



TENDER FOR THE PRODUCTION OF THE TRADING BELL SHOW

About NSE

Nairobi Securities Exchange (NSE) is a leading Securities Exchange in Africa with over a six decade heritage in the listing of equity and debt securities. It offers a world class trading facility for local and international investors and issuers looking to gain exposure to Kenya and Africa's economic growth.

NSE plays a vital role in the growth of Kenya's economy through mobilization of domestic resources and international capital to support company's access to growth and expansion capital. NSE operates under the jurisdiction of the Capital Markets Authority of Kenya.

Introduction

The NSE through its media studio produces a premium business television show aimed at growing the visibility of listed entities and leading enterprises in Kenya and the region. The show dubbed the **Trading Bell** has over the last three years grown to become Kenya's leading business show. The show airs on KTN News every Thursday at 8:00 p.m. with a repeat every Saturday at 11:00 p.m.

Production of the show involves recording of a 25 minutes interview with a CEO of listed company or a leading company

Scope of Work

The Trading Bell Show has five segments; CEO Interview, Market Analysis, Question on the street, Historical Fact and Markets 101.

1. Recording of a 25 minutes interview of a CEO as well as a five minute interview for the analyst segment of the show every Wednesday.
2. Production and delivery of the show to Standard Group every Wednesday.
3. Design of marketing collateral for online and print. (Show poster and advert for print)
4. Managing and guiding show hosts on production sets.
5. Provide guidance on relevant interviews to boost viewership and advertising opportunities.
6. Manage production team for seamless and professional experience for show interviewees.
7. Provide monthly and quarterly reports for the show including areas of improvement.

Requirements

The firm should submit the following requirements for appraisal:

1. All document as per the attached "**KNOW YOUR CLIENT (KYC) REQUIREMENTS FOR THIRD PARTIES**". The KYC requirements are **MANDATORY**.
2. Project team CV/experience and task responsibility.
3. Clear proposal for the production of the show
4. Financial proposal comprising of all costs of production per show.

5. Any other relevant information or value adds.
6. NSE preferred mode of payment - 30 days credit facility
7. Catalogue of production assignments undertaken over the last two years.

Clarification of Documents

A prospective tenderer requiring any clarification may send enquiries by e-mail to the following address: corporateaffairs@nse.co.ke and copy info@nse.co.ke and procurement@nse.co.ke. NSE will respond by email to any request for clarification of the tender documents prior to the deadline for the submission of tenders as prescribed by NSE Plc.

NSE shall reply to any clarifications sought by the tenderers after receiving the request to enable the tenderer make timely submission.

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Tender Price and Currency

Prices quoted by the tenderer shall be fixed during the tender validity period and not subject to variation on any account. **Any adjusted price on the tender document must be counter signed by an authorized person.**

The Price quoted shall be in the Kenya Shilling currency.

Validity of Tenders

Tenders shall remain valid for ninety (90) days after date of tender closure as prescribed by NSE.

Modifications and Withdrawals of Tender

The tenderer may modify or withdraw its tender after the tender's submission, provided that the modification, including substitution or withdrawal of the tenders, is received by NSE prior to the deadline prescribed for submission of tenders.

No tender may be modified after the deadline for submission of tenders.

Clarification of Tenders

To assist in the examination, evaluation and comparison of tenders, NSE may, at its discretion ask the tenderer for a clarification of its tender. No change in the prices or substance of the tender shall be sought, offered, or permitted. Any effort by the tenderer to influence NSE in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tender.

Evaluation and Comparison of Tenders

NSE will examine the KYC - **MANDATORY** documents before evaluating the tenders to determine whether they are complete and are generally in order. After examination, a tender that will be determined to be substantially non-responsive, will be rejected by NSE and will not be considered in the technical and financial evaluation.

Award Criteria

NSE will award the contract to the successful tenderer who has all the KYC documents, the tender has been determined to be substantially responsive and has been determined to have the highest score as per the evaluation criteria.

Notification of Award

Prior to the expiration of the period of the tender validity, NSE will notify the successful tenderer that the tender has been accepted.

Contacting NSE

No tenderer shall contact NSE on any matter relating to its tender, from the time of the tender closes to the time the contract is awarded. Any effort by a tenderer to influence NSE in its decisions on tender evaluation, tender comparison, or contract award will result in the rejection of the tender.

NSE reserves the right to accept or reject any tender without giving reasons for such acceptance or rejection.

Please submit your tender document by e-mail to the following address: corporateaffairs@nse.co.ke and copy info@nse.co.ke and procurement@nse.co.ke. The proposal should be submitted not later than 5.00 p.m. (Local time) on Friday, February 14, 2020.

KNOW YOUR CLIENT (KYC) REQUIREMENTS FOR THIRD PARTIES	
SOLE PROPRIETOR	<ul style="list-style-type: none">• Copy of Business Registration• Copy Business Permit• Individual KRA PIN• KRA Tax Compliance Certificate• Bank details• Copy of Utility Bill or Lease to confirm existence of the Business premises• Company profile• Client list for complete assignment for at least the last 2 years. Provide contracting document and/or reference letters.• Audited Financial Statements for the last 24 months
LIMITED LIABILITY COMPANY	<ul style="list-style-type: none">• Copy of the certificate of incorporation• Copy Business Permit• KRA PIN certificate• KRA Tax Compliance Certificate• Copy of CR12• Bank details• Copy of Utility Bill or Lease to confirm existence of the Business premises• Company profile• Client list for complete assignment for at least the last 2 years. Provide contracting document and/or reference letters.• Audited Financial Statements for the last 24 months

PARTNERSHIPS	<ul style="list-style-type: none">• Copy of Partnership Deed /OR Affidavit• Copy of Certificate of Registration• Copy of Business Permit• KRA PIN certificate• KRA Tax Compliance Certificate• Letter signed by all the partners (on company letter head) indicating mandates to transact business on behalf of the firm.• Copy of Utility Bill or Lease to confirm existence of the Business premises• Bank details.• Copy of Utility Bill or Lease to confirm existence of the Business• Company profile• Client list for complete assignment for at least the last 2 years. Provide contracting document and/or reference letters.• Audited Financial Statements for the last 24 months
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