

## REQUEST FOR PROPOSALS FOR THE PROVISION OF MULTI-FUNCTION PRINTING SERVICES TO BIOVISION AFRICA TRUST.

### 1. BACKGROUND.

Biovision Africa Trust (BvAT) is a not-for-profit organization established in Kenya in 2009, with its head office located within the main campus of the International Centre of Insect Physiology and Ecology (icipe) in Kasarani, Nairobi. The Trust's goal is to sustainably improve the health and prosperity of people in Africa while conserving the environment with agroecology and ecological organic agriculture as a basis for all life. Its mission is to alleviate poverty and improve the livelihoods of rural communities in Africa through disseminating relevant information and building the capacity of farmers and partners for the ecological transformation of African agriculture and food systems. A food secure African continent with healthy people living in a healthy environment is the vision of the Trust.

Biovision Africa Trust (BvAT) seeks for Proposals for **Provision of Multi-function Printing Services** through a leasing agreement.

### 2. OBJECTIVE.

To ensure efficient, secure, cost-effective, and reliable printing, copying, and scanning services to BvAT staff through provision of modern equipment, software, consumables, and support services.

### 3. DELIVERABLES.

- Supply, install, and lease out **1 (One)** multi-function Kyocera (TASKalfa 3554ci) printer or any other printer with such capabilities.
- Provide secure print, copy, and scan functionality to BvAT.
- Provide print accounting and reporting software integrated with Active Directory.
- Supply all consumables (excluding printing papers).
- Provide power protection devices for all equipment.
- Provide maintenance, technical support, and spare parts.

### 4. QUALIFICATIONS.

- Proven experience in similar printing service contracts.
- Adequate technical, financial, and operational capacity.
- Valid statutory and regulatory documentation.

### 5. APPLICATION REQUIREMENTS.

1. Profile of the Company.
2. Technical proposal (including CVs of team members).
3. Financial proposal detailing budgetary proposal for undertaking the deliverables.



Biovision  
Africa  
Trust

## 6. APPLICATION

If interested and you meet the required qualifications, submit your proposal clearly showing your Financial and Technical proposal and your profile, recommendation letters from similar clients, to [procurement@biovisionafrica.org](mailto:procurement@biovisionafrica.org) with the subject heading: **Provision of Multi-function Printing Services by 6<sup>th</sup> March 2026.**