



REQUEST FOR PROPOSALS

Provision of Conference Facilities

Lot 1 - Nairobi County

Lot 2 - Makueni County

Lot 3 - Murang'a County

Framework Agreement - Three (3) Years

**THE EUROPEAN COMMITTEE FOR TRAINING AND
AGRICULTURE**

EDU-Wise CEFA 2026 04

(AID 012908/01/1)



SECTION 1. LETTER OF INVITATION

The European Committee for Training and Agriculture (CEFA) hereby invites qualified conference facility providers to submit proposals for the provision of conference and meeting facilities, including half-day conferences, full-day conferences, and full board conference packages, across Nairobi, Murang'a, and Makueni counties.

This RFP includes the following documents:

1. Letter of Invitation
2. Instructions to Proposers
3. Terms of Reference
4. Minimum Facility Requirements
5. Mandatory Requirements
6. Evaluation Criteria
7. Financial Proposal Form

Your offer, comprising a Technical Proposal and a Financial Proposal, should be submitted in accordance with Section 2. Please submit your proposal to CEFA at the following address:

The European Committee for Training and Agriculture

Oasis Business Park, Bohra Road – Westlands

P.O. Box 1498-00606 Sarit, Nairobi

Or by email to: procurement@cefakenya.com

The Proposal should be received by CEFA no later than 5:00 p.m. (EAT), 28th May 2026

CEFA looks forward to receiving your Proposal and thanks you in advance for your interest in CEFA procurement opportunities.

Yours sincerely,



SECTION 2: INSTRUCTIONS TO PROPOSERS

2.1 Eligibility and Scope of Bidding

This RFP is open to all conference facility providers registered in Kenya with proven experience in providing conference and meeting facilities for institutional, NGO, or corporate clients. Eligible proposers include hotels, conference centres, and dedicated event venues.

This procurement may be awarded in **separate lots corresponding to the three target counties (Nairobi, Murang'a, and Makueni)**.

Bidders may submit proposals for:

- One (1) lot (single county), or
- Multiple lots (two or three counties)

Bidders must clearly indicate in their proposal the county or counties for which they are applying.

Service providers may demonstrate capacity to serve one or more counties, depending on their operational presence and facilities.

CEFA reserves the right to award framework agreements to one or more service providers per lot (county), in order to ensure service continuity and availability across all locations.

Each lot will be evaluated independently, and bidders may be awarded one or more lots based on their technical and financial scores.

2.2 Cost of Proposal

Proposers bear all costs associated with the preparation and submission of their proposals. CEFA shall not be liable for these costs under any circumstance.

2.3 Clarifications

Proposers may request clarifications in writing to procurement@cefakenya.com no later than 14th May 2026. CEFA will respond in writing to all proposers.

2.4 Data Sheet

Item	Details
Contracting Authority	European Committee for Training and Agriculture (CEFA)
RFP Reference	EDU-Wise CEFA 2026 04
Subject of RFP	Provision of Conference Facilities - Framework Agreement
Service Locations	Nairobi, Murang'a, and Makueni Counties
Framework Duration	Three (3) years from contract signing
Submission Deadline	5:00 PM EAT, 28th May 2026
Clarifications Deadline	14th May 2026
Submission Email	procurement@cefakenya.com
Physical Submission	Oasis Business Park, Bohra Road - Westlands, Nairobi
Proposal Validity	90 days from submission deadline

2.5 Proposal Components

Each proposal must include the following:

- Mandatory Requirements Documents (Section 5)



- Compliance Statement (signed declaration confirming the proposed facility meets all minimum requirements set out in Section 4, including a brief facility description and supporting photographs of conference rooms, accessibility features, and dining areas)
- Financial Proposal (completed Financial Proposal Form in Section 7)

2.6 Submission Requirements

By Email:

- Send to: procurement@cefakenya.com
- Subject Line: **Provision of Conference Facilities - CEFA Framework Agreement**

Physical Submission:

- Deliver sealed envelope to: European Committee for Training and Agriculture (CEFA), Oasis Business Park, Bohra Road - Westlands, Nairobi
- Mark envelope: Provision of Conference Facilities

Deadline for Submission: 5:00 PM EAT, 28th May 2026

2.7 Proposal Validity

Proposals shall remain valid for ninety (90) days from the submission deadline. CEFA reserves the right to request an extension of validity.

2.8 Evaluation Process

CEFA will evaluate proposals in four stages:

- Stage 1: Preliminary examination for completeness and compliance
- Stage 2: Mandatory requirements verification (Pass/Fail)
- Stage 3: Compliance check against the Minimum Facility Requirements in Section 4 (Pass/Fail), based on the proposer's signed Compliance Statement and supporting evidence
- Stage 4: Financial evaluation - award to the lowest-priced compliant proposal per lot

Only proposals meeting all mandatory requirements (Section 5) and confirming compliance with all minimum facility requirements (Section 4) will proceed to the financial evaluation. The contract will be awarded to the compliant proposer offering the lowest evaluated price per lot. CEFA will conduct a site visit to the proposed facility prior to contract signing to verify that the minimum requirements are in place.

2.9 Award Criteria

The contract will be awarded, per lot, to the compliant proposer offering the lowest evaluated price. A proposer is considered compliant where (i) all mandatory requirements in Section 5 are met and (ii) the signed Compliance Statement confirms that the proposed facility meets all minimum requirements in Section 4. CEFA reserves the right to verify compliance through a site visit before contract signing, and to enter into framework agreements with more than one provider per lot in order to ensure service continuity and availability.

2.10 Right to Accept or Reject

CEFA reserves the right to accept or reject any proposal, cancel the procurement process, or re-advertise at any time without incurring any liability to proposers.



SECTION 3: TERMS OF REFERENCE

3.1 Background

CEFA - the European Committee for Training and Agriculture - is implementing the EDU-Wise Project across Nairobi, Makueni and Murang'a counties.

The Edu-Wise project- **“Educational and Work Inclusion for Young Students with Disabilities” project (AID 012908/01/1)** is a 36-month initiative funded by the Italian Ministry of Foreign Affairs and International Cooperation, through the Italian Agency for Development Cooperation (AICS). The project is implemented by CEFA as lead applicant, in partnership with Call Africa, Deaf Empowerment Kenya, Federation of Kenyan Employers, TVETA and the National Council for Persons with Disabilities. The project aims at strengthening inclusive Technical and Vocational Education and Training (TVET) systems, improving access to quality training and promoting the transition of young persons with disabilities into decent and inclusive employment.

Project implementation involves regular training sessions, workshops, review meetings, stakeholder forums, and other events requiring professional conference facilities. To ensure efficiency, value for money, and operational continuity, CEFA seeks to enter into a framework agreement with qualified conference facility providers.

3.2 Objective

To establish a framework agreement with qualified conference facility providers capable of delivering professional, well-equipped, and accessible conference facilities for half-day conferences, full-day conferences, and full board conference packages across Nairobi, Murang'a, and Makueni counties.

3.3 Scope of Services

The service provider(s) shall:

- Provide dedicated conference rooms equipped with appropriate audio-visual equipment, furniture, and support services
- Offer half-day conference packages (morning or afternoon sessions, approximately 4 hours)
- Offer full-day conference packages (approximately 8 hours with scheduled breaks)
- Offer full board conference packages (including accommodation, meals, and conference facilities)
- Provide catering services as part of the package including teas/refreshments, lunches, dinners, and breakfast (for full board)
- Provide professional technical support for audio-visual and projection equipment
- Ensure adequate parking facilities for participants
- Provide reliable Wi-Fi connectivity throughout conference areas
- Accommodate varying group sizes as specified at the time of booking
- Issue detailed invoices within 7 days of service delivery
- Respond to booking requests within 24 hours with confirmation and availability
- Provide conference attendance sheets for attendance confirmation.

3.4 Conference Package Types

Package Type	Description	Typical Duration
Half-Day Conference	Morning (8:00 AM - 1:00 PM) or Afternoon (1:00 PM - 6:00 PM) session. Includes conference room hire, one tea/coffee break with snacks, water, and standard AV setup.	~4 hours



Full-Day Conference	Full-day session (8:00 AM - 6:00 PM). Includes conference room hire, two tea/coffee breaks, midday lunch (buffet or set menu), water throughout, and standard AV setup.	~8 hours
Full Board Conference	Residential conference package. Includes conference room hire, all meals (breakfast, lunch, dinner), tea breaks, accommodation for specified nights, water, and standard AV setup.	1-3+ days

3.5.3.5 Estimated Volumes

- Under the EDU-Wise project, CEFA foresees the organisation of multiple training sessions, workshops, stakeholder meetings, and residential events across Nairobi, Murang'a, and Makueni counties. Based on the current procurement plan and donor-approved budget, the estimated volume of services under this framework agreement is as follows:
- **Estimated number of events per year:** approximately 25–40 events across the three counties
- **Estimated total number of participants:** approximately 2,400–2,800 participants over the duration of the framework
- **Average participants per event:** ranging from 15 to 40 participants
- **Duration of events:** between 1 and 5 days depending on the activity type

i. Breakdown by County (Indicative)

Based on the current procurement plan, the estimated distribution of participant-days across the target counties is as follows:

- **Nairobi:** approximately 850–900 participant-days
- **Murang'a:** approximately 650–700 participant-days
- **Makueni:** approximately 650–700 participant-days

ii. Types of services required:

- Half-day and full-day conference packages
- Full board residential packages (for selected trainings)
- These estimates are indicative and based on current planning assumptions. Actual quantities may vary depending on project implementation needs.
- CEFA does not guarantee minimum quantities under this framework agreement.

3.6 Contract Period

Three (3) years from contract signing.

3.7 Payment Terms

- Payment within 30 days of invoice receipt and acceptance
- Invoices must be submitted within 7 days after service delivery
- Invoices must include event date, number of participants, package type, and itemized costs
- The service provider must agree to provide the e-tims invoice.
- CEFA shall not pay deposits or advance payments unless explicitly agreed in writing

3.8 Key Performance Indicators

Performance Indicator	Target
-----------------------	--------



Booking confirmation response time	Within 24 hours
Facility readiness before event start	At least 30 minutes prior
AV equipment functionality	100% at start of event
Catering quality and hygiene compliance	100% - KEBS food safety standards
Wi-Fi uptime during events	Minimum 95%
Customer satisfaction score	Minimum 85%
Invoicing turnaround	Within 7 days of service delivery
Complaint resolution time	Within 24 hours



SECTION 4: MINIMUM FACILITY REQUIREMENTS

All venues proposed under this framework agreement must meet the requirements set out below. These requirements are pass/fail: a proposer is considered compliant only where all requirements are confirmed in the signed Compliance Statement (Section 5). CEFA will conduct a site visit to the proposed facility prior to contract signing to verify compliance.

4.1 Venue

- Conference room(s) able to accommodate at least 20 participants, with ability to host up to 150 participants when required
- Flexible seating arrangements (classroom, U-shape, boardroom, or theatre)
- Adequate ventilation and lighting
- Reliable Wi-Fi and access to power supply
- Standard audio-visual equipment (projector or screen, microphone, flipchart with markers)
- Backup power supply in case of outages
- Adequate parking for participants
- Breakout space for groups exceeding 30 participants

4.2 Accessibility

In line with the EDU-Wise project's commitment to disability inclusion:

- Step-free access to all conference and common areas (ramps where needed)
- At least one accessible toilet compliant with national standards
- Sign language interpretation available on request (in-house or through external arrangement)

4.3 Catering

Catering must comply with KEBS food safety and hygiene requirements and the Public Health Act (Cap 242), and must include:

- Tea/coffee breaks with beverages and snacks
- Lunch with at least one protein, one carbohydrate, and a vegetable or salad option
- Drinking water available throughout the event
- Accommodation of common dietary needs on request (e.g., vegetarian, halal)
- Food handlers with valid medical certificates

4.4 Accommodation (Full Board Packages)

Where full board packages are offered:

- En-suite rooms with clean bedding and basic toiletries
- Reliable hot water supply
- 24-hour security on the premises
- Breakfast included with the package

4.5 Safety and Support

- First aid kit available on-site
- Clear signage to conference rooms and emergency exits
- Documented emergency evacuation procedure

CEFA reserves the right to verify compliance with these requirements through site visits prior to contract signing and during the implementation of the framework agreement.



SECTION 5: MANDATORY REQUIREMENTS

Proposals failing to meet ANY mandatory requirement will be automatically disqualified. Submit copies of ALL documents listed below.

Mandatory Requirement	Document Required
Valid company/business registration in Kenya	Certificate of Incorporation or Business Registration Certificate of more than 3 years
Current tax compliance	Valid Tax Compliance Certificate (TCC)
Valid business permit/licence	County business permit or trade licence
Public Health certification	Valid Public Health certificate for food premises/kitchen (where applicable)
Food handler medical certificates	Valid medical certificates for all food handlers (where applicable)
Accessibility of venue for persons with disabilities (PWDs)	Photographic evidence and/or written declaration confirming step-free access (ramps) and availability of accessible toilets compliant with national standards for PWDs
Bank account details	Company bank statement or bank letter not older than 3 months
Company profile	Detailed company profile including organizational structure and key personnel
Compliance Statement	Signed declaration confirming that the proposed facility meets all minimum requirements set out in Section 4, with brief facility description and supporting photographs (conference room(s), accessibility features, dining area)



SECTION 6: EVALUATION CRITERIA

Evaluation is conducted as a lowest-priced compliant procurement. The contract will be awarded, per lot, to the proposer with the lowest evaluated price among those whose proposals meet all mandatory requirements (Section 5) and confirm compliance with all minimum facility requirements (Section 4).

6.1 Compliance Review (Pass / Fail)

CEFA will review each proposal for:

- Completeness of submission (all documents listed in Section 2.5 received by the deadline)
- Mandatory requirements (Section 5) - all required documents submitted
- Minimum facility requirements (Section 4) - signed Compliance Statement confirming the facility meets all requirements, supported by the photographs and brief facility description

Proposals that fail any of the above will not proceed to financial evaluation.

6.2 Financial Evaluation

Among compliant proposals, the contract will be awarded per lot to the proposer offering the lowest evaluated price. The evaluated price for each lot is calculated as a weighted average of the rates quoted across the three package types (half-day, full-day, full board), based on CEFA's indicative usage profile.

Where two or more proposers offer identical evaluated prices for the same lot, CEFA may award the lot to more than one proposer or apply a tie-break based on capacity to deliver across multiple counties.

6.3 Site Visit Verification

Before contract signing, CEFA will conduct a site visit to the proposed facility of the lowest-priced compliant proposer to verify that the minimum requirements set out in Section 4 are in place. Where the site visit identifies a material non-compliance that the proposer cannot remedy within a reasonable period agreed with CEFA, CEFA reserves the right to disqualify that proposer and proceed to the next lowest-priced compliant proposer.

6.4 Award

Following successful site visit verification, CEFA will issue a Notification of Award and proceed to contract signing. CEFA may award framework agreements to more than one provider per lot in order to ensure service continuity and availability.



SECTION 7: FINANCIAL PROPOSAL FORM

Company Name: _____

County/Counties Covered: _____

7.1 Half-Day Conference Package - Per Person Rates (KES)

(Includes conference room hire, 1 tea/coffee break, water, standard AV)

County	Rate Per Person (KES)	Maximum Capacity (Persons)	Minimum Booking (Persons)
Nairobi			
Murang'a			
Makueni			

7.2 Full-Day Conference Package - Per Person Rates (KES)

(Includes conference room hire, 2 tea/coffee breaks, lunch, water, standard AV)

County	Rate Per Person (KES)	Maximum Capacity (Persons)	Minimum Booking (Persons)
Nairobi			
Murang'a			
Makueni			

7.3 Full Board Conference Package - Per Person Per Night Rates (KES)

(Includes conference room hire, accommodation, all meals, tea breaks, water, standard AV)

County	Rate Per Person Per Night (KES)	Maximum Capacity (Persons)	Minimum Booking (Persons)
Nairobi			
Murang'a			
Makueni			

7.4 Additional Charges and Optional Services



Item	Rate (KES)	Unit
Additional tea/coffee break (beyond package)		Per person
Additional accommodation night (single room)		Per night
LCD/LED projector rental (if not included)		Per day
Flip chart and markers		Per event
Outdoor/tented event setup surcharge		Per event
Weekend/public holiday surcharge (if any)		Percentage (%)
Other (specify)		

7.5 Price Validity and Adjustments

Price validity period: _____ months from proposal date

Price adjustment mechanism (if any): _____

7.6 Declaration

I/We hereby certify that the information provided in this financial proposal is accurate and complete.
I/We agree to provide conference facilities and associated services as specified in this RFP at the rates quoted above, subject to any agreed price adjustments as per the contract terms.

Authorized Signature: _____

Name & Title: _____

Date: _____

Company Stamp: