

COMMUNICATIONS AUTHORITY OF KENYA



**TENDER FOR PROVISION OF EVENT
MANAGEMENT AND RELATED SERVICES DURING
ICT CONSUMER EDUCATION FORUMS IN KISUMU
AND EMBU COUNTIES**

TENDER NO: CA/PROC/OT/36/2018-2019

Head of Procurement

Communications Authority of Kenya

Waiyaki Way

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SECTION A: INVITATION TO BID

TENDER FOR PROVISION OF EVENT MANAGEMENT AND RELATED SERVICES DURING ICT CONSUMER FORUMS IN KISUMU AND EMBU COUNTIES-TENDER NO: CA/PROC/OT/36/2018-2019

The Communications Authority of Kenya (CA) is the regulatory authority for the communications sector in Kenya with oversight over the provision of telecommunications, radio communications, broadcasting, and electronic transactions as well as postal and courier services. In addition, the Authority is responsible for managing the country's numbering and frequency spectrum resources as well as protecting the interests of consumers of ICT services.

CA wishes to invite interested and eligible firms for provision of event management services.

You are invited to collect the tender documents from the Procurement Division, Communications Authority of Kenya – CA Centre 2nd floor Wing A, along Waiyaki Way, Nairobi, during normal working hours upon payment of a non-refundable fee of **Kshs.1,000.00** (hard copy of the tender document).

The Tender documents can also be accessed and downloaded from the IFMIS Supplier Portal: <http://supplier.treasury.go.ke> and the Authority's website: www.ca.go.ke *free of charge*. The firms that download the document must arrange to forward their particulars/contacts to the Head of Procurement, Communications Authority of Kenya, through email address tenders@ca.go.ke before the closing date for records and for the purposes of receiving clarifications and/or addendums, if any.

Bidders are required to undertake serialization of all their bid documents as per requirements of the Public Procurement and Asset Disposal Act (PPADA), 2015 clause 74(1)(i) to enable safeguard loss of documentation during and after evaluation.

Duly completed proposal documents, in a plain sealed envelope marked: **CA/PROC/OT/36/2018-2019“TENDER FOR PROVISION OF EVENT MANAGEMENT AND RELATED SERVICES DURING ICT CONSUMER FORUMS IN KISUMU AND EMBU COUNTIES”** should be address as shown below and deposited in our Tender Box located on the Ground floor within our

Headquarter building, along Waiyaki Way so as to reach us on or before 13th February, 2019 at 10.30 a.m.

The Head of Procurement
Communications Authority of Kenya
P.O Box 14448
Nairobi 00800
Tel: +254 (020) 4242000
Mobile: +254 703-042000
Website: www.ca.go.ke

Bids shall be opened soon thereafter in the presence of the Bidders' representative (s) who choose to attend at the Authority's meeting room at CA meeting room 2 on ground floor.

SECTION B: - INFORMATION TO TENDERERS

- 1. Introduction**
- 1.1 The Client named in Appendix “A” will select a firm Among those invited to submit a proposal, in accordance with the method of selection detailed under this section.
- 1.2 The tenderers are invited to submit **a Technical Proposal and a Financial Proposal**, as specified below.
- 1.3 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.0

Clarification

- 2.1 Tenderers may request a clarification of any of the documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client’s address indicated below. The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited tenderers who intend to submit proposals.

3.0

Amendment of RFP Document

- 2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addendum. Addendum shall be sent by

mail, cable, telex or facsimile to all invited tenderers and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

4.0 Preparation of Technical Proposal

- 3.1 The Tenderers proposal shall be written in English language.

5.0 Technical Proposal

- 3.2 In preparing the Technical Proposal, tenderers are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

- 3.3 While preparing the Technical Proposal, tenderers must give particular attention to the following:

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy as appropriate. Tenderers shall not associate with the other tenderers invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.

- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- (ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (iv) Any additional information considered necessary

3.5 The Technical Proposal shall not include any financial information.

5.0 Financial Proposal

- 3.6 In preparing the Financial Proposal, tenderers are expected to take into account the requirements and conditions outlined in the RPF documents. The Financial Proposal should follow Standard Format outlined below.
- 3.7 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the tenderers, the sub tenderers and their personnel.
- 3.8 Tenderers shall express the price of their services in Kenya Shillings.

- 3.9 Commissions and gratuities, if any, paid or to be paid by tenderers and related to the assignment will be listed in the Financial Proposal submission Form.
- 3.10 The Proposal must remain valid for 120 days after the submission date. The Client will make the best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the tenderers who do not agree have the right not to extend the validity of their proposal.
- 3.11 The rate card should also indicate third party costs associated with the delivery of services, and should remain valid during the contract period

6.0

Submission, Receipt, and opening of proposals

- 4.1 The original proposal (Technical Proposal and, Financial Proposal) shall be prepared in indelible ink
It shall contain no interlineations or
Over-writing except as necessary to correct error made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 4.2 For each proposal, the tenderers shall prepare the number of copies indicated in Appendix “A”. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 4.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL,**” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information

indicated in Appendix “A” and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.”**

- 4.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the invitation. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department until all submitted proposals are opened publicly.

7.0 Evaluation 5.3 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of the responsiveness to the evaluation criteria as follows:

22. Evaluation criteria

The evaluation will be undertaken through a three-stage process as detailed below:

- i. Mandatory Evaluation- Pass/Fail basis
- ii. Technical Capacity Evaluation- weighted scores with a pass mark of 75 out of 100
- iii. Financial Evaluation- Lowest Evaluated bidder

Stage 1: General Pre-Qualification (Mandatory Requirements)

The Bids shall undergo a general pre-qualification process in order to determine the bid compliance to the following preliminary qualification merits:

No.	Requirement	Pass/Fail
1.	Attach a copy of valid Tax Compliance Certificate	
2.	The tender is exclusively reserved to firms owned by Kenyan (whereby Kenyans own one hundred percent (100) shares. Bidders to Attach Authentic CR12 as proof	
3.	The bidder must submit a copy of certificate of registration as either Youth, Women and Persons with Disabilities owned firm issued by Ministry of Finance. Attach the copy of valid AGPO certificate as proof.	
4.	Proof of Financial capacity to execute the contract (Attach bank statements or audited account of 1 year (2017/2018) or bank guarantee of Kshs 5,000,000 or credit facilities of similar amount.	
5.	Duly filled and signed form of tender	
6.	Duly filled and signed Confidential Business Questionnaire	

Bid evaluation shall be on the basis of pass/fail system and any bid failing in any of the general pre-qualification (mandatory requirements) will not proceed to the technical capacity evaluation stage.

Notes: -

- i. The firms with the AGPO certificate and who are bidding for this tender **MUST** meet ALL the Mandatory requirements stipulated in the tender document. Firms that have entered into a joint venture/ consortium with the bidding firm will not be allowed to submit a separate bid for this tender.
- ii. In the case of a joint venture, the agreement between the two parties **MUST** be provided at the submission of the tender document.

Stage 2: Technical Capacity Evaluation stage

In this stage, bids will be subjected to scoring and weighting system based on the parameters below: -

CRITERIA	MAXIMUM SCORE
1) Experience of firm (bidder) as a corporate entity engaged in Event Management and related services	
a) Demonstration of the organization’s experience in undertaking event management services. Bidder MUST provide a detailed description of at three (3) similar assignments carried out in the last three (3) years. The Authority may contact the listed firms/companies to verify information provided. For each event in the various categories the Bidder MUST in the very least detail the following: <ul style="list-style-type: none"> • Name of client • Dates of event • Contact person(s) • Number of participants • Description of the event • Letters of recommendation on clients letterhead • Pictorial and other evidence of previous works done 	
Category 1: Presidential and VVIP events (Max 10 Marks) National, County or Government Agency (Max 8 Marks)	10
Category 2: International events, symposiums, meeting and conferences, Stakeholder forums, meetings and conferences, Consumer Forums, Pre-bidders conferences or similar events (Max 6 Marks)	6
Category 3: Launch Events, Opening of Regional offices and e-resource centres in various parts of the country, Corporate Special Responsibility events, award events (Award of Licenses, employee award ceremonies etc.) or similar events Category 4: Retreats and team building activities, Sporting events (games, marathons, charity walls and runs), Fun days, Holiday and staff parties, Dinners and cocktail	6

CRITERIA		MAXIMUM SCORE
events or similar events (Max 5 Marks)		
<i>Category 5: Exhibitions (Max 5 Marks)</i>		5
<i>Category 6: Road shows (Max 5 Marks)</i>		5
b) Demonstration of strategic partnership (s) with other contractors/suppliers or the possession of equipment required in the following key categories. The Bidder MUST submit submit at least 2 suppliers in each of the categories below they have worked with as reference contacts. In cases where supplier owns the equipment/production capabilities, they MUST clearly state/provide the list of equipment/facilities owned.. The Authority is at liberty to consult the listed contacts to verify information provided.		12
Item/ Service	Minimum Service	Least Number of Supplier Contracts/agreements
1. Venue Items	Staging, PA systems, Generator, Sound and Lighting, indoor and outdoor LCD screens etc.	2
2. Event furniture and Décor	Decor services, Chairs, Tables, linen, Tents (Dome) and Mobile toilets, lounge furniture etc.	2
3. Entertainment	Band, dancers, DJ, skaters and chirographers	2
4. Catering	Hotels and outdoor Caterers	2 (suppliers (Minimum 3-star) •
5. Road show	40 ft. and 20 ft. Road Show Rig, serviced and equipment	2
6. Event Footage	Photography and videography services	2

CRITERIA	MAXIMUM SCORE
<p>c) Scope of projects undertaken (Stated in value terms against each client detailed in section 1 a above)</p> <ul style="list-style-type: none"> • Average value out of 4 events: Above KShs. 4 Million -Score 6 Marks • Average value out of 4 events: Above Kshs. 2 Million to 4 Million -Score 4 Marks • Average value out of 4 events: Above KShs. 1 Million to KShs. 2M – Score 2 Marks • Average value out of 4 events: Less than KShs. 1,000,000.00 – Score 0 Marks 	6
Sub-total	50
2) Expertise to undertake Corporate and Consumer Education Events	
a) Understanding of work to be undertaken	
<p>i. Provide a detailed description of how the Authority would execute the event.</p> <ol style="list-style-type: none"> 1. The road show (1 Marks) 2. The exhibition (1 Marks) 3. The Forum (2 Marks) 4. The catering (1 Marks) 	5
3) Human resource capacity	
a) Event Director: This will be the team leader who MUST possess the following qualifications (CV's to be provided)	
<p>i. Possess at least five (5) years of professional experience in corporate event management services stating five (5) previous events they have personally been involved in. The information should indicate: Name of the client, location and description of events and value of the contract and list events that may have been managed concurrently. The event director should be capable of managing at least two (2) concurring events. (Max Score: 10 Marks)</p>	10
b) Other Staff Professional Qualifications: Attach CV's detailing their qualifications and functions they perform in the organization.	
<p>i. Overall Program coordinator - Must possess at least 3 years professional experience stating previous events they have</p>	12

CRITERIA	MAXIMUM SCORE
<p>personally been involved in especially in organizing Conferences, road shows, exhibitions, activations and other similar events. The information should indicate: Name of the client, location and description of event and value of the contract (Max Score: 4 Marks)</p> <p>ii. Equipment coordinator: Must possess at least 3 years professional experience in the set up and management of indoor and outdoor audio visual equipment in large events especially Conferences, road shows, exhibitions and similar events. The information should indicate: Name of the client, location and description of event and value of the contract (Max Score: 2 Marks)</p> <p>iii. Hospitality coordinator: Must possess at least 3 years professional experience co-ordinating the management of banqueting and events management, food and beverage service supervision, hospitality management having been personally involved in corporate launches, meetings, forums, workshops, other similar events. The information should indicate: Name of the client, location and description of event and value of the contract (Max Score: 3 Marks)</p> <p>iv. Venue co –coordinator: Must possess at least 3 years professional experience in event management, stating previous events they have personally been involved and responsible for venue selection, scouting and management of all other venue auxiliary services. The information should indicate: Name of the client, location and description of event and value of the contract (Max Score: 3 Marks)</p>	
c) Submit a simple organogram detailing the structure, functions and staff assigned from the event management firm / partners firm.	3
Sub-total	30
GRAND TOTAL	80

The firms that score 60 marks and above out of 80 marks in the technical capacity evaluation shall proceed to the financial evaluation stage

Stage 3: Financial Evaluation stage

The bids that qualify at the technical capacity evaluation stage will be subjected to financial evaluation to determine the winner. The Authority will the tender to the lowest evaluated bidder in each events (Kisumu or Embu) .

Bidders must break down the financial bid for each of the items as detailed below:-

	Item	Detail	Kisumu County Costs (KES. INC. VAT)	Embu County Costs (KES. INC. VAT)
1.	Road Show	The execution of a four (4) Day road show and town activation per County		
2.	County ICT Forum (Kikao Kikuu)	County ICT Forum for 500 County residents		
3.	Exhibition	The execution of a three (3) Day Exhibition per county to start 2 days prior to event		
4.	Catering	The provision of outside catering services for exhibitors and forum participants		
5.	Logistical Costs	Costs for organization, planning and logistical meetings in the county with third party suppliers, staff costs associated with set up of forum and exhibitions (% of the cost of the event)		
6.	Event Management Services	Costs for the management and co—ordination of event and preparations and submission of reports. (%) of the cost of the event)		
Sub-Total Costs (Kshs. Inc. VAT)				
Grand Total Costs (Kshs. Inc. VAT) as stated in the				

	Item	Detail	Kisumu County Costs (KES. INC. VAT)	Embu County (KES. INC. VAT)
form of tender				

Notes: -

- i. Bidders must provide their financials for all items listed A breakdown for all the items are attached here below at Annex 1. The Authority shall establish the completeness of each bidder’s financial bid and in the event that a bidder does not quote for all items their financial proposal will be considered non responsive and thus be disqualified
- ii. All costs should be inclusive of applicable taxes.
- iii. Bidders are further notified that their bid should be very clear on the quoted total cost. The breakdown on the rates when summed up/calculated should be the same as the total tender sum indicated in the form of tender. Where the unit rates have arithmetic error committed or deviates from the form of tender , the Authority will not correct the arithmetic error and therefore the sum total indicated in the form of tender will be the contract amount that the Authority will consider for event management for the forums.

23. Contacting Communications Authority of Kenya

23.1 Any communication to CA by a bidder in regard to this tender shall be in writing and any response by the latter regarding the same shall also be in writing

24. Post-qualification

24.1 CA will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

24.2 The determination will take into account the Tenderer’s production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer’s qualifications submitted, as CA deems necessary and appropriate.

24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event CA will proceed to the next lowest evaluated tender to make a similar determination of the Tenderer's capabilities to perform satisfactorily.

25. Award Criteria

25.1 Subject to paragraph will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

26. Communications Authority of Kenya's Right to Vary Quantities

26.1 CA reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

27. CA Reserves Right to Accept or Reject Any or All Tenders

27.1 CA reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for CA's action.

28. Notification of Award

28.1 Prior to the expiration of the period of tender validity, CA will notify the successful tenderer in writing that its tender has been accepted.

28.2 The notification of award will constitute the formation of the Contract

28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, CA will promptly notify unsuccessful Tenderer and will discharge its Bid Security, pursuant to paragraph 14.

29. Signing of Contract

29.1 At the same time as CA notifies the successful tenderer that its tender has been accepted, it will send the tenderer the Contract Form provided in the tender document, incorporating all agreements between the parties.

29.2 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to CA.

30 Performance Security- 1% of the contract sum

30.1 The performance contract will be issued in accordance with the Conditions of the Contract, in the Performance Security Form provided in the tender documents. The performance security shall be in the form of letter of credit issued by a reputable bank carrying on business within Kenya and acceptable to the Authority and the supplier,

30.2 Failure of the successful tenderer to comply with the requirement of paragraph 30 or paragraph 31 shall constitute sufficient grounds for the annulment of the award and forfeiture of the, in which event CA may make the award to the next lowest evaluated Candidate or call for new tenders.

31. Corrupt Fraudulent Practices and Extra-ordinary Commercial Costs

31.1 CA requires that tenderers observe the highest standard of ethics during the procurements process and execution of contracts. In pursuance of this policy, CA: -

(a) defines, for the purposes of this provision, the terms set forth below as follows: -

(i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of CA, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive CA of the benefits of free and open competition;

(iii) “Extra-ordinary commercial costs” mean any Authority not mentioned in the main contract or which does not result from at least an independent and valid agreement referring to such contract, any Authority to be paid in a tax haven, any Authority

paid to a beneficiary, which is ambiguously identified, or to a company that could be considered as a sham company.

(iv) Any effort by a bidder to influence CA in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the tenderer's bid proposal.

(b) Demands that the bidding firm declares that,

(i) the negotiations, the making and the performance of the contract has not or will not give rise to the collection of Extraordinary commercial costs, and

(ii) It has not proposed, and will not propose, directly or indirectly, any benefits (offers, promises of gifts, gifts.), which constitute or could constitute the offence of corruption within the meaning of the OECD Convention of December 17, 1997 with respect to measures against corruption of foreign public officials.

(c) Will proceed as follows in case of any detected corrupt or fraudulent practice;

(i) The proposals will be rejected if it is determined that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

31.2 Furthermore, tenderers shall be aware of the provision stated in the General Conditions of Contract.

32. Confidentiality

32.1 Information relating to the examination, clarification, evaluation and comparison of Tenders and recommendation of contract award shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.

32.2 Any effort by a tenderer to influence the processing of tenders or award decisions by the Authority shall result in automatic disqualification

SECTION C: CONCEPT BRIEF AND TERMS OF REFERENCE FOR THE COUNTY ICT CONSUMER FORUMS

1. Introduction

The Communications Authority of Kenya is mandated to ensure that provision of communication services be conducted in a manner that confers the most benefit to the citizens of Kenya and the economy in an environment that ensures fair play among the providers of those services. As mandated under sections 23 and 47 of the Kenya Information and Communications Act 1998, the Authority serves to protect the users and consumers of communications services with regard to the prices, the quality and variety of those services. In so doing the Authority has implemented various consumer protection mechanisms, key among which is consumer education.

2. County ICT Consumer Forums

In order for the Authority to enhance its Consumer Protection Role more specifically with regards to empowering consumers and increasing the points of interaction with the consumers as well as the communication service providers, the Authority in the 2018/2019 financial year intends to carry out four County ICT Consumer Forums starting in the month of February 2019.

2.1. Objectives of the County ICT Consumer Forums

The Authority's main objective is to create a platform that is of interest to consumers and encourage active participation and engagement between communication service providers, consumers and the Authority with a view to empower consumers and increase their confidence in the communications market.

The County ICT Consumer Forums will:

1. Increase consumers level of awareness of consumers on their rights and responsibilities in the purchase and use of communication products and services
2. Increase interaction between CA, County Governments and Communication Service Providers

3. Establish CA as the principal source of credible and accurate information on matters ICT
4. Increase consumers level of awareness on consumer protection mandate of the Authority

2.2.Mode of Engagement

These forums will be in form of a theatre style open forum/ “barazas”, with the general public, key county opinion leaders and County administration. The forums will be held in central locations that are easily accessible to users of ICT goods and services. They will be well publicized and consumers will be given an opportunity to forward their issues to the Authority in advance through various communication channels (CA Website, Kikao Kikuu mini-site, email and social media platforms).

The Authority will ensure that these forums are orderly and well moderated in both Kiswahili and English. Appropriate media, social media and publicity will be provided in support of the forums. The Authority intends to draw participants to the forum through direct invitations by CA and invitations to opinion leaders and residents in the county that will be coordinated with the respective County Government and through support road show activation.

The County ICT Consumer Forums will enable ICT communication service providers to have a deeper understanding of consumer issues and concerns as directly presented by consumers. The Authority’s overriding goal in this regard is to provide ICT consumers or users with expert advice, serve as a principal information source in a professional and well- mannered way that ensures a healthy flow of information while performing the functions of a key consumer protector and educator.

The Authority proposes to undertake the County ICT Consumer Forums in partnership with communication service providers who retail communication products and services to end-users. We expect representatives of the operator’s/service providers to participate in the County ICT Consumer Forums as Panelists. The participants, from the various service providers, will cater for the costs of their representatives attending the Forums. The Authority will be the main facilitator of these forums.

2.3. Topics of Discussion

Relevant topical issues will be predetermined by the Authority through focus group discussions, prior meetings with the County Government or based on topical issues affecting the industry. The Authority intends to involve authoritative and relevant speakers and moderators who may be well known to the county and possess extensive knowledge on the subject matter.

Relevant topical issues shall be pre-selected jointly with the County Government; however, the Authority has notes that the following could be considered as some of the key drivers of the forum discussion:

-
- The role of the Authority in consumer protection.
 - Various complaints resolution mechanisms as offered by the Authority and service providers
 - Topical issues i.e. child online protection
 - Infrastructure development
 - Service provision i.e. service charter
 - Universal service fund
 - Quality of service
 - Consumer rights protection
 - Environmental impact assessment
 - Interconnection
 - Tariffs

2.4. Communication

The forums will be delivered in both Kiswahili and English and participation of persons with hearing impairment shall be facilitated by Kenya sign language interpreters. Appropriate media and corporate communication campaign will be developed in support of the County ICT Consumer Forums (Electronic-Radio, New Media; Print -Newspaper Posters, and banners etc.). The Event management service provider shall be required to liaise with the CA team to ensure that appropriate information is provided as required for development of appropriate media content.

2.5. Towns/Locations

The Authority in FY 2017/2018 intends to hold the County ICT Consumer Forums in the following Counties: Kisumu and Embu. **Please Note: Dates may change and is based on availability of Governor and Director General (CA)**

The forums shall be held in the following counties

	County	Forum Date	Road Show (4 Days)	Exhibition (3 Days)
1.	Kisumu	21 st February 2019	18 th -21 st February 2019	19 th -21 st February 2019
2.	Embu	28 th February 2019	25 th – 28 th February 2019	26 th – 28 th February 2019

2.6. Desired Output

- Identify consumer issues in the various counties with a view to providing mechanisms to resolve and track resolution by communication service providers.
- Enable consumers develop mechanisms to demand and track quality services from communication service providers and track resolution of the same.
- It is envisioned that through the realization of the importance of ICTs, the County Governments will also leverage on this platform that would

provide for public participation with a view to promote access and use of ICT's in the counties.

- A forum report will be prepared at the end of every County consumer ICT forum
- The video of the forum's proceedings will be broadcast so that it is easily accessible by consumers /Publication on the Authority's Website
- A quarterly report on the status of the commitments made by communication service providers/Operators and the Authority (Service providers provide the Authority with Information; Authority would collate the information in appropriate presentation format)

3. Previous County ICT Consumer Forums

The Authority has so far carried out 16 County ICT Consumer forums in the counties of Machakos, Nakuru, Nairobi, Uasin Gishu, Mombasa, Taita Taveta, Kajiado, Meru, Laikipia, Bungoma, Kwale and Kisii. The County ICT Consumer Forums were dubbed "*Kikao Kikuu: Toa Maoni Yako Kuhusu Mawasiliano*". More information can be obtained from <http://www.ca.go.ke/kikaokikuu/> . Images of previous events can be obtained at <https://www.flickr.com/photos/cck-kenya/>

4. TERMS OF REFERENCE

In order to maintain the same look and feel of the County ICT Consumer Forums, the event organiser will be expected to appreciate this brief and execute the forums using the existing brand identity that will be provided by the Authority. The consumers and County Government should experience seamless service and experience in their participation in this initiative. The following are the expected deliverables:

	ITEM	DELIVERABLES- USING EXISTING BRAND IDENTITY
1.	Understand Consumer Protection Mandate of the Authority	<ul style="list-style-type: none"> • Clarify with the Authority the objectives and expectations for the County ICT Consumer Forums. • Review relevant documents provided by the Authority and from other sources on the mandate of the Authority in Consumer Protection <ul style="list-style-type: none"> ○ Kenya Information and Communications Act, 1998 ○ Kenya Information and Communication (Consumer

	ITEM	DELIVERABLES- USING EXISTING BRAND IDENTITY
		Protection) Regulations, 2010 <ul style="list-style-type: none"> ○ Consumer Protection Act, 2012
2.	Proposed Improvement strategy	<ul style="list-style-type: none"> ● Develop strategy to improve the initiative
Planning		
3.	Attend Planning Meetings	Prepare and plan to accompany the Authority in scheduled planning meetings (at least 2 per county) with County Government Officials. The event management provider shall however secure approval from the Communications Authority of Kenya before execution of any activity that is mutually agreed upon in such meetings.
4.	Plan Logistical Meetings	Prepare and plan for logistical meetings in preparation for the County ICT Consumer Forums
5.	Updates of event and reports	<p>Develop and submit updates to the Authority on the events to ensure appropriate communication is sent to the media houses and upload on CA website and Social media pages</p> <p>Prepare a report for every event organized ad per predetermined format below</p> <p style="text-align: center;">STRUCTURE OF THE COUNTY ICT CONSUMER FORUM (KIKAO KIKUU)</p> <ol style="list-style-type: none"> 1. Introduction <ol style="list-style-type: none"> 1.1.Introduction to the concept (5 day roadshow, 3 day exhibition, 1 day forum) 1.2.Objectives of the County ICT Consumer Forum 2. County ICT Consumer Forum (Kikao Kikuu) <ol style="list-style-type: none"> 2.1.Background information about the county 2.2.Planning and logistics 2.3.Participation in Planning meetings 2.4.Scouting, Invitations and RSVP 2.5.Attendance and execution of the County ICT consumer

	ITEM	DELIVERABLES- USING EXISTING BRAND IDENTITY
		<ul style="list-style-type: none"> forum 2.6. Give away distribution 2.7. Catering services 2.8. Challenges experienced 2.9. Recommendations 3. Road Show <ul style="list-style-type: none"> 3.1. Route Plan 3.2. Messages Driven by the Roadshow Team 3.3. Attendance of the Roadshow by County Residents 3.4. Issues raised by County Residents 3.5. Giveaways Distributed 3.6. Consumer Information Materials Distributed 3.7. Challenges Experienced during the Roadshow 3.8. Recommendations 4. Exhibition <ul style="list-style-type: none"> 4.1. Planning and logistics 4.2. Exhibitors 4.3. Participants to exhibition 4.4. Challenges Experienced 4.5. Recommendations 5. Cocktail (if scheduled) <ul style="list-style-type: none"> 5.1. Planning and logistics 5.2. Participation 5.3. Recommendations 6. Photos in CDs (All photos of the Forum, roadshow saved in folders as per the day and route plan) 7. Video footage in DVDs (30 seconds trailer, 5 minutes edited version and the raw footage) 8. Roadshow Team Composition
	County Consumer Forums	
6.	Supply of event	Provision of event management services for the County Consumer Forums in line with creative strategy and themes. You will be

	ITEM	DELIVERABLES- USING EXISTING BRAND IDENTITY
	materials and provide Event Management services	<p>required in the very least to undertake the following:</p> <ul style="list-style-type: none"> • Develop event concept for county consumer forum for at least 500 Pax • Propose and cater for all costs associated with the participation of appropriate 7 panelists (as directed by CA) and 1 moderator and team (as per terms of reference below) • Identify and secure 2 sign language interpreters for all County ICT consumer forums • Identify and confirm venue for County ICT consumer forums • Identify facilitate invitation and confirmation of County Government representatives, county opinion leaders, guests and county administration by in the very least undertaking a scouting exercise 2 weeks before event date and liaising with appropriate contacts from County Government. • Provide logistical support and personnel including scouting teams to facilitate in the identification and preparation of preparation and organization of County ICT Consumer Forum • Supply, delivery and set up event as per event concept • Design, production and placement of appropriate event branding at the venue and for logistical staff • Design and production of bleachers to create theatre style seating • Design production and distribution of fliers publicizing the campaign using existing branding identity • Briefing of logistical and scouting teams • Provision of photography and videography services and entertainment • Acquisition of County, MCSK and NEMA and all other permits for all County ICT Consumer forums
		<p>TERMS OF REFERENCE FOR MODERATOR</p> <p>The terms of reference are as follows:-</p> <p>A. Moderator</p>

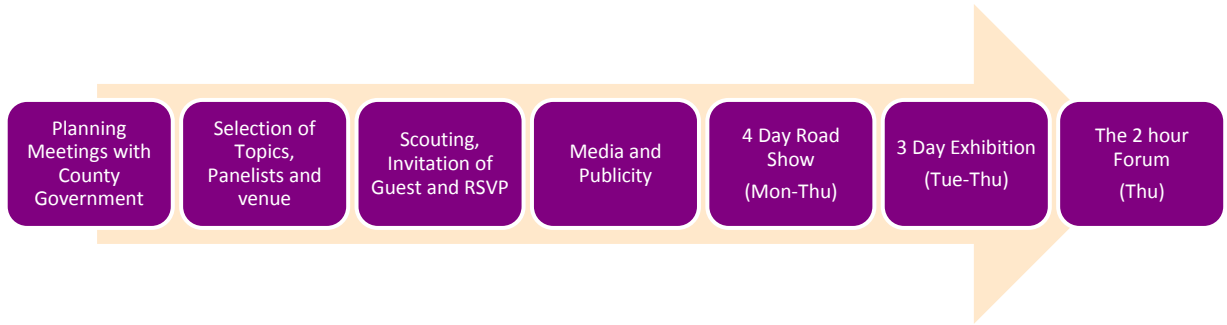
ITEM	DELIVERABLES- USING EXISTING BRAND IDENTITY
	<p>Before the Forum</p> <ol style="list-style-type: none"> 1. Clarify with the Authority the objectives and expectations for the County ICT Consumer Forums. <ol style="list-style-type: none"> 1.1. Review relevant documents provided by the Authority and from other sources on the mandate of the Authority in Consumer Protection 1.2. Kenya Information and Communications Act, 1998 1.3. Kenya Information and Communication (Consumer Protection) Regulations, 2010 1.4. Consumer Protection Act, 2012 1.5. Undertake research and gain knowledge on the topic of discussion for each of the County Forums to ensure informed engagement 2. Moderator should ensure they are familiar with the panelists, their bio data and their names. The Authority shall provide this information prior to the forum date. 3. Meet with the panelists before the session to define the mode of engagement to be used during the forum, ensuring an interesting exchange of information with and the active participation of the audience 4. Identify suitable, to- the –point questions targeted to the panelists, in case no questions come from the audience <p>During the Forum</p> <ol style="list-style-type: none"> 1. Moderate the Forum discussions and deliberations 2. Lead and discussions on the topic so as to reach consensus 3. Give the floor to the panelists, informing the panelists, if necessary, of the time left or of the need to conclude his/her opinions 4. Give the floor to the audience for questions, remarks, comments etc. avoiding unnecessary discussion, long monologues etc.

ITEM	DELIVERABLES- USING EXISTING BRAND IDENTITY
	<p>5. Provide time for speakers to reply or comment on questions and issues raised by the audience- if necessary, re-group questions and redirect them to the panelists eliciting the most important issues, should time be enough</p> <p>6. Present a summary of the discussions, highlighting any conclusions and recommendations, if any (these should be</p> <p>7. Thank the panelists and the audience for their participation and inform them that the Moderator and the Authority shall prepare a report of the forum in predetermined format as provided below</p> <p>After the Forum</p> <p>Moderators shall ensure that they:-</p> <ol style="list-style-type: none"> 1. Prepare a report and deliver to the Authority not later than seven (7) days after the Forum • Participate in short interview session to get your opinion of the forums. <p style="text-align: center;">Structure of the Moderators report on the County ICT Consumer Forum</p> <ol style="list-style-type: none"> 1. Introduction to the Concept (5 day roadshow, 3 day exhibition, 1 day forum) 2. Objectives of the County ICT Consumer Forum 3. Role of the Moderator 4. Brief on Moderator 5. The County ICT Consumer Forum 6. Themes 7. Panelists 8. Issues and questions raised per county 9. Responses made by Panelists 10.Challenges experienced 11.Recommendations 12.Conclusions made during forum 13.Way forward 14.Photos 15.Way forward (conclusion)

	ITEM	DELIVERABLES- USING EXISTING BRAND IDENTITY
7.	Exhibition Management	<ul style="list-style-type: none"> • Supply, delivery, mounting and decorate of event venue/ tents (An open to public indoor or outdoor forum (subject to county, weather etc.), mobile toilets, for at least 27 exhibitors for three days • Identify invite and confirm participation of appropriate exhibitors from the counties and CA invitee as provided • Print and distribute invitation cards for the forum and any other activity on the forum
8.	Road Show	<p>The development and execution of 4 day roadshow prior to the County ICT Consumer Forums and shall at a minimum</p> <ul style="list-style-type: none"> • Co-ordinate with CA to synchronize the media advertisements (radio, street banner, website and social media advertisements) with the event as provided for in the CA media schedule • Hire, brand and deploy of 40 ft. road show truck and execution of roadshows/county activation for 5 days. The event organizer must brand as per the theme as provided by CA.(Please avail dimensions of the road show truck) • Develop and secure approved route plan, program schedule of the roadshows prior to execution • Hire appropriate entertainment, MC, DJ, team of comedians, scouts, security and requisite equipment to be part of the road show • Distribute flyers and education materials and provide report to the CA • Develop a mechanism that will be used by the MC to improve consumers knowledge and skill on the subject matter that shall among other things facilitate the distribution of giveaways (T-Shirts and Caps) • Prepare and secure approved programme and schedule of specific activities to be undertaken in every stop of detailing the timelines for delivery in all stops • Document the roadshow and prepare report that shall include photos and video of entire roadshow

	ITEM	DELIVERABLES- USING EXISTING BRAND IDENTITY
9.	Evaluation	Distribute and collect feedback from the public during the roadshows, and forum. The Authority shall avail requisite questionnaires

4.1.Sequence of Events



SECTION D: PRICE SCHEDULE

1.1.Road Show Cost Breakdown

	Item	Specifications	Qty	Days	Unit Cost Kisumu County	Total Cost Kisumu County	Qty	Days	Unit Cost Embu County	Total Cost Embu County
	Road Show									
1.	40 Ft Truck	Hire and branding of 40ft road show truck to publicize about the county ICT forum in preapproved route plan. Truck to be branded by supplier as per approved designs.	1	3			1	3		
2.	PA & Generator	Hire and mounting of Public Address system in Road show truck and installation of Generator to power all equipment in road show	1	3			1	3		
	Road Show Team									
9.	Road Show Supervisor	The costs associated with supervising the day to day execution of the roadshow plans and as approved	1	3			1	3		
10.	MC	The provision of MC Services during the roadshow route so as to publicize the County ICT Forum as per the brief.	1	3			1	3		
		Provide for local MC: he MC should be	1	3			1	3		

	Item	Specifications	Qty	Days	Unit Cost Kisumu County	Total Cost Kisumu County	Qty	Days	Unit Cost Embu County	Total Cost Embu County
		a popular personality and preferably known by the County residents.								
1.	1 Entertainers/ Dancers/ Skaters	Provision of professional entertainment services in the very least incorporate dancers, professional skaters during roadshow to draw crowds to roadshow as per brief. 4 groups of which 2 must be local	4	3			4	3		
2.	1 Road Show Staff	The distribution of fliers and provision of information to the public about the forum at road show route - Truck	3	3			3	3		
		The distribution of fliers and provision of information to the public about the forum at road show route - Van	2	3			2	3		
3.	1 Security	The provision of security services during the road shows and co-ordination of security with law enforcement as and when required.	2	3			2	3		
4.	1 DJ	Provision of DJ services to draw crowds to the road show and publicize about the County ICT Forum as per brief	1	3			1	3		
	Town									

	Item	Specifications	Qty	Days	Unit Cost Kisumu County	Total Cost Kisumu County	Qty	Days	Unit Cost Embu County	Total Cost Embu County
	Activation									
	14 seater Van	The hire and branding of 14 seater van to create publicity and hype for the exhibition, town-cry and mobilization around the town during the exhibition dates (Mon-Thu)	1	4			1	4		
		Hire and mounting of Public Address system and music system on van and installation of Generator to power all equipment in road show	1	4			1	4		
		Branded Personnel distributing flyers and making public announcements about the exhibition)	2	4			2	4		
	Road Show and Town activation services									
3.	Photography and videography	The provision of photography and videography for the activities carried out during the roadshow and town activation. The images must be in broadcast quality (Photos and video to be availed in CD and DVD). The	1	4			1	4		

	Item	Specifications	Qty	Days	Unit Cost Kisumu County	Total Cost Kisumu County	Qty	Days	Unit Cost Embu County	Total Cost Embu County
		photos and vide should be delivered in very least in soft version on hard drive/DVD/CD and a photo-book.								
4.	County and Government Agency Permits	Obtaining permits for execution of road show and town activation County Government permits NEMA Permits PRSK Permits Branded personnel (20) Distribution of 100,000 fliers Road Show truck Funfair Town activation van funfair	lot	4			lot	4		
	Total									

1.2.Forum Cost Breakdown

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
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					Kisumu County	Kisumu County			Embu County	Embu County
	Pre-Event Scouting									
1.	Scouts	Wages for scouts for 5 days prior to county forum to facilitate identification of venue, and service providers.. Attending Planning meeting at the County the County Government offices (RSVP)	6	10			6	10		
2.	Vehicle	Hire of vehicle for use by scouting team at the county not more than 1800 cc	1	10			1	10		
3.	Transport	Provision of transport for all set up items (Qty in KMs)	700	2			260	2		
4.	Invitation of guests	Design and Printing of invitation cards on A5 glossy art paper 350 GSM printed on both sides and branded envelope	500	1			500	1		
5.		Design and Printing of lunch invitation cards on DL glossy art paper 350 gsm printed on both sides (With envelope)	500	1			500	1		
6.		Delivery of invitation cards to guests and confirmation of guests identified by the Scouts, CA and County Government within the County.	500	1			500	1		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
	Venue Set-up									
7.	Venue Hire	Fees for hire of public venue at the county (out door) for the set up of an a three day exhibition and 1 day forum. Two days set up and one day set down	1	7			1	7		
		Hire and mounting of alluhall tent to cater for 500 pax seated in theater style for 1 day	1	1			1	1		
		Hire and set up of Mobile Toilets (double units- male and female)	3	1			3	1		
		Provision of professional entertainment services (Local) during the forum.	3	1			3	1		
		Provision of High speed wi-fi Internet connection for four days (120 Pax first three days and 620 pax on fourth day). Easy to use and log in, Secured, User analytics, design and placement of event banner on landing page.	1	4			1	4		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
	Banner Branding	Banner branding, design and placement of 4 street banners for 2 weeks to publicise the event Liaise with County Government to ensure banners are appropriately placed across major roads and associates permits are provided.	4	14			4	14		
8.	Decor	The provision of décor for Alluhall tent, registration tents, media tent and all banqueting seats in CA corporate colours (Black, Royal Blue, White) and Kikao Kikuu Colours (Yellow, Black and Blue). The decor should include, backdrop in Kikao Kikuu and CA colours potted plants, roof décor, floral arrangements, centerpieces, tasteful draping and placement to add life to the stage, stage props. Appropriate and bright lighting to facilitate broadcast quality and high resolution photography and videography. The décor should also	Lot	1			Lot	1		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		be done on the outside the tent to ensure that edges of tent are well draped as appropriate								
	VIP Holding Area (20 pax)	Supply and delivery of set up of area to seat 30 pax (Provide furniture, coffee tables, red carpet and floral arrangements)								
9.		Hire and set up of one 100 seater VIP holding tent to facilitate briefing and	1	1			1	1		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		provision of early morning refreshments for VIP, signing of visitors book, media interviews and other photo opportunities								
		Hire and set up of one 100 seater Service Tent	1	1			1	1		
		Supply and delivery of dressed Service Tables	4	1			4	1		
		The supply, delivery and set up of 7-seater white lounge seats	Lot	1			Lot	1		
		The supply, delivery and set up of Coffee Tables	2	1			2	1		
		The supply, delivery and set up of Side Stools	4				4			
		The supply, delivery and set up of red carpet to cover floor of VIP tent	1	1			1	1		
		Floral Arrangements	Lot	1			Lot	1		
11.	Forum	Supply and delivery of dressed banqueting seats for 500 pax for 1 Day	500	1			500	1		
		Supply and delivery of two draped 100 seater tents to facilitate registration tent	2	1			2	1		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		of guests								
		Supply and delivery of dressed armless seats for 100 pax for 1 Day	100	1			100	1		
		The supply and delivery of bleachers (10 pcs, 50 seater) for the placement of banqueting seats so as to create tiered rows.	10	1			10	1		
13.	Audio-Visual Equipment	Supply, delivery and mounting of LED Screens (4M by 3M)	2	1			2	1		
		Supply, delivery and mounting of LED Back drop screen P6 type, 10 meters wide by 3 meters height	1	1			1	1		
		Supply and delivery of PA Equipment (PA for 500pax, TV recording quality, Lapel mics for 10 panelists, 1 moderator & 6 roving wireless Microphones)	Lot	1			Lot	1		
		Supply and delivery of Power Generator (100KVA)	1	1			1	1		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		Live feed to project presenters to the LED screens and provide camera to simultaneously project sign language interpreter on same screen	1	1			1	1		
		Supply of Photography and videography services during the whole event. The images must be in broadcast quality (Photos and video to be availed in CD and DVD). The photos and vide should be delivered in very least in soft version on hard drive/DVD/CD and a photo-book.	1	1			1	1		
14.	Stage Set-up	The supply delivery and stage fabrication of a 9.6 M x 3.6 M raised stage	1	1			1	1		
		The supply delivery and setup of Stage and Effect Lighting	1	1			1	1		
		Supply and delivery of Glass Lectern and placement of CA and Kikao Kikuu signage	1	1			1	1		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		Supply delivery and placement of red carpet on stage, around the stage and VIP walkway to nearest exit	1	1			1	1		
		Supply, delivery and placement of red VIP carpet 5Mx2 M for use in photo session	1	1			1	1		
		Supply and delivery of 10 high back executive leather panel seats with glass side stools	10	1			10	1		
15.	Ambulance with Paramedics	The hire of ambulance and paramedic services for 1 day	1	1			1	1		
16.	Mineral Water	Supply, delivery and distribution of branded mineral water for all 500 participants and water glasses for 10 panelists and 1 moderator (500 ml Each)	1000	1			1000	1		
17.	Moderator	Fees (Allowances) (Provide names of 3 proposed moderators and indicate the rates of the one with heightened	1	1			1	1		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		<p>charges/fees). In the very least, the moderator should possess the following characteristics</p> <p>Is Neutral: Possess ability to respect open dialogue and encourage a balanced view of the subject matter under discussion.</p> <p>Authoritative: Ability to manage the speakers and control the audience</p> <p>Confident: Ability to present matters confidently and be at ease with various medium (TV/ radio coverage).</p> <p>Spontaneous and flexible</p> <p>Knowledgeable: Posses hands on knowledge on ICT regulation, Consumer protection, communication technology and services and ability to acquire requisite in depth knowledge on the forum subject matter.</p> <p>Understanding—the moderator</p>								

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		should take time to familiarize him/herself with the goals of the forum. Prepare report of the forum as per terms of reference in this document								
		Accommodation and transport costs for moderator for 2 nights	2	2			2	2		
18.	Panelists:	Fees (Allowances). The disbursement to panelists shall be made as and when directed by CA. A nominal fee of Kshs. 10,000.00 per panelist. Issue payment vouchers/receipt confirming panelist has been facilitated.	7	1			7	1		
		Accommodation and transport allowance for 2 nights. A nominal fee of Kshs. 10,000.00 per night to be disbursed upon arrival and as directed by CA. Issue Payment vouchers/receipt confirming panelist has been facilitated.	7	2			7	2		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
19.	Sign Language Interpreters	Interpreters Fees: The provision of two (2) professional Kenya sign language interpretation services. The interpreters should in the very least be members of the Kenya Sign Language Association and recommended by the Kenya National Association of the Deaf. Please note that the interpretation will be carried out in both English and Kiswahili and may be technical in nature.	2	1			2	1		
		Accommodation and transport for 2 nights for Sign language interpreters	2	2			2	2		
20.	Shuttle Bus	<p>Full Day hire and branding of courtesy bus for transport within the vicinity of forum venue to (33 seater)</p> <ul style="list-style-type: none"> · Shuttle participants to lunch venue from forum venue · Pick and drop panelists and moderator from hotel to venue and back 	4	1			4	1		

No.	Item	Specification	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
21.	Hostesses	Identification and provision of hostess services to direct guests in venue location and collect feedback from participants	5	1			5	1		
		Hostess Attire- The design, production and delivery of decently designed attire to suit the occasion and stitched on cotton/ polyester fabric (Designs MUST be approved by CA)	5	1			5	1		
22.	Security	Hire of security services and personnel to provide security for the forum venue on event day	6	1			6	1		

1.3.Exhibition Costs

No.	Item	Description	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
1.	Tents (41)	Supply, delivery, mounting and labeling/signboard of four 100 hexagonal seater tents (CA Corporate, CA Procurement, County Government), Labeling at tents and workstations in tents shall be as follows 1. Communications Authority of Kenya- four 100 hexagonal seater tents CA Corporate Service Delivery Licensing and Compliance Child Online Protection and Cyber	5	3				5	3	

No.	Item	Description	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		Security Multimedia Services and Digital Broadcasting 2. Communications Authority of Kenya- 50 hexagonal seater tent Access to Government procurement Opportunities (AGPO) for Youth Women and persons with Disabilities (AGPO) 3. County Government-100 seater hexagonal tent								
		4. ADA and HIV/AIDs activities - three (3) hexagonal tents with side flaps	3	3			3	3		
		4. Registration & Media Tent-hexagonal tents	2	3			2	3		
		Supply, delivery, mounting and labelling of thirty (30) 50 seater	30	3			30	3		

No.	Item	Description	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		hexagonal tents								
		Supply Delivery and mounting of two (2) 100 seater tent for lunch, teas and refreshments for exhibitors	2	3			2	3		
2.	Tables and Chairs	Supply and delivery of dressed rectangular tables chairs at exhibition area	80	3			80	3		
		Supply and delivery of dressed plastic armless chairs at exhibition area	200	3			200	3		
		Supply and delivery of dressed round tables at exhibitors lunch area to seat 10 pax per table	6	3			6	3		
		Supply and delivery of dressed plastic armless chairs exhibitors lunch area	60	3			60	3		
3.	Generator	Supply and delivery of reliable generator (50 KVA) and power extensions cables and power points to power all the exhibitor tents	1	3			1	3		

No.	Item	Description	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
4.	Refreshments	Supply and delivery of 2 litre branded mineral water for all exhibitors per day for each exhibitor (Supply in 500ml bottles) Mineral water shall be branded in CA Logo, County Government and Kikao Kikuu Logo.	200	3			200	3		
5.	Mobile Toilets	Hire and set up of Mobile Toilets (double unit-male and female)	3	3						
6.	Décor	Supply and provide décor services for exhibition area as guided by CA <ul style="list-style-type: none"> · CA Corporate- CA brand Colors Royal Blue, Black, White · County Government – As directed · Exhibitor refreshment tent- CA colors (Royal blue, black, white) · Others – CA Colors or plain white linen on tables and white dressed 	Lot	3			Lot	3		

No.	Item	Description	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		chairs as directed · Center pieces and floral arrangements in all tents								
7.	Audio Visual Equipment	Supply delivery and mounting of 56" LCD Screen on a stand for exhibition tents	8	3			8	3		
		Supply and delivery of Laptop and long VGA cable for connection to LCD Screens. Provide with security locks and ensure they are secured appropriately.	8	3			8	3		
8.	Security	Provision of security for exhibition area and facilitate security for exhibiting organizations and equipment on site for 3 days	2	3			2	3		
9.	Transport	Transport for all items required for the exhibition	700	2			260	2		

No.	Item	Description	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
10	Photography and videography	The provision of professional photography and videography of event for 3 days to produce print and broadcast quality pictures and video. To be delivered in CD and DVD.	1	3			1	3		
11	Signage	The design, production and appropriate placement of signage for the county ICT Consumer forum and exhibition as per creative designs provided. The signage shall in the very least include the following. CA will send approved creative Toilets Forum Exhibition Panelist Briefing area VIP Holding Area Lunch Venue	Lot	1			Lot	1		

No.	Item	Description	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
					Kisumu County	Kisumu County			Embu County	Embu County
		Free Wi-Fi (5) Reception and Registration Media Podium Branding Names of tall exhibitors- (Names of the exhibitors to be provided by CA)								
12	Ambulance with Paramedics	The hire of ambulance and paramedic services for 3 day	1	3			1	3		

Catering Costs

No.	ITEM	LOCATI ON	SPECIFICATIONS	Qty	Days	Unit Cost	Total Cost	Qt y	Days	Unit Cost	Total Cost
						Kisumu County	Kisumu County			Embu County	Embu County
1.	Outsid e Caterin g	Exhibition Area (Tue- Thu)	Provision of high tea and snacks (Enhanced menu) for exhibitors at the venue of the County ICT Consumer forum (Morning teas)	120	3			120	3		
			Provision of high tea and snacks (Enhanced menu) for exhibitors at the venue of the County ICT Consumer forum (Afternoon teas)	120	3			120	3		
			Provision of high tea and snacks (Enhanced menu) for exhibitors at the venue of the County ICT Consumer forum (Afternoon teas)	80	1			80	1		

No.	ITEM	LOCATI ON	SPECIFICATIONS	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
						Kisumu County	Kisumu County			Embu County	Embu County
			<p>Provision of a three (3)-Course Lunch buffet and soft drink at exhibition area. Tents and tables shall be provided. CA to approve menu and caterer</p> <p>The proposed menu should in the very least comprise of:</p> <p>Proteins: Beef Stew, Maryland Chicken, Pan Fried Chicken, Pan Fried Fish, and Fried Beans.</p> <p>Starch: Vegetable rice, chapatti, Ugali, roast potatoes.</p> <p>Vegetables: Sweet vegetable Salad, Mixed Vegetables (French beans, carrots, broccoli, cauliflower), spinach.</p>	120	3			120	3		

No.	ITEM	LOCATI ON	SPECIFICATIONS	Qty	Days	Unit Cost	Total Cost	Qt y	Days	Unit Cost	Total Cost
						Kisumu County	Kisumu County			Embu County	Embu County
			Fruit: Fruit cuttings (pineapple, melon, pawpaw, oranges, bananas)								
			Drink: One soft drink to be served with food. (juice, water, soda)								
		Panelist Briefing Area	Provision of high tea and snacks at venue and morning of the County ICT Consumer Forum for panelists. Reserve two tables at the exhibition lunch area	20	1			20	1		
		VIP Holding tent	Provision of high tea and snacks at venue and morning of the County ICT Consumer Forum for panelists	50	1			50	1		
2.	Buffet lunch	County ICT	Provision of a three (3)-course lunch buffet for 500								

No.	ITEM	LOCATI ON	SPECIFICATIONS	Qty	Days	Unit Cost	Total Cost	Qt y	Days	Unit Cost	Total Cost
						Kisumu County	Kisumu County			Embu County	Embu County
		Consumer Forum	pax during the county ICT Consumer Forum. The caterer is also expected to provide								
			• 3 course lunch and one soft drink for 500 pax	500	1			500	1		
			• 65 Round tables (Draped)	65	1			65	1		
			• 500 dressed banquet chairs (Draped)	500	1			500	1		
			• Round table draping (CA Colours – Royal Blue, Black, White; Kikao Kikuu Colours – Yellow and Black)	65	1			65	1		
			• Banqueting seat draping (CA Colours – Royal Blue, Black, White; Kikao Kikuu Colours – Yellow and Black)	500	1			500	1		
			• Tasteful draping in CA	1	1			1	1		

No.	ITEM	LOCATI ON	SPECIFICATIONS	Qty	Days	Unit Cost	Total Cost	Qt y	Days	Unit Cost	Total Cost
						Kisum u Count y	Kisumu County			Embu County	Embu County
			corporate colours (blue, black and white)								
			• Table center pieces and overlays (CA corporate colours blue, black and white)	65	1			65	1		
			• Venue for 500 pax to have lunch	1	1			1	1		
			• Hire and set up of Mobile Toilets (double units- male and female)	3	1			3	1		
			• Dome Tent to seat 500 pax restaurant style. Tasteful draping in CA corporate colours (blue, black and white) and Kikao Kikuu Colours (Kikao Kikuu Colours – Yellow and Black)	1	1			1	1		
			• Soft piped music	1	1			1	1		
			• Supply and delivery to 2 dressed rectangular tables	2	1			2	1		

No.	ITEM	LOCATI ON	SPECIFICATIONS	Qty	Days	Unit Cost	Total Cost	Qty	Days	Unit Cost	Total Cost
						Kisumu County	Kisumu County			Embu County	Embu County
			The proposed menu should in the very least comprise of: Proteins: Beef Stew, Maryland Chicken, Pan Fried Chicken, Pan Fried Fish, and Fried Beans.								
			Starch: Vegetable rice, chapatti, ugali, roast potatoes.								
			Vegetables: Sweet vegetable Salad, Mixed Vegetables (French beans, carrots, broccoli, cauliflower), spinach.								
			Fruit: Fruit cuttings (pineapple, melon, pawpaw, oranges, bananas)								
			Drink: One soft drink to be served with food. (juice, water, soda)								

No.	ITEM	LOCATI ON	SPECIFICATIONS	Qty	Days	Unit Cost	Total Cost	Qt y	Days	Unit Cost	Total Cost
						Kisum u Count y	Kisumu County			Embu County	Embu County

SECTION E ; TENDER FORM

(i) Form of Tender

Date:Tender No:

**To: The Head of Procurement
Communications Authority of Kenya
P.O. Box 14448
WESTLANDS 00800
Nairobi
Kenya**

Gentlemen and/or Ladies:

1. Having examined the tender documents including addenda
Nos.: (Insert numbers), the receipt of which is
hereby acknowledged, we, the undersigned, offer to supply and deliver
.....

(Description of goods)

in conformity with the said tender documents for the sum of
.....
.....

(Total tender amount in words and figures)

or such other sums as may be ascertained in accordance with the
Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver the goods in
accordance with the delivery schedule specified in the Schedule of
Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum
equivalent to 5 per cent of the Contract Price for the due
performance of the Contract, in the form prescribed by
Communications Authority of Kenya.

4. We agree to abide by this Tender for a period of (number) days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this Day of.....20.....

.....
Signature

.....
(In the capacity of)

Duly authorized to sign tender for and on behalf of

Signature of tenderer

Note: In case of discrepancy between Unit Price and total, the Unit Price shall prevail

SECTION F: CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2019 between **Communications Authority of Kenya** (hereinafter called “the Employer”) of the one part and _____ (hereinafter called “the Supplier”) of the other part:

WHEREAS the Employer invited tenders for certain goods and ancillary services, viz., Supply and delivery of IT Hardware and Software and has accepted a tender by the supplier for the provision of the services in the sum of _____

_____ (*words*) _____ [*figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Tender Form and the Price Schedule submitted by the Tenderer;
 - (b) The schedule of Requirements;
 - (c) The General Conditions of Contract;
 - (d) The Special Conditions of Contract; and
 - (e) The Employer’s Notification of Award and Contractors letter of Acceptance.
3. In consideration of the payments to be made by the Employer to the Supplier, the Contractor hereby covenants with the Employer to provide the services in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Supplier in consideration of the provision of the services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.
5. The supplier undertakes to perform the services with the highest standards of proficiency and ethical competence and integrity.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

**SIGNED FOR AND ON BEHALF OF THE COMMUNICATIONS
AUTHORITY OF KENYA**

DIRECTOR-GENERAL

In the presence of:

AUTHORITY SECRETARY

SIGNED FOR AND ON BEHALF OF

DIRECTOR

In the presence of:

SECRETARY

SECTION I: PERFORMANCE SECURITY FORM-BANK GUARANTEE- (1% OF THE CONTRACT SUM)

To: COMMUNICATIONS AUTHORITY OF KENYA

WHEREAS (*Name of tenderer*)
hereinafter called the “tenderer”) has undertaken, in pursuance of Contract
No..... (*reference number of the contract*) dated
..... 20 To supply
.....

(*description of goods*) (Hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
.....

(amount of the guarantee in works and figures), and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of sums within the limits of
.....

..... (**1% of the contact sum**) as foresaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of
20

Signature and seal of Guarantors

.....

.....

(Name of bank or financial institution)

.....

.....

(Address)

.....

.....

SECTION J: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

Part 1 – General:

1. Business Name
.....
.....
2. Location of business premises.
.....
Plot No...... Street/Road
.....
3. Postal Address Tel No. Fax
..... E mail
4. Nature of Business
.....
.....
5. Registration Certificate No.
.....
6. Maximum value of business which you can handle at any one time – Kshs.
.....
7. Name of your bankers Branch
.....

	<p>8. Part 2 (a) – Sole Proprietor</p> <p>9. Your name in full Age</p> <p>10. Nationality Country of origin</p> <ul style="list-style-type: none"> • Citizenship details • 																								
	<p>11. Part 2 (b) Partnership</p> <p>12. Given details of partners as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%;">Name</th> <th style="width: 15%;"></th> <th style="width: 15%;">Nationality</th> </tr> <tr> <th></th> <th>Citizenship Details</th> <th>Shares</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name		Nationality		Citizenship Details	Shares		1.	2.	3.	4.
	Name		Nationality																						
	Citizenship Details	Shares																							
1.																						
2.																						
3.																						
4.																						
	<p>14. Part 2 (c) – Registered Company</p> <p>15. Private or Public</p> <p>16. State the nominal and issued capital of company-</p>																								

17.	Nominal Kshs.			
18.	Issued Kshs.			
Given details of all directors as follows				
19.	Name	Nationality	Citizenship	
	Details	Shares		
20.1			
			
21.2.			
			
22.3.			
			
23.4.			
			
24.5			
			
25. Date Signature of Candidate				
.....				

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

