

REPUBLIC OF KENYA



MINISTRY OF DEVOLUTION

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14th December, 2021

TO ALL BIDDERS

ADDENDUM NO.1 CLARIFICATION ON CONSULTANCY TO PROVIDE EVENT AND CONFERENCE ORGANISATION SERVICES FOR THE 9TH EDITION OF THE AFRICITIES SUMMIT

TENDER NO: MOD/OT/RFP/01/2021-2022

The Ministry of Devolution has issued the following addendum to the tender advertised on 7th November, 2021.

S/No.	Query	Clarification
1.	Amongst the Key personnel requested is a Safety and Security Expert (Page 27). However, the rest of the RFP makes no reference whatsoever to this security element, including the Financial proposal. Kindly clarify on whether to include the co-ordination of security and protocol aspect and to what extent.	The Bidder is expected to draw from experience and understanding the TOR, the key safety and security elements required for conference of this magnitude. The safety and security elements are aside from those provided by the national security system. The bidder is expected to interpret what this would entail for an International Conference of this magnitude.
2.	On page 57, FIN 4 refers to the quoting for Media Production services, However, there is no indication of what elements of Media production, e.g. a jingle, an advert, a documentary, a classified etc, and in each case the durations of the same. Kindly clarify on this.	Among the key personnel is the safety and security expert. The Media Production Services also requires the bidders to draw from past experience and propose appropriate methods from their understanding of the TOR.
3.	The RFP indicates the need for	The number of translators required should be

	translators of English, French, Arabic and Sign language, however, there is no indication of how many translators of which specific languages are required in total, considering that there will be many rooms and break-out sessions that may also need translation services at various points.	determined by the bidder from their understanding of the standards and requirements of translation services for and conference of the specifications provided. Bidders are expected to indicate what their professional assumptions are in the decision on the number of translators proposed.
4.	In regards to the event set up, there is a mention of one main conference room and 20 breakaway rooms. However, there is no indication of whether the facilities will be provided or the tenderer will have to source for the venue, tents, exhibition booths, etc. Kindly clarify for purposes of quoting for the same.	The provision of the conferencing facilities mentioned including plenary hall and breakout rooms is NOT the responsibility of the bidder.
5.	In the RFP, the organizer will be required to provide third party insurance to exhibitors upon request, without the knowledge of how many exhibitors will require this service, it is becomes difficult to quote for this element. Kindly shed more light on this.	The value of the third party insurance will re-determined once the exhibitors have been identified and contracted. The bidders must however demonstrate partnership with insurance provider for this purpose.
6.	On Branding, apart from the signage, there is no mention of any other branding inside the conference rooms. Specifications for the quantities, sizes, etc are also crucial in quoting for the same.	Any additional branding aside from this indicated in the TOR, should be on the recommendation and proposal of the bidders. They all be subject to review by and approval going forward.

The new date for closing/opening of the tenders will be Friday 17th December, 2021 at 11:00 a.m. at the Ministry of Devolution offices located at Telposta Towers 6th Floor Boardroom.

All other details of the tender including tender description and tender number, terms and conditions of the tender remain the same as per the uploaded advert.

Maurice Ogola
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