

12th FEBRUARY 2025

TO: ALL INTERESTED BIDDERS:

**PROCUREMENT OF EVENT PLANNER/MANAGER FOR WIOMSA SCIENTIFIC SYMPOSIUM
TO BE HELD ON 20TH SEPTEMBER 2025 – 3RD OCTOBER 2025 - KMF/HQS/08/2024/2025**

ADDENDUM/CLARIFICATION NO. 01

Reference is hereby made to the above mentioned TENDER NOTICE which was published in both Kenya Marine & Fisheries Research Institute (KMFRI) and *Public Procurement Information Portal* (PPIP) official websites respectively on 6th February 2025

This is to inform bidder to attach the following evidences when submitting their bid document.

❖ **Evidence of undertaking resource mobilization of any amount for an event.**

Wiomsa will offer a commission of 10 - 12% on the funds raised by the service provider, contingent upon achieving the established fundraising milestones. This commission will apply only to funds raised through the event planner's personal contact list, and not from any contacts associated with WIOMSA or the Local Organizing Committee. Additionally, the sponsors that are targeted should align with the ethical standards and values of both WIOMSA and KMFRI.

- Resolution regarding the inquiry about sponsorship opportunities, it will be jointly agreed on between the event planner and the resource mobilization committee.

❖ Bidders should also attach all requisite documentation as per the bid document

Please be informed that this CLARIFICATION herein therefore become part and parcel of the INSTRUCTIONS to all bidders participating in this tender. The tender closing/submission has hereby been changed to 24th February 2025 at 10.00 am.

Thanks



Mr. Isack Owiti Kojo Ombwayo – MCIPS, MKISM
Supply Chain Manager
For CEO/KMFRI

