



**THE INSTITUTION OF ENGINEERS OF KENYA**

**REQUEST FOR QUOTATION**

**IEK/WEC/02/2025**

<b>Project:</b>	<b>STAGE BRANDING</b>
Type of Contract	Stage Branding at 1 <sup>st</sup> WEC Conference
Language of Notice	English
Deadline	16 <sup>th</sup> May 2025

# INSTITUTION OF ENGINEERS OF KENYA (IEK)

## STAGE BRANDING

### 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 Stage branding Services for the 1<sup>st</sup> Women Engineering Conference in collaboration with the IEK Secretariat team and Planning and Logistics Team.

### SPECIFICATION FOR STAGE ITEMS

NO	DESCRIPTION	Qty	DESCRIPTION		
1.	Background LED Panels.		Side panel 24panel LED Screens (Length 3m Height 2m)	Middle panel 72panel LED Screens (Length 6m Height 3m)	Side panel 24panel LED Screens (Length 3m Height 2m)
2.	Stage Lights Moving Heads	4pcs			
3.	Par Can Lights	16pcs			
4.	Generator	1pc	50kVa to power LED screens and Livestreaming throughout the conference		

## 3. REPORTING REQUIREMENTS

- a) The Supplier shall be required to submit the works as per our agreement of engagement.
- b) There shall be a mandatory site visit at Naivasha Country Hotel Sawela Lodges before the beginning of the convention at the supplier's cost.
- c) The Convention date is 29<sup>th</sup> - 30<sup>th</sup> May 2025 and the set-up MUST be completed a day before start of the conference. (28<sup>th</sup> May 2025)

#### 4. 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 5 years' work experience.
- b) The Lead member must have demonstrable experience in leading and implementing similar works for at least four renowned clients. The service provider should demonstrate a similar experience i.e. have done Conferences/events. (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 stage branding and have experience.

#### 5. 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 <sup>th</sup> May 2025 before 1.00pm.		

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

## 6. 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 certificate, letters of awards, LPOs/LSOs, picture of previous works done. (At least 4 proof of work) (MUST) <ul style="list-style-type: none"><li>• Provide LSO/award.</li><li>• Provide recommendation letters.</li></ul>	50
<b>2.</b>	Attachment of following documents; Proof of legal existence (certificate of registration/incorporation) valid business permit, valid tax compliance certificate from KRA, CR12 form	10
<b>3.</b>	Evidence of trained and experienced staff	10
<b>4.</b>	Financial Evaluation	30
<b>Total</b>		<b>100</b>

## 7. FINANCIAL FORM.

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

NO	DESCRIPTION	Qty	Unit Price	Total Price Inc VAT
1.	Background LED Panels.			
2.	Moving Heads	4pcs		
3.	Par Can Lights	16pcs		
4.	Generator	1pc		
	TOTAL			

## **Tender award**

The tender shall be awarded to the consultant who scores at least 70% in the technical evaluation and has the lowest evaluated tender price.

### **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.

Submission of bids can be shared through [procurement@iekenya.org](mailto:procurement@iekenya.org)

### **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

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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/02/2024**

**Provision of Stage Branding Service for the 1<sup>st</sup> WEC Convention Institution of Engineers of Kenya.**

I, the undersigned, offer to provide Stage Branding service for The Institution of Engineers of Kenya in accordance with your Request for proposal 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 Stage Branding services for (\_\_\_\_\_) [ Services] in accordance with your RFP 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]

