NOIRZEN GROUP LIMITED

COMPANY PROFILE

Promotional Events • Corporate Branding • Branded Merchandise

YOUR BRAND. OUR CRAFT. LASTING IMPACT.

PRINT & STATIONERY Books • Notebooks • Pens	**APPAREL & WEARABLES** T-shirts • Hoodies • Caps	**PROMOTIONAL ITEMS** Cups • Gifts • Giveaways
VEHICLE BRANDING Fleet graphics • Decals	**EVENT BRANDING** Banners • Backdrops • Displays	**CORPORATE IDENTITY** Campaigns • Brand activation

Prepared for clients, institutions, corporate organisations and development partners

01 / COMPANY OVERVIEW

A brand partner built around visibility

A practical, end-to-end partner for promotional merchandise, branding production and event visibility.

Who we are

Noirzen Group Limited is a branding, promotional merchandise and events support company focused on helping organisations communicate clearly, present professionally and stay memorable. We coordinate the development and supply of branded items, event visibility materials and customised promotional products aligned to each client's identity, audience and budget.

Our service promise

- Brand consistency: artwork, colours, logos and messaging are applied according to approved brand guidelines.
- Purpose-led recommendations: product and material options are matched to campaign objectives, users and budget.
- Coordinated delivery: a single point of contact for specifications, samples, production updates and handover.
- Professional presentation: careful attention to layout, finishing, packaging and delivery readiness.
- Accountability: clear quotations, written approvals and practical quality checks at agreed stages.

Who we support

PUBLIC SECTOR Departments, agencies and public institutions	**CORPORATES** Companies, SMEs and professional firms	**NGOs & PROJECTS** Programmes, campaigns and field teams
EVENT ORGANISERS Conferences, launches and exhibitions	**SCHOOLS & CLUBS** Learning, sports and community activities	**RETAIL & PROMOTIONS** Brands, distributors and customer campaigns

02 / AT A GLANCE

Company snapshot

Use this page as a quick introduction for procurement teams and prospective clients.

Profile item	Company information
Registered name	Noirzen Group Limited
Core business	Promotional events, branded merchandise, corporate branding and visibility materials
Product range	Stationery, books, apparel, caps, cups, gifts, vehicle branding, banners and display materials
Client groups	Public-sector entities, corporates, NGOs, SMEs, educational institutions and event organisers
Service approach	Briefing → quotation → artwork approval → production → quality check → delivery
Operating geography	Kenya (confirm service coverage and delivery locations before issue)
Office address	P.O. Box 29522–00100, Nairobi, Kenya (as provided)
Telephone	0703 855 148/ 010 138 9010
Email	info@noirzengroupltd.co.ke
Website / social media	www.noirzengroupltd.co.ke
Company registration / PIN	PVT-Q7U92ABX

03 / OUR DIRECTION

Purpose, vision and values

A consistent standard for how we serve clients and represent their brands.

Our vision

To become a trusted branding and promotional solutions partner recognised for creative execution, dependable coordination and high-quality brand visibility.

Our mission

To help organisations connect with their audiences through well-planned promotional events, useful branded merchandise and professionally produced visual communication materials.

Our values

Value	What it means in practice
Integrity	Transparent quotations, honest lead times and clear communication about capabilities.
Quality	Attention to artwork accuracy, print clarity, product suitability and finishing.
Client focus	Listening to the brief and recommending practical options for the intended audience.
Reliability	Documented approvals, realistic delivery plans and proactive updates.
Creativity	Fresh ideas that support the client's message without compromising brand rules.
Accountability	Clear ownership of tasks, records of approvals and prompt resolution of issues.
Value for money	Options that balance quality, durability, quantity and total cost.

Our guiding principle

Every branded item is a small representation of the organisation behind it. We aim to make each touchpoint consistent, purposeful and professional.

04 / WHAT WE DO

Our service portfolio

A coordinated range of products and services for campaigns, institutions, teams and events.

PRINT & STATIONERY Books, notebooks, diaries, files, pens, pencils and paper products	**APPAREL BRANDING** T-shirts, polo shirts, hoodies, jackets, uniforms and workwear	**CAPS & ACCESSORIES** Caps, lanyards, badges, wristbands and wearable giveaways
PROMOTIONAL GIFTS Cups, mugs, bottles, keyholders, bags and desk accessories	**VEHICLE BRANDING** Vehicle decals, fleet graphics, magnetic signs and campaign wraps	**EVENT VISIBILITY** Banners, backdrops, flags, roll-ups, signage and display systems

Service delivery options

- Supply-only: client provides specifications and approved artwork.
- Design and supply: concept development, artwork preparation, approval and production.
- Campaign package: coordinated merchandise and visibility materials for a launch or promotion.
- Event support: branding materials planned around venue, audience, schedule and event flow.
- Repeat-order support: retain approved artwork/specifications for consistent future orders, subject to client approval.

05 / PRODUCT RANGE

Print, books and office stationery

Practical branded items for everyday use, staff engagement, learning and outreach.

NOTEBOOKS & DIARIES
Hardcover, softcover, spiral-bound and executive options

BOOKS & MANUALS
Training manuals, programme books, catalogues and booklets

PENS & PENCILS
Plastic, metal, executive and eco-conscious options

FILES & FOLDERS
Presentation folders, document wallets and branded files

PAPER PRODUCTS
Letterheads, envelopes, forms, flyers and brochures

CALENDARS & PLANNERS
Desk calendars, wall calendars and annual planners

Branding and production options

Item type	Possible branding methods	Key specification to confirm
Paper / notebooks	Offset or digital print, foil, embossing, screen print	Size, page count, paper weight, cover finish, quantity
Pens / pencils	Pad print, screen print, laser engraving (model dependent)	Material, print area, ink colour, quantity
Folders / files	Full-colour print, foil, embossing, spot finish	Format, pocket layout, board thickness, finish
Books / manuals	Digital or offset print, binding and cover lamination	Final artwork, pagination, trim size, binding, delivery split

Quality checkpoint
A signed-off proof should be checked for spelling, logos, colour, contact details, quantities and finishing before full production.

06 / PRODUCT RANGE

Apparel, uniforms and wearable branding

Make teams identifiable and campaigns visible with coordinated apparel and accessories.

T **T-SHIRTS & POLOS** Round-neck, polo, event crew and campaign wear	H **HOODIES & JACKETS** Pullover hoodies, zip hoodies, jackets and outerwear	C **CAPS & HATS** Baseball caps, bucket hats and promotional headwear
ID **UNIFORMS & WORKWEAR** Staff wear, branded shirts, aprons and selected workwear	↗ **LANYARDS & BADGES** ID lanyards, name badges, wristbands and event passes	★ **TEAM & CLUB WEAR** Sports-day apparel, club merchandise and fan items

Decoration methods

- Screen printing for suitable designs and production quantities.
- Embroidery for selected caps, polos, jackets and uniforms.
- Heat-transfer and DTF applications for suitable artwork and fabrics.
- Sublimation for compatible polyester products and all-over designs.
- Woven or printed labels where required and available.

Final method depends on garment fabric, artwork complexity, colour count, durability requirements and order quantity. Samples or production proofs can be agreed before bulk processing.

07 / PRODUCT RANGE

Promotional gifts and lifestyle merchandise

Useful branded products that keep organisations visible beyond the event itself.

MUGS & CUPS Ceramic mugs, travel cups and selected reusable drinkware	**BOTTLES & FLASKS** Reusable bottles, insulated flasks and sports bottles	**BAGS & Ttotes** Shopping bags, conference bags, backpacks and tote bags
DESK ACCESSORIES Mouse pads, desk organisers, calendars and stationery sets	**KEYHOLDERS & GIFTS** Keyrings, gift sets and selected corporate giveaways	**REUSABLE OPTIONS** Selected reusable products and reduced-packaging options

Campaign uses

- Conference and workshop delegate packs.
- Staff appreciation and recognition gifts.
- Customer loyalty and product launch giveaways.
- Community outreach and public awareness campaigns.
- Corporate onboarding and welcome kits.

Selection advice

Choose merchandise based on usefulness, audience fit, brand visibility, safe handling, delivery deadline and total landed cost—not appearance alone.

08 / PRODUCT RANGE

Vehicle branding, signage and displays

Turn vehicles and physical spaces into clear, consistent brand touchpoints.

FLEET GRAPHICS Company identity, service information and fleet numbering	**VEHICLE DECALS** Logo decals, lettering, partial wraps and campaign graphics	**BANNERS & FLAGS** Indoor/outdoor banners, teardrop flags and event flags
ROLL-UP DISPLAYS Portable exhibition displays and presentation stands	**BACKDROPS** Press walls, stage backdrops and branded photo walls	**SIGNAGE** Directional, reception, event and selected outdoor signage

Vehicle and display workflow

1. Collect vehicle dimensions, photographs and the client's branding guidelines.
2. Prepare a layout mock-up for approval before printing or installation.
3. Confirm material, finish, installation location, surface condition and schedule.
4. Check alignment, legibility, colour consistency and finishing at handover.

Vehicle wraps and signage may require site assessment, permission, suitable materials or specialist installation. Confirm these requirements before quoting.

09 / SERVICES

Promotional events and brand activation

Coordinate the visible brand elements that help an event feel organised, cohesive and memorable.

Event support scope

- Branding concept and event visibility plan based on the client brief.
- Branded backdrops, stage panels, banners, flags, roll-up displays and directional signs.
- Delegate packs, badges, lanyards, notebooks, pens, gifts and branded apparel.
- Product launch, exhibition, conference, workshop, roadshow and awareness-campaign materials.
- Coordination of artwork, production deadlines, delivery schedules and on-site placement where agreed.

Typical event package

Package element	Typical inclusions	Client decisions required
Identity	Event title, theme, logo lock-up and colour palette	Brand guide, approved wording and sponsor hierarchy
Venue visibility	Stage backdrop, banners, directional signage	Venue dimensions, access rules and installation times
Delegate materials	Badges, lanyards, notebooks, pens, folders	Delegate count, names/data handling and pack contents
Apparel	Crew T-shirts, polos, caps or jackets	Sizes, colour, quantity and decoration method
Giveaways	Mugs, bottles, bags or selected gifts	Audience, budget per person and distribution plan
Handover	Delivery checklist and item count	Delivery location, contact person and sign-off process

Planning principle

The event date drives the production schedule. Confirm quantities, artwork, approvals, access and delivery windows early to reduce avoidable rush costs.

10 / HOW WE WORK

A clear, controlled delivery process

Defined checkpoints help reduce avoidable errors and keep clients informed.

Stage	Activity	Output / control
1. Brief	Understand objective, audience, quantities, budget, deadline and delivery location.	Written brief or confirmed requirements
2. Specification	Confirm sizes, materials, colours, print method, packaging and compliance needs.	Item specification / scope
3. Quotation	Price the agreed scope, taxes where applicable, delivery and validity period.	Itemised quotation
4. Artwork	Prepare or receive artwork; check format, dimensions and brand assets.	Proof / mock-up for approval
5. Approval	Client confirms design, text, colour, quantities and any sample.	Written approval before production
6. Production	Coordinate manufacture, print, branding, assembly or installation.	Progress updates and production record
7. Quality check	Check quantity, logo placement, spelling, finish and visible defects.	Inspection / dispatch checklist
8. Delivery	Deliver to agreed location and obtain authorised receipt.	Delivery note / handover record
9. Follow-up	Resolve reported issues and capture repeat-order requirements.	Feedback and close-out notes

Client communication

- Acknowledge the brief and clarify missing specifications.
- Confirm what is included and excluded in the quotation.
- Share proofs and obtain written approval before production.
- Communicate any material change to cost or delivery date promptly.
- Provide delivery documentation and a clear point of contact.

11 / QUALITY AND RESPONSIBILITY

Quality assurance, safety and responsible practice

Practical controls for protecting client assets, staff, brand reputation and project timelines.

Quality assurance checks

- Artwork and text: spelling, logo version, colours, dimensions and contact details.
- Product conformity: agreed model, material, size, quantity and decoration method.
- Finish: print clarity, alignment, stitching, adhesion and packaging as applicable.
- Delivery: item count, labelling, packing list and condition at handover.
- Non-conformance: record issues, agree corrective action and document resolution.

Safety and site conduct

- Follow venue, client-site and installation access rules.
- Use appropriate handling and installation practices for banners, displays and vehicle graphics.
- Keep work areas orderly and manage packaging or offcuts responsibly.
- Escalate unsafe conditions or scope changes before proceeding.

Confidentiality and brand assets

- Use client logos and artwork only for the authorised purpose.
- Restrict access to contact lists, delegate names and other client-provided data.
- Confirm permission before publishing event photographs or displaying client logos in marketing.
- Retain final artwork and order records only according to agreed business and client requirements.

Important

Any formal certifications, insurance cover, statutory registrations or quality-management accreditations should be listed only after documentary verification.

12 / SECTORS SERVED

Supporting organisations across sectors

Flexible branding and promotional supply for teams with different audiences and operational needs.

Sector	Common requirements	Potential solutions
Government and public institutions	Official events, public awareness, staff identity and outreach	Branded stationery, apparel, banners, delegate packs and signage
Corporate and private sector	Brand campaigns, staff engagement, launches and conferences	Promotional gifts, uniforms, vehicle branding and event displays
NGOs and development programmes	Field visibility, training, workshops and community engagement	T-shirts, caps, manuals, badges, banners and outreach kits
Education and training	Student activities, learning materials, ceremonies and clubs	Books, notebooks, pens, sports wear and event branding
Hospitality and retail	Customer promotions, staff presentation and point-of-sale visibility	Aprons, cups, bags, uniforms, stickers and promotional merchandise
Sports and community groups	Team identity, tournaments, fan engagement and campaigns	Jerseys, caps, trophies sourced on request, banners and branded gifts

Public-sector and institutional engagement

Noirzen Group Limited is positioned to support public-sector entities and institutional clients through clear specifications, responsive communication, quotation documentation and delivery records. Any specific government client, project or partnership should be named in this profile only where the relationship is accurate and authorised for public reference.

13 / WORKING WITH PROCUREMENT TEAMS

Quotations, specifications and order management

A documentation-led approach designed to make procurement and project coordination easier.

Quotation information we can work with

- Item description, technical specification, size, material and branding method.
- Required quantity, unit of measure and acceptable alternatives, if any.
- Artwork files, brand guidelines and required approval route.
- Delivery location, required delivery date and any phased delivery schedule.
- Packaging, labelling, installation or event support requirements.
- Applicable taxes, quotation validity, payment terms and warranty/defect arrangements where relevant.

Documents that may accompany an order

Document	Purpose
Company profile	Introduces capabilities and contact details.
Quotation / pro forma	Sets out price, scope, taxes and commercial terms.
Technical compliance schedule	Maps offered items to requested specifications where required.
Artwork proof / sample approval	Records approval of branding and product presentation.
Delivery note	Records items delivered, quantities and receipt.
Invoice / tax invoice	Supports payment processing under the agreed terms.
Warranty or after-sales statement	Provided where applicable to the product or service.

Procurement integrity

All quotations and compliance statements should reflect the actual offered products, available documentation, agreed lead times and genuine company capabilities.

14 / PARTNERSHIP

Why work with Noirzen Group Limited?

A practical partner for organisations that need consistent branding and coordinated promotional supply.

01 **ONE COORDINATED BRIEF** Bring merchandise, print and event visibility needs into one workflow.	**02** **BRAND CONSISTENCY** Use approved artwork, colours and specifications across product categories.	**03** **FLEXIBLE OPTIONS** Consider options across quantities, materials, finishes and budget levels.
04 **DOCUMENTED APPROVALS** Keep clear records of specifications, proofs and delivery.	**05** **QUALITY CHECKPOINTS** Inspect key details before dispatch and at handover.	**06** **ONGOING SUPPORT** Support repeat orders and future campaigns using approved specifications.

Let's make your brand visible

Whether you are planning a conference, launching a product, equipping a team or preparing a promotional campaign, Noirzen Group Limited can work with your brief to identify suitable branded merchandise and visibility materials.

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NOIRZEN GROUP LIMITED

Your brand. Our craft. Lasting impact.