

Questions and Answers for the RFP-NAI-0036

- Shall we add the “material costs” e.g. for the booth construction for the exhibition part, hall rent, event catalogue or catering costs for the evening event or will this be taking into consideration on a separate budget? **Yes Material costs will be done in a separate budget, for now we want to know the LOE (Level of Effort). The estimated budget should be based on 30 booths being constructed and fitted at KICC.**
- You are requesting THREE (3) recent references letters from other organizations for which the offeror has provided services of similar scope from within the past three years. Does this also count for international trade show and conference organizers who organize their own international events (incl. their Kenyan office) which are even bigger than the service done for others? **You can provide references for work done directly or as co-organizers to a bigger event planner.**
- Is the travel costs included in the service fee we would highlight? **Yes this should be included in the budget**
- Where can we introduce our company officially? Can we have at least one page for this? **Yes this is fine with link to website included**
- In the Price schedule on page 14, it has been indicated that we provide relevant support in the visa application process to international attendees. This would be done through KenInvest as host of the World Investment Forum. Kindly advise how many visa applications will be done for the delegates- **The key role will be hotel bookings assistance, welcome team support at JKIA and general travel logistics. Important to note that visitor visa applications are or all done online so we do not expect there will be much interaction with Kenyan Immigration. We can't determine the exact number at this stage but you can work with a minimum of 1,000 attendees.**
- In the Price schedule on page 14, it has been indicated that we Engage with and confirm speakers, panelists and exhibitors from the Eastern Africa region and provide them with necessary information to make their participation in the event a success. **Kindly advise how many speakers, panelists and exhibitors we will be contacting – There will be about 10 panel sessions each with a minimum of 5 panelists and one speaker (moderator). There will be about 2-3 networking sessions. The suggested speakers have already been mapped out and most contacts are available. The work will be to follow up with them and provide more information for preparation closer to the event.**
- Please advise how many days the conference will run- **The conference will run for 6 days, beginning on 17th July and ending on 22nd July 2016.**
- In the Price schedule on page 14, it has been indicated that the total cost of one's engagement should include travel. Please advise what countries in Eastern Africa would involve travel when coordinating with partners based in the Eastern Africa region.- **The countries of focus include**

Kenya, Uganda, Tanzania, Rwanda and Ethiopia. We don't expect extensive travel as this is on a need basis e.g. when sourcing sponsors or promoting the event.