Seventh-day Adventist Church Nairobi Central

Provision of Tents, Chairs and Tables for Camp Meeting 2026

1. Introduction

Seventh – day Adventist Church, Nairobi Central is organizing the camp meeting 2026. The church seeks to engage a qualified and experienced supplier to provide tents and tables (Inclusive of transport and pitching)

2. Venue, Dates and Scope of Work

The selected supplier shall provide the following services at the specified dates and venue:

	Venue	Specifications
i	Seventh – day Adventist Church Nairobi Central	*8th – 15th August 2026* • Two – 50-seater gazebo tent • Three – 100-seater tents • One – 200-seater tent • Three hundred (300) chairs • Sixteen rectangular tables • Two Round tables *15th August 2026 only* • Five hundred (500) Chairs

Quoted costs to include transportation, pitching and setting up the tents, chairs, and tables at the specified locations. All items must be ready for use at the commencement of the camp meeting.

3. Deliverables

a) Set up to be done a day before the beginning of the camp meeting and removal to be done a day after the conclusion of the camp meeting.
b) Tents to be in clean, without excessive wear and tear and securely pitched and ready for use, with appropriate safety measures in place.

4. Submission of Expression of Interest:

a) All bids must be submitted no later than **30th July 2026 at 3.00pm EAT.** Any bid received after the stated deadline will be **automatically disqualified** and will be unopened.
b) Bids must be submitted to bids@nairobicentral.org under the subject line "**Camp Meeting 2026 - Tents, Chairs and Tables"**

5. Submission Requirements

Interested suppliers should submit:

- Copy of Certificate of Registration
- Copy of PIN
- Copy of CR12 together with copies of PIN and IDs of the directors listed therein.
- A company profile detailing: overview of the vendor; pictorial evidence of work carried out;
- Three (3) References letters from previous clients handled
- Attached price schedule form duly filled (Appendix 1)

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6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and past performance.
- Ability to meet the specified timeline.
- Quality of submitted proposal.
- Cost-effectiveness.

7. Contact Information

Any inquiries should be sent to bids@nairobicentral.org

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APPENDIX 1 : PRICE SCHEDULE FORM

	Vendor Details	**Name**			
		Tel No			
		E - Mail			
	Item	**Number of units**	**Cost per unit (Kes)**	**Number of days**	**Total Cost (Kes)**
1	50-seater gazebo tent (8^{th} – 15^{th} August 2026)	2			
2	100-seater tents (8^{th} – 15^{th} August 2026)	3			
3	200-seater tent (8^{th} – 15^{th} August 2026)	1			
4	Catering Tables - Rectangular	16			
5	Catering Tables - Round	2			
6	Chairs (8^{th} – 15^{th} August 2026)	300			
7	Chairs (15^{th} August 2026 only)	500			
8	Cost of transportation & Pitching				
8	Any additional item(s) Please specify				
	Total Cost in figures (Kes)				
	Total Cost in words (Kes)				