



KENYA INSTITUTE OF MASS COMMUNICATION
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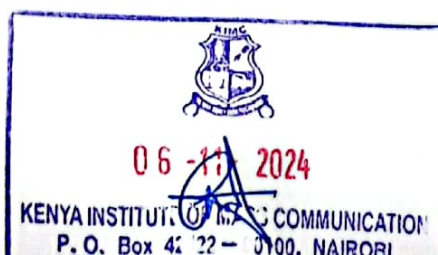
6th Nov.2024

ADDENDUM ONE (1) ON EVALUATION CRITERIA.

TENDER FOR THE PROVISION OF EVENTS MANAGEMENT SERVICES, TENDER NO. KIMC/S/16/2024-2026.

Bidders are advised to use the following criteria as indicated below. The criteria in the document were not adequate. Kindly take note of this.

S/ No.	Technical Evaluation Parameters	Requirement	Maximum Marks
1.	At least 3 years of experience in event management and support, including designing, organizing, managing, and implementing high-level events for at least 400 participants.	Attach an organizational/company profile with a brief description of the organization, its institutional capacity, and recent experience in providing event management services.	10 marks
2.	Experience in the relevant field - A proven track record in the successful organization, management, and content development of both physical and online events	Proof of at least 5 recent experiences in managing large-scale national/international events with at least 400 participants, including information on the event profile, budget, audience type, and services provided. o attach copies of contracts, letters of recommendation, LSO, pictorial evidence	25 Marks
3.	Technical Capacity to perform the contract	List of Equipment e.g tents, chairs, tables, public address Systems Generators, Screens, Virtual and Online meeting resources and related items	15 Marks
4.	Financial Report 1. Audited Financial report for the previous three years (2021, 2022,	Audited Financial statements - 5 Marks each year	20 Marks



	<p>2023) with average annual turnover of kshs.50million</p> <p>2. Proof of adequate access to Bank credit facility from reputable bank in Kenya</p>	<p>Official Letter from bidder's Bankers confirming availability of credit line 5 marks</p>	
<p>5.</p>	<p>Human resource capacity to be involved.</p> <p>Personnel Experience (Attach CVs of The Technical Team detailing their qualifications and functions in the organization with relevant professional membership where applicable).</p> <p>Mandatory team structure:</p> <ol style="list-style-type: none"> 1. Event Manager with over 3 years of proven experience in designing and executing events. 2. Communication expert 3. Graphic designer 4. Audiovisual Manager 5. Hospitality/conference coordinator 6. Exhibition Manager 	<p>1.Event director/Manager(8mks) will be the team leader who Must possess the following qualifications.</p> <ul style="list-style-type: none"> • Possess at least ten years of professional experience in corporate event management • State previous events they have personally been involved in • Should have a bachelor's degree in communication, marketing, or related fields. Master's degree in a relevant field will be an added advantage • Should be a member of Public Relations society of kanya or marketing society of Kenya. <p>2.Communication experts (5mks) Degree in communication journalism, public relations, or business-related degree with a minimum of 5 years' experience in a private or public organization. Membership of public Relations Society of Kenya and other PR or communication international affiliation bodies.</p> <p>3.Graphic designer(3mks)-should be holders of at least a degree in communication, journalism, Public Relations or Business-Related Degree with a minimum of five years of experience in a private or public organization</p> <p>4. Audiovisual Manager (3mks) Should be holders of a degree in communication, computer science or electrical engineering related</p>	<p>25 Marks</p>



		<p>degree with a minimum of five years' experience in private or public organizations.</p> <p>5. Hospitality/conference coordinator(3mks)-must possess at least three years professional experience in coordinating the management of banqueting and events management, food and beverage services supervision, hospitality management, having been personally involved in corporate launches, meetings, forums, workshops and other similar events.</p> <p>6. Exhibition Manager(3mks)- must possess at least three years professional experience in exhibitions management, stating previous events they have personally been involved and responsible for venue selection, scouting and management of all other venues auxiliary services.</p>	
6.	Statement of readiness to supply goods and services within a short notice. Bidder to bear in mind that bidder may be required to organize and manage at least two concurring events at any given time that may be at different locations.	Written Commitment Statement	5 Marks
Total Marks			100 Marks

