



**KENYA FILM COMMISSION**

**REQUEST FOR QUOTATION (RFQ)**

**FOR**

**PROVISION OF EVENT MANAGEMEMENT/ORGANIZATION AND PLANNING FOR  
KALASHA FILM AND TELEVISION AWARDS**

**TENDER NO. KFC/32/2021-2022**

**ISSUE DATE: TUESDAY 12<sup>TH</sup> OCTOBER, 2021**

**CLOSING DATE: MONDAY 18<sup>TH</sup> OCTOBER, 2021 AT 12.00 NOON (KENYA TIME)**

**Kenya Film Commission**

**P.O. Box 76417 – 00508, Nairobi, Kenya Tel: (020) 2714073/4**

**Website: [www.kenyafilmcommission.com](http://www.kenyafilmcommission.com)**

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## REQUEST FOR QUOTATIONS (RFQ)

To:

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*[Insert Name and Address of selected*

*Tenderer]*

**From: KENYA FILM COMMISSION  
P.O. Box 76417-00508 NAIROBI**

### **TITLE OF QUOTATION: PROVISION OF EVENT MANAGEMENT/ ORGANIZATION AND PLANNING FOR KALASHA FILM AND TELEVISION AWARDS**

**Quotation Reference Number: KFC/RFQ-32/2021-2022**

1. The **Kenya Film Commission** invites you to submit quotations for the Provision of Event Management/Organization and Planning for Kalasha Film and Television Awards as indicated in detail in “**Table A. Schedule of Requirements and Specifications**”. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours **8.00am – 5.00pm** at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than **[12.00 Noon on MONDAY 18<sup>TH</sup> OCTOBER, 2021]**. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to the following email address: [procurement@filmingkenya.com](mailto:procurement@filmingkenya.com)
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email or express mail the undersigned within two (2) days of receipt of this RFQ if you will not be submitting a quotation. **Not Applicable**

#### **Address for Submission of Quotations:**

Completed Quotation documents are to be enclosed in plain sealed envelopes addressed to the Chief Executive Officer, Kenya Film Commission marked with the Quotation reference number and Quotation Name and deposited in the Quotation Box located on the 2<sup>nd</sup> Floor, Jumuia Place II located on Lenana Road Kilimani before the deadline for submission.

**CHIEF EXECUTIVE OFFICER**

## PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held **valid for 120** days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one “one original” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

### **Address for Submission of Quotations.**

Completed Quotation documents are to be enclosed in plain sealed envelopes addressed to the Chief Executive Officer, Kenya Film Commission marked with the Quotation reference number and Quotation Name and deposited in the Quotation Box located on the 2<sup>nd</sup> Floor, Jumuia Place II located on Lenana Road Kilimani before the deadline for submission.

Date of Submission (deadline): **18<sup>TH</sup> OCTOBER, 2021** (day, month and year).

Time of Submission (deadline): **12.00NOON** (Kenya time).

6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 above, by at least three appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following:
  - ✓ Copy Incorporation/Registration Certificate
  - ✓ Copy of a valid Tax Compliance Certificate
  - ✓ Copy of CR12 which must have been issued within the last 12 months (for registered companies) OR Copies of National Identity Cards for Sole Proprietors
  - ✓ Valid/Current Single Business Permit
  - ✓ Firms Organization Structure
  - ✓ Dully filled and signed Schedule Of Requirements Table
  - ✓ Dully filled and signed Form For Disclosure of Interest

- ✓ Dully filled and signed Certificate of Independent Quotation Determination
- ✓ Dully filled and signed Self-Declaration Form.
- ✓ Pagination and serialization of tender documents

**NOTE:** *Bidders must submit all the above requirements. Failure to submit any of the above requirement shall lead to rejection of the quotation.*

8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services
10. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
11. **Alternative Quotations:** Tenderers **not permitted** to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services (*select one*). Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
12. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed.

The Procuring Entity **shall not allow** quotations in foreign currency (*procuring Entity to select one*).

13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
- i) Preliminary examination to determine Tenderer eligibility:

**Bidders must submit the following:**

- Copy Incorporation/Registration Certificate
- Copy of a valid Tax Compliance Certificate
- Copy of CR12 which must have been issued within the last 12 months (for registered companies) OR Copies of National Identity Cards for Sole Proprietors
- Valid/Current Single Business Permit
- Firms Organization Structure
- Dully filled and signed Schedule Of Requirements Table
- Dully filled and signed Form For Disclosure Of Interest
- Dully filled and signed Certificate Of Independent Quotation Determination
- Dully filled and signed Self-Declaration Form.
- ✓ Pagination and serialization of tender document

- ii) Technical examination to determine eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage. *The pass mark shall be 70% marks.*

	<b>CRITERIA</b>	<b>WEIGHT</b>	<b>SCORES AWARDED</b>
<b>1</b>	<b>Relevant Experience for the Assignment (Choreographed Events)</b>		
a	Number of High Profile Choreographed Event Management Services undertaken/done. List assignments carried out in the last three years and provide dates and contact persons including email addresses, name of the organization and personnel used in each (Score of 2 per assignment).	10	
	<b>Sub Total</b>	<b>10</b>	
<b>2</b>	<b>Methodology and Approach</b>		
a	Understanding of the Terms of Reference (ToRs) as provided: <ul style="list-style-type: none"> <li>• Conformity to the ToRs –response to requirements</li> <li>• Bidder’s initiatives and comments on the TORs</li> </ul>	10	
b	<b>Appropriateness of Methodology and work plan (Proposal)</b> <ul style="list-style-type: none"> <li>• Detailed description of approach/methodology with clear timelines on execution</li> <li>• Project Schedule</li> </ul>	40	
	<b>Sub Total</b>	<b>50</b>	
<b>3</b>	<b>Human Resource Capacity</b>		
a	<b>Key Project Staff:</b> Provide CVs of key project staff highlighting specific skills and competencies including specific projects handled of similar nature  4 marks for specific skills for at least five professionals 5 marks for similar projects handled for at least five similar projects	10	
b	<b>Management of 3<sup>rd</sup> Party Suppliers:</b> Provide a brief summary on your proposed strategy for management of third party suppliers.	5	
c	<b>References:</b> Please provide four reference letters from organizations (on letter head) for which you have organized national, regional or international Awards/events (5 marks for each well-organized event/awards ceremony)	20	
d	<b>Added Value:</b> Provide additional recommendations that will contribute to the overall success of the event. What other value addition will your firm add to the success of the two events	5	
	<b>Sub Total</b>	<b>40</b>	
	<b>GRAND TOTAL</b>	<b>100</b>	

- iii) Financial comparison of quotations to determine the lowest evaluated quotation after attaining the minimum pass mark of 70% marks in technical evaluation.
- 14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
- 15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
- 16. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

## QUOTATION AND QUALIFICATION DOCUMENTS

*Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.*

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE *(Not Applicable)*

### **FORM OF QUOTATION** *[To be completed by Tenderer]*

Quotation Addressed to (Procuring Entity)	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated \_\_\_\_\_, referenced above, we offer to  
 \_\_\_\_\_  
 \_\_\_\_\_ (specify one of supply goods, complete the works or provide the services) to cover and conform to our pricing listed in the attached in Table  
 B. Quotation Submission TABLE at a total price of Kenya Shillings  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (in words) \_\_\_\_\_
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the \_\_\_\_\_ (goods to be supplied/works to be constructed/services to be provided (select one) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.



5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from \_\_\_\_\_ (*specify website*) during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: \_\_days from the time and date of the submission deadline (*number to be same as in the instructions to Tenderers*).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.
9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: \_\_days from date of acceptance of Quotation. The warranty period offered is.....weeks.

Quotation Authorized by:

Name and designation \_\_\_\_\_

Signature:

i) **SCHEDULE OF REQUIREMENTS TABLE**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>Unit</b>	<b>Cost in Kshs.</b>	<b>Annual Amount(KShs.)</b>
1	Provision of Event Management/Organization and Planning for Kalasha Film and Television Awards	Service		
	<b>Subtotal</b>			
	<b>Taxes</b>			
	<b>Total Amount of Financial Proposal</b>			

Signature: \_\_\_\_\_

And seal/Stamp

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Authorized for and on behalf of (*specify name of tenderer*) \_\_\_\_\_

Date \_\_\_\_\_

**ii) FORM FOR DISCLOSURE OF INTEREST** - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in ..... (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person		Interest or Relationship with Tenderer

**iii) Conflict of interest disclosure**

	Type of Conflict		
	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		

9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract.		
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**iii) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

\_\_\_\_\_  
*(Signature)*
*(Date)*

**iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of quotation to the \_\_\_\_\_ *[Name of Procuring Entity]* for: \_\_\_\_\_ *[Name and number of quotation]* in response to the request for tenders made by: \_\_\_\_\_ *[Name of Tenderer]* do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ *[Name of Tenderer]* that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) has been requested to submit a quotation in response to this request for quotations;
  - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a quotation; or
  - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*[Name, title and signature of authorized agent of Tenderer and Date]*

**v) SELF-DECLARATION FORM**

We, the Tenderer \_\_\_\_\_ (*insert name*) submitting our Quotation in respect of Quotation No \_\_\_\_\_ for \_\_\_\_\_ (*insert quotation Title Description*) for \_\_\_\_\_ (*insert Name of Procuring Entity*)

**DECLARE AS FOLLOWS:**

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
  - i) The RFQ for the above Quotation;
  - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
  - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
  - iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of ..... (*name of the procuring entity*);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya. That, what is deponed to herein above is true to the best of our knowledge, information and belief.

**Name of the Tenderer:** .....[*insert complete name of tenderer signing the quotation*]

**Name of the person duly authorized to sign the quotation on behalf of the Tenderer:**  
.....[*insert complete name of person duly authorized to sign the quotation*]

**Title of the person signing the Quotation:** .....[*insert complete title of the person signing the quotation*]

**Signature of the person named above:** .....[*insert signature of person whose name and capacity are shown above*]

**vi) FOREIGN TENDERER 40% RULE**

*(not to be included in the RFQ for supply of goods, supply and installation of plant and equipment, insurance, purchase of property, and other RFQ where this rule may not be practical).*

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition.

	Description of Work Item	location of	COST in K. shillings	Comments, if any		
1						
2						
3						
4						
5						
<b>B</b>						
1						
2						
3						
4						
5						
<b>C</b>						
1						
2						

3				
4				
5				
Use of Local Plant and Equipmen				
1				
2				
3				
4				
5				
F Add any other items				
1				
2				
3				
4				
5				
6				
		ENT	XXXXX	
PERCENTAGE OF CONTRACT PRICE				



## **PART 2: SCHEDULE OF REQUIREMENTS**

### **TERMS OF REFERENCE:**

#### **Background:**

The Kenya Film Commission is organizing the Kalasha International Film & TV Awards an initiative whose aim is to promote culture, stories, creativity and skills within the East African Region.

#### **The goals of Kalasha International Film & TV awards are to;**

- a. Celebrate achievers in the film industry and promote our cultural diversity.
- b. Inject new energy into the industries by fostering healthy competition and understanding.
- c. Spur further growth in the film and TV, cultural and tourism industries and open links for communication as we tell our Kenyan stories.
- d. Involve movie and television fans in efforts to shape the cultural industry.
- e. Create extra publicity for the industries.
- f. Bring back a screening culture (audience development)
- g. Nature talent

### **A. TERMS OF REFERENCE FOR 11<sup>TH</sup> EDITION OF KALASHA INTERNATIONAL FILM AND TV AWARDS EVENT MANAGEMENT SERVICES**

#### **Scope of Service:**

The appointed service provider will be required to develop and implement a comprehensive event management plan and execution for the Kalasha International Film & TV Awards 2021.

#### **Responsibility of the Event Manager:**

In conjunction with KFC, the appointed event manager will be expected to coordinate and manage the Awards and the agreed activities within the set budget and deliver within set timeframes. Upon completion of the project, the service provider will be expected to submit a closure report to Kenya Film Commission. The prospective event manager is expected to draft the approach to be followed and produce the following deliverables:

#### **Events Management:**

The Award ceremony is scheduled to take place on **27<sup>th</sup> November 2021**. The event will be attended by high ranking government officials amongst other prominent personalities. The contractor will liaise with KFC on all aspects of Kalasha International Film & TV Awards 2021 and will have overall responsibility for the following:

1. **The Event:** The event manager will be required to develop a concept for a black-tie event themed... *The Future is Film* ....The event is to be organized to an international Awards Standard;-
  - ❖ An event management plan (Pre, during and post)
  - ❖ A choreographed and seamless flow of the day's activities (excluding event production)
  - ❖ Venue branding
  - ❖ Sitting arrangement
  - ❖ A welcome Cocktail – Approximately 300 Pax
  - ❖ Indoor venue for the main awards – To seat 300 Pax theatre style observing COVID 19 health

guidelines with stage set up ( **the proposed venue will be within Nairobi or within a radius of not more than 6 kms from Nairobi CBD)-The Commission will source for the venue & Catering services**)

- ❖ After party management.
- ❖ VIP holding area management
- ❖ Management of nominees holding area and drop off area.

**2. The Awards Event Venue:** The venue will require:

- ❖ Décor
- ❖ Event décor Lighting
- ❖ Sound
- ❖ Security
- ❖ Ushers
- ❖ Red carpet
- ❖ Entertainment (live performance and a DJ)
- ❖ Set up of the bar and the dance floor.
- ❖ Set up a photo stand

**3. Event Management:**

- ❖ Coordination of VIP, nominees and general public.
- ❖ Co-ordinate with all suppliers, participants and companies involved with and/or providing services at the event
- ❖ Entertainment sourcing and management (identification and hosting of artists, DJ's, Dance floor,) in consultation with KFC

**4. Onsite Management: (Pegged on 650pax)**

- ❖ Security
- ❖ Registration
- ❖ Décor Lighting
- ❖ Logistics planning and scheduling
- ❖ Professional Photo & Video Coverage of the event-final product –complete photo book & videos

**5. Management of Hospitality Services (the Commission will source for the venue and catering services)  
: For 300 pax during the gala night**

- ❖ Catering –Meal plan: Dinner
- ❖ Welcome cocktail party/bar
- ❖ Hostesses
- ❖ After party
- ❖ Ambulance service

**6. Monitoring & Evaluation**

- Debriefing on participation, execution and service delivery

**7. Specific items required to be provided by the event Manager for the awards Ceremony:**

KALASHA INTERNATIONAL TV & FILM AWARDS TO BE HELD IN A VENUE TO BE COMMUNICATED-PREFERRED VENUE WILL BE WITHIN NAIROBI CBD/ WITHIN A RADIUS OF NOT MORE THAN 4 KMS FROM NAIROBI CBD		
ITEM	DESCRIPTION	QTY
REGISTRATION	Dressing of tables	2
	Banqueting chairs dressing	8
	Ushers	10
	Wristbands brands - All	350
RED CARPET	Red Carpet	1
	Photo stand	1
	Red carpet runner - 10m - VIP	2
	Que stands - VIP & Red carpet	14
	Parcans at backdrop - VIP & second red carpet	8
COCKTAIL & DINNER LOUNGE	Cocktail & Lounge	
	Cocktail tables LED	30
	Fairy lighting	1
	Manikins OR alternative wow factor	4
	<b>Sub - Total</b>	
TALENT	Ushers all areas	4
	DJ	1
	DJ Decks and mixer	
BRANDING	Designing and production of branded collateral e.g. Directional signage (1m x1m)	6
	Media banner (12*2, Dye-sublimation polyester print Finishing with Velcro, provide structure stand and carrier bag.	1
	Branded event envelopes - 40 (For Winner Announcement)	
	Branded event que card for each category for event host/MCs	40
	Designing of Invitation cards	1

*Refer to the schedule of requirements table*

ITEM	DESCRIPTION	UNIT	RATE
1	Provision of Event Management/Organization and Planning for Kalasha Film and Television Awards	Service	

Signature: \_\_\_\_\_

And seal/Stamp \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Authorized for and on behalf of (*specify name of tenderer*) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**PART 3: CONTRACT**

**CONTRACT AGREEMENT**

- (1) THIS CONTRACT AGREEMENT is made \_\_\_\_\_ (specify date).  
Between \_\_\_\_\_ [Insert complete name of Procuring Entity], and having its principal place of Business at \_\_\_\_\_ [Insert address of Procuring Entity] and \_\_\_\_\_ [Insert name of Supplier, or contractor or service provider], and having its principal place of business at \_\_\_\_\_ [insert address of Supplier, contractor or service provider].
- (2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (select one) described in Table B, i.e. \_\_\_\_\_ [insert brief description of Goods, works and Services] and has accepted a Quotation by the Tenderer in the sum of \_\_\_\_\_ [insert Contract Price in words and figures] (hereinafter called “the Contract Price”).
- (3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:
  - 1. This Contract Agreement includes the following documents:
    - a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
    - b) Table B. QUOTATION SUBMISSION TABLE.
    - c) FORM OF QUOTATION.
    - d) Conditions of Contract.
  - 2. In consideration of the payments to be made by the Procuring Entity to the Supplier/contractor/service provider as hereinafter mentioned, the Supplier/contractor/service provider hereby covenants with the Procuring Entity to provide the Goods/works/services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
  - 3. The Procuring Entity hereby covenants to pay the Supplier/Contractor/service provider (select one) in consideration of the provision of the Goods/works/services (select one) and the remedying of defects therein, 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.
- (4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya.

**For and on behalf of the Procuring Entity**

Signed: .....[insert signature] in the capacity  
of..... [insert title or other appropriate designation] in the presence  
of..... [insert identification of official witness]

**For and on behalf of the Supplier/Contractor/Service Provider (select one)**

Signed: .....[insert signature of authorized representative(s) of the  
Supplier]  
in the capacity of..... [insert title or other appropriate designation]  
in the presence of..... [insert identification of official witness]

**1. Language**

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/Contractor/Service Provider (*select one*) Provider and the Procuring Entity, shall be written in the English Language.

**2. Eligibility**

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

**3. Notices**

Any notice given by one party to the other pursuant to the Contract shall be in writing.

**4. Governing Law**

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

**5. Settlement of Disputes**

The Procuring Entity and the Supplier/Contractor/Service (*select one*) shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Supplier/Contractor/Service (*select one*) may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

**6. Supplier/Contractor/Service Provider Responsibilities**

The Supplier/Contractor/Service Provider (*select one*) shall supply all the Goods included in the Schedule of Requirements.

**7. Contract Price**

Prices charged by the Supplier/Contractor/Service Provider (*select one*) under the Contract shall not vary from the prices quoted by the Supplier/Contractor/Service Provider (*select one*) in its quotation.

**8. Terms of Payment**

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows (*select one*):

- i) For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.
- ii) For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.
- iii) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate

**9. Inspections and Tests**

The Supplier/Contractor/Service Provider (*select one*) shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

**10. Warranty**

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.