



REQUEST FOR QUOTATION

AUDIOVISUAL SERVICES (IEK/IC/03/2026)

Title:	Audiovisual Services
Type of Contract	Service
Language of Notice	English
Deadline	30 th October 2026

INSTITUTION OF ENGINEERS OF KENYA (IEK)

TERMS OF REFERENCE (TOR)

PROVISION OF AUDIOVISUAL SERVICES (LIVESTREAMING, VIDEOGRAPHY & PUBLIC ADDRESS SOUND SYSTEM) AT THE 33RD IEK INTERNATIONAL CONVENTION

1. INTRODUCTION

The Institution of Engineers of Kenya (IEK) will hold its 33rd Annual International Convention from 24th November – 27th November 2026 at Pride Inn Paradise Beach Resort Convention Centre and Spa in Mombasa. The theme of the convention is "Intelligent Systems for Accelerated and Sustainable Growth".

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 5th Future Leaders' Summit will be held on 24th November 2026 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 Integrated Audiovisual Services comprising, livestreaming and videography services and public address sound system services for the 33rd IEK International Convention in collaboration with the IEK Secretariat team and Convention Planning and Logistics Team.

The users of the platform will be members of the Institution of Engineers of Kenya, engineering professionals from other countries, civil society, partners, professionals, and the public. Estimated event attendance is 1,500 – 2,000 pax.

3. SCOPE OF WORK

The selected vendor will collaborate with IEK to provide services and is REQUIRED to meet the following requirements:

A. General Requirements (Applicable to All Services)

1. The service provider is expected to be at the venue and have all equipment in great working condition at least 2 days before the start of the convention.
2. The service provider is expected to set up and be ready for testing at least 3 hours before the day's session start time.
3. The testing of the equipment must be conducted and approved by IEK officials no later than 1 day before the Convention begins.

4. The service provider is expected to conduct at least 2 dry runs before the sessions start time. The test and dry runs must be confirmed by the IEK Secretariat and Convention Committee in charge.
5. The service provider is required to conduct a site visit two weeks before the convention and submit reports of their findings and what is to be executed before the convention starts.
6. The service provider should also be available for meetings with the IEK Secretariat and the Events Planning team as requested to plan for a flawless execution of the event.
7. The service provider must ensure they have all event materials including Program PowerPoint presentations, program speakers' details, program videos, IEK branding and marketing media no later than two hours before the event begins.
8. The service provider must ensure that graphics, such as holding slides, lower thirds, name tags, PowerPoint presentations, program speakers' details and picture-in-picture, are appropriately labelled and displayed at the right time during the speaker's presentations.
9. The service provider must work closely with all other technical teams (including the entertainment band) for a flawless technical execution of the event.
10. Services must include technicians for setup, operation, and tear down of all equipment after the event.
11. The chosen supplier will be expected to provide a detailed work plan to IEK that outlines the activities to be carried out before, during, and after the convention.
12. The service provider must possess a comprehensive knowledge of the livestreaming platform and sound reinforcement systems.

B. Livestreaming & Videography Specific Requirements

1. Offer live streaming services to broadcast the whole convention for virtual attendee viewing and provide a recording of the event.
2. If there are multiple sessions, the service provider must demonstrate the capability to stream all sessions on the program, utilizing additional setups as necessary.
3. Provide a dedicated internet connection for the production team to prevent buffering and ensure the quality of the livestream is maintained.
4. The equipment must be synchronized with the displays on both virtual and physical locations, and the personnel operating the equipment must have knowledge of the display connection processes and procedures.

5. Ability to flawlessly follow the program, line up both virtual and physically present speakers, and switch between them without any transmission losses or mishaps.
6. The service includes up to 10 hours of online streaming media per day, a digital recording of the entire session, and a real-time online interface for live Q&A.
7. The service provider must be capable of creating graphics and short video clips for the event, incorporating the IEK logo and other relevant information. These materials must be approved by the IEK officials before the event.
8. The video must be in Full HD with a resolution of 1920 pixels by 1080 pixels and in the MOV format.
9. The service provider must ensure that the livestream includes audio, presentations, pre-recorded videos, and any additional information.
10. The team is responsible for providing a live broadcast of the entire event with clear and high-quality audio transmission. The virtual participants must be audible to the live audience and visible on the screens. The live stream branding must include IEK logo, Convention Logos, event name, location, brand colours, banners, scrolling tickers, name tags, overlays, backgrounds, and session details such as the name of speakers and the topics of discussion.
11. The service provider is required to submit the unedited footage of the event recording latest 3 days after the convention.
12. The service provider must deliver a final edited copy of the recorded webcast(s) to IEK for publication on IEK's YouTube channel and website 30 days after the event.

C. Public Address Sound System Specific Requirements

1. Provide complete AV/Sound technical equipment and services for the 33rd IEK Convention 2026.
2. The 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 event.
3. The provider must ensure that the sound system covers the main plenary hall with clear and intelligible audio for all attendees.
4. The sound system will be set up at Eco Ball room that will accommodate the overflow of 1200 pax and 3 other breakaway rooms.
5. The sound system must support the following minimum requirements:
 - 6 cordless mics
 - 2 Goose mics at the main room
6. The setup MUST be complete by Sunday 23rd November 2026.

4. PERSONNEL, LIVE STREAMING, VIDEOGRAPHY & SOUND EQUIPMENT

A. Livestreaming & Videography Equipment

Item	Qty	Description
Camera shoot	6 (Minimum)	(2 Main Camera, 2 B-roll Cameras, 2 Extra Cameras for breakout rooms). Main Camera fitted with directional microphone for loud and clear sound output.
Visual Mixer	3	ATEM 2 M/E with Motion Graphics and Lower thirds
Talk balks	3 (Minimum)	To facilitate easy communication. 3 set should be handed over to IEK team
Laptops/desktop	3 (Minimum)	Laptops should be operating effectively to support live streaming.
Internet	3 (Minimum)	Guaranteed Internet Speed of 40Mbps to ensure reliable bonding during the event.
Team (Main Convention)	7 (Minimum)	The team should consist of three camera personnel, a director of videography, and an additional crew supervisor to oversee and ensure the smooth flow of the event.
Team (Per Breakout Session)	2 (Minimum)	The team should consist of camera personnel and a director of videography. (An additional crew supervisor to oversee and ensure the smooth flow of the event for all sessions).
Live streaming accessories (Per Breakout Session)	-	Web presenter/LiveU/Yolobox/TVU's/Declink/Atem Uniso gadgets, HDMI or SDI cables for connections, converters, and splitters. Note: We no longer accept

Item	Qty	Description
		the use of sound cards for bonding due to their limited quality and stability.

B. Sound System Equipment

The service provider shall provide a complete Public Address Sound System suitable for an audience of 1,500 – 2,000 pax in the main plenary hall, as well as adequate sound reinforcement for breakout rooms. The provider must ensure:

- Clear and intelligible audio coverage throughout the venue.
- Adequate microphone inventory (minimum 6 cordless mics for breakaway rooms and 2 goose mics).
- Professional-grade mixing consoles, speakers, amplifiers, and monitoring systems.
- Backup equipment to ensure redundancy in case of equipment failure.

5. DELIVERABLES

Deliverables for audiovisual services during IEK convention may include:

- A high-quality live stream of the event with clear and audible audio transmission.
- Detailed work plan outlining the activities to be carried out before, during, and after the Convention.
- Professional videography of the event 1920x1080p Full HD.
- Video recording of the entire event, including keynote speeches, program sessions, and any other relevant content.
- Final edited copy of recorded webcast(s) published on IEK's YouTube channel and website after the Convention.
- Raw footage of the recording of the Convention.
- At least two dry runs and one site visit with a report signed and certified by the IEK Secretariat in charge.
- Full Public Address Sound System setup, operation, and tear down.
- Sound system technical report.

The final report for audiovisual services provided during IEK events should include technical specifications, feedback and reviews, challenges encountered and their solutions, livestreaming statistics, and a summary of deliverables.

The service provider is encouraged to propose any value-added services, innovations or approaches that may enhance the quality, efficiency or sustainability of the assignment. Indicate any extra benefits you can offer beyond the stated requirement which may be considered during evaluation as non-financial benefit.

6. REPORTING REQUIREMENTS

The Supplier shall be required to submit the works as per our agreement of engagement.

- 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 supplier's cost.
- c) The Convention date is 24th November – 27th November 2026 and the setup MUST be complete by Monday 23rd November 2026.
- d) You shall do livestreaming for our Media Launch event slated for 5th November 2026 in Nairobi. The media launch event is organized by IEK and it will formally announce about the 33rd IEK Convention to stakeholders, public/government institutions (both national and county), consultancies, contractors, educators, designers, manufacturers, private institutions and other persons interested in engineering.

7. 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 8 years' work experience.
- b) Support team members must be experienced professionals with over 5 years' work experience.
- c) The Lead member must have demonstrable experience in leading and implementing similar works for at least three renowned clients. The service provider should demonstrate similar experience i.e., have done Conference livestreaming and sound for about 1,500 – 2,000 pax. (Evidence of previous work undertaken or testimonials is required).
- d) The Service Provider must have enough well-trained staff to carry out the assignment.

e) The service provider must have sufficient knowledge about livestreaming platforms, videography, and sound reinforcement systems and have experience with using them.

8. FINANCIAL FORM

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

Provision of Audiovisual Services (Livestreaming, Videography & Public Address Sound System) at 33rd IEK International Convention to be held at PrideInn Paradise Hotel & Spa, Mombasa Kenya from 24th Nov to 27th November 2026. (Prices should be Inclusive of all deliverables, Scope of Work and Terms 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
1	Provision of Livestreaming & Videography Services			
2	Provision of Public Address Sound System			
	ADD VAT			
	TOTAL			
	TOTAL IN WORDS			

9. MANDATORY CRITERIA

Bidders should submit copies of the following documents as indicated below.

S/No.	REQUIREMENTS	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 30 th October 2026 COB.		

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

10. TECHNICAL EVALUATION CRITERIA

	Technical Evaluation	Points
1.	Proof of work of similar magnitude undertaken in the last 4 years. Attach certified proven copies of completion certificates, letters of awards, LPOs/LSOs. (At least 4 proof of work)	35

	Technical Evaluation	Points
2.	Methodology and approach on how to undertake the assignment	15
2.	CV of Lead Person Experience.	10
3.	Evidence of trained and experienced staff	10
4.	Financial Evaluation	30
	Total	100

11.CLARIFICATIONS

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 service providers.

Contact Information:

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.

Email: ceo@iekenya.org Website: www.iekenya.org

Website: www.iekenya.org

AUDIOVISUAL SERVICES RISK ASSESSMENT & CONTINGENCY PLAN

Provider Completion and IEK Verification Form

Service Provider / Company		Contract / RFQ No.	IEK/IC/03/2026
Lead Technical Person		Telephone / Email	
Event	33rd IEK International Convention	Venue	PrideInn Paradise Beach Resort, Mombasa
Event Dates	24-27 November 2026	Setup Completion	23 November 2026
Provider Risk Assessment Date		Version No.	
IEK Reviewer		Review Date	

Purpose and Provider Instructions

This form is to be completed by the successful audiovisual service provider during onboarding and submitted to IEK for review and approval.

The provider shall identify credible risks, assess likelihood and impact, state the preventive controls already in place, and provide a practical contingency response for each material risk.

Responses must be specific to the proposed equipment, personnel, connectivity arrangements and operating procedures for the Convention. Generic statements such as “we will resolve the issue” should not be used.

Where a risk depends on backup equipment, internet connectivity, power, personnel or another external service, the provider shall identify the backup arrangement and explain how it will be activated.

The provider shall attach supporting evidence where applicable, including equipment lists, internet test results, site survey findings, test reports, photographs, configuration records, contact lists and dry-run results.

Risk Rating Method

Likelihood Score	Description	Provider Guidance
1 - Rare	Highly unlikely to occur	Exceptional circumstance
2 - Unlikely	Could occur but not expected	Limited possibility
3 - Possible	Could occur during the assignment	Credible risk
4 - Likely	Expected to occur at some point	High probability
5 - Almost Certain	Expected to occur frequently	Very high probability

Impact Score	Description	Provider Guidance
1 - Insignificant	No material effect on service	No/minimal disruption
2 - Minor	Limited disruption	Easily corrected
3 - Moderate	Noticeable service disruption	May affect a session
4 - Major	Significant disruption	Could materially affect event delivery
5 - Critical	Major failure of a key service	Could stop livestream/audio/recording or materially affect Convention

Risk Score = Likelihood × Impact. Provider should use: 1-4 Low; 5-9 Medium; 10-16 High; 17-25 Critical.

A. PROVIDER RISK ASSESSMENT MATRIX

N o.	Risk / Failure Scenario	Likelihood 1-5	Impact 1-5	Risk Score	Provider Preventive Controls / Mitigation	Continuity / Recovery Response	Responsible Person	Evidence / Record to be Provided	IEK Verification / Comments
1	Primary internet outage								

N o.	Risk / Failure Scenario	Likeli hood 1-5	Im pac t 1-5	Ri sk Sc ore	Provi der Preve ntive Contr ols/ Mitig ation	Contin gency/ Recove ry Respo nse	Respo nsible Person	Evid ence / Reco rd to be Prov ided	IEK Verific ation/ Comm ents
	affecting livestream								
2	Backup/seco ndary internet connection fails or is unavailable								
3	Internet bandwidth falls below required level / severe latency or packet loss								
4	Streaming encoder / streaming platform failure								
5	Camera failure during plenary or breakout session								
6	Video mixer / switcher failure								
7	Streaming laptop / production computer failure								
8	Power outage affecting AV equipment								
9	Power surge / unstable								

N o.	Risk / Failure Scenario	Likelihood 1-5	Impact 1-5	Risk Score	Provider Preventive Controls / Mitigation	Contingency / Recovery Response	Responsible Person	Evidence / Record to be Provided	IEK Verification / Comments
	power damages or disrupts equipment								
10	Microphone failure or battery failure								
11	Wireless microphone interference / RF conflict								
12	PA mixer / amplifier / speaker failure								
13	Cable, HDMI, SDI, converter or splitter failure								
14	Loss of livestream audio								
15	Loss of livestream video / programme output								
16	Recording failure or recording device/storage failure								
17	Loss/corruption of recorded footage								
18	Presentation laptop /								

N o.	Risk / Failure Scenario	Likeli hood 1-5	Im pac t 1-5	Ri sk Sc ore	Provi der Preve ntive Contr ols/ Mitig ation	Contin gency / Recove ry Respo nse	Respo nsible Person	Evid ence / Reco rd to be Prov ided	IEK Verific ation/ Comm ents
	presentation content failure								
1 9	Incorrect presentation, video, graphics or lower-third displayed								
2 0	Breakout- room AV/sound/st reaming equipment failure								
2 1	Insufficient technical personnel / technician unavailable								
2 2	Failure of talkback / communicati on system between technical teams								
2 3	Equipment delivery or setup delay								
2 4	Conflict/inco mpatibility with hotel or other technical equipment								
2 5	Poor sound coverage /								

N o.	Risk / Failure Scenario	Likelihood 1-5	Impact 1-5	Risk Score	Provider Preventive Controls / Mitigation	Contingency / Recovery Response	Responsible Person	Evidence / Record to be Provided	IEK Verification / Comments
	intelligibility in plenary or breakout rooms								
26	Failure to complete testing / dry runs successfully								
27	Livestream interruption not restored within acceptable time								
28	Failure to deliver raw footage within agreed timeline								
29	Failure to deliver final edited webcast within agreed timeline								
30	Other provider-identified material risk (specify)								

B. CRITICAL BUSINESS CONTINUITY / FAILOVER DETAILS

Control Area	Provider Response / Arrangement	Evidence Attached / Reference	IEK Comments / Approval
Primary internet connection – provider, bandwidth, connection type and monitoring method	Provider response: _____ _____ _____ _____	Evidence / document: _____ _____ _____	IEK comments: _____ _____ _____
Secondary/back up internet – provider, bandwidth, connection type and independence from primary	Provider response: _____ _____ _____ _____	Evidence / document: _____ _____ _____	IEK comments: _____ _____ _____
Internet failover – exact procedure and estimated recovery time	Provider response: _____ _____ _____ _____	Evidence / document: _____ _____ _____	IEK comments: _____ _____ _____
Streaming/encoding backup – standby device/equipment and	Provider response: _____ _____ _____ _____	Evidence / document: _____ _____ _____	IEK comments: _____ _____ _____

Control Area	Provider Response / Arrangement	Evidence Attached / Reference	IEK Comments / Approval
activation procedure			
Camera redundancy - spare/alternative cameras and replacement procedure	Provider response: _____ _____ _____ _____	Evidence / document: _____ _____ _____	IEK comments: _____ _____ _____
Audio redundancy - spare microphones, mixer/amplifier/speaker arrangements	Provider response: _____ _____ _____ _____	Evidence / document: _____ _____ _____	IEK comments: _____ _____ _____
Power continuity - UPS/generator/other backup arrangement for critical AV equipment	Provider response: _____ _____ _____ _____	Evidence / document: _____ _____ _____	IEK comments: _____ _____ _____
Recording redundancy - primary	Provider response: _____ _____	Evidence / document: _____ _____ _____	IEK comments: _____ _____ _____

Control Area	Provider Response / Arrangement	Evidence Attached / Reference	IEK Comments / Approval
and backup recording method/ storage	<div></div> <div></div> <div></div>		
Technical personnel backup - standby technicians and escalation contacts	Provider response: <div></div> <div></div> <div></div> <div></div> <div></div>	Evidence / document: <div></div> <div></div> <div></div>	IEK comments: <div></div> <div></div> <div></div>
Communication backup - talkback and alternative communication method	Provider response: <div></div> <div></div> <div></div> <div></div> <div></div>	Evidence / document: <div></div> <div></div> <div></div>	IEK comments: <div></div> <div></div> <div></div>
Critical spare parts - cables, converters, batteries, adapters, storage media etc.	Provider response: <div></div> <div></div> <div></div> <div></div> <div></div>	Evidence / document: <div></div> <div></div> <div></div>	IEK comments: <div></div> <div></div> <div></div>
Emergency escalation - provider management contact and IEK	Provider response: <div></div> <div></div> <div></div> <div></div> <div></div>	Evidence / document: <div></div> <div></div> <div></div>	IEK comments: <div></div> <div></div> <div></div>

Date/ Time	Sess ion/ Loca tion	Equi pment/ Asset	Failu re/ Sym ptom	Imme diate Actio n	Bac kup Use d	Dow ntim e	Ser vic e Im pac t	Ro ot Ca use	Corr ectiv e Actio n	IEK Acknowle dgement

E. PRE-EVENT RISK CONTROL & READINESS SIGN-OFF

Control / Test	Provider Status (Yes/No/N/A)	Evidence / Referenc e	Provide r Initials	IEK Verificatio n / Initials
Site visit completed and technical findings documented				
All equipment available at venue at least two days before Convention				
Primary internet tested				
Backup internet tested				
Internet failover successfully demonstrated				
All cameras tested				
Backup cameras tested				
Streaming computers/laptops tested				
Backup streaming/encoding arrangement tested				
PA/sound system tested throughout venue				
Microphones and spare microphones tested				

Control / Test	Provider Status (Yes/No/N/A)	Evidence / Reference	Provider Initials	IEK Verification / Initials
Power/UPS/backup power arrangement tested				
Recording and backup recording tested				
Talkback/ technical communication tested				
Breakout-room equipment tested				
Programme presentations/videos/graphics loaded and verified				
Dry Run 1 completed				
Dry Run 2 completed				
Incident escalation contacts confirmed				
IEK approval obtained before live event				

F. PROVIDER DECLARATION

I/We confirm that the risks identified in this assessment are based on the proposed delivery of audiovisual, livestreaming, videography and public address services for the 33rd IEK International Convention. I/We confirm that the preventive controls and contingency arrangements stated above are available, practicable and will be implemented by the service provider. I/We further undertake to immediately notify IEK of any material incident that may affect livestreaming, recording, sound, video, power, connectivity or other agreed deliverables and to maintain an incident record showing the action taken and recovery time.

Provider Name		Lead Technical Person	
Signature		Date	
IEK Representative		Signature	
IEK Approval Date		Risk Assessment Version	

IEK Reference: RFQ IEK/IC/03/2026 – Provision of Audiovisual Services (Livestreaming, Videography & Public Address Sound System).

Source basis: IEK Terms of Reference for the 33rd IEK International Convention, 24–27 November 2026, PrideInn Paradise Beach Resort Convention Centre and Spa, Mombasa.

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/03/2026 - Provision of Audiovisual Services (Livestreaming, Videography & Public Address Sound System)

I, the undersigned, offer to provide Audiovisual Services for The Institution of Engineers of Kenya in accordance with your Request for Quotation dated _____. 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]

[Name of Firm]

[Address]

FORM 1C: FINANCIAL SUBMISSION FORM

To: [Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide Audiovisual Services (Livestreaming, Videography & Public Address Sound System) for the 33rd IEK International Convention in accordance with your RFQ dated _____. 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.

Yours sincerely,

[Authorized Signature]

[Name and Title of Signatory]

[Name of Firm]

[Address]