



WANA/AGM/1/1/2025

Date: **4th March 2025**

TENDER ADVERTISEMENT

HYBRID ANNUAL GENERAL MEETING

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 and in the Diaspora. The Society is in the process of procuring a virtual streaming service to facilitate a hybrid AGM.

The Society invites quotations for provision of the stated services for the AGM scheduled in the month of **April 2025** against the following specifications;

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 microphones,
- f) At least one (1) Podium Microphone,
- g) Sufficient LIGHTING System,
- h) At least three (3) high quality video Cameras,
- i) Live Streaming of AGM activities on Zoom and Youtube,
- j) At least 1 Video Mixer and 1 Encoder,
- k) A platform with webinar ADON for at least 1000 PAX.

Bidders are required to submit their quotation via email (**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 19th March 2025** 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 2025 ONLINE SYSTEM** or through the emails provided above

NOTE: The winner shall be required to conduct atleast (1) dry/test runs before the actual AGM.