



REQUEST FOR QUOTATIONS

1st WOMEN ENGINEERING CONFERENCE (IEK/WEC/03/2025)

Title:	Provision of Exhibition Booths and Tents
Type of Contract	Goods
Language of Notice	English
Deadline	16 th May 2025

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INSTITUTION OF ENGINEERS OF KENYA (IEK)

1st WEC CONFERENCE PROVISION OF EXHIBITION BOOTH AND TENTS TERMS OF REFERENCE (TOR)

1. INTRODUCTION

The Institution of Engineers of Kenya (IEK), is organizing the 1st Women Engineering Conference with the theme “*Engineering Excellence in Service Delivery*” to be held from the 29th May to 30th May 2025 at Naivasha Country Hotel Sawela Lodge. The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and cooperates 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.

2.0 OBJECTIVE

The goal of this RFQ is to select a vendor who will provide exhibition booths and tents to be used in the 1st WEC Conference.

3.0 SCOPE

The Institution of Kenya would like to request for provision of exhibition booths and tents as per the following specification.

Description	Quantity
1. 3m by 3m exhibition stand. Have a provision of dustbin and an extension power source in each Exhibition stand. Each exhibition will have provision of the exhibitor's name	15
2. Tents of size 10M by 10M to cover the booths	2

4.0. PAYMENT

The Service Provider will submit sum cost inclusive of Vat. Payment will only be done after delivery of the items to the satisfaction of the client and submission of the invoice.

5.0 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		
5.	Proof of previous work done. Kindly attach LSO/ links and any other evidence		
6.	Deadline for submission of the quotation is 16 th May 2025 before 1.00pm.		

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

6.0 TECHNICAL EVALUATION CRITERIA

Technical Evaluation		
2.	GENERAL REQUIREMENTS	
1.	Proof of work of similar magnitude undertaken in the last 4 years. Attach certified proven copies of certificate, letters of awards, LPOs/LSOs, picture of previous works done. (At least 4 proof of work) (MUST) <ul style="list-style-type: none"> • Provide LSO/award. • Provide recommendation letters. 	50
2.	Attachment of following documents; Proof of legal existence (certificate of registration/incorporation) valid business permit, valid tax compliance certificate from KRA, CR12 form	10
3.	Evidence of trained and experienced staff	10
4.	Financial Evaluation	30
Total		100

7.0 Financial Evaluation

	Details	Quantity Pcs	Unit Cost Incl. VAT (KES)	Total One-off Cost Incl. VAT (KES)
1.	3m by 3m exhibition stand. Each exhibition will have provision of the exhibitor's name	15		
2.	Tents of size 10M by 10M to cover the booths	2		
3.	Logistics and all extra cost related during the engagement.			

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 vendor.

SUBMISSION OF QUOTATION

IEK welcomes you to submit your quotation to procurement@iekenya.org by 16th May 2025 5.00pm.

The Institution of Engineers of Kenya

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

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

Website: www.iekenya.org

STANDARD FORMS

FORM 1A: FINANCIAL SUBMISSION FORM

[_____ Date]

Our Ref:

Chief Executive Officer,
The Institution of Engineers of Kenya,
P O Box 41346 - 00100,
Nairobi

Dear Madam,

RE: TENDER NO. IEK/WEC/03/2025

Supply and Delivery of Booths and Tents.

I, the undersigned, offer to provide booths and tents services for (_____) [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 understand you are not bound to accept any quotation that you receive.

We remain,

Yours sincerely,

[Authorized Signature]:

[Name and Title of Signatory]

[Address:]