



# REQUEST FOR QUOTATION

## LIVESTREAMING SERVICES (IEK/WEC/01/2025)

<b>Title:</b>	<b>Livestreaming Services</b>
Type of Contract	Service
Language of Notice	English
Deadline	16 <sup>th</sup> May 2025

**INSTITUTION OF ENGINEERS OF KENYA (IEK)**  
**TERMS OF REFERENCE (TOR)**  
**LIVESTREAMING AND VIDEOGRAPHY SERVICES**

**1. INTRODUCTION**

The Institution of Engineers of Kenya (IEK), is organizing the 1<sup>st</sup> Women Engineering Conference with the theme “*Engineering Excellence in Service Delivery*” to be held from the 29<sup>th</sup> May to 30<sup>th</sup> May 2025 at Naivasha Country Hotel Sawela Lodge. The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity. It is led by a council who are elected by members and serve on a two-year term.

The Women Engineer’s Conference is a pivotal event designed to bring together a diverse set of professionals to explore and amplify the impact of women in engineering. With the theme “*Engineering Excellence in Service Delivery,*” the summit will focus on empowering women to drive innovation, sustainability, and leadership within the rapidly evolving engineering landscape. Through a series of keynotes, panels, training sessions, and networking opportunities, the summit aims to inspire and equip women engineers at all stages of their careers to tackle complex challenges, foster collaboration, and create transformative solutions. By showcasing the significant contributions of women in engineering, the summit will highlight their essential role in shaping the future of the industry.

**The Institution of Engineers of Kenya (IEK)** was founded in 1972. The function of IEK is to enhance the engineering profession and contribute to the sustainable development of the Country. The council is the principal governing body of IEK and exercises general oversight over the institution and its affairs.

## 2. OBJECTIVE

The objective of these Terms of Reference (TOR) is to establish the selection criteria for vendors providing Livestream and Videography Services for the 1<sup>st</sup> Women Engineering Conference in collaboration with the IEK Secretariat team and the planning and logistics Team.

The users of the platform will be members of the Institution of Engineers of Kenya, engineering professional from other countries, civil society, partners, professionals, and the public.

## 3. SCOPE OF WORK

The selected vendor will collaborate with IEK to provide services and is REQUIRED to meet the following requirements:

1. The service provider is expected to be at the venue and have the equipment in great working condition at least 1 day before the start of the convention.
2. The service provider is expected to set up and be ready for testing at least 3 hours before the day's session start time.
3. The testing of the equipment must be conducted and approved by IEK officials no later than 1 day before the Convention begins.
4. The service provider is expected to conduct at least 1 dry run before the sessions start time. The test and dry runs must be confirmed by the IEK Secretariat and Convention Committee in charge.
5. The service provider is required to submit the unedited footage of the event recording latest 7 days after the convention.
6. Offer live streaming services to broadcast the whole convention for virtual attendee viewing and provide a recording of the event.
7. The service provider must deliver a final edited copy of the recorded webcast(s) to IEK for publication on IEK's YouTube channel and website 20 days after the event.

8. The service provider must possess a comprehensive knowledge of the livestreaming platform. If there are multiple sessions, they must demonstrate the capability to stream all sessions on the program, utilizing additional setups as necessary.
9. Provide a dedicated internet connection for the production team to prevent buffering and ensure the quality of the livestream is maintained.
10. The equipment must be synchronized with the displays on both virtual and physical locations, and the personnel operating the equipment must have knowledge of the display connection processes and procedures.
11. The chosen supplier will be expected to provide a detailed work plan to IEK that outlines the activities to be carried out before, during, and after the convention.
12. Ability to flawlessly follow the program, line up both virtual and physically present speakers, and switch between them without any transmission losses or mishaps.
13. The service includes up to 10 hours of online streaming media, a digital recording of the entire session, and a real-time online interface for live Q&A.
14. The video must be in Full HD with a resolution of 1920 pixels by 1080 pixels and in the MOV format.
15. The service provider should also be available for meetings with the IEK Secretariat and the Events Planning team as requested to plan for a flawless execution of the event.
16. The service provider must ensure they have all event materials including Program PowerPoint presentations, program speakers' details, program videos, IEK branding and marketing media no later than two hours before the event begins.
17. The service provider must ensure that graphics, such as holding slides, lower thirds, name tags, PowerPoint presentations, program speakers' details and picture-in-picture, are appropriately labeled and displayed at the right time during the speaker's presentations.

19. The service provider must ensure that the livestream includes audio, presentations, pre-recorded videos, and any additional information.
21. The service provider is required to conduct a site visit three weeks before the convention, and submit reports of their findings and what to be executed before the convention starts.
22. The team is responsible for providing a live broadcast of the entire event with clear and high-quality audio transmission. The virtual participants must be audible to the live audience and visible on the screens. The live stream branding must include IEK logo, , event name, location, brand colors, banners, scrolling tickers, name tags, overlays, backgrounds, and session details such as the name of speakers and the topics of discussion.
23. The service provider must provide a power backup with a capacity of powering the livestream Equipment in case of power outage. All the Livestream should draw power from a power backup.

#### 4. PERSONNEL, LIVE STREAMING, AND VIDEOGRAPHY EQUIPMENT

Item	Qty	Description
Camera shoot	3(Minimum)	(2Main Camera, 1 Extra Cameras for breakout rooms) Main Camera fitted with directional microphone for loud and clear sound output.
Visual Mixer	1	ATEM 2 M/E with Motion Graphics and Lower thirds
Talk balks	2 Sets	To facilitate easy communication
Laptops/ desktop	2(Minimum)	Laptops should be operating effectively to support live streaming.
Internet	2(Minimum)	Guaranteed Internet Speed of 20Mbps to ensure reliable bonding during the event.
UPS	2	UPS should have the capacity to power the livestream Equipment in case of power outage. All the Livestream should draw power from UPS
Team (Main Convention)	5(Minimum)	The team should consist of three camera personnel, a director of videography, and an additional crew supervisor to oversee and ensure the smooth flow of the event.
Team (Per Breakout Session)	2(Minimum)	The team should consist of camera personnel and a director of videography. (An additional crew supervisor to oversee and ensure the smooth flow of the event for all sessions).
Live streaming accessories (Per Breakout Session)		Web presenter/LiveU/Yolobox/TVU's/Declink/Atem Uniso gadgets, HDMI or SDI cables for connections, converters, and splitters <i>Note: We no longer accept the use of sound cards for bonding due to their limited quality and stability.</i>

## 5. DELIVERABLES

Deliverables for a live streaming and videography during IEK convention may include:

- A high-quality live stream of the event with clear and audible audio transmission.
- Detailed work plan outlining the activities to be carried out before, during, and after the Convention.
- Professional videography of the event 1920x1080p Full HD
- Video recording of the entire event, including keynote speeches, program sessions, and any other relevant content.
- Final edited copy of recorded webcast(s) published on IEK's YouTube channel and website after the Convention.
- Raw footage of the recording of the Convention.
- At least one dry run and one site visit with a report signed and certified by the IEK Secretariat in charge.
- The final report for livestreaming and videography services provided during IEK events should include technical specifications, feedback and reviews, challenges encountered and their solutions, livestreaming statistics, and a summary of deliverables.

## 6. REPORTING REQUIREMENTS

The Supplier shall be required to submit the works as per our agreement of engagement.

## 7. EXPERTISE REQUIRED

The service provider shall have key staff to undertake this task. The qualifications and skills required include but are not limited to:

- a) Lead member must be an experienced professional with over 3years' work experience.
- b) The Lead member must have demonstrable experience in leading and

implementing similar works for at least three renowned clients. The service provider should demonstrate a similar experience i.e. have done Conference livestreaming for about 300 pax. (Evidence of previous work undertaken or testimonials is required)

- c) The Service Provider must have enough well-trained staff to carry out the assignment.
- d) The service provider must have sufficient knowledge about livestreaming platform and have experience with using them.

## 8. MANDATORY REQUIREMENTS

### 1. MANDATORY CRITERIA

Bidders should submit copies of the following documents as indicated below.

S/No.	REQUIRMENTS	YES	NO
1.	Proof of legal existence (Certificate of registration/ incorporation)		
2.	Valid relevant Business permit		
3.	Valid Tax compliance certificate from KRA (i.e., not more than 12 months with effect from date of submission of quote)		
4.	Submit a CR12 form stating the directors and % ownership of the companies		
4.	CV of Lead Person		
6.	Proof of previous work done. Kindly attach LSO/ links and any other evidence		
8.	Deadline for submission of the quotation is 16 <sup>th</sup> May 2025 before COB.		

**Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification**



**Technical Evaluation Criteria**

<b>Technical Evaluation</b>		
<b>2.</b>	<b>GENERAL REQUIREMENTS</b>	
<b>1.</b>	Proof of work of similar magnitude undertaken in the last 4 years. Attach certified proven copies of completion certificate, letters of awards, LPOs/LSOs. (At least 4 proof of work)	40
<b>2.</b>	CV of Lead Person Experience.	20
<b>3.</b>	Evidence of trained and experienced staff	10
<b>4.</b>	Financial Evaluation	30
<b>Total</b>		100

**Bidders who score 70% will qualify for financial evaluation.**

**9. FINANCIAL FORM.**

Vendors are required to submit their financial form. The below form will be used in financial evaluation.

Provision of Live Streaming System, at 1 <sup>st</sup> WEC Conference to be held at Naivasha Country Hotel Sawela Lodges, Naivasha Kenya from 29 <sup>th</sup> to 30 <sup>th</sup> May 2025. (Prices should be Inclusive of all deliverables, Scope of Work and Term of Reference attached) Kindly give breakdown of equipment to be availed and number of personnel for the entire function.				
<u>Item No</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Rate</u>	<u>Total</u>
G	Provision of Livestreaming Service for the 1 <sup>st</sup> WEC Conference to be held from 29 <sup>th</sup> to 30 <sup>th</sup> May 2025.	1		
ADD VAT				
TOTAL				
TOTAL IN WORDS				

**SPECIAL NOTES:**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated below. IEK will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants/service company/vendors.

**Contact Information/Submission address:**

Chief Executive Officer

[ceo@iekenya.org](mailto:ceo@iekenya.org)

[procurement@iekenya.org](mailto:procurement@iekenya.org)

The Institution of Engineers of Kenya

Location: Top Plaza, Kindaruma Road, 1<sup>st</sup> floor room 11. P O Box 41346 – 00100 Nairobi

Tel: (+254) 2729326, (+254)2716922 Mobile: (+254) 721729363 Fax 2716922.

Website: [www.iekenya.org](http://www.iekenya.org)

## SUBMISSION FORMS

### FORM 1A: SUBMISSION FORM

[\_\_\_\_\_ *Date*]

Our Ref:

Chief Executive Officer,

The Institution of Engineers of Kenya,

P O Box 41346 - 00100,

Nairobi

Dear Madam,

**RE: RQP NO. IEK/WEC/01/2025**

**Provision of Livestreaming Service for the 1<sup>st</sup> Women Engineering Conference.**

I, the undersigned, offer to provide Livestreaming Service for The Institution of Engineers of Kenya in accordance with your Request for quotation dated \_\_\_\_\_  
[*Date*]. I hereby submit my Proposal.

My Proposal shall remain valid for 120 days after the submission date.

I understand you are not bound to accept any quotation that you receive.

We remain,

Yours sincerely,

\_\_\_\_\_  
[*Authorized Signature*]:

\_\_\_\_\_  
[*Name and Title of Signatory*]

\_\_\_\_\_  
[*Address:*]

**FORM 1C: FINANCIAL SUBMISSION FORM**

\_\_\_\_\_ [ Date]

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide Livestreaming services for (\_\_\_\_\_) [Title of consulting services] in accordance with your RFQ dated (\_\_\_\_\_) [Date]. My Financial Proposal is for the sum of (\_\_\_\_\_) [Amount in words and figures] inclusive of the taxes.

My Proposal shall remain valid for 120 days after the submission date.

I remain,

Yours sincerely,

\_\_\_\_\_ [Authorized Signature]

\_\_\_\_\_ [Name and Title of Signatory]:

\_\_\_\_\_ [Name of Firm]

\_\_\_\_\_ [Address]