

REQUEST FOR QUOTATION FOR A-FRAME DOME TENT AND RELATED ITEMS THAT INCLUDES DECORATION AND SANITARY PROVISIONS.

Daystar University is an inter-denominational Christian Educational institution established in 1967 to provide Christian based higher education training and research for the expansion of God's Kingdom.

The University is having its 46th graduation ceremony to be held on Friday 10th November 2023 at graduation square located at football grounds, Athi river campus. The procurement section is inviting qualified service providers who have handled events of similar magnitude of high standards to submit their bids for consideration.

SECTION 1: Summary of the Scope/Specification of A-Frame Dome tent and related items.

	Function Date: Rehearsal date: Friday 9/11/2023 Graduation Date: 10/11/2023					
	Set Up Date: Advance	Ref: Daystar University 46th Graduation Ceremony				
	Venue: Daystar Foot Ball Grounds					
	No. of Guests: 3500	Graduation Set Up				
	Color Scheme: White /Sky Blue					
	Description	Quantity	Unit Price	No. Of Days	Total	Specifications
1	A-Frame tent 25m*80m with drapery and fairy lighting	2		2		
2	Separate raised tent for VIP's-to hold 250pax	1				
3	Plastic chairs	2700				
4	Banquet chairs for the VIP's	240				
5	Interlocking floor blocks (pro floor) -to cover entire tent.	1950				
6	Executive tent 6m*6m (50-seater) -VIPs, White House Section.	1				
7	Dressed banquet chairs- VIPs, White Hse.	50				
8	Raised stage to hold 250 Pax (25m*20m)	250		2		
	Linen & Décor					
9	Seat covers & tie backs	240				
10	A-Frame tent drapery in colour scheme	2				
11	Floral pedestals on either side of the stage	4				
12	Floral pedestals at the entrances	4				
13	Assorted flowers strategically placed	6				
14	Coffee stools for the VIP's	8				

15	High back seats for the VIP's	10				
16	Red carpet on the stage 300 sqm	250				
17	Red walkway carpet in the tent 65m long	65				
	Sanitary Requirements					
18	Executive Mobile Toilets VIP (1 Ladies & 1 Gents)	2				
19	Standard toilet for 2 Ladies & 2 Gents (on rehearsal day)	4				
20	Standard Mobile Toilets (Ladies & Gents)	7				
21	Mobile toilets for the physically challenged	1				
22	Transport to & fro for both staff and equipment	1				
		Sub - Total				
		V.A.T . 16%				
		TOTAL				

NB:

- A-frame Dome tent is required for 2days plus all accompaniments i.e. rehearsal day and graduation day; that means setting up should be done earlier to allow the university production team to set up and test sound system before rehearsal.
- 4 Mobile toilets for ladies and gents to be provided (2-each) on rehearsal day, the remaining toilets TO be provided for use on graduation day.
- Sketch of lay-out is shared for understanding.

Section 2: Mandatory requirements documents

We expect your firms to submit the mandatory documents as indicated below;

- Copy of Certificate of Incorporation/Registration
- Valid Tax Compliance Certificate from Kenya Revenue Authority
- Copies of contracts/LPOs for contracts undertaken in the last 10 years that are relevant to the work.
- Experience – Provide at least (3) names and address of firms whom you have done business with, nature and value of contract and the number of years in operation.

Bidders are advised to visit the site to understand the location and logistical arrangements expected if considered.

SECTION 3: Bids submission instruction

Prices quoted should include all taxes, operational cost and delivery costs, must be expressed in Kenya Shillings. Completed bid documents are to be enclosed in plain sealed envelopes, clearly

marked RFQ 181023 and should be deposited in the Tender box provided at Daystar University, Athi river campus to be received on or before Wednesday **25th October, 2023 at 12.00 pm.**

Bid document should be addressed to:

**ATT: PROCUREMENT DEPARTMENT
OFFICE OF DVC, FINANCE, ADMINISTRATION, PLANNING
P.O BOX 44400-00100, NAIROBI, KENYA.**

Bid documents will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend at Daystar University, Athi river campus.

Tender document can be obtained electronically from Procurement Department via email address procurement@daystar.ac.ke to **Attn of :** Procurement & Contracting Manager