

REQUEST FOR PROPOSALS

AUDIO-VISUAL: SUPPLY, INSTALLATION, AND CONFIGURATION OF VIDEO CONFERENCING EQUIPMENT FOR AUDITORIUM

1.0 Background

SHELTER-AFRIQUE is a regional Housing Finance Institution established by African Governments dedicated to investment in housing and urban development in African Countries. Shareholders include 44 African countries, the African Development Bank, and the Africa Re-Insurance Corporation. The organisation has its headquarters in Nairobi, Kenya, and two regional offices: Abuja, Nigeria, and Abidjan, Côte d'Ivoire.

The organisation is requesting proposals for the supply, installation, and configuration of a video conferencing equipment for its auditorium based at the Head Office located in Shelter Afrique Centre, Upper Hill, Nairobi, Kenya.

2.0 Scope of Work

The purpose of this RFQ is to seek submissions from qualified firms for the supply and configuration of video conferencing equipment in the Auditorium located in the Shelter Afrique Centre, 1st Floor.

The scope of work will entail:

- Installation of LCD or LED screen.
- Installation of public address system
- Supply of conference room podium.
- Installation of PTZ Cameras
- Integration with web conferencing solutions such as Zoom, Microsoft Teams and Webex among others.
- Documentation.
- Six (6) months post-go-live support.

3.0 Detailed technical specifications

#	ITEM DESCRIPTION	QUANTITY	TECHNICAL SPECIFICATIONS
1	LCD Interactive Screen	1	LCD interactive Screen with a minimum screen size of 110 inches and above
	AND/OR		
	LED Screens	1	LED Screen with pixel pitch 0.5mm and minimum screen size 120 Inches and above.
2	Public address system	1	<ul style="list-style-type: none"> ✓ Speakers ✓ Mixer ✓ Wireless Microphones ✓ Cables and Connectors ✓ Gooseneck microphone for podium
3	PTZ Cameras	2	<ul style="list-style-type: none"> ✓ Acoustic Camera. Two cameras should be configured to work simultaneously
4	Conference/ meeting room podium	1	Movable conference/meeting room podium. Bidders shall attach the product datasheet and corresponding image.

NB:

- i) Quote should include installation costs.

4.0 Deliverables

- Functional LCD and/or LED screen, public address system, and cameras.
- Integration with web conferencing solutions.
- Documentation.
- Six (6) months post-go-live support.

5.0 Site Visit

All bidders will be required to conduct a site visit to ensure they are familiar with the Auditorium's unique characteristics. The site visit is mandatory and eliminatory. The visits will be scheduled once confirmation of the intention to bid has been received.

6.0 Content of Proposal

Submissions to this RFQ must include the following:

4.1 Technical proposal

- i) Company Background:
 - a) Provide basic information to indicate expertise and experience in this area and capacity to carry out the project, if chosen,
 - b) Also provide the following information (Mandatory):
 - Name of applicant/company,
 - Full address, telephone and fax numbers, and e-mail address.
 - How long has the company been in business?
 - How long has the company been in business, carrying out similar projects?
 - State the number of employees in the company (where applicable).
 - c) Bidders are required to submit copies of the following documents:
 - (i) Certificate of incorporation
 - (ii) Valid Tax compliance certificate
 - (iii) Audited financial statement for the last three years.
 - (iv) Certificate of Confirmation of Directors and Shareholding (CR 12).
 - (v) Manufacturer's Authorization Form (MAF) for quoted equipment.
 - (vi) Proof of physical address.
- ii) A brief description of the firm's recent experience on projects of a similar nature.
- iii) A description of the execution and work plan for undertaking the project.
- iv) Any other additional information.

7.0 Selection Criteria and Evaluation

The contract will be awarded to the tenderer whose offer represents the best value considering the professional and technical capacity, the quality of the offer, and the price.

Responses to this RFQ will be evaluated based on the following:

- Experience of the provider.

- Certified product partner. Attach proof.
- Experience of the provider of at least two years in carrying out similar projects. Provide **THREE** reference sites (mandatory).
- Compliance with regulatory requirements.
- Financial proposal.

Selection will be based on 70% technical and 30% financial.

Each bid will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score of 55%.

The formula for determining the final scores (sf) is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. Final score computed as follows:

Final Score = $0.3 S_f + 0.7 S_t$. with S_t being the technical score.

The bidding firm, best qualified as per the technical score, shall be invited for further discussions.

8.0 Presentation of proposal

To facilitate analysis of responses to this RFP, firms are required to prepare their proposals in accordance with the instructions outlined in the technical evaluation criteria.

Proposals should be clear, comprehensive, and concise in description of the firm's capabilities to meet the requirements provided in the RFP.

The proposal should strictly adhere to the format provided below.

Sr	Technical Evaluation Criteria	Points
1	General and Specific experience	20
	(i) General Experience in the setup, configuration, and implementation of a similar setup. (05 points) (ii) Experience of the provider of at least five years in carrying out similar projects. Provide reference sites (mandatory) of at least three similar implementations. (05 points per reference up to 15 points in total for 3 references) (15 points)	
2	Understanding of the TOR and the Overall Quality of the Proposal.	15
	General technical approach and proposed Methodology for execution of the project, indicating main activities of the assignment: (i) Methodology for execution of the project, indicating main activities of the assignment (10 points) (ii) Project organisation and management plan, including installation, task, time, and resource schedule (05 points)	
3	Conformity to the proposed solution in response to the general and solution requirements	40
	(i) Clearly indicating product selection, design, and implementation of the video conferencing solution. (5 points) (ii) Bidder's solution must have the capability to provide: (35 points) <ul style="list-style-type: none"> ✓ LCD screen with a minimum screen size of 110 inches ✓ LED screen pixel pitch 0.5mm with a minimum screen size of 120 inches ✓ Public address system <ul style="list-style-type: none"> ▪ Speakers ▪ Mixer ▪ Wireless Microphones ▪ Gooseneck microphone for podium ▪ Cables and Connectors ✓ Conference room podium ✓ Acoustic PTZ Cameras 	
4	Company Certification, qualifications, and Competence of the Key Personnel for the assignment.	20
	(i) Organisation and staffing. Knowledge, skills, and experience with relevant certifications. (10 points) (ii) Composition, competencies, and skills of the technical team to be deployed for the setup, configuration, and implementation of the proposed solution. (10 points)	
5	Project Risk Management Identify	05

Sr	Technical Evaluation Criteria	Points
	All potential specific risks associated with the proposed solution, impact, and proposed mitigation measures (05 points)	
TOTAL		100

9.0 Financial proposal format

The financial proposal should be well itemized as per the scope of work and the list of services to be supplied.

The financial proposals should be expressed in **Kenyan Shillings** and exclusive of taxes, clearly stated.

The financial proposal should be presented **separately** from the technical proposal.

10.0 Submission of bids

Proposals should be sent by mail to: procurement@shelterafrique.org with the subject:

VIDEO CONFERENCING EQUIPMENT FOR AUDITORIUM

The deadline for submission of bids is the close of business on 25th May 2026.

For any clarification, contact us via email stated above.