

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

ANNEX A | DETAILED LOT SPECIFICATIONS & PRICING GUIDANCE

Document Role: Companion to KCM Invitation to Tender	Provisional Summit Dates: 2–4 December 2026
Venue & Location: Golf Hotel, Kakamega County, Kenya	Closing Date & Time: 3rd November 2026 at 12:00 PM (1200 hrs EAT)

PURPOSE & COMMON PRICING RESPONSE INSTRUCTIONS

Purpose:

Help suppliers provide technically sound, comparable, all-inclusive and scalable quotations. These are indicative planning scenarios—not purchase orders or guaranteed volumes. Bidders may propose safer, simpler or lower-cost alternatives, identifying any departures from specifications.

Common Pricing Response Requirements (Mandatory for Every Reference Code):

1. Unit and quantity breakdown.
2. Lean, base, and expanded price tiers where applicable.
3. Inclusive delivered total (KES).
4. Setup, operational, and dismantling/removal charges.
5. Staffing and equipment allocation.
6. All applicable taxes.
7. Lead time and period required onsite prior to/during event.
8. Explicit assumptions, exclusions, volume discounts, and minimum order limits.
9. Rescheduling and cancellation terms.
10. Proof of at least two (2) comparable assignments delivered within 5 years or equivalent evidence.

1. DETAILED SERVICE LOT SPECIFICATIONS

Reference Code: GS26/PR/01/V&E — Tents, Venue Infrastructure, Furniture & Exhibition Booths

Indicative Scale:	Plenary for 500–800 (also quote 400-person lean configuration); two breakout spaces for up to 200 each; VIP holding/meeting space; exhibitor layout quoted at 25/50/100/200 booths (200 is an upper planning scenario only).
Required Scope:	Tent type/dimensions, clear heights, walling, ventilation, rainwater drainage, floor bearing and fire exits; stage/podium/backdrop, chairs, tables, partitions and booth furniture; weatherproof flooring, accessibility, anchoring/engineering certification; power entry points and coordination with Lot 02. Identify onsite build supervisor, setup timetable, testing, maintenance and dismantling.
Pricing Basis:	Price plenary/breakouts/VIP spaces separately; per booth (shell-only versus fully furnished), per chair/table, per floor m ² , stage, delivery/installation, contingency weather cover. State site area required and assumed ground condition.
Supplier Interface:	Do not duplicate AV, registration or professional government protocol services. Include onsite infrastructure coordination and supplier interface, not transfer of organising committee authority.

Reference Code: GS26/PR/02/AVP — Audiovisual, Lighting, Power & Technical Production

Indicative Scale:	Two main conference days, optional pre-Summit coverage; plenary and two concurrent breakouts; evening dinner separately priced.
Required Scope:	PA sized for each room, microphones (handheld/lapel/podium), mixing, speakers, LED/projection options with sizes/resolution, monitors, clickers, presentation laptop connections, stage and functional lighting, recording feed, technicians and rehearsals; safe electrical distribution, wiring protection, generator capacity/fuel, changeover/UPS, power safety plan and standby equipment.
Pricing Basis:	Quote per venue/day, equipment unit/day, operators, generator kVA/day and fuel assumptions, setup/strike and evening/dinner extras. Separate basic projection from premium LED walls.
Supplier Interface:	Define responsibility for reliable power supply and internet hand-off with GS26/PR/03/ICT; identify failover arrangement and agreed sound limits.

Reference Code: GS26/PR/03/ICT — Registration, Badges, Access & ICT

Indicative Scale:	500–800 total planned registrations (quote 400/600/800 tiers); arrivals/check-in before and during two main days; local and international forms.
Required Scope:	Configurable registration pages capturing delegate category, payment/approval status, selected sessions, tour interests, access needs; QR confirmations, controlled onsite check-in, duplicate detection, badge print/holders, staff and counters; daily live attendance exports, helpdesk, backup/offline mode, Wi-Fi/internet bandwidth and onsite technical support.
Pricing Basis:	Quote one-off platform setup, per registration, per badge/lanyard, per staffed check-in station/day, internet/router/data charges and report exports; distinguish platform from payment gateway charges.
Supplier Interface:	Show data protection safeguards, authorised access, data retention/deletion and KCM-owned export in editable formats; no unauthorised reuse or sharing of attendee data.

Reference Code: GS26/PR/04/CAT — Catering, Hospitality, Welcome Cocktail & Summit Dinner

Indicative Scale:	Two main conference days; price tea/snacks and optional lunches separately at 400/600/800 covers per service; pre-Summit welcome cocktail and main Summit Dinner separately as optional functions.
Required Scope:	Sample menus with portions, dietary/halal/vegetarian alternatives, safe food handling, drinking water, serving points, service staff, crockery, dining furniture if needed, waste cleaning, VIP refreshments and contingency meal arrangements. Dinner to include per-head meal alternatives and separately quoted setup/AV/decor where not provided elsewhere.
Pricing Basis:	Per person per sitting for morning tea, afternoon tea, lunch and VIP service; cocktail and dinner rates by 100/200/300 guest scenarios or supplier-proposed viable bands. Quote accommodation room-night rates separately as information, not automatic room procurement.

Supplier Interface:	Avoid assuming all delegates have purchased catered packages. Clearly disclose minimum guaranteed covers, cut-off for final numbers, cancellation and leftover-meal policy.
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Reference Code: GS26/PR/05/TRN — Transport, Shuttles & Transfers

Indicative Scale:	Mine-tour interest scenario 50/100/200/250 visitors; optional local shuttles, sponsored miner transport, airport and VIP transfers.
Required Scope:	Specify vehicle class and legal seating capacity, driver qualifications, roadworthiness, passenger insurance, first aid, route planning, operating hours, GPS/communications, fuel and standby/replacement vehicles. Site tour routes and boarding points will be confirmed only after safety and operator approvals.
Pricing Basis:	KES per vehicle per day/route/kilometre, included mileage/hours, overtime/wait time, toll/parking and overnight driver costs; separate bus, minibus, van and car options.
Supplier Interface:	Passenger limits must match available seats; no mine-site access assumed until operator approval.

Reference Code: GS26/PR/06/BRD — Branding, Printing, Delegate Packs & Promotional Merchandise

Indicative Scale:	Event signs/backdrops and print by actual unit; indicative 500–800 delegate bags/notebooks/pens/badges; 300–500 printed programmes; 30–50 optional VIP gift packs.
Required Scope:	Design/print/installation of entrance and stage branding, banners, teardrops, wayfinding, exhibitor signage, programmes, catalogues and approved sponsor recognition; branded bag options (non-woven/canvas/reusable), A5 notebooks, pens, folders, lanyards/holders, pack assembly; optional caps, polos, water bottles, mugs and USBs. Provide samples/dimensions/material weight and artwork proofs.

Pricing Basis:	Unit rates for 100/250/500/800, design origination, printing per size/material, assembly/packing, sponsor co-branding and delivery/installation separately identified; total must include these.
Supplier Interface:	Sponsor logos and final artwork only after written sign-off. Quote unbranded and sponsored variants; no commitment to buy VIP gifts or extra merchandise.

Reference Code: GS26/PR/07/PHV — Photography, Videography & Livestream

Indicative Scale:	Two full main days plus selected pre-Summit mine tours and dinner as separate extras.
Required Scope:	Shot list and event coverage, edited selects and captions, daily highlight clips, one approx. three-minute recap film, livestream options (single versus multi-camera), interviews, backup audio and full-resolution files; optional standalone Western Kenya gold-mining documentary quoted separately.
Pricing Basis:	Camera operator/day, editing package/video, livestream/day and bandwidth dependency, mine-tour/dinner coverage, archive hand-over; prices should include equipment, travel and post-production.
Supplier Interface:	Specify delivery time, releases/consent process and KCM publication/usage rights; do not promise filming at mine sites without approval.

Reference Code: GS26/PR/08/PUB — Publicity, Media Buying & Public Relations

Indicative Scale:	Pre-event campaign plus two Summit days; suppliers propose cost-effective mixes for Western Kenya and national reach.
Required Scope:	Radio interviews/spots, television coverage or adverts, print notices, press launch, digital social content, targeted media placements and daily media brief. For each placement state station/platform, slot, duration, frequency, estimated audience and proof of airing/publication.
Pricing Basis:	Quote creative production, buying/media placement, agency fee and tax separately, with delivered totals; alternatives at lean/base/expanded budgets.

Supplier Interface:	Editorial coverage is not guaranteed; distinguish paid advertisements from earned media; approvals required before releasing paid placements.
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Reference Code: GS26/PR/09/REP — Rapporteurs, Gold Action Compact & Post-Conference Report

Indicative Scale:	Two main days with plenary and concurrent breakout tracks; one lead rapporteur and sufficient session rapporteurs to cover simultaneous sessions.
Required Scope:	Standard session template with speakers/key questions/recommendations/action owner and proposed timeline; daily session summaries within 24 hours; consolidated draft Gold Action Compact for closing; draft comprehensive Post-Conference Report within seven calendar days of event; final edited and professionally laid-out report within 14 days after consolidated feedback. Include attendance statistics supplied by KCM, approved images, investment and institutional commitments, implementation matrix and editable Word plus publication PDF.
Pricing Basis:	Lead rapporteur/day, session rapporteur/session or day, action compact, drafting/editing, graphic design/layout and final files separately; specify revision rounds included.
Supplier Interface:	Do not present unverified institutional commitments as agreed. Financial reconciliation and institutional close-out remain with KCM/KCIDA, outside this supplier scope.

Reference Code: GS26/PR/10/SEC — Security, Medical, Fire & Emergency Cover

Indicative Scale:	Main Summit days, setup and demobilisation where needed; footprint and attendance scenarios 400/600/800.
Required Scope:	Licensed event guards and supervisors, perimeter/control posts and secure equipment areas; coordination with public authorities for VIP movements; qualified first aid, ambulance availability, referral hospital pathway, fire extinguishers, evacuation signage and incident command, crowd-flow and weather-related emergency plan.

Pricing Basis:	Guard or marshal per shift, ambulance/day, first-aid personnel/day, fire equipment unit/day, safety plan and optional night coverage; include licensing, overtime and insurance.
Supplier Interface:	Supplier cannot substitute itself for official Presidential/government security or protocol authorities; these arrangements remain subject to relevant offices.

Reference Code: GS26/PR/11/PPE — Mine-Tour PPE, Visitor Safety & Field Support

Indicative Scale:	Visitors by optional group sizes 25/50/100/200/250, and only at approved accessible sites.
Required Scope:	Hard hats, high-visibility vests, boots where required, eye protection and site-specific PPE; safety briefing and site rules, group marshals/escorts, drinking water/first aid, headcounts, emergency contacts, traffic segregation and transport boarding management.
Pricing Basis:	PPE by item/size (sale or rental), per guide/marshal/day, briefing and onsite services, PPE cleaning/collection; scalable by visit count and visitor risk profile.
Supplier Interface:	Operator retains site access control; unsafe or unauthorised tours must not proceed. Specify excluded activities (e.g. underground entry) unless separately assessed and approved.

Reference Code: GS26/PR/12/SAN — Sanitation, Cleaning, Waste & Wastewater Management

Indicative Scale:	Event infrastructure setup, two main days, optional pre-Summit/dinner; scenario 400/600/800 with venue toilets counted first.
Required Scope:	Portable standard and accessible toilets as needed, handwash stations, soap/consumables, cleaners, waste separation/bin stations, periodic cleaning schedule, safe collection and legal disposal of solid waste/wastewater, restoration of venue after dismantling.
Pricing Basis:	Per toilet/day, cleaning staff/shift, wash station, bin/day, waste collection and final cleanup; include transport, supplies, discharge charges and required approvals.

Supplier Interface:	Tender quantities dependent on verified existing Golf Hotel facilities and site inspection; avoid duplicate charges already covered by venue or caterer.
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2. SUPPLIER QUOTATION CHECKLIST & DISCLOSURE

Bidders MUST address and verify the following compliance checklist items in their quotation submission:

- 2.1 Identify reference code and each sub-item offered, noting any technical deviations from specifications.
- 2.2 Provide technical methodology, work programme, proposed team/equipment, safety controls, and two verifiable comparable references.
- 2.3 Quote KES unit rate, quantity, extended price, all taxes, mobilization/logistics, full delivered total, and scalable alternatives; state minimum order and lead time.
- 2.4 Clarify what is included, excluded, supplied by KCM/venue, and any duplicate scope with another reference code.
- 2.5 State bid validity (minimum 30 days), payment milestones, cancellation/date-change terms, warranty, and replacement plan.
- 2.6 Confirm all bid-preparation and site-inspection costs are borne by the bidder; no work commences without a signed KCM contract or official Local Purchase Order (LPO).

This Annex informs quotations and does not vary the Tender Terms & Conditions. Site-dependent quantities and programme requirements will be confirmed before an award. KCM is the sole procuring and contracting entity under the invitation; all awards require authorised written approval.