



THE INSTITUTION OF ENGINEERS OF KENYA

REQUEST FOR QUOTATION

IEK/RFQ/IC/06/2026

ADDENDUM

Project:	USHERING SERVICE
Type of Contract	Ushering at 33 rd IEK Convention
Language of Notice	English
Deadline	27 th October 2026

INSTITUTION OF ENGINEERS OF KENYA (IEK)

PROVISION OF USHERING SERVICES

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 **33rd Annual International Convention** from **24th to 27th November 2026** at **PrideInn Paradise Beach Resort Convention Centre and Spa, Mombasa**.

The theme of the 2026 convention is: **“Intelligent Systems for Accelerated and Sustainable Growth”**

The 4th Future Leaders’ Summit, targeting early-career engineers and engineering students, will be held on the **24th November 2026**, 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 specifications, service expectations, and evaluation framework for selecting a qualified vendor to deliver Ushering Services for the 33rd IEK Convention. The main purpose of the ushering role shall be to welcome the guests and assist them with registration, mealtime event flow and any other enquiries. The scope shall entail all the Convention guests except those deemed to be VIP and VVIP, which shall be handled by the IEK Council through close collaboration with the IEK Secretariat and Convention Logistics Team.

The Institution of Engineers of Kenya (IEK) will engage five (5) professional ushers to complement the Institution's volunteer ushers drawn from its membership.

The five (5) professional ushers shall work jointly with the IEK ushers, providing professional event-hosting expertise, guidance on protocol and guest management and supporting the delivery of a seamless and high-quality event experience and bringing professional event hosting expertise and best practices.

3. ROLES & RESPONSIBILITIES

SNO.	ROLE	TASKS	KPIs
1	Guest Welcoming & Registration	i. Welcome the guests cheerfully and professionally ii. Provide direction to the registration desk iii. Issue event tags at the registration desk iv. Assist with any other enquiries v. Help in issuance of giveaway merchandise.	
2	Convention Traffic Flow	i. Assist with flow into and out of event rooms ii. Assist with directions to meal points and tea stations iii. Issuance of meal cards iv. Offer any information on requested needs in consultation with Supervisors v. Reservation of dinner tables and participation during the gala dinner.	

3	Communication and Feedback	i. Report any health, safety and security matters to the supervisors ii. Report on any feedback received from attendees	
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4. REPORTING REQUIREMENTS

- a) The Supplier shall be required to submit the works as per our agreement of engagement.
- b) The Convention date is 24th to 27th November 2026. A tentative program is as follows
 - i. On Monday, 23rd November 2026- arrival at the venue for instructions and assist in issuing of name tags and any other document required.
 - ii. On Tuesday, 24th November 2026, the 1st day of the convention will have the 5th Future Leaders Summit. You shall usher in guests, assisting in issuing of meal cards.
 - iii. On Wednesday, 25th November 2026 will be the official opening ceremony of the Convention. Ushering in guests, assisting in issuing of meal cards, guiding members to break out rooms, guiding members to vehicles for site visits.
 - iv. On Thursday 26th November 2026 will be day 3 of the Convention. The activities as the previous day. Later in the evening, we will be having the gala dinner that will start from 7.00PM till late in the evening. There will be various activities during the dinner including award ceremony where the ushers will be expected to assist.
 - v. On Friday 27th November 2026 will be the 4th and final day of the convention. The activities on this day are as per the

previous day and also there will be issuing of giveaway merchandise to the delegates. The closing ceremony will end by 2.00PM.

The five (5) professional ushers will be integrated by IEK ushers to ensure smooth running of the convention. You will be required to have different dress code on different days as guided by the IEK Contact person.

5. 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 handling of event of similar magnitude.
- b) The lead must demonstrate a proven track record in successfully leading and implementing similar assignments for at least three (3) reputable clients. The service provider must also demonstrate experience in handling large-scale conferences or high-profile events. Proof 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.

6. FINANCIAL FORM.

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

S/NO	Details	No	Unit Cost Incl. VAT (KES)	Total One -off Cost Incl. (KES) VAT
1.	Provision of 5 professional ushers. The engagement will start from 23 rd – 27 th November 2026 as per the TOR	5		

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

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 of four (4) previously completed assignments of similar nature.		
6.	Deadline for submission of the quotation is 27 th October 2026 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) • Provide LSO/award. • Provide recommendation letters.	40
2.	Evidence of trained and experienced staff (Attach certificate and all relevant documents as proof) Lead usher must confirm experience in handling event of similar magnitude.	30
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/RFQ/IC/06/2026

Provision of Ushering Service for the 33rd IEK Convention Institution of Engineers of Kenya.

I, the undersigned, offer to provide Ushering services 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 Ushering services for (_____) [Services] in accordance with your RFQ 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]