



THE INSTITUTION OF ENGINEERS OF KENYA

REQUEST FOR QUOTATION

IEK/IC/05/2025

Project:	PUBLIC ADDRESS SYSTEM
Type of Contract	Sound System at 32 nd IEK Convention
Language of Notice	English
Deadline	22 nd September 2025

INSTITUTION OF ENGINEERS OF KENYA (IEK)
PUBLIC ADDRESS SYSTEM

1. 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 **4th Future Leaders’ Summit** will be held on the **25th November 2025** during the first day of the convention

2. OBJECTIVE

The objective of these Terms of Reference (TOR) is to establish the selection criteria for vendors providing Public Address Sound System for the 32nd IEK International Convention in collaboration with the IEK Secretariat team and Convention Planning and Logistics Team.

3. SCOPE OF WORK

To provide complete AV/Sound technical equipment and services for 32nd IEK Convention 2025.

The event will be held at PrideInn Paradise Hotel, Mombasa.

2 Main Room

1 Breakaway room

8 cordless mics

2 Goose mics

The provider should also be able to work closely with the livestreaming team and the entertainment band for a flawless technical execution of the event. Services must include technicians for setup, operation, and tear down, all sound equipment after the event. Provider must be able to set-up and properly test all sound equipment and synchronize with hotel equipment in place and that of other teams before the start of the event.

Estimated event attendance is 1500-2000 pax.

4. 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 PrideInn Paradise Hotel Mombasa before the beginning of the convention at the suppliers cost.
- c) The Convention date is **25th November – 28th November 2025** and the set-up MUST be complete by **Sunday 23rd November 2025**.

5. 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. The service provider should demonstrate a similar experience i.e. have done Conferences/events. (Evidence of previous work.)
- 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.

6. FINANCIAL FORM.

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

7. 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 22 nd September 2025 before COB.		

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

8. 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

9. FINANCIAL FORM.

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

Provision of Public Address System, at 32 nd IEK International Convention to be held at PrideInn Paradise Hotel & Spa, Mombasa Kenya from 25 th Nov to 28 th November 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.				
Item No	Item Description	Qty	Unit Rate	Total Inc Vat
G	Provision of Public Address System for the 32 nd IEK International Convention to be held from 25 th Nov to 28 th 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

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