



Supply of Branded Conference Merchandise

1. Background

ISACA Kenya Chapter seeks a qualified supplier to provide high-quality branded conference merchandise as follows:

Item	Quantity
Quality Branded Smart Watches	500
Branded Zipped Hoodies	500

2. Scope of Supply

The supplier shall be responsible for sourcing, branding, quality control, packaging and delivery of the merchandise.

A. Branded Smart Watches – 500 Pieces

The watches should:

- Be modern, durable and of good quality.
- Include relevant smart/fitness features.
- Include rechargeable battery and charging accessories.
- Be individually packaged.
- Carry professionally applied organisation branding.
- Include warranty information.

Suppliers must provide the make/model and full specifications.

B. Branded Zipped Hoodies – 500 Pieces

The hoodies should:

- Be high-quality, comfortable and durable.
- Be made from suitable premium-weight fabric appropriate for conference and corporate use.

- Feature a full front zip closure.
- Be available in suitable sizes and colours, as approved by ISACA Kenya Chapter.
- Have durable stitching and finishing.
- Be individually packaged.
- Carry professionally applied organisation branding.
- Be suitable as a premium conference gift.

Suppliers should provide fabric/material specifications, available sizes and colours, branding options, and product images or samples.

3. Branding & Quality

- The organisation will provide the approved logo and branding guidelines.
- Supplier shall provide artwork/mock-ups for approval before production.
- A sample of each item should be provided for approval before bulk production.
- All items must match the approved specifications and sample.
- Defective or incorrectly branded items shall be replaced at the supplier's cost.

4. Delivery

All items shall be properly packaged and delivered in good condition to:

ISACA Kenya Chapter offices in Nairobi.

The supplier shall confirm the delivery timeline and ensure delivery is completed before the conference.

5. Supplier Requirements

Suppliers should demonstrate:

- Experience supplying branded corporate/conference merchandise.
- Capacity to deliver the required quantities and quality.
- Professional branding and customisation capability.
- At least two relevant client references.

6. Financial Proposal

Item	Quantity	Unit Cost	Total
Branded Smart Watches	500		
Branded Zipped Hoodies	500		
Packaging			
Delivery			
Subtotal			
VAT/Taxes			
Grand Total			

The quotation should clearly indicate whether branding, packaging, delivery and taxes are included.

7. Proposal Requirements

The supplier should submit:

1. Company profile and relevant experience.
2. Product specifications and images/catalogues.
3. Branding approach and mock-ups.
4. Delivery timeline.
5. Smart watch warranty details.
6. Client references.
7. Itemised financial quotation.
8. Hoodie fabric, size, colour and branding specifications.

Quantities: 500 smart watches and 500 branded zipped hoodies.

8. Contact Details

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