



THE INSTITUTION OF ENGINEERS OF KENYA

REQUEST FOR QUOTATION

IEK/IC/04/2025

Project:	STAGE BRANDING
Type of Contract	Stage Branding at 32 nd IEK Convention
Language of Notice	English
Deadline	22 nd September 2025

INSTITUTION OF ENGINEERS OF KENYA (IEK)

STAGE BRANDING

1. INTRODUCTION

The **Institution of Engineers of Kenya (IEK)**, founded in 1972, is the national body that promotes engineering excellence and contributes to the sustainable development of Kenya. IEK is committed to advancing the engineering profession through knowledge sharing, networking, and policy advocacy.

As part of its annual programming, IEK will host its **32nd Annual International Convention** from **25th to 28th November 2025** at **PrideInn Paradise Beach Resort Convention Centre and Spa, Mombasa**.



The theme of the 2025 convention is: “**Engineering the Future: The Roadmap for Kenya**” **The 4th Future Leaders’ Summit**, targeting early-career engineers and engineering students, will be held on the **25th of November 2025**, as part of the convention's opening day program.


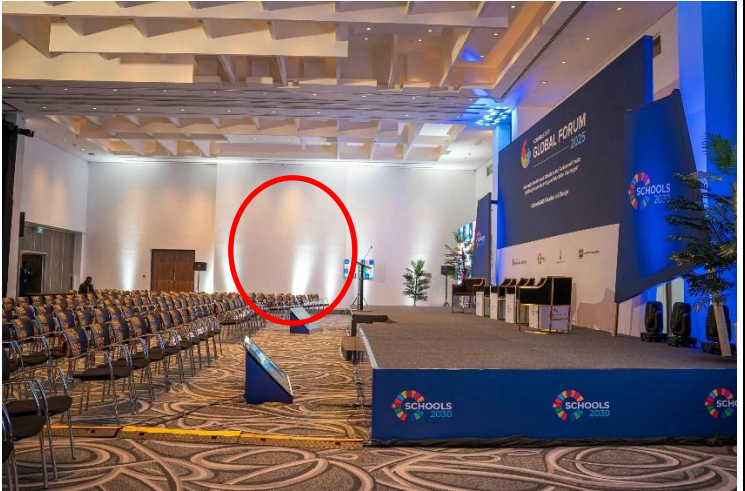
The convention will bring together engineers, policy makers, development partners, industry leaders, academia, and engineering students from Kenya and beyond.



2. OBJECTIVE

The objective of this Terms of Reference (TOR) is **to define the technical specifications, service expectations, and evaluation framework** for selecting a qualified vendor to deliver signature convention stage branding services for the 32nd IEK Convention. This is aimed at ensuring the stage embodies IEK's stature and convention theme, supports seamless plenaries/keynotes, and meets technical standards - through close collaboration with the IEK Secretariat and Convention Logistics Team.

SPECIFICATION FOR STAGE ITEMS

NO	DESCRIPTION	Qty	SAMPLE/IMAGE
STAGE SETUP			
1.	Fabrication and installation of 10m x 3m raised stage platform, stage carpeting in a color that complements the overall branding	1	
BRANDING & DISPLAY			
2.	Install 3D illuminated letters reading '32 nd IEK Convention'.	1	 <p style="text-align: center;">#32nd IEK Convention Realistic Artwork</p>
3.	<p>Background LED Panels for stage branding. To include high-resolution LED Screens.</p> <p>2 Side panels and 1 Middle panel</p> <p>48panel LED Screens 96panel LED Screens 48panel LED Screens</p>	1	

4.	<p>Install an LED Screen of 4M x 3M No of panels: 48 (Room 2)</p>	1	
5.	<p>Downstage confidence monitors of full HD 55 inch each to be placed discreetly on the front edge of the stage</p>	2	
STAGE LIGHTING			
6.	<p>Provide and install the following items: 4 Moving head 16 par can lights 2 spotlights</p>		

PANEL DISCUSSION SETUP			
7.	Executive Seats	6	
8.	Branded utility stools of comfortable height relative to the executive seats	5	
POWER			
9.	Provide 150kVa generator to power the LED Screens, PA System and Livestreaming.		

3. REPORTING REQUIREMENTS

- The Supplier shall be required to submit the works as per our agreement of engagement.
- There shall be a mandatory site visit to PrideInn Paradise Hotel Mombasa before the beginning of the convention at the supplier's cost.
- The Convention date is 25th to 28th November 2025 and the set-up MUST be complete by Sunday 23rd November 2025 to enable enough dry runs.

4. EXPERTISE REQUIRED

The service provider shall deploy qualified and experienced personnel to effectively undertake the assignment. The following qualifications and competencies are required:

- a) The team lead must be a seasoned professional with a minimum of five (5) years of experience in event branding and production.
- b) The lead must demonstrate a proven track record in successfully leading and implementing similar assignments for at least four (4) reputable clients. The service provider must also demonstrate experience in handling large-scale conferences or high-profile events. Documentary evidence (e.g. portfolio of previous work, client testimonials, or reference letters) must be provided.
- c) The service provider must have an adequately staffed team, composed of well-trained and competent personnel, capable of delivering all aspects of the assignment efficiently and professionally.
- d) The service provider must possess comprehensive knowledge and practical experience in stage branding, lighting, and AV integration for corporate or professional events.

5. 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 inclusive of VAT
STAGE SETUP				
1.	Fabrication and installation of 10m x 3m raised stage platform, stage carpeting in a color that complements the overall branding.	1		
BRANDING & DISPLAY				
2.	Install 3D illuminated letters reading '32 nd IEK Convention'.	1		
3.	Background LED Panels for stage branding. To include high-resolution LED Screens. 2 Side panels and 1 Middle panel	1		

	48panel LED Screens 96panel LED Screens 48panel LED Screens			
4.	Install an LED Screen of 4M x 3M No of panels: 48 (Room 2)	1		
5.	Downstage confidence monitors of full HD 55 inch each to be placed discreetly on the front edge of the stage	2		
STAGE LIGHTING				
6.	Provide and install the following items: 4 Moving head 16 par can lights 2 spotlights			
PANEL DISCUSSION SETUP				
7.	Executive Seats	6		
8.	Branded utility stools of comfortable height relative to the executive seats	5		
9.	Provide 100kVa generator to power the LEDS and Livestreaming throughout.	1		
TOTAL PRICE INCLUSIVE OF VAT				

PAYMENT TERMS.

The Institution operates on a 30day credit payment term counted from the date of receipt of invoice and confirmation of satisfactory delivery of service or goods.

No advance payment shall be made unless expressly agreed in writing and a payment guarantee is made by the supplier

Basis for award

The award shall be made based on the Lowest Price Technically Acceptable (LPTA) selection method. The contract will be awarded to the vendor offering the lowest evaluated price, provided they score 70% or higher in technical evaluation.

6. 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 of four (4) previously completed assignments of similar nature.		
6.	Deadline for submission of the quotation is 22 nd September 2025 before COB.		

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

7. 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 5 proof of work) (MUST) <ul style="list-style-type: none">• Provide LSO/award.• Provide recommendation letters.	50
2.	Evidence of trained and experienced staff	20
3.	Financial Evaluation	30
Total		100

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

procurement@iekenya.org

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

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: RFP NO. IEK/IC/04/2025

Provision of Stage Branding Service for the 32nd IEK 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]