



RIFT VALLEY INSTITUTE OF BUSINESS STUDIES

For All Your Technical Training Needs

TENDER INVITATION NOTICE

Description of Goods and services to be tendered

CATEGORY REF. NO	GOODS / SERVICES NAME	GOODS/ SERVICES DESCRIPTION	QUANTITY
RVIBS/ PDGS/ 001/ 2024-2025/ 001	Events management	100-seater regular Tents with seats & Decoration	2 tents
		Meal: 2protein, 2starch, vegetable and fruit Refreshment: Soda 500ml and water 500ml	Per person
		Sound system: 2 double linearray sub, 4 double linearray tops, 2 stage monitors, 4 wireless microphone, 1 sound processor, standby generator, DJ equipment, sound technician, stage board and lights, Photography and videography	Per Event
RVIBS/ PDGS/ 001/ 2024-2025/ 002	IT Services	System Analysis; to identify development needs.	1 time
		Creation of survey instrument to collect training feedback.	3 times
		Data analysis and report generation to analyze collected survey feedback	1 time
		Repair and maintenance of 100 training computers.	7 months
		Link generation labour for application and onboarding	1 time
		System testing to ensure all functionalities are factored in.	1 time
		Domain purchase and hosting	1 time
		System reconfiguration	1 time
		Programming and development of the system for phase 2 applicants.	1 time
		Corei3, 10GEN, 8GB RAM, 1TB HDD	60 PCS
		Robotic for training advanced training	1PC
		Robotic Set Consumable (Arduino and IOT training kit)	1PC
		Interactive Smart screen for teaching and meetings	1PC
		Computer Softwares:	
		a) HubSpot /Sora	1
		b) MATLAB and Simulink / ideogram & dalle-3	1
		c) CorelDRAW	1
		d) Nessus Professional	1
		e) Kaspersky 60 units	60
		f) Adobe creative cloud all app	1
g) Adobe Dreamweaver	1		
h) Microsoft office professional 2021	45		
i) Microsoft windows professional	45		

For more information visit <https://rvibs.ac.ke/tenders/>

CATEGORY REF. NO	GOODS / SERVICES NAME	GOODS/ SERVICES DESCRIPTION	QUANTITY
RVIBS/ PDGS/ 001/ 2024- 2025/ 003	Marketing and publicity	Flyer: double sided printed on art paper 130g	1,000 PCS
		Brochures: A4, 4 pages	1,000 PCS
		Physical distribution of flyers and brochures	2,000 PCS
		Printing of admission letter	90 PCS
		Students ID: plastic, printed both sides	90 PCS
		Certificates: A4, printed on ivory paper	90 PCS
		Radio advert: 1 minute radio classified @ 6 times, 7 mentions per day	14 days
		Roadshow campaigns: Truck 20FT, LED panel, PA system, MC & DJ generator.	100 KM
		Social media marketing	1 month
RVIBS/ PDGS/ 001/ 2024- 2025/ 004	Marketing and publicity	Cleaning services, fumigation, garbage and Sanitary services	8 months
RVIBS/ PDGS/ 001/ 2024- 2025/ 005	Janitorial services	Pens	8 PKT
		Printing papers	16 reams
		Marker pens-white board and permanent	8 PKT
		Dusters	8 Doz
		Box files	40 PCS
		Spring file	90 PCS
		full scarps	16 reams
		Stapler	5 PCS
		Paper punch	5 PCS
		Staple remover	5 PCS
		Calculator	3 PCS
		Staple pins	20 reams
		Office glue	5 PCS
		Flip charts	80 PCS
		White board 4FT X 3 FT	2 PCS
		Manila papers	200 PCS
		Stick notes 3x3 100 Sheets per pad	100 Doz
		Tonner-Kyocera 1650	5 PCS
		Re-writeable CD	6 PKT
		CD Folder	2 PKT
Counter books	20 pcs		

Interested tenderers who meet the following mandatory requirements supported by certified copies at submission will be considered for further evaluation;

1. PIN/VAT registration Certificate
2. Proof of technical capability
3. CR12 from the Registrar of Companies
4. Audited accounts for the last two years
5. KRA PIN
6. Company profile
7. Business permit
8. Certificate of incorporation

Completed set of tender documents, in plain sealed envelope, clearly marked with the respective tender number, description and bearing the name and address of:

**The Director,
Rift Valley Institute of Business Studies,
P. O Box 17207 -20100
Nakuru**

Should be dropped physically at the reception, Rift Valley Institute of Business Studies Nakuru (Next to Railways Police Station) between 8:00am and 5pm on working days.

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