



KENYA FILM COMISSION

**PROVISION OF VENUE FOR SOUND
MASTERCLASS TRAINING TO BE HELD ON
FEBRUARY 6TH, 2020 TO FEBRUARY 7TH,
2020 NAIROBI COUNTY**

QUOTATION NO. KFC/96/ 2019-2020

**CLOSING DATE: TUESDAY 4TH FEBRUARY, 2020 AT
12.00PM**

1. INTRODUCTION

Kenya Film Commission (**KFC**) is a State Corporation responsible for Marketing Kenya as a centre of excellence for the global film industry

OUR MANDATE

- Advising the Government and all relevant stakeholders on matters pertaining to development, co-ordination, regulation of the film industry in Kenya
- Facilitating the provision of content development, funding and investment for film projects
- Undertaking comprehensive and continuous assessment and resolution of the needs and problems of the film industry
- Increasing production opportunities through strategic alliances and co-production treaties
- Assisting in the marketing, distribution, exhibition and dissemination of Kenya films
- Encouraging investment in the development of film industry infrastructure
- Identifying critical training needs of the film industry for enhancing the capacity of industry practitioners at entry and advance levels; and
- Maintaining a database of equipment, personnel and production facilities available locally.

OUR WEBSITE: www.kenyafilmcommission.com

TERMS OF REFERENCE (ToRs)

Bidders are instructed to quote for the provision of venue & catering services as listed below:

NO	ITEM DESCRIPTION	No. of Days	NUMBER OF PAX PER DAY
1	<p>The Kenya Film Commission in partnership with Multichoice Talent Academy will be hosting a sound masterclass series on Thursday 6th, February 2020 to Friday 7th, February 2020 8am-5pm</p> <p>You are hereby invited to quote for the provision of venue (auditorium) , full day conference services i.e 10am beverages/ assorted snacks, buffet lunch, two mineral water (for morning & evening sessions), one soft drink over lunch & 4pm hot beverages & light snacks</p> <p>Venue requirements</p> <ul style="list-style-type: none"> • Venue within Nairobi with easy transport access. • Comfortable auditorium enough for 60 pax with a comfortable catering space/eating area. • 10am tea/snacks, Lunch, 4pm tea/snacks. • Stationery (Notebooks & pens). • Water. 	2	60

Mandatory Documents:

- 1. Company Statutory documents**
- 2. Valid Tax compliance**

QUALITY ASSURANCE

All facilities to be provided under this Contract must be of quality standard.

2. COMMERCIAL SPECIFICATION**a) PRICING**

Prices must be valid for a period of 60 Days from closing date of this RFQ.

b) COSTING SCHEDULE

Detailed pricing schedule of all facilities MUST be provided.

c) CURRENCY

Prices should be fully quoted in Kenya Shillings and must indicate and include all applicable taxes

3. QUOTATION SUBMISSION**A) DEADLINE FOR SUBMISSION OF QUOTATION**

- i. Quotation must be received by KFC at the address specified and on the date and time specified.
- ii. KFC may, at its discretion, may extend the deadline for submission of quotations through the issue of an addendum, in which case all rights and obligations of **KFC** and the quotations previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

All quotations documents should be submitted by Tuesday 4th February, 2020 at 12pm through the below email address:

Procurement@filmingkenya.com

B) PROCESS CONFIDENTIALITY

- i. Information relating to the examination, clarification, evaluation and comparisons of quotations and recommendations concerning the award of contract shall not be disclosed to suppliers or other persons not officially concerned with such process until the award of contract is announced.
- ii. Any effort by supplier to influence KFC in the process of examination, evaluation, comparison of quotations and decisions concerning award of contract may result in the rejection of that supplier's quotation.

C) CLARIFICATION OF QUOTATIONS

1. To assist in the examination, evaluation and comparison of quotations, KFC may ask suppliers, individually, for clarification of their quotations, including breakdown of unit prices. The request for clarification and the response shall be in writing or by cable, facsimile or e-mail, but no change in the price or substance of the quotation shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the employer during the evaluation of the quotations.
2. No supplier shall contact KFC on any matter relating to his/her quotation from the time of the quotation receipt to the time the contract is awarded. If a supplier wishes to bring additional information to KFC's notice, s/he shall do so in writing.

D) CORRUPT FRAUDULENT PRACTICES

Kenya Film Commission requires that suppliers observe the highest ethical standards during the procurement process and execution of contracts. In pursuance of this policy, Kenya Film Commission:

Defines, for the purposes of this provision, the terms set forth below as follows:

- ◆ **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution; and
- ◆ **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the company, and includes collusive practice among suppliers (prior to or after quotation submission) designed to establish quotation prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition.

All Queries relating to this RFQ should be addressed to:

Procurement Department

Kenya Film Commission

P. O. Box 76417- 00508

Nairobi, KENYA.

Tel: +254 20 2714073/4

Mob. +254 729 407497, +254 733 650068

Fax: +254 20 2714075.

E-mail: procurement@filmingkenya.com