

2018 MSK AWARDS CALL FOR PROPOSALS **FOR PROVISION OF GOODS & SERVICES**

The Marketing Society of Kenya (MSK) invites submission of interest for provision of goods and related services for the 2018 Annual MSK Gala from interested and eligible suppliers.

About the Gala:

The MSK Gala will be held on **16th November, 2018 at Nairobi Arboretum from 3:00p.m till late.** The main objective of the event is to give props to all the players driving forward the marketing industry at an evening of feel-good fun. We anticipate a well-attended event that will host **1000 pax**. The theme of the event is: **'Marketing in the Age of Disruption'**. Dress Code will be retro/color clash. Pitch presentation needs to showcase creative ingenuity.

All interested suppliers are required to:

- Have a company certificate of registration / KRA pin certificate
- Have relevant trading licenses
- Demonstrate capability to deliver based on previous experience.
- Demonstrate the willingness and commitment to work with MSK to deliver a spectacular event.
- Demonstrate how they will translate retro/color clash in their provision and/or create a disruptive experience for the gala patrons.
- Be available to meet the MSK team prior to the event, for set-up and set-down between 15th-17th November, 2018.
- Submit their interest to MSK through awards@msk.co.ke not later than Friday 24th August 2018.

NB: Paid-up MSK members have an added advantage

****Additional Notes****

Additional/value add services given complementary to the pitch will be highly appreciated. Successful firms will be required to sign supplier terms of engagement/MOU before being engaged by MSK.

MSK employees, gala committee members, MSK Council members are not eligible to participate as suppliers unless under special circumstances.

Please see below for goods or services that are required:

#	ITEM/SERVICE	DESCRIPTION	QUANTITY
1	Catering Services	Dinner for 1000 pax; 3 course meal Crew meals Table numbers	1000 pax 150 pax
2	Cocktail & Bar Services	Opening cocktail snacks & drinks(alcoholic and non-alcoholic)	700 pax
	SET UP	DESCRIPTION	QUANTITY
1	Tents	Guest Tent/Dome - 1000 pax Catering tents - 1 food point and 2 serving tents VIP Tent/Holding Area Registration area tents Cocktail area tent (Big enough to host 6 exhibition tables) Exhibition Tents/Dividers Bar tents Emergency Tent	Supplier to advise
2	Furniture	Dressed cocktail tables Bar stools Dressed Round tables (Tables for 10) Dressed Rectangular tables Chiavari seats Dressed plastic seats VIP couches Coffee tables	35 30 100 40 1000 40 2 2
3	Decor	Table runners Table numbers Decorative Center pieces	100 100 100
4	Stage set up	Supplier to advise; must meet the disruptive threshold	
5	Audio-Visual	Supplier to advise; must meet the disruptive threshold	
6	Lighting	Supplier to advise; must meet the disruptive threshold	
7	Generators	250KVA 150KVA 100KVA	2 2 1
8	Warmers	Strategically placed within the main tent	8
9	Mobile toilets	Provision for toilet consumables (tissue, hand wash/sanitizer, hand towels) Provision of male and female toilets(for guests & VIP) Ensure the toilets have enough water & lighting is key Have toilets accessible by dis-abled people? Have trash bins in the toilet	Supplier to advise

		Standby cleaning assistant/s	
SKILLED SERVICES			
1	Graphics Design	E-shots, Fliers, Branded Gift Bags	
2	Animations & Audio Production	All event animations	
3	Photography	Event coverage	
4	Videography	Event coverage Event production	
5	Printing	Media Banner Event tickets Event flyers Car pass and parking area disclaimers Certificates Merchandise - Gift bags	1 1000 400 70 1000
6	Security	Event risk and safety assessment Sniffer dogs Crowd management Venue security Emergency team	Supplier to advise
7	Entertainment	MCs DJ Dancers/Artists	2 1
8	Ushers	To manage guests and assist with registration	30
9	Digital registration	Guest registration management system(To capture event crew members)	1200
OTHERS			
1	Trophies	Gold trophies Silver trophies	21 21
2	Trash bins	Placed strategically across the venue	6
3	After event Clean Up	After event clean up services	
4	Transport	Shuttle vans for pick and drop off to parking area	Transport
5	Event Insurance Service	Insurance package for the event on 16/11/18	

Please note:

MSK has the right to not take up products/services herein advertised based on availability of funds

Members are also allowed to pitch relevant and/or related services/goods not captured in this document.

Requirements:

1. Company profile
2. Certificate of Incorporation(copy) OR KRA Pin certificate
3. Relevant trading licenses
4. Proposal (Technical & Financial)

MSK Membership certificate (copy)*

Interested parties to send their proposals to awards@msk.co.ke on or before **Monday 27th August 2018.**

Successful candidates will be contacted and invited for a pitch meeting.