



Kenya Medical Association

NATIONAL EXECUTIVE

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48TH KENYA MEDICAL ASSOCIATION ANNUAL SCIENTIFIC CONFERENCE

REQUEST FOR QUOTATION

ISSUED BY

Kenya Medical Association

DATE

11TH JANUARY, 2021

1. Introduction & Background

The Kenya Medical Association (KMA) is a membership organization for doctors and dentists registered to practice in Kenya established in 1968 with a mandate of improving health care management in Kenya and the region.

The association amongst other activities holds scientific conferences every year. The next one will be held at **Kamel Park Hotel – Kisii** from **21st to 24th April, 2021**.

The objective of this Request for Quotation is to locate service providers that will provide the best overall value to Kenya Medical Association Annual Scientific Conference 2021.

While price is a significant factor, other criteria will form the basis of our award decision.

2. Submission Guidelines & Requirements

a) Inquiries

All inquiries related to this Request for Quotations ("RFQ") will be directed to:

Kenya Medical Association
KMA Centre, 4th Floor, Chyulu Road, Upper Hill
Attention: Sharon Kirui – Conference Coordinator
Telephone Number: 0722275695
Email: conference@kma.co.ke

b) Submission date and address

All quotations must be submitted on or before **28th February, 2021** to conference@kma.co.ke or dropped at KMA Office- KMA Centre, 4th Floor, Chyulu Road Upperhill.

c) Contractor's qualifications

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

3. Financial Quotation

- a) The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel.
- b) The service provider shall express the price of their services in Kenya Shillings.
- c) The Proposal must remain valid for at least 30 days after the submission date. During this period, the service provider is expected to keep available, at his own cost, the professional staff proposed for the assignment. If the Client wishes to extend the validity period of the proposals, the provider shall agree to the extension

SERVICE REQUIRED	QUANTITY	UNIT PRICE	TOTAL
Photography and Videography(21 st to 24 th April, 2021)	1		
Exhibition tents (2*3 stands/tents- 21 st to 24 th April,2021)	40		
Livestreaming(21 st to 23 rd April, 2021)	3		
Entertainment	2		
Media Liaison			
Printing Conference booklets	150		
Conference bags	150		
Pockets and Lanyards	150		
Conference certificates	300		
Sub Total			
GRAND TOTAL			

4. Organization General Information

1	Name of Organization	
2	Postal Address	P.O Box.....Code.....
3	Principal Contact Person	Name..... Position.....
4	Contact:	Telephone:..... Email:.....
5	Physical Location of Business Premises	Town:.....Street:..... Building Name:.....Floor:.....

6	Business Operations	Year established..... Duration of Business Operation.....
7	Company Registration No: (Attach copy) Tick one	Number:.....
8	VAT Registration No: (Attach Copy) PIN certificate	Number Attached copy? Number Attached copy?
9	Valid Tax Compliance Certificate (Attach copy)	Attached Copy? YES.....NO.....
10	Provide a brief description of Services that you offer	

5. Trade References

Provide contact details for 3 referees for previous/ current work that is similar or the same to the one now applied for. Note that the referees may be contacted without your further references to you.		
1	Organization Name & Rubberstamp Contact Name Position Telephone No E-mail Address Total Value of ServiceSign..... Date..... Kshs.....
2	Organization Name & Rubberstamp Contact Name Position Telephone No E-mail Address Total Value of ServiceSign..... Date..... Kshs.....

3	Organization Name & Rubberstamp
	Contact Name PositionSign..... Date.....
	Telephone No
	E-mail Address
	Total Value of Service	Kshs.....

We do hereby certify that the above information is correct in all respects:

Full Name:.....

Designation/Position:.....

Signature:.....Date:.....

Company Stamp/ Seal:

Dr. Elizabeth Gitau- Maina

Chief Executive Officer

Kenya Medical Association