

Our Ref: KCM/Finance/Kenya GoldSummit  
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## KENYA GOLD SUMMIT & EXPO 2026 (WESTERN KENYA EDITION)

### INVITATION TO TENDER – GOODS & SERVICES

|                                                                       |                                                                                |
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| <b>Theme:</b> Connecting the Gold Value Chain – From Mines to Markets | <b>Provisional Summit Dates:</b> 2–4 December 2026                             |
| <b>Venue &amp; Location:</b> Golf Hotel, Kakamega County, Kenya       | <b>Tender Submission Closing:</b> 3rd November 2026 at 12:00 PM (1200 hrs EAT) |

The Kenya Chamber of Mines (KCM) invites qualified suppliers to submit technical and financial proposals for Summit goods and services. KCM is the sole procuring and contracting entity for this invitation. Co-conveners (KCIDA) and Strategic Partners (State Dept for Mining) do not issue this tender, contract with suppliers, or hold financial liability.

### 1. SERVICE LOTS & INDICATIVE SPECIFICATIONS

Apply for one or more lots using the official tender reference codes. Figures are planning estimates. Quote unit rates and scalable volume tiers.

| Reference No.  | Service Area Title                         | Indicative Requirements & Scalable Basis                                                                                                                   |
|----------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GS26/PR/01/V&E | <b>Tents, Venue Setup &amp; Exhibition</b> | Plenary dome (500–800 cap), 2 breakouts (200 cap), VIP lounge, 25/50/100/200 exhibition booths, flooring, stage, backdrop, furniture, setup & dismantling. |
| GS26/PR/02/AVP | <b>Audio-Visual, Lighting &amp; Power</b>  | PA systems, wireless mics, LED screens/projectors, monitors, stage lighting, sound technicians, standby generators & UPS power distribution.               |

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|----------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| GS26/PR/03/ICT | Digital Registration, Badging & ICT | Online registration, QR check-in counters, color-coded badges & lanyards, high-speed Wi-Fi, attendance reports & offline backup.                |
| GS26/PR/04/CAT | Catering, Hospitality & Dinner      | 3-day buffet teas/snacks & lunch (400/600/800 covers), VIP refreshments, welcome cocktail & Gala Summit Dinner. (Accommodation rates separate). |
| GS26/PR/05/TRN | Transport, Shuttles & Transfers     | Buses for mine site visits (200–250 delegates), local shuttles, VIP transfers & miner transport (inclusive of fuel, driver & insurance).        |
| GS26/PR/06/BRD | Branding, Printing & Promo Packs    | Signage, banners, teardrops, programmes, 500–800 delegate bags, notebooks, pens, folders & optional VIP gift packs.                             |
| GS26/PR/07/PHV | Photography, Videography & Stream   | Full event photo/video coverage, daily clips, 3-min highlight reel, live streaming & optional gold mining documentary.                          |
| GS26/PR/08/PUB | Publicity, Media Buying & PR        | Pre-event launch, radio spots/talk shows, TV adverts, newspaper placements, social media campaigns & daily press briefs.                        |
| GS26/PR/09/REP | Rapporteurs & Post-Event Report     | Plenary/breakout rapporteurs, daily summaries, draft Gold Action Compact, and final edited/designed Post-Conference Report.                     |
| GS26/PR/10/SEC | Security, Medical & Emergency       | Licensed security guards, VIP ushering protocol, first aid/ambulance standby, fire safety, crowd control & evacuation plan.                     |
| GS26/PR/11/PPE | Mine Tour PPE & Field Safety        | PPE (hard hats, high-vis vests, boots) for 200–250 visitors, site safety orientation, field marshals & first-aid support.                       |

|                |                               |                                                                                                                      |
|----------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------|
| GS26/PR/12/SAN | Sanitation & Waste Management | Portable washrooms, handwash stations, bin points, periodic cleaning staff & eco-friendly waste/wastewater disposal. |
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## 2. ELIGIBILITY & MANDATORY REQUIREMENTS

**Bidders MUST attach copies of the following mandatory compliance documents to be considered:**

- 2.1 Copy of Certificate of Registration / Incorporation in Kenya.
- 2.2 Copy of valid KRA PIN Certificate.
- 2.3 Copy of valid Tax Compliance Certificate.
- 2.4 Copy of current Single Business Permit / Trading License (where applicable).
- 2.5 Copies of relevant professional and statutory licences.
- 2.6 Copy of valid AGPO Certificate (for Youth, Women, and PWDs where applicable).
- 2.7 Proof of at least 2 comparable assignments delivered within 5 years (LPOs, contracts, or reference letters).

## 3. PROPOSAL SUBMISSION GUIDELINES

**3.1 Document Download:** Download full ToRs and Annex A at [www.kenyachamberofmines.com](http://www.kenyachamberofmines.com).

**3.2 Proposal Structure:** Separate electronic Technical Proposal and Financial Proposal (itemized KES rates, inclusive of taxes, valid 30+ days).

**3.3 Email Submission:** Send soft copies to [events@kenyachamberofmines.com](mailto:events@kenyachamberofmines.com) and copy [info@kenyachamberofmines.com](mailto:info@kenyachamberofmines.com) | Subject: Tender Application – [Company Name] – [Reference No., e.g., GS26/PR/07/PHV].

**3.4 Closing & Opening:** Must be received by **3rd November 2026 at 12:00 PM EAT** for internal documented opening. Canvassing disqualifies.

**3.5 Contact Details:** +254 743 476406 | [events@kenyachamberofmines.com](mailto:events@kenyachamberofmines.com)

Alternate Contact Details: [info@kenyachamberofmines.com](mailto:info@kenyachamberofmines.com)

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- Clarifications: Written requests for clarification only (not submissions) should be sent to [ceo@kenyachamberofmines.com](mailto:ceo@kenyachamberofmines.com)

#### 4. TENDER TERMS & CONDITIONS SUMMARY

**4.1 Procuring Entity & Liability:** KCM is the sole procuring entity and contract party. Summit partners hold no procurement, payment, or financial liability.

**4.2 All-Inclusive Bids:** Prices must cover transport, fuel, mobilization, personnel, permits, insurance, setup/strike & taxes. Bid preparation is at the bidder's cost.

**4.3 Quantities & Award Rights:** Event dates, capacities & quantities are provisional. KCM reserves rights to adjust quantities, award by lot/item, or cancel notice.

**4.4 Engagement & Payment Terms:** Only a signed KCM contract/LPO creates an engagement. Payments require verified proof of satisfactory delivery against milestones.

Submission of a bid signifies acknowledgement of these conditions, subject to exceptions expressly identified in the bid and accepted by KCM in writing.

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