



**REPUBLIC OF KENYA**  
**MINISTRY OF MINING, BLUE ECONOMY AND**  
**MARITIME AFFAIRS**

**STATE DEPARTMENT FOR THE BLUE ECONOMY AND FISHERIES**

**PRE-QUALIFICATION FOR PROVISION OF**  
**CONFERENCE FACILITIES AND ASSOCIATED**  
**SUPPLIES AND SERVICES FOR CONFERENCE TO**  
**BE HELD IN MOMBASA**

**Invitation to Pre-Qualification No. MMBE&MA/SDBE&F/PREQ.01/2025-2026**

**PRE-QUALIFICATION DOCUMENT**

**PROCURING ENTITY**  
**PRINCIPAL SECRETARY**  
**STATE DEPARTMENT FOR THE BLUE ECONOMY AND FISHERIES**  
**P O BOX 58187 - 00200**  
**NAIROBI**

**FEBRUARY, 2026**

# TABLE OF CONTENTS

<b>PREFACE</b> .....	iii
<b>INVITATION TO APPLY FOR PRE-QUALIFICATION</b> .....	vii
<b>PART I - APPLICATION PROCEDURES</b> .....	1
<b>Section I - Instructions to Applicants (ITA)</b> .....	1
<b>A. General</b> .....	1
1. Scope of Application .....	1
2. Source of Funds.....	1
3. Fraud and Corruption.....	1
4. Collusive practices .....	1
5. Eligible Applicants.....	1
6. Eligibility.....	2
<b>B. Pre-qualification Documents</b> .....	3
7. Sections of Pre-qualification Document .....	3
<b>PART 1 -Pre-qualification Procedures</b> .....	3
i) Section I - Instructions to Applicants (ITA) .....	3
ii) Section II - Pre-qualification Data Sheet (PDS) .....	3
iii) Section III - Qualification Criteria and Requirements .....	3
iv) Section IV -Application Forms.....	3
<b>PART 2 – Scope of Works, Goods or Non-Consulting Services Requirements</b> .....	3
<b>Section VII – Scope Works, Goods or Non-Consulting Services Requirements</b> .....	3
8. Clarification of Pre-qualification Document and Pre-Application Meeting.....	3
9. Amendment of Pre-qualification Document.....	4
<b>C. Preparation of Applications</b> .....	4
10. Cost of Applications .....	4
11. Language of Application .....	4
12. Documents Comprising the Application.....	4
13. Application Submission Letter .....	4
14. Documents Establishing the Eligibility of the Applicant .....	4
15. Documents Establishing the Qualifications of the Applicant.....	4
16. Signing of the Application and Number of Copies.....	5
<b>D. Submission of Applications</b> .....	6
17. Sealing and Marking of Applications.....	6
18. Deadline for Submission of Applications .....	6
19. Late Applications.....	6
20. Opening of Applications.....	6
<b>E. Procedures for Evaluation of Applications</b> .....	6
21. Confidentiality.....	6
22. Clarification of Applications .....	6

23.	Responsiveness of Applications.....	7
24.	Margin of Preference .....	7
25.	Nominated Subcontractors .....	7
<b>F.</b>	<b>Evaluation of Applications and Pre-qualification of Applicants.....</b>	<b>7</b>
26.	Evaluation of Applications.....	7
27.	Procuring Entity's Right to Accept or Reject Applications .....	8
28.	Pre-qualification of Applicants .....	8
29.	Notification of Pre-qualification .....	8
30.	Invitation to Tender .....	8
31.	Changes in Qualifications of Applicants.....	8
32.	Procurement Related Complaint .....	8

**Section II - Pre-qualification Data Sheet (PDS) .....9**

**Section III- Qualification Criteria and Requirements ..... 12**

**Section IV –Application Forms..... 20**

1.	Application Submission Letter.....	20
2.	Form ELI -1.1 - Applicant Information Form.....	22
3.	Form ELI -1.2 - Applicant's JV Information Form .....	23
4.	Form CON - 2 - Historical Contract Non-Performance, and Pending Litigation and Litigation History ...	24
5.	Form FIN - 3.1 -Financial Situation and Performance .....	25
6.	Form FIN - 3.2 - Average Annual Construction or Supply Contracts Turnover .....	27
7.	Form EXP - 4.1- General Construction or Supply Contract Experience ( <i>Select one</i> ).....	29
8.	Form EXP - 4.2(a) - Specific Construction and Contract Management Experience or Supply Contract Experience.....	30
10.	Form EXP - 4.2(b) - Construction Experience or Supply contract in Key Activities ( <i>select one</i> ).....	32

**PART 2 – PART 2 WORKS, GOODS OR NON-CONSULTING SERVICES REQUIREMENTS**

(*select one*)..... 34

**Section V - Scope of works, goods or Non-Consulting Services ..... 34**

1.	Description of the works, goods or Non-Consulting Services contract.....	34
2.	Construction Period or Supply Contract period or Non-Consulting Services Contract Period.....	34
3.	Site and Other Data	

## INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: PRE-QUALIFICATION FOR PROVISION OF CONFERENCE FACILITIES AND ASSOCIATED SUPPLIES AND SERVICES FOR CONFERENCE TO BE HELD IN MOMBASA

Contract No: MMBEMA/SDBE&F//01/2025-2026

Prequalification Reference No.: MMBEMA/SDBE&F/PREQ.01/2025-2026

1. **The State Department for the Blue Economy and Fisheries** intends to **Pre-qualify Service Providers for Conference to be held in Mombasa** *contract number; MMBEMA/SDBE&F/2025-2026*; For Provision of Conference Facilities and Associated Supplies and Services for Conference to be held in Mombasa.
2. It is expected that the Invitation to Tender will be made in **April, 2026**. Tendering will be conducted through **Restricted Tendering to Pre-Qualified firms** procedures using a standardized tender document and will be open to all applicants who prequalify.
3. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours *i.e. 0900 to 1700 hours* at the address given below.
4. A complete set of Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fees of Kenya shillings **1,000** in cash or Banker's Cheque and payable to the address given below. Tender documents obtained electronically will be free of charge.
5. Prequalification Document may be viewed and downloaded for free from the website ([www.mibema.go.ke](http://www.mibema.go.ke), [www.tenders.go.ke](http://www.tenders.go.ke)) Applicants who download the Prequalification Document must forward their particulars immediately to: [ps@blueeconomy.go.ke](mailto:ps@blueeconomy.go.ke) to facilitate any further clarification or addendum.
6. Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by **3<sup>rd</sup> March, 2026** at **10.00 AM**. Alternatively, documents may be sent electronically to the email address; **N/A**
7. Late applications will be rejected.
8. Address where to submit Applications;

***Principal Secretary***

***State Department for The Blue Economy and Fisheries***

***P O Box 58187 – 00200***

***Ngong Road, Maji House, 3<sup>rd</sup> Floor, Room 343, Nairobi County***



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# **PART 1 - APPLICATION PROCEDURES**

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## SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

### A. General

#### 1 Scope of Application

1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

2 **Source of Funds** to be specified in the PDS, if deemed necessary.

#### 3 Fraud and Corruption

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

#### 4 Collusive practices

4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

#### 5 Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.

5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated

or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
  - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at [www.ppra.go.ke](http://www.ppra.go.ke)
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner accept able to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

## **6 Eligibility**

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
  - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.
- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

## **B. Contents of the Prequalification Documents**

### **7 Sections of Prequalification Document**

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

## **PART 1 - Prequalification Procedures**

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

## **PART 2 - Works, Goods, or Non-Consulting Services Requirements**

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

## **8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting**

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **PDS** before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Amendment of Prequalification Document**

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.

9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

## **C. Preparation of Applications**

### **10 Cost of Applications**

10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

### **11 Language of Application**

11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

### **12 Documents Comprising the Application**

12.1 The Application shall comprise the following:

- a. Application Submission Letter, in accordance with ITA 13.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d. Any other document required as specified in the PDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

### **13 Application Submission Letter**

13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

### **14 Documents Establishing the Eligibility of the Applicant**

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

### **15 Documents Establishing the Qualifications of the Applicant**

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a. For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b. Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the

procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
  - If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

## **16 Signing of the Application and Number of Copies**

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

## **D. Submission of Applications**

### **17 Sealing and Marking of Applications**

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- Bear the name and address of the Applicant;
  - Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
  - Bear the specific identification of this prequalification process indicated in the PDS 1.1.
- 17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as

required in ITA 16.1 above.

## **18 Deadline for Submission of Applications**

- 18.1** Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS**.
- 18.2** The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## **19 Late Applications**

- 19.1** The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

## **20. Opening of Applications**

- 20.1** The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.
- 20.2** Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.
- 20.2** The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

## **E. Procedures for Evaluation of Applications**

### **21 Confidentiality**

- 21.1** Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.
- 21.2** From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

## **22 Clarification of Applications**

- 22.1** To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.
- 22.1** If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

## **23 Responsiveness of Applications**

- 23.1** The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

## **24 Margin of Preference**

- 24.1** Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting

from this prequalification.

## **25 Nominated Subcontractors**

- 25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).
- 25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

## **F. Evaluation of Applications and Prequalification of Applicants**

### **26 Evaluation of Applications**

- 26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
- 26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
  - ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.
- 26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.
- 26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.
- 26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

### **27 Procuring Entity's Right to Accept or Reject Applications**

- 27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

### **28 Prequalification of Applicants**

- 28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will

be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.32 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

## **28 Invitation to Tender**

29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

## **29 Changes in Qualifications of Applicants**

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

## **31 Procurement Related Complaints and Administrative Review**

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

31.2 A request for administrative review shall be made in the form provided.

**SECTION II - PREQUALIFICATION DATA SHEET (PDS)**

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 1.1	<p>The Procuring Entity is: <b>STATE DEPARTMENT FOR THE BLUE ECONOMY AND FISHERIES, P O BOX 58187 – 00200 NAIROBI</b></p> <p>The identification of the Invitation for Pre-qualification is:  <b>MMBEMA/SDBE&amp;F/PREQ.01/2025-2026; Pre-Qualification for Provision of Conference Facilities and Associated Supplies and Services for Conference to be held in Mombasa</b></p> <p>The particular type of contract is on <b>Provision of Conference Facilities and Associated Supplies and Services</b></p> <p>The application is for <b>Pre-Qualification for Provision of Conference Facilities and Associated Supplies and Services for Conference to be held in Mombasa</b></p> <p>The Application is for:</p> <p><b>LOT 1: PROVISION OF CONFERENCE FACILITIES</b></p> <p><b>LOT 2: LOGISTICS, VVIP TRANSPORT &amp; CONCIERGE SERVICES</b></p> <p><b>LOT 3: SECURITY (ACCESS CONTROL &amp; SAFETY PLAN)</b></p> <p><b>LOT 4: ICT INFRASTRUCTURE &amp; CONFERENCE MANAGEMENT SOFTWARE</b></p> <p><b>LOT 5: CREATIVE MEDIA COMMUNICATION, LIVE PRODUCTION &amp; DIGITAL BROADCASTING</b></p> <p><b>LOT 6: DESIGN, SUPPLY &amp; INSTALLATION OF EXHIBITION BOOTHS, TENTED STRUCTURES &amp; SUSTAINABLE EVENT SPACES</b></p> <p><b>LOT 7: SUPPLY OF BRANDED MATERIALS</b></p> <p>Pre-Qualification will be based on <b>MULTIPLE CONTRACTS</b></p> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
ITA 2	The Source of funds shall be <b>GoK</b>
ITA 5.2	Maximum number of members in the JV shall be: <b>NA</b>
<b>B. Contents of the Prequalification Document</b>	

ITA 8.1	For clarification purposes, the Procuring Entity's address is: <b>Principal Secretary, State Department For The Blue Economy and Fisheries</b> Attention: <b>Senior Deputy Director, Supply Chain Management Services, Maji House Room 343</b> Telephone: <b>2718870</b> Electronic mail address: <b>procurementfisheries@gmail.com</b> Web page: <b>www.mibema.go.ke</b>
ITA 8.2	A pre-application meeting will be held on ___N/A_____
	A pre-arranged Site visit will be held on ____NA_
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than <b><u>5 Days before opening date.</u></b>
ITA 8.5	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page <b>NA</b>
ITT 9.2	Addendum issued shall be published at the website; <b><a href="http://www.mibema.go.ke">www.mibema.go.ke</a>; <a href="http://www.tenders.go.ke">www.tenders.go.ke</a></b>
ITA 8.2	Pre-Application Meeting will be held: <b>[No]</b>
<b>C. Preparation of Applications</b>	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: <b>-Certificate of Incorporation</b> <b>-Tax Compliance Certificate</b> <b>- Business Permit Licence</b>
ITA 15.2(b)	The source for determining exchange rates is <b>Central Bank of Kenya</b>
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: <b>ONE COPY</b>
<b>D. Submission of Applications</b>	
ITA 17.1	The deadline for Application submission is: <b>3<sup>rd</sup> MARCH, 2026</b>

Reference to ITC Clause	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
<b>A. General</b>	
	Date: <b>3<sup>RD</sup> MARCH, 2026</b> Time: <b>10.00 AM</b> For Application submission purposes only, the Procuring Entity's address is: <b>Principal Secretary, State Department for The Blue Economy and Fisheries, P O Box 58187 – 00200 Nairobi</b>  Attention: <b>Senior Deputy Director, Supply Chain Management Services</b> Address: <b>Nairobi City, Ngong Road, Maji House 3<sup>rd</sup> Floor, Room 343</b> Country: <b>Kenya</b> Telephone: <b>2718870</b> Email address: <b>procurementfisheries@gmail.com</b> Applicants <b>“shall not”</b> have the option of submitting their Applications electronically.
ITA 18.1	Late Applications will be returned unopened to the Applicants.

ITA 19.1	<p>The Procuring Entity <b>will not</b> accept late applications.</p> <p>If late applications will be accepted, they must be received not later than <u>N/A</u> after the deadline for submission of applications</p>
ITA 20.1	<p>The opening of the Applications shall be at <b>3<sup>RD</sup> MARCH, 2026 At 10.00am, Ragati Road, Social Health Authority Building, 14<sup>th</sup> Floor, Boardroom</b></p>
ITA 20.2	<p>The electronic Application opening procedures shall be: <b>NA</b></p>
<p><b>E. Procedures for Evaluation of Applications</b></p>	
ITA 24.1	<p>A margin of preference <b>SHALL NOT</b> apply.</p>
ITA 25.1	<p>At this time the Procuring Entity <b>DOES NOT INTEND</b> to execute certain specific parts of the Works by sub-contractors selected in advance.</p>
ITA 25.2	<p>The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows:</p> <p><u>NA</u></p> <p>For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Applicant for the purpose of evaluation.</p>
ITA 31.1	<p>An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to:</p> <p style="text-align: center;"><b>Public Procurement Administrative Review Board</b>  <b>6th Floor KISM Towers, Ngong Road</b>  <b>Email: <a href="mailto:info@ppra.go.ke">info@ppra.go.ke</a></b>  <b>Address: P.O Box 58535-00200, Nairobi, Kenya</b></p> <p>In summary, at this stage, a Procurement-related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Entity's decision not to prequalify an Applicant.</p>

**SECTION III – QUALIFICATION, CRITERIA AND REQUIREMENTS**

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
FOR LOT_1: PROVISION OF CONFERENCE FACILITIES							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>2. Historical Contract Non-Performance</b>							
2.1	History of Non-Performing Contracts	Non-performance of a contract <sup>1</sup> did not occur as a result of contractor’s default since 1 <sup>st</sup> January 2021	Must mmeet requirement <sup>1</sup>	Must mmeet requirements	Must mmeet requirement <sup>2</sup>	N/A	Form CON-2

2.2	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant <sup>3</sup> since 1 <sup>st</sup> January 2021	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
3. Financial Situation and Performance							
3.1	Financial capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as Kshs <b>100,000,000</b> for the subject contract(s) net of the Applicants other commitments  (ii) The <b>Applicant</b> shall also demonstrate, to the satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow	Must meet requirement  Must meet requirement	Must Meet requirement  Must meet requirement	N/A  N/A	N/A  N/A	Form FIN – 3.1, with attachments

<sup>1</sup> Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>2</sup> This requirement also applies to contracts executed by the Applicant as JV member.

<sup>3</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		requirements on non-consulting services currently in progress and for future contract commitments.  (iii) The audited balance sheets or, if not required by the laws of Kenya, other financial statements acceptable to the Procuring Entity, for the last five (5) years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Non consulting service Turnover	Minimum average annual non consulting turnover of KENYA SHILLINGS <i>one Billion(1,000,000,000) in KENYA SHILLING</i> , calculated as total certified payments received for contracts in progress and/or completed within the last <i>three (3) years</i> , divided by <i>three years</i>	Must meet requirement	Must meet requirement	Must meet <i>[insert number] %</i> , <i>[insert percentage in words]</i> of the requirement	Must meet <i>[insert number] %</i> , <i>[insert percentage in words]</i> of the requirement	Form FIN – 3.2
<b>4. Experience</b>							
4.1 (a)	General Conference Experience	Experience under conference contracts in the role of prime service provider, JV member, subcontractor, or management contractor for at least the last <i>five (five) years</i> , starting 1 <sup>st</sup> January 2021.	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Construction & Contract management Experience	(i) A minimum number of <i>10</i> similar contracts specified below that have been satisfactorily and substantially <sup>4</sup> completed as a prime service provider, joint venture member <sup>5</sup> , management contractor or subcontractor between 1st January 2021 and Application submission deadline:	Must meet requirement	Must meet requirement <sup>6</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.2(a)

<sup>4</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>5</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>6</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.2 (b)		For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum conference experience in the following key activities successfully completed <sup>7</sup> : <i>Conference facilities for 4000 delegates for a period of 3 days, side meeting rooms, exhibition booths</i>	Must meet requirements	Must meet requirements [Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]	N/A	Must meet the following requirements for "N/A".	Form EXP – 4.2 (b)
4.3 (a)	Specific management Experience in supply of goods	(i) A minimum number of 10 similar contracts specified below that have been satisfactorily and substantially <sup>8</sup> completed as a prime supplier, joint venture member <sup>9</sup> , management contractor or subcontractor between 1st January 2021 and Application submission deadline:	Must meet requirement	Must meet requirement <sup>10</sup>	N/A	Must meet the following requirements for the key activities listed below "N/A"]	Form EXP 4.3(a)
4.3 (b)		For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture	Must meet requirements [Specify	Must meet requirements [Specify	N/A	Must meet the following requirements for	Form EXP – 4.2 (b)

<sup>7</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>8</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>9</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>10</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum conference experience in the following key activities successfully completed <sup>11</sup> : <i>conference venue for 4000 pax, video conferencing facilities, sound, 10 O'clock tea for 4000 delegates, lunch for 4000 delegates and 4 o'clock tea for 4000 delegates from various continents and countries</i>	<i>activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i>	<i>activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i>		<i>key activities listed below [if applicable, out of the key activities in the first column of this 4.3 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i>	

<sup>11</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
<b>FOR LOT_2: Logistics, VVIP Transport &amp; Concierge Services</b>							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>2. Historical Contract Non-Performance</b>							
2.1	History of Non-Performing Contracts	Non-performance of a contract <sup>1</sup> did not occur as a result of contractor's default since 1 <sup>st</sup> January 2021	Must meet requirement <sup>1</sup>	Must meet requirements	Must meet requirement <sup>2</sup>	N/A	Form CON-2
2.2	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant <sup>3</sup> since 1 <sup>st</sup> January 2021	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
<b>3. Financial Situation and Performance</b>							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the service cash flow requirements estimated as 100 million <i>KENYA SHILLINGS</i> for the subject contract(s) net of the Applicants other commitments	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments
			Must meet	Must meet	N/A	N/A	

<sup>1</sup> Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>2</sup> This requirement also applies to contracts executed by the Applicant as JV member.

<sup>3</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.



Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
						<i>otherwise state: "N/A"]</i>	
4.2 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January 2023 and Application submission deadline, a minimum service experience in the following key activities successfully completed<sup>7</sup>: transport logistics for VVIP and other delegates of upto 3000 pax</p> <p><i>Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>8</sup></i></p>	<p>Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i></p>	<p>Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i></p>	N/A	<p>Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.2 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i></p>	Form EXP – 4.2 (b)

<sup>7</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>8</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.3 (a)	Specific Management Experience in provision of services	<p>(i) A minimum number of 3 similar contracts specified below that have been satisfactorily and substantially<sup>9</sup> completed as a prime supplier, joint venture member <sup>10</sup>, management contractor or subcontractor between 1st January 2023 and Application submission deadline:</p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of goods contracts, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted in accordance with ITA 25.2]</i></p>	Must meet requirement	Must meet requirement <sup>11</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.3(a)
4.3 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture member, or sub-contractor between 1st January 2023 and Application submission deadline, a minimum service experience in the following key activities successfully completed<sup>12</sup>: <i>[airport transfers and hotel shuttle for delegates of over 3000</i></p> <p><i>Under 4.3(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.3(a) and 4.3(b). For the rate of production, specify that the rate of production</i></p>	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor , if permitted in accordance with ITA 25.2]</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2 ]</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.3 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by</i>	Form EXP – 4.2 (b)

<sup>9</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>10</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant’s share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>11</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

<sup>12</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<i>shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>13</sup></i>				<i>one member, otherwise this cell should state: "N/A".]</i>	

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
FOR LOT_3: SECURITY (ACCESS CONTROL & SAFETY PLAN)							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

<sup>13</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>2. Historical Contract Non-Performance</b>							
2.1	History of Non-Performing Contracts	Non-performance of a contract <sup>14</sup> did not occur as a result of contractor's default since 1 <sup>st</sup> January 2025	Must meet requirement <sup>1</sup>	Must meet requirements	Must meet requirement <sup>15</sup>	N/A	Form CON-2
2.2	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant <sup>16</sup> since 1 <sup>st</sup> January 2021	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
<b>3. Financial Situation and Performance</b>							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as twenty million <i>KENYA SHILLINGS</i> for the subject contract(s) net of the Applicants other commitments  (ii) The <b>Applicant</b> shall also demonstrate, to the satisfaction of the Procuring Entity, that it has	Must meet requirement  Must meet requirement	Must meet requirement  Must meet requirement	N/A  N/A	N/A  N/A	Form FIN – 3.1, with attachments

<sup>14</sup> Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>15</sup> This requirement also applies to contracts executed by the Applicant as JV member.

<sup>16</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.  (iii) The audited balance sheets or, if not required by the laws of Kenya, other financial statements acceptable to the Procuring Entity, for the last three years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Construction Turnover	Minimum average annual income turnover of fifty Million KENYA SHILLINGS (50,000,000), calculated as total certified payments received for contracts in progress and/or completed within the last two years, divided by two years	Must meet requirement	Must meet requirement	Must meet [insert number] %, [insert percentage in words] of the requirement	Must meet [insert number] %, [insert percentage in words] of the requirement	Form FIN – 3.2
<b>4. Experience</b>							
4.1 (a)	General Construction Experience	Experience under security contracts in the role of prime contractor, JV member, subcontractor, or management contractor for at least the last five years, starting 1 <sup>st</sup> January 2021	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Construction & Contract Management Experience	(i) A minimum number of three similar contracts specified below that have been satisfactorily and substantially <sup>17</sup> completed as a prime contractor, joint venture member <sup>18</sup> , management contractor or subcontractor between 1st January 2021 and Application submission deadline:	Must meet requirement	Must meet requirement <sup>19</sup>	N/A	Must meet the following requirements for the key activities listed below [list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]	Form EXP 4.2(a)

<sup>17</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>18</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>19</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.2 (b)		For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum construction experience in the following key activities successfully completed <sup>20</sup> : <i>security and safety plans for delegation of over 4000 people</i> <i>Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]</i> <sup>21</sup>	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.2 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i>	Form EXP – 4.2 (b)

<sup>20</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>21</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.3 (a)	Specific Management Experience in supply of goods	<p>(i) A minimum number of three similar contracts specified below that have been satisfactorily and substantially<sup>22</sup> completed as a prime supplier, joint venture member<sup>23</sup>, management contractor or subcontractor between 1st January 2023 and Application submission deadline:</p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of goods contracts, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted in accordance with ITA 25.2]</i></p>	Must meet requirement	Must meet requirement <sup>24</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.3(a)
4.3 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture member, or sub-contractor between 1st January 2023 and Application submission deadline, a minimum security experience in the following key activities successfully completed<sup>25</sup>: <i>[Security and safety plans for VVIP and ordinary delegates housed in one venue numbering to 4000 Under 4.3(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.3(a) and 4.3(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during</i></p>	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2 ]</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.3 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state:</i>	Form EXP – 4.2 (b)

<sup>22</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>23</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>24</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

<sup>25</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<i>the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>26</sup></i>				"N/A".]	

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
FOR LOT_4: ICT INFRASTRUCTURE & CONFERENCE MANAGEMENT SOFTWARE							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

<sup>26</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>2. Historical Contract Non-Performance</b>							
2.1	History of Non-Performing Contracts	Non-performance of a contract <sup>27</sup> did not occur as a result of contractor's default since 1 <sup>st</sup> January 2021	Must meet requirement <sup>1</sup>	Must meet requirements	Must meet requirement <sup>28</sup>	N/A	Form CON-2
2.2	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter

<sup>27</sup> Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>28</sup> This requirement also applies to contracts executed by the Applicant as JV member.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
	Entity						
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant <sup>29</sup> since 1 <sup>st</sup> January 2021	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
<b>3. Financial Situation and Performance</b>							
3.1	Financial Capabilities	<p>(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow requirements estimated as fifty Million <i>KENYA SHILLINGS</i> for the subject contract(s) net of the Applicants other commitments</p> <p>(ii) The <b>Applicant</b> shall also demonstrate, to the satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of Kenya, other financial statements</p>	<p>Must meet requirement</p> <p>Must meet requirement</p>	<p>Must meet requirement</p> <p>Must meet requirement</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	Form FIN – 3.1, with attachments

<sup>29</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		acceptable to the Procuring Entity, for the last three years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Construction Turnover	Minimum average annual income turnover of KENYA SHILLINGS fifty million KENYA SHILLING 50,000,000, calculated as total certified payments received for contracts in progress and/or completed within the last two years, divided by two years	Must meet requirement	Must meet requirement	Must meet [insert number] %, [insert percentage in words] of the requirement	Must meet [insert number] %, [insert percentage in words] of the requirement	Form FIN – 3.2
<b>4. Experience</b>							
4.1 (a)	General Construction Experience	Experience under supply of ICT contracts in the role of prime contractor, JV member, subcontractor, or management contractor for at least the last three years, starting 1 <sup>st</sup> January 2023	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Construction & Contract Management Experience	(i) A minimum number of three similar contracts specified below that have been satisfactorily and substantially <sup>30</sup> completed as a prime contractor, joint venture member <sup>31</sup> , management contractor or subcontractor between 1st January 2023 and Application submission deadline:	Must meet requirement	Must meet requirement <sup>32</sup>	N/A	Must meet the following requirements for the key activities listed below [list key activities and the	Form EXP 4.2(a)

<sup>30</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>31</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>32</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
						<i>corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	
4.2 (b)		For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January 2023 and Application submission deadline, a minimum ICT experience in the following key activities successfully completed <sup>33</sup> : <i>Conference of over 4000 delegates Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>34</sup></i>	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.2 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i>	Form EXP – 4.2 (b)

<sup>33</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>34</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.3 (a)	Specific Management Experience in supply of goods	<p>(i) A minimum number of three similar contracts specified below that have been satisfactorily and substantially<sup>35</sup> completed as a prime supplier, joint venture member<sup>36</sup>, management contractor or subcontractor between 1st January 2023 and Application submission deadline:</p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of goods contracts, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted in accordance with ITA 25.2]</i></p>	Must meet requirement	Must meet requirement <sup>37</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.3(a)
4.3 (b)		For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture member, or sub-contractor between 1st January 2023 and Application submission deadline, a	Must meet requirements <i>[Specify activities that may be met</i>	Must meet requirements <i>[Specify activities that may be met</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of</i>	Form EXP – 4.2 (b)

<sup>35</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>36</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>37</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<p>minimum ICT experience in the following key activities successfully completed<sup>38</sup>: ICT connectivity and sound communication for 4000 delegates</p> <p><i>Under 4.3(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.3(a) and 4.3(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]</i><sup>39</sup></p>	<p><i>through a specialized subcontractor , if permitted in accordance with ITA 25.2]</i></p>	<p><i>through a Specialized Subcontractor, if permitted in accordance with ITA 25.2 ]</i></p>		<p><i>the key activities in the first column of this 4.3 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i></p>	

<sup>38</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>39</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
<b>FOR LOT_5: CREATIVE MEDIA COMMUNICATION, LIVE PRODUCTION &amp; DIGITAL BROADCASTING</b>							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>2. Historical Contract Non-Performance</b>							
2.1	History of Non-Performing Contracts	Non-performance of a contract <sup>40</sup> did not occur as a result of contractor's default since 1 <sup>st</sup> January 2021	Must meet requirement <sup>1</sup>	Must meet requirements	Must meet requirement <sup>41</sup>	N/A	Form CON-2
2.2	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant <sup>42</sup> since 1 <sup>st</sup> January 2021	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
<b>3. Financial Situation and Performance</b>							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as one hundred million <i>KENYA SHILLINGS</i> for the subject contract(s) net of the Applicants other commitments  (ii) The <b>Applicant</b> shall also demonstrate, to the	Must meet requirement  Must meet requirement	Must meet requirement  Must meet requirement	N/A  N/A	N/A  N/A	Form FIN – 3.1, with attachments

<sup>40</sup> Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>41</sup> This requirement also applies to contracts executed by the Applicant as JV member.

<sup>42</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<p>satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of Kenya, other financial statements acceptable to the Procuring Entity, for the last three years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.</p>	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Income Turnover	Minimum average annual income turnover of one hundred million KENYA SHILLINGS 100.000.000 KENYA SHILLING, calculated as total certified payments received for contracts in progress and/or completed within the last two years, divided by two years	Must meet requirement	Must meet requirement	Must meet <i>[insert number] %</i> , <i>[insert percentage in words]</i> of the requirement	Must meet <i>[insert number] %</i> , <i>[insert percentage in words]</i> of the requirement	Form FIN – 3.2
<b>4. Experience</b>							
4.1 (a)	General Media Experience	Experience under creative media and broadcasting contracts in the role of prime contractor, JV member, subcontractor, or management contractor for at least the last three years, starting 1 <sup>st</sup> January 2023	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Construction & Contract Management Experience	(i) A minimum number of three similar contracts specified below that have been satisfactorily and substantially <sup>43</sup> completed as a prime contractor, joint venture member <sup>44</sup> , management contractor or subcontractor between 1st January 2021 and Application submission deadline:	Must meet requirement	Must meet requirement <sup>45</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the</i>	Form EXP 4.2(a)

<sup>43</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>44</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>45</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
						<i>corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	
4.2 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum media experience in the following key activities successfully completed<sup>46</sup>: creative media,digital broadcasting, communication for conference of over 4000 delegates</p> <p><i>Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>47</sup></i></p>	<p>Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor , if permitted in accordance with ITA 25.2]</i></p>	<p>Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i></p>	N/A	<p>Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.2 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i></p>	Form EXP – 4.2 (b)

<sup>46</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>47</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.3 (a)	Specific Management Experience in creative media and digital broadcasting	<p>(i) A minimum number of two similar contracts specified below that have been satisfactorily and substantially<sup>48</sup> completed as a prime supplier, joint venture member<sup>49</sup>, management contractor or subcontractor between 1st January <i>[insert year]</i> and Application submission deadline:</p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of goods contracts, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted in accordance with ITA 25.2]</i></p>	Must meet requirement	Must meet requirement <sup>50</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.3(a)
4.3 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum creative media experience in the following key activities successfully completed<sup>51</sup>: <i>digital broadcasting, creative media and communication</i></p> <p><i>Under 4.3(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.3(a) and 4.3(b). For the rate of</i></p>	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2 ]</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.3 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise</i>	Form EXP – 4.2 (b)

<sup>48</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>49</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>50</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

<sup>51</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<i>production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>52</sup></i>				<i>this cell should state: "N/A".]</i>	

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
<b>FOR LOT_6: DESIGN, SUPPLY &amp; INSTALLATION OF EXHIBITION BOOTHS, TENTED STRUCTURES &amp; SUSTAINABLE EVENT SPACES</b>							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

<sup>52</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>2. Historical Contract Non-Performance</b>							
2.1	History of Non-Performing Contracts	Non-performance of a contract <sup>53</sup> did not occur as a result of contractor's default since 1 <sup>st</sup> January 2021	Must meet requirement <sup>1</sup>	Must meet requirements	Must meet requirement <sup>54</sup>	N/A	Form CON-2
2.2	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant <sup>55</sup> since 1 <sup>st</sup> January 2021	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
<b>3. Financial Situation and Performance</b>							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as twenty Million <i>KENYA SHILLINGS</i> for the subject contract(s) net of the Applicants other commitments	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments

<sup>53</sup> Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>54</sup> This requirement also applies to contracts executed by the Applicant as JV member.

<sup>55</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.



Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
						<i>corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	
4.2 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum construction experience in the following key activities successfully completed<sup>59</sup>: erection of booths and tents for delegates</p> <p><i>Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>60</sup></i></p>	<p>Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i></p>	<p>Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i></p>	N/A	<p>Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.2 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i></p>	Form EXP – 4.2 (b)

<sup>59</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>60</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.3 (a)	Specific Management Experience in supply of goods	<p>(i) A minimum number of two similar contracts specified below that have been satisfactorily and substantially<sup>61</sup> completed as a prime supplier, joint venture member <sup>62</sup>, management contractor or subcontractor between 1st January 2021 and Application submission deadline:</p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of goods contracts, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted in accordance with ITA 25.2]</i></p>	Must meet requirement	Must meet requirement <sup>63</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.3(a)
4.3 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum construction experience in the following key activities successfully completed<sup>64</sup>: erection of booths and tents</p> <p><i>Under 4.3(a), specified requirements define similarity of contracts, whereas the key activities</i></p>	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontra</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.3 b), list key activities (volume, number or rate of production as</i>	Form EXP – 4.2 (b)

<sup>61</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>62</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>63</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

<sup>64</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<i>or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.3(a) and 4.3(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>65</sup></i>		<i>ctor, if permitted in accordance with ITA 25.2 ]</i>		<i>applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i>	

<sup>65</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
FOR LOT_7: SUPPLY OF BRANDED MATERIALS							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>1. Eligibility</b>							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
<b>2. Historical Contract Non-Performance</b>							

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
2.1	History of Non-Performing Contracts	Non-performance of a contract <sup>66</sup> did not occur as a result of contractor's default since 1 <sup>st</sup> January 2021	Must meet requirement <sup>1</sup>	Must meet requirements	Must meet requirement <sup>67</sup>	N/A	Form CON-2
2.2	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant <sup>68</sup> since 1 <sup>st</sup> January 2021	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
3. Financial Situation and Performance							
3.1	Financial Capabilities	<p>(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the supply cash flow requirements estimated as twenty million <i>KENYA SHILLINGS</i> for the subject contract(s) net of the Applicants other commitments</p> <p>(ii) The <b>Applicant</b> shall also demonstrate, to the satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and</p>	<p>Must meet requirement</p> <p>Must meet requirement</p>	<p>Must meet requirement</p> <p>Must meet requirement</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	Form FIN – 3.1, with attachments

<sup>66</sup> Nonperformance, as decided by the Procuring Entity, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>67</sup> This requirement also applies to contracts executed by the Applicant as JV member.

<sup>68</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		for future contract commitments.  (iii) The audited balance sheets or, if not required by the laws of Kenya, other financial statements acceptable to the Procuring Entity, for the last three years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover of KENYA SHILLINGS <i>thirty million, KENYA SHILLING 30,000,000</i> calculated as total certified payments received for contracts in progress and/or completed within the last two years, divided by two years	Must meet requirement	Must meet requirement	Must meet <i>[insert number] %</i> , <i>[insert percentage in words]</i> of the requirement	Must meet <i>[insert number] %</i> , <i>[insert percentage in words]</i> of the requirement	Form FIN – 3.2
4. Experience							
4.1 (a)	General Supply Experience	Experience under supply contracts in the role of prime contractor, JV member, subcontractor, or management contractor for at least the last five years, starting 1 <sup>st</sup> January 2021	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Supply & Contract Management Experience	(i) A minimum number of two similar contracts specified below that have been satisfactorily and substantially <sup>69</sup> completed as a prime contractor, joint venture member <sup>70</sup> , management contractor or subcontractor between 1st January 2021 and Application submission deadline:	Must meet requirement	Must meet requirement <sup>71</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.2(a)
4.2 (b)		For the above and any other contracts [substantially completed and under	Must meet requirements	Must meet requirements	N/A	Must meet the following	Form EXP – 4.2 (b)

<sup>69</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>70</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>71</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<p>implementation] as prime contractor, joint venture member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum supply experience in the following key activities successfully completed<sup>72</sup>: supply of branded materials assorted gifts and ornaments</p> <p><i>Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>73</sup></i></p>	<p><i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i></p>	<p><i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i></p>		<p>requirements for key activities listed below [if applicable, out of the key activities in the first column of this 4.2 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</p>	

<sup>72</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>73</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.3 (a)	Specific Management Experience in supply of goods	<p>(i) A minimum number of two similar contracts specified below that have been satisfactorily and substantially<sup>74</sup> completed as a prime supplier, joint venture member <sup>75</sup>, management contractor or subcontractor between 1st January 2021 and Application submission deadline:</p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of goods contracts, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted in accordance with ITA 25.2]</i></p>	Must meet requirement	Must meet requirement <sup>76</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.3(a)
4.3 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture member, or sub-contractor between 1st January 2021 and Application submission deadline, a minimum supply experience in the following key activities successfully completed<sup>77</sup>: <i>gifts for delegates of over 4000 and VVIP branding and printing</i></p> <p><i>Under 4.3(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.3(a) and 4.3(b). For the rate of</i></p>	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2 ]</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.3 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise</i>	Form EXP – 4.2 (b)

<sup>74</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>75</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>76</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

<sup>77</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements			Document/ Form	
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<i>production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>78</sup></i>				<i>this cell should state: "N/A".]</i>	

<sup>78</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

**SECTION IV- APPLICATION FORMS**

**1. Application Submission Letter**

Date: .....[insert day, month, and year]

ITT No. and title: ..... [insert ITT number and title]

To: .....[insert full name of Procuring Entity] We, the undersigned, apply to be prequalified for the referenced ITT and declare that:

- a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: [insert the number and issuing date of each addendum].
- b) No conflict of interest: We have no conflict of interest in accordance with ITA 5.7;
- c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by the Procuring Entity based on execution of a Tender/Proposal -Securing Declaration in accordance with ITA 5.8;

Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, 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 PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA5.9];

- f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts: ..... [Insert any of the key activities identified in Section III-4.2 (a)or(b) or 4.3(a) or (b) which the Procuring Entity has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]

- (g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
[insert full name for each occurrence]	[insert street/ number/city/country]	[indicate reason]	[specify amount currency, value, exchange rate and KENYA SHILLING equivalent]
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application"]

(h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.

(i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed.....*[insert signature(s) of an authorized representative(s) of the Applicant]*

Name .....*[insert full name of person signing the Application]*

In the capacity of ..... *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's

Name..... *[insert full name of Applicant or the name of the JV]*

Address ..... *[insert street number/town or city/country address]*

Dated on .....*[insert day number]* day of *[insert month]*, *[insert year]*

*[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]*

## 2. Form ELI -1.1 - Applicant Information Form

Date: ..... [insert day, month, year]

ITT No. and title: ..... [insert ITT number and title]

Page..... [insert page number] of [insert total number] pages

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing: Legal and financial autonomy Operation under commercial law Establishing that the Applicant is not under supervision of the Procuring Entity
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### 3. Form ELI-1.2 - Applicant's JV Information Form

*[The following form is additional to Form ELI-1.1., and shall be completed to provide information relating to each JV member (incase the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]*

Date: ..... *[insert day, month, year]* ITT No. and title:

..... *[insert ITT number and title]*

Page.....*[insert page number]* of *[insert total number]* pages

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 5.6 <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Procuring Entity, in accordance with ITA 5.9.
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

#### 4. Form CON 2 - Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member's Name: [insert full name]

ITT No. and title: [insert ITT number and title]

Page [insert page number] of [insert total number] pages

Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 <sup>st</sup> January [insert year] specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1. <input type="checkbox"/> Contract(s) not performed since 1 <sup>st</sup> January [insert year] specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and KENYA SHILLING equivalent)
[insert year]	[insert amount and percentage]	Contract Identification: [indicate complete contract name/number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)]	[insert amount]
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 <input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
[insert year]	[insert amount]	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Procuring Entity" or "Contractor"] Status of dispute: [Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]	[insert amount]
Litigation History in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert percentage]</i>	<p>Contract Identification: [indicate complete contract name, number, and any other identification]</p> <p>Name of Procuring Entity: <i>[insert full name]</i></p> <p>Address of Procuring Entity: <i>[insert street/city/country]</i></p> <p>Matter in dispute: <i>[indicate main issues in dispute]</i></p> <p>Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i></p> <p>Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i></p>	<i>[insert amount]</i>
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**5. Form FIN – 3.1 - Financial Situation and Performance**

**Financial Situation and Performance**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Joint Venture Member Name: ..... *[insert full name]* ITT No.

and title: ..... *[insert ITT number and title]*

Page..... *[insert page number]* of *[insert total number]* pages

**1. Financial data**

Type of Financial information in (currency)	Historic information for previous <i>_[insert number] years, [insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year4	Year 5
<b>Statement of Financial Position (Information from Balance Sheet)</b>					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
<b>Cash Flow Information</b>					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

## 5.2 Sources of Finance

*[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]*

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya shilling equivalent)
1		
2		
3		

## 5.3 Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - b) Be independently audited or certified in accordance with local legislation.
  - c) Be complete, including all notes to the financial statements.
  - d) Correspond to accounting periods already completed and audited.
- Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements

<sup>1</sup>*If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.*

**6 Form FIN - 3.2 - Average Annual Construction or Supply Contracts Turnover**

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture] Applicants*

Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Joint Venture Member Name: ..... *[insert full name]*

ITT No. and title: *[insert ITT number and title]*

Page.....*[insert page number]* of .....*[insert total number]* pages Table A (Complete if Contractor)

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate*	USD equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Construction Turnover **	

\* Refer ITA 14 for date and source of exchange rate.

\*\* Total Kenya shilling equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, 3.2.



**7 Form EXP - 4.1 - General Construction or Supply or service Contract Experience (Select one)**

[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]  
Applicant's Name: [insert full name]

Date: ..... [insert day, month, year]

Joint Venture Member Name: ..... [insert full name]

ITT No. and title: ..... [insert ITT number and title]

Page ..... [insert page number] of [insert total number] pages

[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Year	Ending Year	Contract Identification	Role of Applicant
[indicate year]	[indicate year]	Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*] Name of Procuring Entity: [indicate full name] Address: [indicate street/number/town or city/country]	[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]
		Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*] Name of Procuring Entity: [indicate full name] Address: [indicate street/number/town or city/country]	[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]
		Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and Kenya shillings equivalent*] Name of Procuring Entity: [indicate full name] Address: [indicate street/number/town or city/country]	[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]

\* Refer ITA 15 for date and source of exchange rate.

**8 Form EXP - 4.2(a) - Specific Construction and Contract Management Experience or Supply or service Contract Experience (Select one)**

*[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]*

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Joint Venture Member Name: ..... *[insert full name]*

ITT No. and title: ..... *[insert ITT number and title]*

Page..... *[insert page number]* of..... *[insert total number]* pages

Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i>	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		KENYA SHILLING <i>[insert Exchange rate and total contract amount in KENYA SHILLING equivalent] *</i>	
If member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in KENYA SHILLING equivalent] *</i>	
	<i>[insert roles and responsibilities]</i>			
Procuring Entity's Name:	<i>[insert full name]</i>			
Address:	<i>[indicate street / number / town or city / country]</i>			
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>			
E-mail:	<i>[insert e-mail address, if available]</i>			

**9 Form EXP - 4.2(a) (cont.) - Specific Construction and/or Contract Management Experience (cont.)**

<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	<i>[insert amount in local currency, exchange rate, KENYA SHILLING in words and in Figures]</i>
2. Physical size of required works items	<i>[insert physical size of items]</i>
3. Complexity	<i>[insert description of complexity]</i>
4. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
5. Construction rate for key activities	<i>[insert rates and items]</i>
6. Other Characteristics	<i>[insert other characteristics as described in Section VII, Scope of Works]</i>

**10 Form EXP - 4.2(b) - Construction Experience or Supply or service contract in Key Activities (select one)**

Applicant's Name: ..... [insert full name]

Date: ..... [insert day, month, year]

Applicant's JV Member's Name: ..... [insert full name]

Sub-contractor's Name..... (as per ITA 24.2 and 24.3): [insert full name]

ITT No. and title: ..... [insert ITT number and title]

Page.....[insert page number] of..... [insert total number] pages

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, 4.2.

1. Key Activity No. One: [insert brief description of the Activity, emphasizing its specificity]  
 Total Quantity of Activity under the contract: \_\_\_\_\_

Information				
Contract Identification	[insert contract name and number, if applicable]			
Award date	[insert day, month, year, e.g., 15 June, 2015]			
Completion date	[insert day, month, year, e.g., 03 October, 2017]			
Role in Contract [check the appropriate box]	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	[insert total contract amount in contract currency(ies)]		KENYA SHILLING [insert exchange rate and total contract amount in KENYA SHILLING equivalent]	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year [Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:	[insert full name]			
Address: Telephone/fax number E-mail:	[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert e-mail address, if available]			

2. Activity No. Two 3.

.....

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>[insert response to inquiry indicated in left column]</i>

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## **PART 2 - NON - CONSULTING SERVICES REQUIREMENTS**

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## SECTION V - SCOPE OF SERVICES

### LOT 1

## PROVISION OF CONFERENCE VENUE AND HOSPITALITY SERVICES

### 1. Background

### 2. Objective of the Terms of Reference

To procure a **single integrated conference venue and hospitality service provider** capable of delivering:

- Large-scale plenary sessions
- Multiple parallel conference tracks
- Exhibition and innovation showcase areas
- VIP hosting and executive meetings
- Secure controlled-access conference environment
- Integrated accommodation and catering services
- High-quality technical and audiovisual infrastructure

### 3. Scope of services

The selected venue provider shall provide the following services from **16<sup>th</sup> to 19<sup>th</sup> June, 2026**.

#### 3.1 Conference Infrastructure & Meeting Facilities

The venue must provide:

- A main plenary space with minimum seating capacity of 3000 delegates in theatre style
- At least 10–14 **Built** additional meeting rooms capable of hosting breakout sessions, ministerial meetings and side events
- Flexible room partitioning options
- Dedicated exhibition hall or expo space for innovation showcases and sponsor activations
- Outdoor reception areas for official networking events and cultural showcases

#### 3.2 Integrated Accommodation Facilities

The venue must offer:

- On-site accommodation capacity of **not less than 280 guest rooms**
- Availability of executive suites and premium room categories
- Ability to host VIP delegations, speakers and technical teams within the same facility
- Centralized check-in and hospitality coordination desk for conference delegates

### 3.3 Strategic Location & Accessibility

The venue must:

- Be located within **Mombasa County or immediate coastal zone**
- Provide direct access to major transport corridors including airports, highways and rail services
- Offer Ocean front or coastal proximity

### 3.4 Conference Technology & Technical Support

The venue shall provide:

- High-speed internet connectivity suitable for hybrid conferencing and live streaming
- Professional in-house sound systems and microphones
- Large-format LED screens or HD projection systems
- Dedicated technical support staff on-site throughout the Conference period
- Power backup systems to guarantee uninterrupted conference operations

### 3.5 Exhibition, Sponsor & Partner Activation Areas

The venue must support:

- Dedicated exhibition zones with customizable booth layouts
- Sponsor branding integration opportunities
- Space for innovation demonstrations and partner activations
- Networking lounges and investor engagement areas

### 3.6 Catering & Hospitality Services

The venue shall provide:

- On-site catering services for up to **3,000 delegates per day**
- Buffet and plated service options
- Tea breaks, working lunches and gala dinner service capability
- Special dietary accommodations (vegetarian, halal, medical diets)
- Multiple restaurant and hospitality outlets within the venue compound

### 3.7 Security & Access Control Infrastructure

The venue must demonstrate:

- Gated access points and controlled entry systems
- Ability to establish secure VIP zones and restricted-access areas
- Adequate parking space with security screening capacity

- Coordination capability with national security agencies
- Crowd flow management infrastructure

### **3.8 Environmental Sustainability & Blue Economy Alignment**

Preference will be given to venues that demonstrate:

- Sustainability practices (waste management, water efficiency, energy conservation)
- Coastal environmental protection compliance
- Support for local sourcing and community engagement
- Alignment with ocean conservation and green event principles

### **4. Venue Deliverables**

The selected service provider shall deliver:

- Fully prepared conference halls and meeting rooms
- Exhibition and activation areas ready for installation
- Operational accommodation block reservations
- Catering and hospitality service execution
- Technical system readiness certification
- Security readiness coordination plan
- Event logistics coordination team

## **LOT 2:**

### **LOGISTICS, VVIP TRANSPORT & CONCIERGE SERVICES**

#### **1. Background**

The Procuring Entity intends to prequalify highly competent logistics service providers to deliver end-to-end delegate transportation, VVIP mobility, and concierge services for a large-scale international conference. The assignment requires exceptional operational control, discretion, protocol compliance, and the capacity to manage both mass delegate movements and ultra-high-profile individuals.

#### **2. Objective of the Assignment**

The objective of this LOT is to engage a logistics provider capable of delivering seamless, secure, and protocol-driven transportation services, including VVIP movements, private aviation coordination, and concierge services, while ensuring efficient shuttle operations for the wider delegate population.

#### **3. Scope of Services**

The successful supplier shall be responsible for the following:

##### **3.1 Airport Transfers & General Delegate Logistics**

- Meet-and-greet services at international and domestic airports
- Coordinated airport transfers for delegates, speakers, and officials for over 3000 delegates
- Management of arrival and departure schedules aligned to flight manifests
- Dedicated on-ground airport coordination teams

##### **3.2 Shuttle /Car Taxi Operations**

- Scheduled shuttle services between:
  - Own fleet of over 200 Taxis
  - Own minimum of 50 VVIP fleet
  - Own or able to supply over 100 Shuttles at once
- Peak-hour surge planning and route optimization
- Ability to brand the car/shuttles

##### **3.3 VVIP & Protocol Transport Services**

- Dedicated, unbranded executive vehicles for VVIPs
- Chauffeur-driven luxury transport with trained protocol drivers
- Discrete routing and movement planning
- Standby vehicles and rapid redeployment capability

### **3.4 Concierge & Personalized Delegate Services**

- End-to-end concierge support for VVIPs and special guests
- Hotel coordination, special requests, and itinerary management
- Has at least 2 Ambulances on standby
- Has over 5 Multilingual concierge personnel available on-site and on-call

### **3.5 Command, Control & Coordination**

- Centralized transport and VVIP coordination desk
- Real-time vehicle tracking and communications
- Daily movement briefs and incident escalation protocols
- Full confidentiality and data protection controls

### **4. Deliverables**

- Comprehensive transport and VVIP mobility plan
- Airport arrival/departure manifests (general and VVIP)
- Shuttle schedules and routing maps
- VVIP movement protocols and contingency plans
- Daily operational and incident reports
- Post-conference logistics and performance report

### **5. Duration of Assignment**

The assignment shall cover:

- Pre-conference planning and coordination phase
- Conference implementation period
- Post-conference departure and close-out phase

Specific timelines shall be provided by the Procuring Entity.

### **6. Supplier Qualification & Experience Requirements**

The supplier must demonstrate:

- Minimum seven (7) years' experience in high-level event logistics
- Proven handling of VVIPs, heads of organizations, or equivalent profiles
- Demonstrated experience in private aviation or executive travel coordination
- Access to a diversified fleet, including executive and luxury vehicles
- Capacity to manage mass logistics and VVIP services concurrently
- Strong confidentiality, discretion, and protocol compliance record

## 7. Key Personnel Requirements

- Logistics & Mobility Operations Director
- VVIP & Protocol Manager
- Private Aviation & Concierge Lead
- Dispatch & Fleet Control Manager
- On-ground Airport and Venue Coordinators

### LOT 3:

#### SECURITY (ACCESS CONTROL & SAFETY PLAN)

##### 1. Background

The Procuring Entity intends to prequalify highly competent security service providers to deliver **integrated access control, crowd safety, and risk management services** for a large-scale international conference. The assignment requires proactive threat assessment, technology-enabled access control, coordination with logistics and ICT providers, and discreet handling of high-profile delegates.

##### 2. Objective of the Assignment

The objective of this LOT is to engage a security firm capable of planning, deploying, and managing a comprehensive conference security framework that ensures delegate safety, secure access, orderly crowd movement, and rapid incident response, while maintaining a professional and welcoming conference environment.

##### 3. Scope of Services

The successful supplier shall be responsible for the following:

###### 3.1 Security Risk Assessment & Safety Planning

- Ability to offer over 500 security personnel
- Ability to offer VVIP security
- Ability to offer Conference Security & Safety Plan
- Identification of threat vectors, vulnerabilities, and mitigation measures
- Integration of safety planning with venue layouts and logistics plans

### **3.2 Access Control & Accreditation Management**

- Design and enforcement of access control zones (public, delegate, staff, VIP, restricted) for over 4000 delegates, and 100 rooms and sites
- Management of entry and exit checkpoints for over 4000 delegates
- Has Dog services
- Verification of badges, credentials, and permits
- Coordination with ICT providers on digital or smart access systems

### **3.3 Crowd Management & Public Safety**

- Crowd flow design and congestion management
- Queue management at registration, plenaries, and exhibitions
- Monitoring of crowd density and movement
- Emergency evacuation planning and drills

### **3.4 VVIP & High-Profile Delegate Security**

- Close coordination with VVIP logistics and protocol teams
- Secure movement planning within venues
- Discreet close-protection support where required
- Secure holding areas and controlled access routes

### **3.5 Incident Response & Emergency Management**

- On-site incident command structure
- Rapid response to medical, safety, or security incidents
- Coordination with emergency services and venue management
- Documentation and escalation protocols

### **3.6 Command, Control & Surveillance**

- Establishment of a central security command center
- Real-time monitoring of access points and key zones
- Incident logging and reporting
- Integration with CCTV and surveillance systems where applicable

## **4. Deliverables**

- Conference Security Risk Assessment Report
- Approved Security & Safety Plan
- Access control zoning and deployment plan
- Incident response and evacuation procedures
- Daily security status reports during conference days
- Post-conference security performance report

## 5. Duration of Assignment

The assignment shall cover:

- Pre-conference planning and risk assessment phase
- Conference implementation and operational phase
- Post-conference demobilization and reporting phase

Exact timelines shall be communicated by the Procuring Entity.

## 6. Supplier Qualification & Experience Requirements

The supplier must demonstrate:

- Minimum **seven (7) years' experience** in event or conference security
- Ability to offer of 500 security guards
- Has technology ability to offer access controls for over 400 delegates 100 sites
- Proven delivery of **at least three (3) large international conferences or equivalent events**
- Experience implementing **multi-zone access control systems**
- Demonstrated capacity for VVIP or high-profile delegate security coordination
- Availability of licensed, trained, and vetted security personnel

### LOT 4:

#### ICT INFRASTRUCTURE & CONFERENCE MANAGEMENT SOFTWARE

##### 1. Background

The Procuring Entity intends to prequalify highly capable ICT firms to design, develop, deploy, and manage an **integrated digital and ICT ecosystem** for a large-scale international conference. The assignment goes beyond connectivity and requires **enterprise-grade software platforms**, high-availability infrastructure, and seamless integration of digital conference operations.

##### 2. Objective of the Assignment

The objective of this LOT is to engage a firm with proven capacity in large-scale software development, systems integration, and ICT operations, capable of delivering a secure, scalable, and reliable digital backbone that supports all conference planning, delivery, engagement, and post-conference reporting functions.

##### 3. Scope of Services

The successful supplier shall be responsible for the following:

###### 3.1 ICT Infrastructure & Connectivity

- Design and deployment of conference-grade, high-density internet connectivity
- Secure wired and wireless networks for delegates, media, operations, and VIP zones
- Network redundancy, failover, and traffic prioritization
- On-site network monitoring and performance optimization

### **3.2 Conference Management Software Platform**

Design, customize, deploy, and manage an **integrated conference management system**, covering:

- Online registration, ticketing, and accreditation
- Delegate database and profile management
- Agenda and program management
- Speaker onboarding, scheduling, and presentation management
- Breakout session planning, room allocation, and attendance tracking
- Exhibitor and stakeholder management
- Digital gifting, vouchers, and incentive management
- Notifications, messaging, and real-time updates

### **3.3 Conference Website & Digital Presence**

- Design, development, hosting, and management of the official conference website
- Content management system (CMS) for updates and announcements
- Integration with registration, agenda, and media platforms
- High-availability hosting and performance optimization

### **3.4 Hybrid & Digital Participation**

- Support for live streaming and hybrid participation
- Integration with AV production and streaming platforms
- User access management for virtual participants
- Session analytics and engagement tracking

### **3.5 Systems Integration & Data Management**

- Integration of ICT systems with:
  - Access control and security systems
  - Logistics and transport management systems
  - Media and content platforms
- Centralized data management and reporting
- Data protection, privacy, and compliance controls

### **3.6 On-Site ICT Operations & Support**

- Establishment of an ICT operations and command desk
- On-site technical support teams and helpdesks
- Real-time system monitoring and issue resolution
- Incident management and escalation procedures

#### 4. Deliverables

- ICT architecture and systems design documentation
- Fully deployed conference management software platform
- Operational conference website and digital platforms
- Tested and validated network and connectivity infrastructure
- Daily ICT operations and incident reports during conference days
- Post-conference system performance and analytics report

#### 5. Duration of Assignment

The assignment shall cover:

- Pre-conference system design, development, and testing phase
- Conference implementation and live operations phase
- Post-conference data archiving and reporting phase

Specific timelines shall be communicated by the Procuring Entity.

#### 6. Supplier Qualification & Experience Requirements

The supplier must demonstrate:

- Minimum **seven (7) years' experience** in enterprise software development and ICT systems delivery
- Proven delivery of **large-scale digital platforms** supporting thousands of concurrent users
- Ownership or demonstrable control of the proposed software platforms (not resellers only)
- Experience delivering ICT solutions for **large conferences, summits, or comparable events**
- Strong cybersecurity, data protection, and system resilience capability

#### 7. Key Personnel Requirements

- ICT Program Director
- Software Architecture Lead
- Senior Software Developers (full-stack)
- DevOps / Infrastructure Engineer
- Cybersecurity & Data Protection Lead
- On-site ICT Operations Manager

## LOT 5:

### CREATIVE MEDIA COMMUNICATION, LIVE PRODUCTION & DIGITAL BROADCASTING

#### 1. Background

The Procuring Entity intends to prequalify highly capable media production firms to deliver **real-time communication, live production, and digital broadcasting services** for a large-scale international conference. The assignment requires **broadcast-grade capability**, strong digital publishing systems, and formal linkage to recognized television broadcasting infrastructure.

#### 2. Objective of the Assignment

The objective of this LOT is to engage a firm with **end-to-end international conference media capability**, including live broadcasting, real-time digital publishing, and multi-platform distribution, ensuring continuous visibility to both physical and global virtual audiences.

#### 3. Scope of Services

The successful supplier shall be responsible for the following:

##### 3.1 Strategic Media & Broadcast Planning

- Development of a comprehensive media, broadcast, and digital communication strategy
- End-to-end planning of live production workflows
- Coordination with Conference Secretariat and ICT teams

##### 3.2 Live Broadcasting & Digital TV Production

- **Live broadcast production** of plenary and key sessions
- Operation of a **Digital TV platform** or live broadcast channel
- Transmission through a **registered TV station or formally affiliated broadcaster**
- Broadcast-quality audio, video, and graphics production

##### 3.3 Real-Time Photography & Visual Publishing

- Multi-team photography coverage across all venues
- Real-time photo editing, captioning, and publishing
- Live image feeds for websites, press portals, and social media

##### 3.4 Live Streaming & Online Distribution

- Multi-camera live streaming to official platforms
- Redundant streaming and recording systems
- Simultaneous distribution to digital TV, websites, and social platforms

### **3.5 Digital Publishing Platforms & Online Presence**

- Provision or management of **software platforms** for:
  - Real-time content publishing
  - Online media galleries and press portals
  - Video-on-demand and replay
- Demonstrable **strong digital presence** (web, social, streaming platforms)

### **3.6 Post-Conference Media & Archiving**

- Comprehensive digital archive of all media content
- Post-event highlight packages and documentary production
- Media reach, viewership, and engagement analytics

## **4. Deliverables**

- Approved broadcast and digital media strategy
- Live TV broadcasts and digital streams
- Real-time published photos and videos
- Fully indexed digital media archive
- Post-conference broadcast and digital analytics report

## **5. Duration of Assignment**

The assignment shall cover:

- Pre-conference planning, testing, and rehearsals
- Conference live broadcasting and publishing period
- Post-conference archiving and reporting period

## **6. Mandatory Supplier Qualification & Experience Requirements**

Bidders **MUST** demonstrate the following (non-negotiable):

- Ownership of, or formal affiliation with, a registered TV station or Digital TV platform
- Proof of broadcast license or affiliation agreement
- Minimum seven (7) years' experience in broadcast or live media production
- Proven delivery of international conferences or live broadcast events
- Demonstrable strong digital presence (active website, streaming channels, social platforms)
- In-house teams for live production, broadcasting, digital publishing, and post-production

Failure to meet these requirements shall result in disqualification.

## 7. Key Personnel Requirements

- Executive Producer / Broadcast Director
- Live TV & Streaming Technical Lead
- Digital Publishing & Platform Manager
- Senior Photographers and Editors
- Video Production & Post-Production Team

## 8. Performance Standards

- Continuous live broadcast with minimal downtime
- Real-time publishing of approved media content
- Broadcast-quality production standards
- Secure and controlled content release

### LOT 6:

#### DESIGN, SUPPLY & INSTALLATION OF EXHIBITION BOOTHS, TENTED STRUCTURES & SUSTAINABLE EVENT SPACES

##### 1. Background

The Procuring Entity intends to prequalify highly experienced firms to design, fabricate, supply, install, and dismantle **exhibition booths, temporary tented structures, and custom-designed event spaces** for a large-scale international conference. The assignment requires **architectural design capability, structural engineering competence, and a strong sustainability focus**, consistent with international conference and exhibition standards.

##### 2. Objective of the Assignment

The objective of this LOT is to engage a supplier capable of delivering **end-to-end spatial design and temporary structure solutions**, including exhibition booths and diverse tented environments, using **safe, innovative, and sustainable construction methods** that enhance functionality, aesthetics, and environmental responsibility.

##### 3. Scope of Services

The successful supplier shall be responsible for the following:

###### 3.1 Spatial Design & Planning

- Conceptual design of exhibition zones, plenary overflow areas, lounges, and networking spaces
- 2D and **3D architectural visualization** of all spaces
- Functional zoning for exhibitions, hospitality, circulation, and safety
- Compliance with venue, fire, and structural regulations

### 3.2 Exhibition Booth Design & Fabrication

- Design and supply of **modular and custom-built exhibition booths**
- High-quality finishes suitable for international exhibitions
- Branding, lighting, and digital integration within booths
- Structural stability and safety certification

### 3.3 Tented Structures & Temporary Buildings

- Supply and installation of **varied tent types**, for over 4000 delegates with;
  - Large-span tents
  - Pavilion tents
  - VIP and hospitality tents
  - Climate-controlled and insulated tents
- Custom tent design and fabrication where required
- Structural engineering calculations and certifications

### 3.4 Custom Structural & Build Capability

- Ability to design and construct **bespoke temporary structures**
- Use of engineered systems for roofs, flooring, and walls
- Integration of lighting, power, HVAC, and data infrastructure
- Load-bearing and weather-resilience planning

### 3.5 Sustainability & Circular Materials (Mandatory)

- Use of **sustainable, recyclable, or recycled materials** in structures and booths
- Modular and reusable construction systems
- Waste reduction and material recovery plans
- Documentation of sustainability practices and materials used

### 3.6 Installation, Dismantling & Site Management

- Timely installation prior to event opening
- On-site supervision and quality assurance
- Safe dismantling and site restoration post-event
- Coordination with security, ICT, and logistics teams

### 3.7 Exhibitor & Client Support

- Technical and setup support for exhibitors and space users
- On-site troubleshooting during conference days
- Rapid response to structural or aesthetic issues

#### 4. Deliverables

- Approved spatial designs and 3D visualizations
- Installed exhibition booths and tented structures
- Structural safety and compliance documentation
- Daily on-site support and maintenance
- Post-conference dismantling and sustainability report

#### 5. Duration of Assignment

The assignment shall cover:

- Pre-conference design and engineering phase
- Installation and conference operational phase
- Post-conference dismantling and close-out phase

Specific timelines shall be communicated by the Procuring Entity.

#### 6. Performance Standards

- Full compliance with structural, fire, and safety regulations
- High-quality finish and functional space delivery
- On-time installation and zero disruption to conference operations
- Safe dismantling and environmental responsibility

### LOT 7:

#### SUPPLY OF BRANDED MATERIALS

##### 1. Background

The Procuring Entity intends to prequalify competent suppliers to design-aligned produce, supply, install, and manage branded materials for a large-scale international conference. The branded materials will support delegate navigation, identification, communication, and overall conference experience across multiple venues and functional zones.

##### 2. Objective of the Assignment

The objective of this LOT is to engage a supplier with proven capacity to deliver **high-volume, time-sensitive, and quality-controlled conference branding and communication materials**, ensuring consistency of visual identity, durability, and operational efficiency throughout the conference lifecycle.

##### 3. Scope of Services

The successful supplier shall be responsible for the following:

###### 3.1 Design-Ready Production

- ISBN/ISSN support where applicable
- Print and digital publishing formats

- Pre-press, press, and post-press quality control
- Translate approved brand guidelines into production-ready materials.

### **3.2 Supply of Branded Materials**

Supply, deliver, and manage the following (indicative but not limited to):

- 4000 Delegate badges, lanyards, and holders
- Directional signage and wayfinding systems
- Venue branding (backdrops, stage branding, banners)
- Installation and design of 3D holograms and Signage
- Printing and Branding of over 200 Booths with high quality material
- Registration desk branding
- Exhibition and meeting room branding
- Staff, volunteer, and protocol identification materials

### **3.3 Graphic Design & Visual Communication**

- Design of conference programs, brochures, reports, books, and publications
- Layout design for print and digital formats
- Advanced infographics, data visualization, and visual storytelling

### **3.2 Advanced & 3D Graphic Design**

- Creation of high-end 3D visual assets where required
- Design of cover art, spatial graphics, and publication visuals
- Production of render-ready design assets for large-format and exhibition use

### **3.3 Installation & On-Site Management**

- Install all branded materials at designated venues and locations.
- Ensure visibility, readability, and safety compliance.
- Manage real-time adjustments during conference days.
- De-installation and responsible disposal or storage post-conference.

### **3.4 Quality Control & Timelines**

- Ensure durability suitable for multi-day conferences.
- Deliver all materials within agreed timelines.
- Replace damaged or defective items promptly.

### **3.5 Sustainability & Reusability**

- Propose eco-friendly, reusable, or recyclable materials where feasible.
- Minimize waste through modular and adaptable branding solutions.

## **4. Deliverables**

- Approved production samples and mock-ups
- Complete set of branded materials delivered and installed
- Daily on-site branding maintenance support
- Post-conference inventory and condition report

## **5. Duration of Assignment**

The assignment shall cover:

- Pre-conference production and preparation period
- Conference implementation period
- Post-conference de-installation and reporting period

Exact timelines shall be provided by the Procuring Entity.

## **10. Evaluation Criteria (Indicative)**

- Relevant experience and scale of past assignments
- Technical capacity and production methodology
- Quality assurance and sustainability approach
- Staffing and project management plan

## **11. Confidentiality & Intellectual Property**

All branding materials, designs, and content shall remain the property of the Procuring Entity. The supplier shall maintain strict confidentiality before, during, and after the assignment.

**Request for Review**

**FORM FOR REVIEW (r.203 (1))**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

**APPLICATION NO.....OF.....20..... BETWEEN**

**.....APPLICANT**

**AND**

**.....RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for ..... (Tender description).

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds, namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED ..... (Applicant) Dated on.....da y of ...../...20.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....da y of .....20.....

**SIGNED**

**Board Secretary**