



INSTITUTE OF CERTIFIED INVESTMENT AND FINANCIAL ANALYSTS

*Established Under the Investment and Financial Analysts Act, No.13 of 2015*

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**REQUEST FOR QUOTATION: DESIGN AND LAYOUT OF THE ICIFA 'INVESTMENT REVIEW JOURNAL'**

**REF: RFQ/ICIFA/IRJ/1/9/2020**

**Background**

As part of its mandate to the Investment and Finance profession, ICIFA publishes a number of communications materials including Journals, annual reports, conference/seminar posters and other information materials. These publications involve a professional layout design, proof reading, graphic designs, illustration, and printing.

To ensure that the preparation for publications are designed and printed in time ICIFA is seeking professional companies to provide high quality layout/design services.

**Objectives:**

ICIFA is seeking a professional company that is engaged in Design & layout of publications on short term basis to provide high quality design services for its 'Investment Review Journal'. Under the guidance of the Institute's secretariat, the deliverables shall be;

**Scope of Work:**

- ✓ Provide a professional and high quality print layout design of the ICIFA Investment Review Journal.
- ✓ Share draft design, solicit comments and incorporate them during the process of finalizing the Journal.
- ✓ Provide a final file in high resolution of the ICIFA Investment Review Journal and one in [pdf] version to be uploaded on the ICIFA website.

**Skills required:**

- ✓ Preference will be given to those who have prior experience with designing journals or magazines.
- ✓ Prior experience of work in design & layout with academia, research institutes or professional bodies.

Quotations should be sent via email to be received by 25<sup>th</sup> September 2020 at 5.00 pm and addressed to:

**Chief Executive Officer**  
**Institute of Certified Investment and Financial Analysts**  
**kasneb Tower II, 5th floor**  
**Hospital Road Upper Hill Nairobi, Kenya**  
**P.O Box 48250-00100**  
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For any clarification regarding the RFQ kindly contact [info@icifa.co.ke](mailto:info@icifa.co.ke)