



# Kenya Medical Association

## NATIONAL EXECUTIVE

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## REQUEST FOR QUOTATIONS

### **Provision of VIDEOGRAPHY Services.**

The Kenya Medical Association is the national association of doctors and dentists and is mandated by its members to promote the quality practice of medicine in Kenya.

The Association Invites Vendors to submit their quotes for the following Service:

<b>Item</b>	<b>Objective</b>	<b>Deliverables</b>
Developing, editing and publishing of COVID19 Training videos	<ol style="list-style-type: none"><li>1. Create a photo and video bank of COVID19 Trainings</li><li>2. Design, film and edit videos of the Trainings</li></ol>	1 Video per week

### **INSTRUCTIONS**

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed and corrections be made and initiated by the person signing the quotation.
2. Quote on each item separately, and in units as specified.
3. This form must be signed by a competent person and preferably it should be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with the Quotation item endorsed on the outside.

### **CRITERIA FOR PRE-QUALIFICATION MANDATORY REQUIREMENTS**

1.	Certified copy of Certificate of Registration/ Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Single Business permit from county government	Mandatory
4.	Financial statement for the last ) one year	Mandatory
5.	A minimum of three reference letters from current clients i.e. For the period 2017-2020	Mandatory

All expression of Quotations to be addressed to the Chief Executive officer and sent to [kmaprojects@kma.co.ke](mailto:kmaprojects@kma.co.ke) and copied to [nec@kma.co.ke](mailto:nec@kma.co.ke).

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