE REQUIRED** | **QUANTITY** | **NO OF DAYS** |
| *Conference Package (includes Lunch, soft Beverages, Water, two teas with Snacks)*  |   1000 |   3 |
| Interpretation equipment |   700 |   3 |
| *Executive Cars (dry hire) – SUVs models 2018 and above* | 30 | 5 |
| *16-Seater executive buses - 2016 and above models*  | 10 | 5 |
| *Saloon cars – executive type of 2018 models and above* | 20 | 3 |
| *30-Seater buses – 2016 Models and above* | 10 | 5 |
|  |  |  |
|  |   |   |
| *Internet connection service providers (2 x100 MBPS Internet Links)*  | 2 | 5 |
| *Digital Conference Screens (4MX3) – Final size to be determined* | 3 | 3 |
| *Digital Conference Screens (65-Inch) - Final size to be determined* | 3 | 3 |
| *Laptops for hiring/renting* | 30 | 3 |
| *Live Streaming services* | 1 | 3 |
| *Pen drivers* | 100 |   3 |
| *Extension cables* | 50 |   3 |
| *Charging stations* | 3 |   3 |
|  |  |  |
| Advertising Agency  | 1 |  |
| Printing services (Large scale Printing companies) | 1 |  |
| Public Relations Agency  | 1 |  |
| Roll up banners – 85x200cm | 34 |  |
| Backdrop banners with retractable frames  | 3 |  |
| Tear drop banners | 40 |  |
| Flex banners  | 8 |  |
| Car stickers | 500 |  |
| Posters | 20  |   |
| Summit venue Décor (branding) | 1 |   |
| Gift bags  | 1000 |   |
| Pens | 1000 |   |
| Notebooks | 1000 |   |
| Lanyards | 1000 |   |
| Member States & COMESA flags  | 44 |   |
| Printing place cards for State Banquet  | 200 |  |
| Printing Summit programme  | 500 |  |
| Printer – hire for a day | 2 |  |
| Pull up banners |  8  |  |
| Tear Drops  |  8  |  |
| Media Banners (2X5M)  |  3  |  |
| Backdrop Banners & Set-up |  2  |  |
| Branded Conference bags  |  700  |  |
| Branded Pens |  700  |  |
| Corex Boards – various sizes | 5 |  |
| Branded Notebooks  |  700  |  |
| Venue Branding and set up  |  1  |  |
| Branded Programmes/brochures |  700  |  |
| Event Badges, Labels and lanyards |  700  |  |
|  |  |  |
| Exhibition booths (3X3M) with 2 chairs, 1 table and power source | 100 | 3 |
| Tents - Big (20X60M) | 2 | 3 |
| Stage Set up (Red carpet/ lighting/Deco) | 1 | 2 |
| Lapel Mics | 10 | 2 |
| Panel chairs | 10 | 2 |

 Interested bidders are required to formally request for the full document (Request for Quotation) through the following emails, and not later than 28th /08/2025. Procurement@comesa.int with a copy to schola@comesa.int and cagwenge@gmail.com

The deadline for the bid submission is on 02/09/2025 at 16.00 hours EAT.