

INVITATION TO BID

BID NOTICE

Tender Reference Number: WIK/NRB/DAFI/VIDEO COVERAGE AND DOCUMENTARY PRODUCTION/003 /2022

Windle International Kenya (WIK) – is a humanitarian education organization providing education to refugees and needy students.

A: TASK

Windle International Kenya invites tenders from qualified firms to bid for the following works:

1) PROPOSED PRODUCTION OF VIDEO COVERAGE AND DOCUMENTARY

2) B. QUALIFICATION

Eligible Service providers are invited to tender. Bidders must meet the following minimum requirements: supported by relevant documents at submission will be considered for further evaluation.

- ✦ Must be a registered company (Attach Certificate of Incorporation).
- ✦ Demonstrate previous work of similar magnitude undertaken in the last three years
- ✦ Programme of works showing service provider's proposed schedule of undertaking the.
- ✦ Attach list of relevant equipment's owned/hired and skilled staff (necessary experts).
- ✦ Attach PIN/VAT registration and Tax Compliance Certificates (verifiable from KRA website).
- ✦ Attach copy of CR12 FORM
- ✦ Attach dully filled WIK Business questionnaire.
- ✦ The quotation **MUST** be in **KES**

C. COMPLETED TENDER DOCUMENTS

Study the attached Terms of Reference attached and send your proposal as below

Proposals **MUST** be submitted via email rfg@windle.org with the subject Indicated **WIK/NRB/DAFI/VIDEO COVERAGE AND DOCUMENTARY PRODUCTION/003/2022** not later than 10:00 am on Thursday 17th November 2022. For clarification and further inquiries kindly contact us on procurement@windle.org

Bids submitted after deadline will not be accepted.

D: CANVASSING

Any form of canvassing shall lead to automatic disqualification.

The contracting authority may for its own convenience and without charge or liability cancel the tender process at any stage

**Procurement Office
Windle International Kenya**