



KENYA FILM COMISSION

**PROVISION OF CONFERENCE VENUE AND
ACCOMMODATION SERVICES IN KIRINYAGA
COUNTY FOR KENYA FILM COMMISSION
WORKSHOP.**

QUOTATION NO. KFC/50/ 2018- 2019

CLOSING DATE: TUESDAY 7TH MAY, 2019 AT 5.00 PM

1. INTRODUCTION

Kenya Film Commission is a State Corporation under the Ministry of Information, Communication and Technology whose mandate is to develop, promote and market the film industry locally and internationally, identify and facilitate growth of the industry as well as develop fiscal and other incentives to promote investment, by creating linkages with both public and private national and international organizations to improve and facilitate investment.

OUR MANDATE

- To develop, promote and market the film industry locally and internationally and identify and facilitate growth of the film industry.
- Generate, manage and disseminate film industry research, information and market data, and act as a repository and archive of Kenya's film records.
- Coordinate and certify persons, association and organization participating in the production of film, photography, video, stills, animation, new media and related media.
- Establish and administer a film promotion fund and incubation centers for the film industry in Kenya.
- Provide liaison service for government departments on matters relating to the promotion, marketing and development of the industry.
- Promote and market Kenya, locally and internationally as a filming destination and promote local content.
- Develop fiscal and other incentives to promote investment in the film industry and create linkages with both public and private national and international organizations to improve and facilitate investment in the film industry.

OUR WEBSITE: www.kenyafilmcommission.com

TERMS OF REFERENCE (ToRs)

As part of its mandate, the Kenya Film Commission will be hosting a five day capacity building workshop in Kirinyaga Country from 27th – 31st May, 2019. The Commission targets to train 30 participants from the workshop.

You are hereby invited to quote for provision of non-residential daily delegates package for the 30 participants and accommodation for a facilitator as per below brief;-

Brief:

NO	ITEM DESCRIPTION	NUMBER OF PAX	NO. OF DAYS	MEAL PLAN	CONFERENCE PACKAGE
1.	Venue for hosting a non-residential film capacity building workshop From: Monday 27 th – Friday 31 st May, 2019.	30	5 Days	Daily Delegates Package	<ul style="list-style-type: none"> • Conference for 30 Pax • 10 O'clock tea and snacks • Lunch • 4 O'clock tea and snacks (Provide proposed menu for the meals during the workshop)
2.	Provision of Accommodation for 1 pax facilitator from 27 th – 31 st May, 2019	Accommodation on half board (Breakfast and Dinner)			

QUALITY ASSURANCE

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

2. COMMERCIAL SPECIFICATION

a) PRICING

Prices must be valid for a period of 30 days from closing date of this RFQ.

b) COSTING SCHEDULE

Detailed pricing schedule of all facilities MUST be provided.

c) CURRENCY

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

3. QUOTATION SUBMISSION

A) DEADLINE FOR SUBMISSION OF QUOTATION

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

All quotations documents should be submitted by Tuesday 7th May, 2019 at 5.00 PM

B) PROCESS CONFIDENTIALITY

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

C) CLARIFICATION OF QUOTATIONS

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

D) CORRUPT FRAUDULENT PRACTICES

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

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

- ◆ **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution; and

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

All Queries relating to this RFQ should be addressed to:

Procurement Department

Kenya Film Commission

P. O. Box 76417- 00508

Nairobi, KENYA.

Tel: +254 20 2714073/4

Fax: +254 20 2714075.

E-mail: procurement@filmingkenya.com ,cc'd to
macosewe@filmingkenya.com and kamanda@filmingkenya.com