

**PUBLIC PROCUREMENT REGULATIONS  
REQUEST FOR QUOTATION**

To:  
Box  
Tel.  
**Nairobi**

Quotation No. **NACC 113/2016/2017**  
Date 05/05/2017

From:

The Director  
National AIDS Control Council  
P.O Box 61307-00200  
NAIROBI

**NOTES -**

You are invited to submit quotation for the provision of listed items below:-

- a) THIS IS NOT AN ORDER. Read the conditions and instructions on reverse before quoting
- b) This quotation should be submitted in a plain wax sealed envelope Marked "Quotation **NACC 113/2016/2017** And placed in a Tender Box at Landmark Plaza 8<sup>th</sup> Floor not later than 10/5/2017 by 10.00 AM
- c) Your quotation should include all costs for delivery of the goods including duty tax, VAT, delivery charges, etc to National AIDS Control Council
- d) Return one copy and retain the other for your record.

no	Item Description	Unit	Qty Required	Unit Price	Total cost VAT Incl	Delivery period	Remarks
1	Quote For Provision of Conference Management Services as per attached Terms Of Reference.	Gross	Gross				
	Attach copies of PIN& VAT registration certificates/Youth, Women, PLWD/Must be I tax compliant. NACC is a corrupt free zone, Do not give bribes.						

**FOR OFFICIAL USE**

Candidate's Signature ..... Opened by: 1) ..... Designation..... Signature .....

2) ..... Designation..... Signature .....

Company Stamp..... 3) ..... Designation.....Signature.....

Date ..... Date ..... Time .....

#### CONDITIONS

1. The General Conditions of the Contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the agreement to supply or provide the service shown at the prices and within the delivery period stated overleaf.
2. The offer shall remain valid for 30 days from the closing date unless otherwise stipulated by the candidate.
3. The Procuring Entity shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the candidate.
4. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the candidate's expenses, or may be collected by the owner.

#### INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units as specified.
3. This form must be signed by an authorized representative of the candidate and preferably it should also be rubber stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
5. If you do not wish to quote, please endorse the reasons on this and return it, otherwise your name may be deleted from the Procuring Entity's mailing list for the items listed here on.

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 General

Business Name.....

Location of Business Premises .....

Plot No,.....Street/Road .....

Postal address ..... Tel No. .... Fax Email.....

Nature of Business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers .....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of Origin.....

Citizenship details .....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

Date.....Signature of Candidate.....

SELF DECLARATION FORMS (r 62)  
REPUBLIC OF KENYA  
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD1

**SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, .....of P. O. Box ..... being a resident of  
..... in the Republic of ..... do hereby make a statement as  
follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.
  
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
  
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, .....of P. O. Box ..... being a resident of  
..... in the Republic of ~~Kenya~~ do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of **Tender No.**  
..... for .....(insert tender title/description) for .....( insert name of  
the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt  
or fraudulent practice and has not been requested to pay any inducement to any member of the Board,  
Management, Staff and/or employees and/or agents of .....( insert name of the Procuring  
entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any  
inducement to any member of the Board, Management, Staff and/or employees and/or agents of  
.....(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other  
bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title)  
Bidder's Official Stamp

(Signature)

(Date)

**BANK DETAILS FORM- MANDATORY**

Provide the following bank details for electronic transfer purposes

Name of the Bidder:.....

Bank Name :.....

Bank branch name ;.....

Bank code :.....

Bank account :.....

PIN Number :.....

VAT Number :.....

Bank signatory(s) :.....

.....

Signed/ date.....



## **MAISHA HIV AND AIDS CONFERENCE 2017**

**Conference Dates: 28<sup>th</sup> – 31<sup>st</sup> May, 2017**

### **TERMS OF REFERENCE FOR CONFERENCE MANAGER**

**MAY 2017**

## 1. BACKGROUND

The National AIDS Control Council (NACC) is in the process of organizing for the 4<sup>th</sup> Maisha HIV & AIDS Conference. The theme for this year's conference is *'Translating the Science to End new HIV infections in Kenya: Perspectives, Practices and Lessons'* and is scheduled to take place between May 28 and 31, 2017. The Venue of the Conference is expected to be Hilton Hotel in Nairobi. The conference is expected to be attended by a total of about seven hundred (700) participants.

## 2. CONFERENCE OBJECTIVES

The objectives of the Maisha HIV and AIDS Conference 2017 include:

- To share research findings, perspectives, best practices and lessons learnt in the Kenyan HIV response.
- To deliberate most effective and efficient options to end new HIV infections for epidemic control.
- To provide an advocacy forum to strengthen research, policy and practice connections and link policy decision makers with research stakeholders, programmers, communities and donors at county and national level.
- To provide a forum for recognition of world-renowned Kenyan researchers as well build the capacity of local early-career investigators.

## 3. STRUCTURE OF THE CONFERENCE

The Conference will involve a pre-conference symposium, to be held between May 28 and 29, 2017, which will entail Satellite Workshops/Symposia; an Opening Ceremony on May 30, 2017 and a Closing/Award Ceremony on May 31, 2017. The structure of the conference involves (a) Abstract Driven Sessions, (b) Moderated Discussions, (c) Expert Panel Discussions and (d) Satellite Sessions taking place concurrently in different venues/rooms guided by the five (5) Thematic Tracks of the Conference (See Draft Programme in the Annex below for details), It is expected that there will be proper and prompt labelling and flow of programmes in the various venues/rooms. The Guiding Thematic Tracks are:

- **Track A: Emerging HIV Prevention Issues**
- **Track B: HIV Treatment and Care**
- **Track C: Community and Health Systems**
- **Track D: National and County Leadership in the HIV Response**
- **Track E: HIV in the Post-2015 Global Agenda**

In addition, about thirty two (32) posters presentations will be made between May 30 and 31, 2017. These posters will be set up at the hotel lobby on the evening of May 29, 2017 ready for presentation. Presenters will be required to stand by their posters at designated times during tea and lunch breaks. Further details may be obtained from the Concept Note on the Conference.



#### **4. JUSTIFICATION FOR A CONFERENCE MANAGER**

The planning process for the Maisha Conference 2017 has begun in earnest and entails both technical and logistical processes. The NACC has set up several committees to oversee various technical aspects of this planning process. NACC has also set up a functional Secretariat to facilitate day-to-day coordination of logistics. However, there is need to enhance the capacity to handle some aspects of planning and delivery of the conference. There is therefore, need to outsource these services through engagement of an experienced Conference Manager. The Conference Manager will be expected to provide technical and logistical support to the Maisha HIV and AIDS Conference 2017 under the supervision of the Planning Committee Chair.

#### **5. KEY TASKS AND DELIVERABLES FOR THE CONFERENCE MANAGER**

The Key Tasks and Deliverables will be at 3 time points: prior to the conference, during and after the conference.

##### **a. BEFORE THE CONFERENCE**

##### **Registration**

- Set up a system that will directly link up with the existing/ongoing NACC online database system for registration to facilitate approval, tracking, and issuing name tags and other registration material to registered participants (NACC will provide the database on registration of participants including details on status of payment of registration fees).
- Provide any feedback to registered conference participants, speakers and facilitators as guided by the Planning Committee.
- Train and coordinate the activities of volunteers to assist with confirming participant registration, ushering, and distribute conference materials (Volunteers will be provided by NACC)
- Prepare all the materials to be provided to participants during registration for the conference (All the materials will be provided by NACC).
- Provide and set up poster boards to be used for Poster Presentations.

##### **Communication**

- Review the Conference's Communication Plan, make recommendations for revision of the plan and work with NACC's Communication Division to execute the revised plan so as to optimize resources for wider reach.
- Organize and execute the pre-conference media briefing workshop in liaison with NACC's Communication Division and the Conference Planning Committee

##### **Venue Management**

- In collaboration with the Conference Planning Committee, brand the conference venue, stage design (screens, PA system/sound, lighting, décor) in accordance with NACC branding guidelines. Conduct a dry-run to ensure that everything is working as planned.

##### **Presentation Management**

- Set up a centralized presentation management system that will ensure pre-loading of PowerPoint slides a day prior to each session

## **b. DURING THE CONFERENCE**

### **Registration**

- Conduct the registration process and provide registered participants with conference materials.
- Supervise the activities of all conference volunteers including assigning them daily duties accordingly e.g. manning the registration desks; ushering key guests/panellists/speakers; manning each session room and providing logistical support
- Manage daily sign-in and tracking of conference participants preferably, electronically and provide daily attendance reports
- In collaboration with NACC Finance Division, facilitate onsite registration and payment
- Facilitate completion of soft-copy certificates and distributing the same to registered participants electronically (e.g. via USB flash drives)
- In close consultation with NACC and the Planning Committee, handle all protocol matters.

### **Communication**

- Organize and execute any media briefing workshops in liaison with NACC's Communication Division and the Conference Planning Committee
- Supervise the activities of the videographer/photographer to ensure adequate capture of all conference proceedings including live and online streaming to a wider audience in liaison with NACC Communication and MIS Divisions
- Provide continuous social media updates as outlined in the revised communication plan and in liaison with NACC Communication Division
- In close consultation with NACC's Communication Division and the Conference Planning Committee, organize regular media briefing in line with the Communication Plan.
- Provide Centralised Information Service to all participants, speakers and facilitators on all sessions and venues and any other relevant information.

### **Venue Management**

- Prepare the venue for all scheduled sessions including determining the appropriate sitting arrangements; ensuring appropriate functioning of audio-visual (AV) equipment provided at the venue as well as providing back-up AV/electricity equipment in case of power failure
- Provide appropriate signage to ensure free flow of participants in the different session rooms including coordinating the activities of ushers/volunteers.
- Making appropriate preparations for the various ceremonies (opening, awards and closing), in consultation with the Planning Committee.

### **Presentation Management**

- Manage presentations including liaising with presenters to receive and pre-loading PowerPoint slides to a centralized system prior to each session (all presentations to be captured at least a day prior to the day of presentation); advancing slides during presentations (provide the necessary equipment e.g. laser pointers) and ensuring appropriate time-keeping; overseeing sign-language interpretation as appropriate. Also ensure flow-management during Q&A sessions (live and online).

- Supporting the work of all rapporteurs in consultation with the Chief Rapporteur, including providing them with necessary materials/stationary and collating summary session reports to ensure a summary of the proceedings is shared widely.

**c. AFTER THE CONFERENCE**

- Submit a final report on the conduct of the conference with regards to logistics, communication and planning including a final list of conference participants by day and session as well as coffee-table photo publication and edited video of the conference proceedings
- Provide raw data files/data bases and reports; presentations and posters; and all unutilised conference materials supported by a reconciliation report to NACC Conference Planning Committee and clean up and return the conference venue to its initial state

**6. KEY COMPETENCIES AND EXPERIENCE REQUIRED**

The Conference Manager is expected to be a registered firm/company that is legally allowed to conduct business with Government of Kenya entities. Required competencies and qualifications:

- a. The firm should demonstrated experience organizing and managing large conferences for at least ten (10) years; with at least two (2) national/international conferences of at least five hundred (500) participants having been conducted in the last three (3) years preferably in the area of scientific research. The firm should provide references and testimonials demonstrating reliability, dedication and ability to work unsupervised. In addition, the firm should have a core team of at least five (5) professionals in relevant areas including the Team Leader; with at least graduate degree level of training in a relevant area including Information Technology and Data Management, Public Relations and Communication, Hospitality Management, and General Management. Each member of the core team should have at least five (5) years of experience in managing national/international conferences, especially those of a scientific nature.
- b. The firm should demonstrate evidence of capacity to provide an electronic conference management system capable of facilitating the entire process of registration and tracking of participants, and feedback processes; that is directly compatible to the existing NACC Online Registration Database/System.
- c. The Team Leader should have experience of at least ten (10) years managing national/international conferences especially those of a scientific nature
- d. Team leader should have strong interpersonal and analytic skills and be capable of working under pressure with limited timelines

**7. TIMEFRAME**

- e. The Conference Manager will be engaged between mid-May and Friday, 2<sup>nd</sup> June 2017. An appropriate representative of the Conference Manager will sit in the Conference Planning Committee meetings, while a dedicated team member will actively work with the Conference Secretariat

**ANNEX: DRAFT CONFERENCE PROGRAMME:**

<b>8.30 – 10.00 am</b>	<b>10.00 – 10.30 am</b>	<b>10.30 – 12 Noon</b>		<b>12:15 PM – 1.45 PM</b>	<b>1:45 – 3:00pm</b>	<b>3:00 – 6:00 PM</b>
<b>Day 1: 28<sup>th</sup> May 2017:</b>						
1. Satellite 1.1: IAS Workshop ( <i>invite-only</i> )						
2. Satellite 1.2: Maisha Adolescents and Young People’s Symposium						
<b>Day 2: 29<sup>th</sup> May 2017:</b>						
1. Satellite 2.1: IAS Scientific Symposium						
<b>Day 3: 30<sup>th</sup> May 2017</b>						
<b>Opening ceremony and plenary session</b>	<b>TEA BREAK</b>	<b>Abstract Session: A1</b>		<b>Expert Panel: C</b>	<b>LUNCH BREAK</b>	Satellite 3.1: IAS Meeting ( <i>invite-only</i> )
		<b>Moderated Discussion 3</b>		<b>Abstract Session: D/E</b>		Community-led session
		<b>Moderated Discussion 4</b>		<b>Abstract Session: A2</b>		<b>Abstract Session: C</b>
<b>Day 4: 31<sup>st</sup> May 2017</b>						
Satellite Session 4.1	<b>TEA BREAK</b>	<b>Abstract Session: B1</b>		<b>Moderated Discussion 6</b>	<b>LUNCH BREAK</b>	<b>Closing and Awards Ceremony</b>
Satellite Session 4.2		<b>Moderated Discussion 7</b>		<b>Abstract Session: B2</b>		
Satellite Session 4.3		<b>Moderated Discussion 5</b>				