



**CLARIFICATIONS FOR TENDER NO KOTDA/RFP/027/2019-2020: PROVISION OF PUBLIC RELATIONS, COMMUNICATIONS, ADVERTISING AND EVENTS MANAGEMENT SERVICES**

<b>NO.</b>	<b>CLARIFICATION</b>	<b>RESPONSE</b>
1.	The headline for LOT 1 is (Public relations, communications & events) while the subject content under that section do not align. Please advise the correct headline for this LOT	The Lot headline is Public Relations, Communications & Events.
2.	LOT 1 total points as per RFP are 80 but further calculation on the same totals to 50 points. Please advise on the correct position and if 50 points what is the pass mark for each lot.	Technical Evaluation criteria from page 17 of 6 will apply not the marks on the ToRs. However, bidders are required to conform to the requirements of the Terms of Reference (TORs) by providing the required information for each LOT
3.	On page 50, in the price schedule table, there are some rows that are blacked out. Kindly confirm what this means.	The rows which are blacked out means that the payment will be covered under the monthly retainer fee
4.	On page 50/51 we notice that on the notes section of the price schedule it says media buying will be done through GAA while the same is captured as the first item in the table on page 50. Kindly provide guidance on this.	Yes, Media buying will be done through Government Advertising Agency (GAA) in compliance with GOK Laws and Regulations. However, bidders are encouraged to provide quotation on the same as it may still be used when need arises during the framework agreement.
5.	On page 51 we notice that on the notes section of the price schedule it says that videography and photography to be included under monthly retainer while it would be difficult to ascertain the frequency of the same at this point. Kindly provide direction on this.	Bidders are encouraged to include videography and photography in the monthly retainer fee. In case, it is not feasible, kindly provide the quotation on the same separately in case it is not included in your retainer fee

<b>6.</b>	Does this mean we need to have a tender security of Kshs.200,000	Yes. But each separately i.e. Ksh 100,000 for each
<b>7.</b>	<p>We wish to get a clarification on the Tender Ref No: KoTDA/RFP/027/2019-2020 - Provision of Public Relations, Communication, Advertising and Events Management Services</p> <p>On the Terms of Reference, should the 3 Lots, i.e. Lot I - Public Relations, Communications &amp; Events, Lot II: Investor Experiential Marketing and Lot III: Public Relations and Stakeholder Management, be addressed within one (1) tender document or three (3) separate documents?</p>	Yes, to be addressed within one tender document but with separate distinct headings. Bidders may propose for any of the three or All depending on qualifications and strengths
<b>8.</b>	May we clarify whether the tender security should be valid for 120 days or 150 days? The Standard Tender Document indicated both dates.	The Tender security should be valid for 150 days
<b>9.</b>	<p>Kindly clarify whether we are responding with a proposal for all/or either of the LOTS indicated below:</p> <p>LOT 1: Public Relations, Communication and Events</p> <p>LOT 2: Investor Experiential Marketing</p> <p>LOT 3: Public Relations and Stakeholder Management</p>	Bidders may propose for any of the three or all, depending on qualifications and strengths
<b>10.</b>	Can you please assist to clarify on what is the tender security of Ksh100,000 that is required	Tender Security is Kshs 100,000 valid for 150 days from the date of tender opening. Refer to page 17 of 62 clauses 2.12
<b>11.</b>	Also, would we be able to participate in two tenders (KoTDA/RFP/027/2019-2020)? And if it is allowed, does this mean we need to have a tender security of Kshs 200,000?	Yes. But each separately i.e. Ksh 100,000 for each tender