

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION  
INVITATION TO BID**

Reference: ITB No. N\_14-2022/KEN/ITB

Date: May 20, 2022

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Event Management Services**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarification** ITB No. N\_14-2022/KEN/ITB in the subject section of your email.

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Deadline for Submission of Proposals:  
On or before **Date: June 6, 2022**  
**Time: 15:00 hours Rome, Italy** local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,  
International Development Law Organization | IDLO  
Kenya Country Office

**ANNEX A  
INSTRUCTIONS TO BIDDERS**

1. General Considerations	<p>In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	<p>Bids shall be nominated exclusively in Kenya shillings.</p> <p><i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i></p>
4. Language of the Bid	<p>The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.</p>
5. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before  <b>Date: June 6, 2022</b>  <b>Time: 15:00 hours Rome, Italy local time.</b></p> <p><i>Note: Proposals submitted by email must be limited to a maximum of <b>10MB</b>, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i></p>
6. Delivery Term and Place	<p>[Goods/Services] will be delivered as guided for each specific procurement after receipt of wor order from IDLO to the specified location.</p>
7. Customs clearance , if needed, shall be done by:	<p><input type="checkbox"/> IDLO  <input type="checkbox"/> Supplier  <input checked="" type="checkbox"/> N/A</p>
8. Special Packing Requirement or Temperature Control	<p><input checked="" type="checkbox"/> N/A  <input type="checkbox"/> Yes, [<i>specify</i>] _____</p>
9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> <li>1. Bid Submission Form (see Annex D);</li> <li>2. Bidder Information Form (see Annex E)</li> <li>3. Price Schedule (Annex F)</li> </ol>

10. Contents of solicitation documents	The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
11. Clarification of solicitation documents	<p>A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Bids.</p> <p>Please mention <b>Clarification</b> ITB No. N_14-2022/KEN/ITB in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
12. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
13. Format, signing sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.</p> <p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> with the Subject: "<b>Submission for ITB No. N_14-2022/KEN/ITB</b>"</p>

<p>14. Joint Venture, Consortium, or Association</p>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ol> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or</p>

	Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.
15. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;</li> <li>f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ol>
16. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.
17. Validity Period of Bids	All Bids will be valid for <b>90 days</b> from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.

18. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Bids.</p> <p>No Bid may be modified nor withdrawn after the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
19. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Bidders' conference	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes - A Bidder's conference will be conducted at <b>[Location] Date: Click here to enter a date. Time: 15:00 hours Rome, Italy</b> local time.</p> <p>All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on IDLO's website and shared by email to Bidders that attended.</p> <p>No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>
21. Right to accept, reject, or render non-responsive any or all Bids	<p>IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.</p>
22. Clarification of Bids	<p>To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.</p>

23. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in IDLO Sanctions lists (EU, US, UN);</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> </ul>



	f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> N/A for Framework Agreement <input type="checkbox"/> Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of [goods and/or services], by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
31. Contract Award	<p>Contract Award shall be granted according to:</p> <ul style="list-style-type: none"> <li>a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</li> <li>b) Full submission of Bid Submission Form (Annex D) signed and stamped;</li> <li>c) Full submission of Bidder Information Form (Annex E);</li> <li>d) Full submission of Price Schedule (Annex F) signed and stamped;</li> <li>e) Lowest priced, most technically acceptable/compliant offer;</li> </ul>
32. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
33. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.
34. Payment Terms	IDLO will make payment within <b>30 days</b> after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
35. General Terms and Conditions	Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.

Supplier Code of Conduct	The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.
36. Liquidated Damages	<p><input type="checkbox"/> N/A</p> <p><input checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Goods</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</b></p> <p><b>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</b></p> <p><input checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b></p> <p><b>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</b></p>
37. Partial Bid	<p><input type="checkbox"/> Not permitted (All or Nothing)</p> <p><input checked="" type="checkbox"/> <b>Permitted - Bidders are permitted to submit bids for all lots or selected lots. Incomplete Lots will be rendered as invalid and disqualified from further evaluation.</b></p>

**ANNEX B  
PRELIMINARY SCREENING CRITERIA**

**A. MINIMUM ELIGIBILITY CRITERIA**

Subject	Criteria	Document Submission Requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Certificate of Incorporation/Registration
<b>Tax Revenue</b>	Vendor is registered with pertinent country's revenue authority.	Valid Kenya Revenue Authority Tax Compliance Certificate under company name
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 22.	Self-Attestation Letter on company letterhead
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter on company letterhead
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter on company letterhead
<b>License</b>	Licensed to operate business in Kenya	Valid single business permit



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**ANNEX C**  
**TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS**  
**EVENT MANAGEMENT SERVICES**

**A. About IDLO**

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

**B. Condition of Contract and Expected Output**

IDLO is looking to establish one or several Framework Agreement(s) with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity.

Each Framework Agreement will have its specified list of services, indicating the upper ceiling price agreed at the ITB stage. The upper ceiling price list (as well as discounted rates, if applicable) are provisional and are intended solely for the purposes of evaluation and comparison of Bids and to determine the upper ceiling limit in the Framework Agreement. The Service Providers cannot go beyond the upper ceiling price.

After entering into a Framework Agreement, IDLO shall place order on a "need basis".

IDLO shall initiate a Secondary Tender to request confirmation from the Supplier on its goods and service availability and prices by email. The Supplier shall confirm by return email within 48 hours (including any applicable discounts).

IDLO shall make award decision based on “lowest priced, most technically acceptable/compliant offer”.

The confirmed award shall be in the form of a duly authorized Work Order. The Work Order is IDLO's commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

**This ITB is for EVENT MANAGEMENT SERVICES.**

**Table 1:**

#	Description	Specification	Unit of measure
<b>Lot 1: Hire of audio-visual equipment</b>			
1	LED Panels	Dimension for each panel is 0.5 meters squared	Per panel
2	LED TV screen with wheeled stand	55-65"	Per unit per day
		75-85"	Per unit per day
		100"	Per unit per day
3	Public address system	Provision of good quality surround sound based on the below ranges	
		Up to 50 pax	Per capacity range per day
		Up to 100 pax	Per capacity range per day
		Up to 150 pax	Per capacity range per day
		Up to 200 pax	Per capacity range per day
		Up to 300 pax	Per capacity range per day
		Up to 400 pax	Per capacity range per day
4	Microphones	Hand -held codeless microphones for MCs and plenary	Per unit per day
		Lapel microphones for MCs	Per unit per day
5	Podium with one goose neck microphone	Podium to have provision to temporarily brand based on theme of event using self-adhesive sticker	Per set per day (Set includes 1 podium and 1 gooseneck microphone)
6	Goose neck microphones	Goose neck microphones for speakers	Per unit per day
7	Media Box for journalists to tap sound	To be used by journalists to tap sound if required	Per unit per day
<b>Lot 2: Provision of internet services</b>			
8		10 Mbps	Per day
		20 Mbps	Per day

	Stable internet to facilitate virtual conferencing and livestreaming services	30 Mbps	Per day
		40 Mbps	Per day
		50 Mbps	Per day
		60 Mbps	Per day
<b>Lot 3: Hire of launch equipment</b>			
9	Electronic launch concept with drawing curtains		Per unit per day
10	Confetti machine		Per unit per day
11	Electronic revolving table		Per unit per day
12	Pyrotechnics		Per unit per day
13	Smoke machine		Per unit per day
14	Book launch machine		Per unit per day
<b>Lot 4: Ground layout</b>			
15	Guest round tables	Dressed tables (theme color to vary with each event):  Each dressed table should comfortably seat 5 delegates	Per dressed table per day
		Each dressed table to comfortably seat 8 delegates	
16	Guest chairs	Dressed Chiavari chairs	Per dressed chair per day
		Dressed banquet chairs	Per dressed chair per day
17	Dressed display tables to be used to display products or set up buffet and drinks table	Rectangular dressed tables – 90 x 160 cm	Per dressed table per day
		Round dressed tables – 48” Diameter	Per dressed table per day
18	VIP red carpet	VIP red carpet that can be laid out smoothly on open grass grounds or cabro floor	Per square meter per day
19	Dressed cocktail tables	Quote for hotel standard cocktail table	Per dressed table per day
20	Coffee tables	Specification will depend on the events requirements	Per unit per day
21	Lounge seats	Comfortable plain black leather seats to be used by panelists	
		2 seater	Per capacity per day
		5 seater	Per capacity per day
		7 seater	Per capacity per day
22	Hay Stands	To be used for outdoor functions	Per unit per day
<b>Lot 5: Tents (all tents must have provision for side flaps in case of bad weather) – tent set up to be done one day in advance and set down the day after the event incase the event lasts up to evening</b>			
23	Extendable A-Frame tent	Capacity up to 100 pax per section	Per section per day
24	B-line tents	Capacity up to 100 pax per section	Per section per day
25	High Pitched tents	Capacity up to 100 pax per section	Per section per day

26	Dome tent	Capacity up to 500 pax	Per unit per day
27	Hexagon tent	Capacity up to 100 pax	Per unit per day
28	Gazebo tent	2 meter by 2 meter- used for displays and exhibitions	Per unit per day
29	Alpine tent	Capacity up to 50 pax	Per unit per day
30	Extendable Milux tent	Capacity up to 100 pax per section	Per section per day
31	Stretch tent	Capacity up to 100 pax	Per unit per day
32	Pergola tent	Capacity up to 50 pax	Per unit per day
33	Canopy tent	Up to 100 pax	Per unit per day
34	Cheese tent	Up to 50 pax	Per unit per day
35	Gas heaters (for chilly weather)		Per unit per day
36	Food tent with side flaps to be used for buffet display	10 x 10 ft	Per unit per day
<b>Lot 6: Stage set up (stage to be raised by at least 2 to 3 steps and carpeted as will be advised)</b>			
37	Stage boards		Per square meter per day
38	Trussing for Stage Lighting		Per unit per day
<b>Lot 7: Lighting</b>			
39	LED crowd blinders		Per unit per day
40	LED Floodlights		Per unit per day
41	LED Parcan lights		Per unit per day
42	LED Profile lights		Per unit per day
43	LED Strips (fairy lights)		Per meter per day
44	LED wall washers		Per unit per day
45	Fresnel lights		Per unit per day
46	Uplighters		Per unit per day
47	Moving heads		Per unit per day
<b>Lot 8: Videography services</b>			
48	Videography services	<p>Video recording coverage with high-definition cameras. Video recording deliverables to include;</p> <ul style="list-style-type: none"> <li>Recording of live events</li> <li>Production and recording of interviews, key-note speeches, panel discussions and documentaries.</li> <li>Editing of videos to satisfy IDLO and partner needs</li> <li>Presentation of professionally edited and approved video package to IDLO.</li> <li>Provision of raw editable video footage</li> <li>Video package to include event name and logo which may be used as social media asset that IDLO and its partners can post on their organizations' digital media platforms as well as send to respective media houses.</li> <li>One <b>dedicated</b> camera must be reserved for sign language interpreter</li> <li>Edited footage to be shared in either a flash disc or DVD</li> </ul>	
		Capacity range	Per day
		Up to 50 pax	



		Up to 100 pax	
		Up to 150 pax	
		Up to 200 pax	
		Up to 300 pax	
		Up to 400 pax	
		Up to 500 pax	
<b>Lot 9: Photography services</b>			
49	Photography services	<ul style="list-style-type: none"> <li>Professional photographs that ensure all the dignitaries and delegates are well covered</li> <li>Select and package the hard copy photos in a photo book or portfolio which will be a memento presented to IDLO or its partners.</li> <li>Each photo book to accommodate a minimum of 50 and a maximum of 60 photos</li> <li>Each day to have its own batch of photo books (applies to events that last for more than 1 day)</li> <li>Photos to be presented in editable digital copy for use by IDLO or its partners communications platforms</li> <li>Photos to be presented in A4, B5 or smaller based on request</li> </ul>	
		Capacity range of event	Per day
		Up to 50 pax	
		Up to 100 pax	
		Up to 150 pax	
		Up to 200 pax	
		Up to 300 pax	
		Up to 400 pax	
<b>Lot 10: Live streaming services on social media platforms</b>			
50	Live streaming services	<p>Live stream event on social media platforms including youtube, twitter, facebook and Instagram and any other social platforms as may be advised.</p> <p><b>Equipment required: PA System, Video mixer, livestreaming software, 2 HD cameras, Capture card, Sound card and 2 laptops.</b></p>	
		Capacity range	Per capacity per day
		Up to 50 pax	
		Up to 100 pax	
		Up to 150 pax	
		Up to 200 pax	
		Up to 300 pax	
		Up to 400 pax	
<b>Lot 11: Video conference services</b>			
51	<b>Hybrid video conference</b>	Set up that allows for live interactions between those physically in an event / meeting room and those participating virtually.	
		Capacity range	Per capacity per day
		Up to 50 pax	
		Up to 100 pax	
		Up to 150 pax	
		Up to 200 pax	
		Up to 300 pax	
		Up to 400 pax	

<b>Lot 12: DJ services</b>			
52	Provision of background music	Provision of background music as may be advised throughout the event	Per day
<b>Lot 13: Sanitation</b>			
53	Hand wash station	Aluminum/ stainless steel hand wash station with running water, antibacterial liquid soap and hand tissue dispenser	Per unit per day
54	Porta loos	Flushable porta loo with tissue, running water and sanitary bin	
<b>Lot 14: Transport and logistics</b>			
55	Transport cost of equipment, labor, ICT and electrical technical support, set up and set down shall be quoted separately on a case by case basis guided by geographical location of specific event and selected TORs.		

**C. Institutional Arrangement**

This contract will be administered by Administration and Logistics Assistant under the supervision of the Program Manager.

**D. Qualifications of the Successful Contractor**

The successful bidder is expected to have extensive experience in the management of high level events with TORs similar to those listed on table (1) one above. Relevant experience with The Judiciary of Kenya is mandatory.

**E. Scope of Tender Price**

The prices per line item must be unit based or per capacity as guided under the unit of measure column and must be inclusive of all applicable taxes.

**ANNEX D  
BID SUBMISSION FORM**

**This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide [Goods/ Services] for [LEAVE THIS BLANK] as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: **Select date**

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

*Duly authorized to sign this Bid*

**ANNEX E  
BIDDER INFORMATION FORM**

<b>Name of Bidder:</b>	[Insert Name of Bidder]	Date:	Select date
<b>ITB reference:</b>	[Insert ITB ref number]		
<b>Legal name of Bidder</b>	[Complete]		
<b>Legal address</b>	[Complete]		
<b>Year of registration</b>	[Complete]		
<b>Bidder's Authorized Representative Information</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Are you an IDLO vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert IDLO vendor number]		
<b>Countries of operation</b>	[Complete]		
<b>No. of full-time employees</b>	[Complete]		
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]		
<b>Contact person that IDLO may contact for requests for clarifications during Bid evaluation</b>	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
<b>Please attach the following documents: [As per Annex B – Preliminary Screening Criteria]</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Valid Kenya Revenue Authority Tax Compliance Certificate under company name</li> <li>▪ Self-Attestation Letter on company letterhead- Eligibility, Litigation history and Bankruptcy</li> <li>▪ Compliance certificate issued by Communications Authority of Kenya</li> <li>▪ Certificate of accreditation issued by ICT Authority of Kenya</li> <li>▪ Valid single business permit</li> <li>▪ Recommendation letter from The Kenya Judiciary Department of Public Affairs and Communication and 5 copies of contracts of similar services provided in the last 5 years in the Judiciary</li> <li>▪ Audited financial statements for the last 3 years with an annual turnover of Kes, 10,000,000 (2019, 2020 and 2021)</li> </ul>		

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**ANNEX F  
PRICE SCHEDULE**

**Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements**

#	Item name	Item Specification	Unit of measure	Compliance with technical specifications in annex B	Unit cost in Kenya shilling inclusive of all applicable taxes	
<b>Lot 1: Hire of audio-visual equipment</b>						
1	LED Panels	Dimension for each panel is 0.5 meters squared	Per panel	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
2	LED TV screen with wheeled stand	55-65"	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
		75-85"	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
		100"	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
3	Public address system	Provision of good quality surround sound based on the below ranges				
		Up to 50 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
		Up to 100 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
		Up to 150 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		

		Up to 200 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 300 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 400 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
4	Microphones	Hand -held codeless microphones for MCs and plenary	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Lapel microphones for MCs	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
5	Podium with one goose neck microphone	Podium to have provision to temporarily brand based on theme of event using self-adhesive sticker	Per set per day (Set includes 1 podium and 1 gooseneck microphone)	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
6	Goose neck microphones	Goose neck microphones for speakers	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
7	Media Box for journalists to tap sound	To be used by journalists to tap sound if required	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

<b>Lot 2: Provision of internet services</b>					
8	Stable internet to facilitate virtual conferencing and livestreaming services	10 Mbps	Per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		20 Mbps	Per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		30 Mbps	Per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		40 Mbps	Per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		50 Mbps	Per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		60 Mbps	Per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 3: Hire of launch equipment</b>					
9	Electronic launch concept with drawing curtains		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
10	Confetti machine		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	



11	Electronic revolving table		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
12	Pyrotechnics		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
13	Smoke machine		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
14	Book launch machine		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 4: Ground layout</b>					
15	Guest round tables	Dressed tables (theme color to vary with each event):	Per dressed table per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Each dressed table should comfortably seat 5 delegates			
		Each dressed table to comfortably seat 8 delegates	Per dressed table per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
16	Guest chairs	Dressed Chiavari chairs	Per dressed chair per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Dressed banquet chairs	Per dressed chair per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

17	Dressed display tables to be used to display products or set up buffet and drinks table	Rectangular dressed tables – 90 x 160 cm	Per dressed table per day	<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	
		Round dressed tables – 48” Diameter	Per dressed table per day	<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	
18	VIP red carpet	VIP red carpet that can be laid out smoothly on open grass grounds or cabro floor	Per square meter per day	<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	
19	Dressed cocktail tables	Quote for hotel standard cocktail table	Per dressed table per day	<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	
20	Coffee tables	Specification will depend on the events requirements	Per unit per day	<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	
21	Lounge seats	Comfortable plain black leather seats to be used by panelists		<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	
		2 seater	Per capacity per day	<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	
		5 seater	Per capacity per day	<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	
		7 seater	Per capacity per day	<input type="checkbox"/> Comply	
				<input type="checkbox"/> Not Comply	

22	Hay Stands	To be used for outdoor functions	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 5: Tents (all tents must have provision for side flaps in case of bad weather) – tent set up to be done one day in advance and set down the day after the event incase the event lasts up to evening</b>					
23	Extendable A-Frame tent	Capacity up to 100 pax per section	Per section per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
24	B-line tents	Capacity up to 100 pax per section	Per section per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
25	High Pitched tents	Capacity up to 100 pax per section	Per section per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
26	Dome tent	Capacity up to 500 pax	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
27	Hexagon tent	Capacity up to 100 pax	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
28	Gazebo tent	2 meter by 2 meter- used for displays and exhibitions	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
29	Alpine tent	Capacity up to 50 pax	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
30	Extendable Milux tent	Capacity up to 100 pax per section	Per section per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

31	Stretch tent	Capacity up to 100 pax	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
32	Pergola tent	Capacity up to 50 pax	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
33	Canopy tent	Up tp 100 pax	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
34	Cheese tent	Up to 50 pax	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
35	Gas heaters (for chilly weather)		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
36	Food tent with side flaps to be used for buffet display	10 x 10 ft	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 6: Stage set up (stage to be raised by at least 2 to 3 steps and carpeted as will be advised)</b>					
37	Stage boards		Per square meter per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
38	Trussing for Stage Lighting		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 7: Lighting</b>					
39	LED crowd blinders		Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

40	LED Floodlights	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
41	LED Parcan lights	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
42	LED Profile lights	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
43	LED Strips (fairy lights)	Per meter per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
44	LED wall washers	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
45	Fresnel lights	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
46	Uplighters	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
47	Moving heads	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

Lot 8: Videography services			
48	Videography services	<p>Video recording coverage with high-definition cameras. Video recording deliverables to include;</p> <ul style="list-style-type: none"> <li>• Recording of live events</li> <li>• Production and recording of interviews, key-note speeches, panel discussions and documentaries.</li> <li>• Editing of videos to satisfy IDLO and partner needs</li> <li>• Presentation of professionally edited and approved video package to IDLO.</li> <li>• Provision of raw editable video footage</li> <li>• Video package to include event name and logo which may be used as social media asset that IDLO and its partners can post on their organizations' digital media platforms as well as send to respective media houses.</li> <li>• One <b>dedicated</b> camera must be reserved for sign language interpreter</li> </ul> <p>Edited footage to be shared in either a flash disc or DVD</p>	
		Capacity range	Unit of measure
		Up to 50 pax	Per capacity range per day
			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
		Up to 100 pax	Per capacity range per day
			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
		Up to 150 pax	Per capacity range per day
			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
		Up to 200 pax	Per capacity range per day
			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
		Up to 300 pax	Per capacity range per day
			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply
			Per day rate

		Up to 400 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 500 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 9: Photography services</b>					
49	Photography services	<ul style="list-style-type: none"> <li>Professional photographs that ensure all the dignitaries and delegates are well covered</li> <li>Select and package the hard copy photos in a photo book or portfolio which will be a memento presented to IDLO or its partners.</li> <li>Each photo book to accommodate a minimum of 50 and a maximum of 60 photos</li> <li>Each day to have its own batch of photo books (applies to events that last for more than 1 day)</li> <li>Photos to be presented in editable digital copy for use by IDLO or its partners communications platforms</li> <li>Photos to be presented in A4, B5 or smaller based on request</li> </ul>			
		<b>Capacity range of event</b>	<b>Unit of measure</b>		<b>Per day rate</b>
		Up to 50 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 100 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 150 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 200 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

		Up to 300 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 400 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 10: Live streaming services on social media platforms</b>					
50	Live streaming services	Live stream event on social media platforms including youtube, twitter, facebook and Instagram and any other social platforms as may be advised.  <b>Equipment required: PA System, Video mixer, livestreaming software, 2 HD cameras, Capture card, Sound card and 2 laptops.</b>			
		Capacity range	Unit of measure		Per day rate
		Up to 50 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 100 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 150 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 200 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 300 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	



		Up to 400 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 11: Video conference services</b>					
<b>51</b>	<b>Hybrid video conference</b>	Set up that allows for live interactions between those physically in an event / meeting room and those participating virtually.			
		Capacity range	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 50 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 100 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 150 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 200 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
		Up to 300 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

		Up to 400 pax	Per capacity range per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 12: DJ services</b>					
52	Provision of background music	Provision of background music as may be advised throughout the event	Per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 13: Sanitation</b>					Per day rate
53	Hand wash station	Aluminum/ stainless steel hand wash station with running water, antibacterial liquid soap and hand tissue dispenser	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
54	Porta loos	Flushable porta loo with tissue, running water and sanitary bin	Per unit per day	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
<b>Lot 14: Transport and logistics</b>					
55	1. Transport cost for equipment and material will be requested on a need basis guided by geographical location of event as well as number of delegates			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	
	2. Labour costs for installations and technical support will be requested at the point of need guided by geographical location and capacity of event			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply	

<b>Name, position and signature of the Bidder</b>	<b>Bidder's Stamp</b>

---

*Duly authorised to sign this Bid*

**Date:**

**ANNEX G**  
**IDLO SPECIAL CONDITIONS OF CONTRACT**

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of [**Goods/Services**]. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of [**Goods/Services**].

Place of delivery	<b>Various locations countrywide</b>
Delivery date	For Framework Agreement please include: The Framework Agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the services provided by the Contractor. IDLO will review the quality of services and deliverables after 12 months of provision of services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months. The prices will remain unchanged during the period of contract implementation.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

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**ANNEX H**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_feb\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>