



REQUEST FOR QUOTATIONS

32nd IEK INTERNATIONAL CONVENTION

Title:	Provision of Exhibition Booths and Tents
RFQ No	IEK/IC/06/2025
Type of Contract	Goods & Service
Language of Notice	English
Deadline	22 nd September 2025

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INSTITUTION OF ENGINEERS OF KENYA (IEK)

32nd IEK INTERNATIONAL CONVENTION PROVISION OF EXHIBITION BOOTH AND TENTS TERMS OF REFERENCE (TOR)

1.0 INTRODUCTION

The Institution of Engineers of Kenya will hold its 32nd Annual International Convention from **25th November – 28th November 2025** at **Pride Inn Paradise Beach Resort Convention Centre and Spa in Mombasa**. The theme of the convention is ‘**Engineering the future: The roadmap for Kenya**’.

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 **4th Future Leaders’ Summit** will be held on the **25th November 2025** during the first day of the convention.

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 32nd IEK International Convention.

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, extension power source, fascia board with the exhibitor’s name, in each Exhibition stand.	60
2. Registration booth for the secretariat tents 10m by 3m	1
3. Registration tent 10m by 10m	1

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 Financial Evaluation

S/NO	Details	Quantity Pcs	Unit Cost Incl. VAT (KES)	Total One -off Cost Incl. (KES) VAT
1.	3m by 3m exhibition stand. Each exhibition will have provision of the exhibitor's name	60		
2.	Registration booth for the secretariat tents 10m by 3m	1		
3.	Registration tent 10m by 10m	1		
4.	Logistics and all extra cost related during the engagement.			

6.0 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

EVALUATION CRITERIA

7.1 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.	Deadline for submission of the quotation is 22 nd September 2025 before COB.		

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

7.2 TECHNICAL EVALUATION

Technical Evaluation

2.	GENERAL REQUIREMENTS	
1.	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 5 proof of work)	50
2.	Evidence of Lead Person Experience, trained and experienced staff.	20
3.	Financial Evaluation	30

Total

100

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 ceo@iekenya.org and cc procurement@iekenya.org by 22nd September 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/IC/06/2025

Supply and Delivery of Booths and Tents.

I, the undersigned, offer to provide the Booths and Tents for the 32nd IEK International Convention in accordance with your Request for Quotation dated _____[Date] and my Proposal. I hereby submit my Quotation.

S/NO	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	60		
2.	Registration booth for the secretariat tents 10m by 3m	1		
3.	Registration tent 10m by 10m	1		
4.	Logistics and all extra cost related during the engagement.			

My Proposal shall remain valid for 120days 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:]*