



WANA/AGM/1/1/2024

Date: **8<sup>th</sup> February 2024**

**TENDER ADVERTISEMENT**

**HYBRID MEETING AND ONLINE USSD VOTING SERVICE**

Wana-Anga Savings and Credit Cooperative Organization (SACCO) is a registered deposit-taking society based in Nairobi with a membership of over 3,500 spread across the country. The society is in the process of procuring a virtual meeting and voting services to allow hybrid AGM and virtual voting by members. The society invites quotation for the provision of the two services to be used on the AGM scheduled in the month of March 2024 against the following specifications;

**1. Online Meeting service:**

Online meeting service shall include;

- a) Sufficient network bandwidth or a Dedicated Internet Line (4G and above)
- b) At least three (3) Video display screens of size 65inch or better
- c) Ability of members to attend the AGM virtually with video, audio, meeting chat, and in-room video conference support;
- d) High-quality Public Address system (Amplifier, Mixer)
- e) At least five (5) high-quality Cordless Microphone
- f) At least one (1) Podium with a Podium Microphone
- g) Sufficient LIGHTING System
- h) At least three (3) high quality video Cameras
- i) Live Streaming of AGM activities
- j) At least 1 Video Mixer and 1 Encoder
- k) A platform with webinar ADON for at least 1000 PAX

**2. Online USSD voting Service**

The online voting service shall have the following feature;

- a) Easy to understand and use by all members eligible to vote.
- b) Capacity to allow entry to the system after a member's voting rights have been verified.
- c) Ensure a unique identification of members before casting a vote.
- d) Capacity to provide the member with an authentic ballot and information.
- e) Ensure that only the appropriate number of votes per voter is cast, stored, and aggregated.
- f) Provide a Secure and reliable ballot tallying, calculation, and report of the result.
- g) Ensure a member gets a system confirmation that their vote was cast and the voting process is final.
- h) To ensure the integrity of every vote cast, the system must be tamper-proof.
- i) The balloting result should be livestreamed

Bidders are required to submit their quotation via email ([procurement@wana-anga.co.ke](mailto:procurement@wana-anga.co.ke)) or hand delivered at the Wana-anga office situated in Kenya Meteorological Department Headquarters, Dagoretti corner on Ngong road **on or before 15<sup>th</sup> February 2024** by latest **4.00 PM**. The quotations should have the following documents attached;

- a) Company registration certificate/Business name registration certificate
- b) Letter of recommendation from the completion of at least three (3) successful tenders in this field.
- c) The KRA pin certificate.

The quotation should be addressed to; **The Chief Executive Officer, Wanaanga Sacco LTD, P. O. Box 34680-00100, Nairobi. Subject; AGM 2024 ONLINE SYSTEM** or through the emails provided above

**NOTE:** The winner shall be required to conduct two (2) dry/test runs before the actual AGM.