

REGISTRATION/ PREQUALIFICATION OF SUPPLIER & CONSULTANTS FOR SUPPLY OF

COPY-EDITING SERVICES

FOR THE YEARS 2026 - 2028.

ISSUED ON **MONDAY, 3RD AUGUST 2026**

CLOSING DATE: 21ST AUGUST 2026 AT 5:00PM (EAT)

REGISTRATION REFERENCE NO: - TJNA/PREQ/2026 - 2028.

SECTION 1: INSTRUCTIONS TO BIDDERS

Title of Tender	PREQUALIFICATION OF COPY-EDITING SERVICES
Issuing Office & Address	TAX JUSTICE NETWORK AFRICA Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands Website: - https://taxjusticeafrica.net/
Location of this Assignment	Nairobi-Kenya
Point of contact for clarifications & questions	TJNA Procurement Unit, procurement@taxjusticeafrica.net
Amendment of RFP Documents	At any time before the submission of proposals, Client TJNA may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. The addenda shall be sent by mail to all invited consultants and will be binding on them. The Client may, at his discretion, extend the deadline for the submission of proposals, if deemed necessary, allow bidders reasonable time to take the amendment into account.
Email address for submission of Proposals	TJNA Procurement Unit, tender@taxjusticeafrica.net
Deadline for submission of questions and clarifications	19TH AUGUST 2026
Deadline for Answering questions and clarifications	20TH AUGUST 2026
Deadline for submission of Proposals	Please include the subject line "TJNA/PREQ/2026 – 2028: COPY-EDITING SERVICES" in the email.
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	<u>Preliminary Mandatory Requirements</u> Bidders will be evaluated based on the following mandatory requirements. Those who fail to submit any of the documents below will not be considered for evaluation in the subsequent steps. <u>Registered Firms/Individuals</u> 1. Certificate of registration or Incorporation/ID for individuals 2. Copy of List of Directors, Shareholders, and beneficial owners (CR12) 3. Tax Compliance Certificate 4. Valid business permit from country of jurisdiction/ID for individuals 5. Submission Technical Proposal 6. Submission of the financial proposal 7. Previous Experience (Reference letter/LSO/Contracts/POs) 8. Company Profile 9. CVs for the proposed team

1. INTRODUCTION

Tax Justice Network Africa (TJNA) is a pan-African research and advocacy organisation established in 2007 and a member of the Global Alliance for Tax Justice (GATJ). Through its Nairobi Secretariat, TJNA collaborates closely with its member organisations and other civil society partners across Africa to curb illicit financial flows (IFFs) and promote progressive taxation systems. TJN-A advocates for pro-poor tax policies and the strengthening of tax systems to promote domestic resource mobilisation (DRM). TJNA also plays a leading role in global coalitions committed to tackling the phenomena of global tax avoidance and evasion and achieving fundamental reforms of the current global financial architecture.

To ensure consistency, quality, and adherence to organisational editorial standards, TJNA seeks to establish a pool of qualified copy editors through a prequalification process. The prequalified consultants will provide professional copy-editing and proofreading services on an as-needed basis.

The prequalified suppliers will be engaged through a framework agreement which shall be valid for a period of two (2) years, renewable after one year subject to satisfactory performance and periodic review by TJNA.

2. OBJECTIVE

The objective of this prequalification exercise is to establish a roster of experienced copy-editing consultants who can support TJNA in producing clear, accurate, high-quality, and publication-ready content across various knowledge and communication products.

3. PROPOSAL SUBMISSION

Interested and Eligible consultants/individuals are required to submit their application in English language with the following specific information: -

- Experience in similar assignments.
- Availability of appropriate key staff to be involved in the assignment.
- A Technical and Financial Proposal

3.1 Grounds for Exclusion

Organizations will be excluded from participating in this RFP if: -

- a) They are declared prohibited by TJNA because of their involvement in corrupt or Fraudulent practices in Procurement.
- b) TJNA staff or management involved in the procurement process have a financial interest in, or close relatives working with, the organization or individual.
- c) They are bankrupt or being wound up, whose affairs are being administered by a court, who have entered an arrangement with creditors, who have suspended business activities, or who are subject to an injunction against running a business by the court.
- d) They are the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court, or for an arrangement with creditors, or of any other similar proceedings.
- e) They have been convicted of an offense concerning their professional conduct by a court.

- f) they have been found guilty of grave professional misconduct or
- g) They have not fulfilled obligations relating to payments of taxes or social security contributions.

3.2 Validity of Proposal

The proposal must remain valid for **ONE YEAR** after the proposal submission deadline.

3.3 Communication

Communication between bidders or their agents and any official of TJNA is strictly forbidden except as provided for in the relevant sections of this RFP. Infringement of this clause may lead to automatic disqualification from the bid process.

3.4 Taxes

The financial proposal shall include all applicable taxes quoted separately. If taxes are not mentioned in the financial proposal, TJNA shall consider that they are included in the prices provided.

3.5 Currency

The financial proposal shall be in **Kenya Shillings (KES)** or **US Dollars (USD)**.

3.6 TJNA Policy and Standard Terms and Conditions

a) TJNA Employees

All proposals must indicate any/all known TJNA employees and/or near relatives who hold a position in your organization or have been engaged as a consultant for your organization within the last two years. Also indicate any known TJNA employees or near relatives that own or control more than a ten percent (10%) interest in your organization; If There are none, state so.

b) Conflict of Interest

The Consultant shall not hire any officer or employee of TJNA to perform any service covered by this agreement. The Consultant should ascertain that to the best of their knowledge there exists no actual or potential conflict between Consultant's family, business, or financial interest and the service provided under this agreement, and in the event of change in either private interests or service under this agreement, any question regarding possible conflict of interest which may arise because of such change will be raised with TJNA.

The Consultant shall not be in a reporting relationship with TJNA employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Consultant.

c) Ethics

The Consultant will exercise extreme care and due diligence to prevent any action or conditions that could result in conflict with the best interest of TJNA.

Throughout the term of any agreement resulting from the RFP, the Consultant will not accept any employment or engage in any work that creates a conflict of interest with TJNA or in any way compromises the work to be performed under this RFP or any agreement resulting from this RFP. The Consultant and its employees will not offer gifts, entertainment,

payment, loans, or other gratuities or consideration to TJNA employees, their families, other Consultants, subcontractors, or other third (3rd) parties for the purpose of influencing such people to act contrary to TJNA's interest or for personal gain. The Consultant will immediately notify TJNA of all such violations of this clause upon becoming aware of such violations.

d) TJNA's Right to Reject or Modify

Selection of a proposal does not mean that all aspects of the proposal(s) are acceptable to TJNA. TJNA reserves the right to negotiate the modification of the proposal terms and conditions prior to the execution of a contract to ensure satisfactory procurement.

e) Supplemental Terms and Conditions/Modifications

Any supplemental terms or conditions, or modification or waiver of these terms and conditions, must be in writing and signed by a Consultant and TJNA.

4 SCOPE OF WORK

Prequalified consultants may be required to provide copy-editing and proofreading services for a range of products, including but not limited to:

- Research reports
- Policy briefs
- Annual reports
- Discussion papers
- Technical papers
- Training manuals
- Blogs and articles
- Advocacy and campaign materials
- Event reports
- Concept notes
- Institutional documents
- Web content and publications
- Communication and visibility materials

Roles and Responsibilities

The consultant may be required to undertake the following tasks:

Language and Style

- Ensure content is written in British English (e.g., organisation, analyse, labour).
- Edit for clarity, conciseness, grammar, punctuation, and readability.
- Preserve the author's intended meaning and institutional voice.
- Maintain a balance between technical accuracy and accessibility for diverse audiences.
- Eliminate redundancy, jargon, and unsupported assertions.
- Use active voice where appropriate.
- Ensure consistency in terminology and style.

Structure and Coherence

- Improve logical flow and readability.
- Strengthen transitions between sections and paragraphs.
- Simplify complex or dense text.
- Ensure key messages and recommendations are clearly articulated.

Headings and Formatting

- Apply sentence case consistently across headings and subheadings.
- Ensure consistency in formatting and heading hierarchy.
- Maintain consistency in spacing and layout.

Citations, References, and Footnotes

- Apply and verify referencing styles where required (preferably APA 7th Edition).
- Ensure consistency of in-text citations and reference lists.
- Review footnotes and endnotes for completeness and formatting accuracy.

Tables, Figures, and Visual Elements

- Verify labels, captions, and source references.
- Ensure consistency between narrative text and visual elements.
- Review formatting for readability and consistency.

Quality Assurance

- Verify consistency of names, titles, dates, statistics, acronyms, and institutional references.
- Flag factual inconsistencies and missing information requiring clarification.
- Conduct final proofreading and quality checks.

Final Designed Copy Review

- Where applicable, consultants may also be required to:
- Proofread final designed or typeset versions of publications.
- Identify typographical, formatting, layout, spacing, and pagination errors introduced during design.
- Verify consistency between the approved text and final publication version.

Specific assignments will be shared with consultants as needed.

5 ELIGIBILITY CRITERIA

Interested consultants should possess:

- A degree in Communications, Journalism, English, Publishing, Linguistics, Social Sciences, or a related field.
- Minimum five (5) years of demonstrated experience in professional copy-editing and proofreading.

- Proven experience editing reports, policy documents, publications, and communication products.
- Excellent command of written British English.
- Strong attention to detail.
- Ability to work under tight timelines.
- Experience editing development, governance, taxation, public policy, economic justice, or research-related content will be an added advantage.
- Bilingual proficiency (English and French) will be an added advantage, considering TJNA's regional scope and diverse audiences across Africa.
- Experience proofreading designed/layout documents will be an added advantage.

AWARD CRITERIA

We will evaluate the bids based on the requirements above using the following weighting:

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MANDATORY REQUIREMENTS CRITERIA			POINTS
NO.	COMPANY	INDIVIDUAL	
1.	Certificate of Incorporation/registration	Copy of National Identity/Copy of passport Bio page	10
	Copy of List of Directors, Shareholders, and beneficial owners (CR12)	Copy of National Identity/Copy of passport Bio page	
	Valid PIN and Tax Compliance certificate	Valid PIN and Tax Compliance certificate	
	Valid business permit from country of jurisdiction	N*A	
TECHNICAL EVALUATION CRITERIA			
2.	Submission Technical Proposal: - - Cover letter outlining their relevant experience and approach to the assignment - Qualification and competence of key staff (Kindly Attach CV /Resumes for the Proposed key staff and respective certificates) - Company profile (where applicable) - Proven experience of the proposed team in providing relevant copy-editing and proof-reading services (at least three recommendation letters/contracts/purchase orders from NGOs organizations, international development or similar organizations) - Portfolio or at least three samples of similar work undertaken		60
3.	Bidders who qualify under TECHNICAL evaluation stage proceed to INTERVIEW STAGE		10
FINANCIAL EVALUATION CRITERIA			
4.	Financial proposal - Rate card		20
5.	TOTAL POINTS		100

HOW TO APPLY:

- a) Please submit the following by **17:00 East African time on Friday, August 21st, 2026**, to tender@taxjusticeafrica.net with the email subject **TJNA/PREQ/2026 – 2028: COPY-EDITING SERVICES**