

REPUBLIC OF KENYA



**COUNTY GOVERNMENT OF NYANDARUA
ENGINEER MUNICIPALITY**

REQUEST FOR PROPOSALS (RFP)

**TENDER DOCUMENTS FOR EXPRESSION OF INTEREST (EOI) FOR
CONSULTANCY SERVICES FOR ENVIRONMENTAL AND SOCIAL
IMPACT ASSESSMENT (ESIA), PRELIMINARY AND DETAILED
ENGINEERING DESIGN FOR THE PROPOSED PARKING AND DRAINAGE
UPGRADES IN ENGINEER TOWN, NYANDARUA COUNTY**

TENDER NO.: CGN/ENG/EOI/001/2026-2027

CLOSING DATE AND TIME: 30TH APRIL,2026 AT 10:00 A.M, EAT

COUNTY GOVERNMENT OF NYANDARUA

P.O. BOX 701-20303 Olkalou scm@nyandarua.go.ke

SECTION I: INVITATION TO TENDER

Tender No: CGN/ENG/EOI/001/2026-2027

TENDER NAME: EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES FOR ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (ESIA), PRELIMINARY AND DETAILED ENGINEERING DESIGN FOR THE PROPOSED PARKING AND DRAINAGE UPGRADES IN ENGINEER TOWN, NYANDARUA COUNTY.

- 1.1 The County government of Nyandarua invites sealed tenders from eligible consultants qualified in physical planning and registered by the Physical Planning Regulatory Board (PPRB) for Consultancy Services For The above named consultancy service
- 1.2 Tendering will be conducted through the National Competitive (NCB) Bidding procedures specified in the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2020 and is open to all National Tenderers as defined in the Regulations.
- 2 Interested eligible candidates may obtain further information from and inspect the tender documents at the Supply Chain Management Office in the Engineer Municipality during normal office working hours or the RFP document may be viewed and downloaded for free from the website **www.nyandarua.go.ke** or at Public Procurement Portal (PPIP).
- 2.1 Bidders are advised to regularly visit the County Government of Nyandarua website to obtain any additional information/addendum on the tender. **All addenda/additional information on the tender shall be posted on the County website as they become available.**
- 2.2 Prices quoted should be net inclusive of all taxes and delivery costs, must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 2.3 Tenderer MUST also include (0.03%) Public Procurement Capacity Building Levy of the Tender sum as per order 2023.
- 2.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and addressed as follows.

TENDER NO.: CGN/ENG/EOI/001/2026-2027

TENDER NAME: EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES FOR

ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (ESIA), PRELIMINARY AND DETAILED ENGINEERING DESIGN FOR THE PROPOSED PARKING AND DRAINAGE UPGRADES IN ENGINEER TOWN, NYANDARUA COUNTY.

DEPARTMENT: ENGINEER MUNICIPALITY

LOCATION: ENGINEER TOWN, ALONG NJABINI ROAD. P.O. BOX 701- 20303, OLKALOU

Bid document to be deposited in the Tender Box located at **County Government of Nyandarua, Engineer Municipal offices, along Njabini road, Engineer town**

Bulky tenders to be delivered to the **manager, Engineer Municipality, Engineer Municipal offices, along Njabini road, Engineer town on or before 30TH MAY, 2026 at 10:00AM.**

Tenders will be opened immediately thereafter in the presence of bidders/representatives who choose to attend the opening process at 1100Hrs in the **Engineer Municipal offices, along Njabini road, Engineer town**

2.5 Canvassing or lobbying for the tender shall lead to automatic disqualification.

SECTION II - INFORMATION TO CONSULTANTS

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SECTION II- INFORMATION TO CONSULTANTS

2.1 Introduction

- 2.1.1 The County Government of Nyandarua, Engineer Municipality will select an individual consultant among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultants are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees, will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked individual consultant in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected individual consultant.
- 2.1.4 The consultants must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liase with the procuring entity regarding any information that they may require before submitting a proposal.

- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and amendment to the RFP documents

- 2.2.1 Individual consultant may request clarification of any of the RFP documents not later than Seven (7) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post, fax or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all individual consultants invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason; either at its own initiative or in response to a clarification requested by an intended individual consultant amend the RFP. Any amendment shall be issued in writing, fax or email to all invited individual consultants and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.
- 2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

- 2.3.1 The individual consultant's proposal shall be written in English language.

2.3.2 In preparing the Technical proposal, the individual consultants are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical proposal, the individual consultant must give particular attention to the following:

- a) If an individual consultant considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. An individual consultant will not propose other individual consultants invited to submit proposals for the assignment. Any individual consultant in contravention of this requirement shall automatically be disqualified.
- b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.
- c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- a) The individual consultant's CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultant's involvement.
- b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- c) A description of the methodology and work plan for performing the proposed assignment.
- d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the Financial proposal and shall not include any Financial information

2.4 Financial Proposal

2.4.1 In preparing the financial proposal, the individual consultants are expected to consider the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 120 days after the submission date. During this period the individual consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4.5 The financial proposal must comply with the law governing the profession of the consultant.

2.5 Submission, Receipt and Opening of Proposals

2.5.1 Completed tender documents should be returned and placed as indicated in the Invitation to tender.

2.5.2 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultants. Any such corrections must be initialed by the individual consultant.

2.5.3 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the tender opening committee. The financial proposals shall be marked with the individual consultants number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.

2.6 Evaluation of the Proposal (General)

2.6.1 From the time the proposals are opened to the time of the contract award, if any individual consultant wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by an individual consultant to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the individual consultant proposal.

2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the Accounting Officer to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the technical evaluation criteria in this document.

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non-responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a technical score (ST). any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the individual consultants whose proposal did not meet the minimum technical score or were declared non-responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the consultants who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal.

The financial proposals shall be opened by the procuring entity. Tenderers are advised not to attend the opening since no physical tender shall be opened before them.

2.8.2 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$$Sf = 100 \times fm/f$$

Where

Sf is the financial score

Fm is the lowest fees quoted and F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

2.8.4 The individual consultants' proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formule for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where

S is the total combined scores of technical and financial scores

St is the technical score Sf is the financial score

T is the weight given to the technical proposal and P is the weight given to the financial proposal

Note P + T will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.

2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the individual consultant to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.

2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other individual consultants that they were unsuccessful and return the financial proposals of the individual consultants who did not pass technical evaluation.

2.10.2 The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with the procuring entity.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract

SECTION III - TERMS OF REFERENCE (TOR)

Notes on the Preparation of Terms of Reference

The terms of reference are the initial statement to the consultants, of the services to be performed and should therefore be clear and precise and should contain the following sections;

- a. Background information
- b. Objectives of the assignment
- c. Scope of work or services of the assignment
- d. Training requirements (where applicable)
- e. Reporting systems and time schedules
- f. Personnel, facilities and other requirements to be provided by the procuring entity and (g) Terms of payment

(Specific TOR to be prepared by the procuring entity as appropriate)

SECTION IV: TERMS OF REFERENCE (TOR)

EXPRESSION OF INTEREST (EOI)

A. BACKGROUND

1. The County Government of Nyandarua (the "Procuring Entity"), through Engineer Municipality, intends to improve urban mobility and stormwater management within Engineer Town in line with the County Integrated Development Plan (CIDP), Urban Areas and Cities Act, and Kenya Vision 2030.
2. The Municipality is experiencing increased traffic demand, inadequate parking supply, and inefficient drainage systems leading to congestion, flooding, and environmental concerns.
3. The Procuring Entity therefore seeks to engage a qualified consulting firm to undertake studies, planning, and detailed design for an integrated Parking and Drainage Improvement Plan.

B. OBJECTIVE OF THE ASSIGNMENT

To develop a comprehensive, technically sound, economically viable, and environmentally sustainable Parking and Drainage Improvement Plan for Engineer Municipality, including implementation strategies and cost estimates.

C. SCOPE OF SERVICES

The Consultant shall undertake the following tasks:

(i) Environmental and Social Impact Assessment (ESIA) ;

Undertake a comprehensive Environmental and Social Impact Assessment (ESIA) in accordance with the Environmental Management and Coordination Act (EMCA), 1999 and NEMA guidelines.

Identify and evaluate potential environmental and social impacts associated with the proposed parking and drainage improvements.

Prepare an Environmental and Social Management Plan (ESMP) outlining mitigation measures, monitoring indicators, responsibilities, and costs.

Address issues related to land acquisition, displacement (if any), and social safeguards, including preparation of Resettlement Action Plans (RAPs) where necessary.

Ensure compliance with World Bank Environmental and Social Framework (ESF).

Obtain all necessary environmental approvals and licenses from NEMA, including submission of ESIA reports for review and approval.

All costs associated with ESIA studies, submissions, approvals, and acquisition of licenses/permits shall be borne by the Consultant and deemed to be included in the Financial Proposal.

(ii) Climate Resilience and Sustainability Integration

Assess climate risks and vulnerabilities affecting the project area, including flooding, extreme rainfall, and temperature variations.

Integrate climate-resilient design measures into parking and drainage infrastructure (e.g., adequate drainage capacity, flood protection, durable materials).

(ii) Site Investigations and Surveys

Conduct detailed site investigations including:

- Topographical surveys
- Geotechnical investigations (soil analysis)

D. DELIVERABLES AND REPORTING SCHEDULE

Deliverables include:

- (i) Inception Report
- (ii) Survey and Assessment Report
- (iii) Interim Report
- (iv) Draft Parking and Drainage Improvement Plan (including designs and BoQs)
- (v) Final Report incorporating client comments
- (vi) Presentation to stakeholders and submission of all datasets and drawings **E.**

ASSIGNMENT PERIOD

7. Completion within (2) months from contract signing.

F. QUALIFICATION FOR BIDDERS

Interested firms must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, in similar conditions and availability of the appropriate skills among staff, etc). Consultants may constitute joint ventures to enhance their chances of qualifications.

3.1 Qualification Criteria

Shortlisting will be based on meeting the minimum requirements to pass in the criteria set as shown below.

Preliminary Evaluation Requirements (Mandatory requirements)

1. Certified Copy of Certificate of incorporation /business registration
2. Certified Copy of Valid Tax compliance certificate.
3. Certified Current CR12/CR13 Form (**issued in the last 6 Months**)
4. Valid single business permit/Trade license from Nyandarua county
5. A copy of the company profile,
6. Valid National Environment Management Authority (NEMA) License for Environmental Impact Assessment Lead Experts OR Firm of Experts
7. Attach site visit certificate in original form
8. Serialise all pages of final bid document.

Bids which do not satisfy all the above requirements shall be rejected.

2.1.2 Technical Requirements

No.	Technical Requirements	Maximum Score	Score	Remarks
1.	Provide qualification of key personnel. Attach academic qualifications and CV's of 5 key personnel (management and technical staffs) to be involved. Key Staff <ul style="list-style-type: none">• Lead Consultant (Environmentalist)• Sociologist Other Staff (at least 3) <ul style="list-style-type: none">• Drawn from relevant fields e.g. Renewable energy, Environment, Sociology etc.	(Total points 30) 10 8 4 points each		

2.	Evidence of experience with at least four (4) similar Consultancy projects - references with addresses, contacts, telephone numbers and statements of work done for each of the reference site. The projects must have involved key personnel in (1.) above. N/B: Attach Letters of tender award, Signed Contracts or LPOs etc.	20		
3.	The value of your biggest project undertaken in (2.) above: Attach proof i.e. copies of completion certificate and LPO or award letters. a) Less than Kshs 2 million b) Kshs. 2 million - 5 million c) over 10 million	10 4 6 10		
5.	Proof of financial capability Certified by Bank statement (for the last six months) or Audited Account for (2021/2022 & 2022/2023) (10 marks) Letter of credit worthiness from your bank (10 marks)	20		
6.	Comprehensive methodology summarizing scope, timelines and all other aspects of the project.	20		
	TOTAL	100		

N/B: Bidder must attain an overall score of 70

2.1.3 Team Composition & Qualification Requirements for the Key Experts

General qualifications of the consultancy firm

The firm should be duly registered in Kenya, in good legal standing and with at least five (5) years of existence and experience in carrying out similar assignments.

Key Staffs

The Consultant's team will include key experts for the assignment with demonstrated expertise:

Position 1: Lead Consultant

- Must be a trained Environmental Specialist
- Must have a minimum of an Undergraduate Degree in an Environmental related field from a recognized University.
- Must be registered by NEMA as an EIA Expert

- Must have at least five (5) years' experience in Environmental Assessment and Auditing.

Specifically, He / She must exhibit the following competencies:

- Good knowledge and experience in project design, implementation.
- Monitoring, evaluation and conformity assessment.
- Proficiency in project assessment, monitoring and evaluation software.
- Proficiency in Word Processing.
- Written and spoken English and Kiswahili
- Excellent technical and analytical skills.
- Ability to work effectively in multicultural environments in Kenya

Position 2: Lead Sociologist

The successful consultancy firm must have a Lead Sociologist whose academic qualifications shall be a minimum of an Undergraduate Degree in Sociology/ Community Development or a relevant social science with at least five (5) years' experience in social impacts assessment and management. **He/ She must be proficient in:**

- Knowledge and experience in field studies and community/stakeholder engagement and facilitation.
- Practical expertise in public consultation, conflict and dispute resolution and communications.
- Project Assessment, monitoring and evaluation software.
- Proficiency in Word Processing.
- Written and spoken English and Kiswahili
- Have excellent technical and analytical skills.
- Able to work effectively in multicultural environments in Kenya.

Position 3: Lead Civil Engineer

The successful consultancy firm must have a Lead Civil Engineer whose academic qualifications shall be a minimum of an Undergraduate Degree in Civil Engineering or a related field with at least five (5) years' relevant professional experience in infrastructure design and supervision. The Lead Civil Engineer must be registered with the Engineers Board of Kenya (EBK) and in good professional standing.

He/ She must be proficient in:

- Demonstrated experience in the design and supervision of urban infrastructure projects, including roads, parking facilities, and stormwater drainage systems.
- Strong knowledge and application of engineering design standards, codes, and specifications relevant to Kenya and international best practices.
- Experience in hydrological and hydraulic design, including stormwater management systems and flood mitigation measures.
- Practical expertise in site investigations, interpretation of geotechnical data, and integration into engineering design.
- Proficiency in engineering design software (e.g., AutoCAD, Civil 3D, EPANET, StormCAD, or equivalent).

- Experience in project planning, contract documentation, and supervision of works.
- Ability to prepare and review technical reports, drawings, and specifications to a high professional standard.
- Proficiency in project management tools and reporting systems.
- Excellent written and verbal communication skills in English and Kiswahili.
- Strong analytical and problem-solving skills.
- Ability to work effectively in multidisciplinary and multicultural environments within Kenya.

Position 4: Quantity Surveyor / Cost Engineer

The successful consultancy firm must have a Quantity Surveyor / Cost Engineer whose academic qualifications shall be a minimum of an Undergraduate Degree in Quantity Surveying, Construction Economics, or a related field with at least eight (8) years' relevant professional experience in infrastructure projects. The Quantity Surveyor must be registered with the Board of Registration of Architects and Quantity Surveyors (BORAQS) and be in good professional standing.

He/ She must be proficient in:

- Demonstrated experience in preparation of Bills of Quantities (BoQs), cost estimates, and tender documentation for infrastructure projects.
- Strong knowledge of construction cost control, financial management, and contract administration.
- Experience in cost planning, budgeting, and lifecycle costing for urban infrastructure works.
- Practical expertise in measurement and valuation of works, including variations and claims assessment.
- Familiarity with standard forms of contract (e.g., FIDIC, Government of Kenya conditions of contract).
- Proficiency in cost estimation and project management software (e.g., Excel, CostX, or equivalent tools).
- Ability to prepare financial reports, cash flow projections, and procurement documentation.
- Excellent written and verbal communication skills in English and Kiswahili.
- Strong analytical, negotiation, and problem-solving skills.
- Ability to work effectively in multidisciplinary teams and multicultural environments within Kenya.

Other Members of the staff

The rest of the staff members should be drawn from relevant fields such as environment, Sociology, Renewable energy among others. They all must be experienced and demonstrate capability to handle the consultancy task.

CLARIFICATIONS:

The EOI shall be submitted in plain sealed envelopes marked with **Tender Name** and **Reference No.** and be deposited in the Tender Box at **Engineer Municipality Offices.**

Technical proposal and financial proposal must be presented in well marked **separate envelopes.**

Deadline for Submission:

Completed Expression of Interest (EOI) documents shall be enclosed in plain sealed envelopes (original), clearly marked with the tender name and reference number, and deposited in the tender box on or before **30th April 2026 at 10:00 a.m. (East Africa Time – Nairobi, Kenya)**.

Please note that there will be a **MANDATORY site visit** on **Tuesday, 21st April 2026**, starting at **10:00 a.m.**, with the meeting point at the **Engineer Municipality Offices**.

Electronic submissions are NOT permitted.

Nyandarua County Government reserves the right to accept or reject any or all applications.

The procurement entity reserves the right to do a due diligence on the attached documents and information provided

SECTION VI - TECHNICAL PROPOSAL (TP)
Notes on the Preparation of Technical Proposal

The technical proposal shall be prepared and submitted by the consultants. It shall contain the following:-

- a. Submission letter
- b. Particulars of the consultant including Curriculum vitae (CV)
- c. Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- d. Description of the methodology and work plan for performing the assignment
- e. Any proposed staff to assist in the assignment
- f. Consultancy services activities times schedule.

(to be prepared by the consultant as appropriate)

1. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Two (2) Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either Individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name and contacts of Client: Address:		Clients contact person for the assignment.
Start Date (Month/Year):	Completion Date (Month/Year):	No of Staff-Months; Duration of Assignment:
Name of Associated Consultants. If any:		Approx. Value of Services (Kshs)
		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)



2.

TEAM COMPOSITION AND TASK ASSIGNMENTS 1.

Technical/Managerial Staff

Name	Position	Contact	Task

2. Support Staff

Name	Position	Contact	Task



3.

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports / Due Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months

Reports _____ **Due:**

Activities _____ **Duration:**

Signature:

(Authorized representative)

Full Name:

Title:

Address:



4.

ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st,2nd,etc, are months from the start of assignment)

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

(b). Completion and Submission of Reports



5.

Reports	Date
1. Inception Report	

2. First Progress Report	
3. Draft Plan	
4. Final Report / Local Physical Development Plan	



VI - FINANCIAL PROPOSAL (FP)

Notes on the Preparation Financial Proposal

The financial proposal shall be prepared and submitted by the consultants. It shall contain the following.

1. Submission letter indicating total fees
2. Summary of costs
3. Breakdown of fees per activity
4. Breakdown of reimbursable costs/expenses per activity
5. Miscellaneous expenses
6. Administration Cost (if any as stated in the terms of reference)
7. The financial proposal **MUST** include all taxes imposed to the consultant by the National and County Governments.

(to be prepared by the consultant as appropriate)

VII - STANDARD CONTRACT FORM

INDIVIDUAL PROFESSIONAL CONSULTANTS

(Lump-sum payment)

The contract form shall be completed by the procuring entity after the award of the contract and negotiation of the contract. It will be signed by both parties pursuant to the information

to consultant's clause 2.10.2

(A) Standard Contract Forms to be filled by the consultant:

- 1) Form of Tender
- 2) Confidential Business Questionnaire.

VII - STANDARD CONTRACT FORM

1. STANDARD CONTRACT FORM

INDIVIDUAL PROFESSIONAL CONSULTANTS

(lump-sum payments)

This Agreement, [hereinafter called “the Contract”) is entered into this _____
[insert starting date of assignment], by and between _____[insert Client’s name] of
[or whose registered office is situated at] [insert Client’s address] (hereinafter called “the
Client”) of the one part AND _[insert Consultant’s name] of [or whose registered [insert
Consultants address] office is situated at]
(hereinafter called “the Consultant”) of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred
to as “the Services”, and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:-

- 1. Services** (i) The Consultant shall perform the Services specified in Appendix A, “Terms of
Reference and Scope of Service, “which is made an integral part Of this Contract.
- (ii) The Consultant shall provide the personnel listed Appendix B, “Consultant’s
Personnel,” to perform the Services.
- (iii) The Consultant shall submit to the Client the reports in the form and within the time periods
specified in Appendix C, “ Consultant’s Reporting Obligations.”

(Appendices A, B, and C to be prepared as appropriate)

- 2. Term** The Consultant shall perform the Services during the Period commencing on [insert starting
date] and through to [insert completion date], or any other period(s) as may be subsequently agreed
by the parties in writing.

3. Payment: A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to Exceed [insert amount]. This amount has been established based on the understanding that it includes all the Consultant's costs and Profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs. upon _____ the Client;		the Client's receipt of the Draft report, acceptable to and Kshs. Upon the Client's receipt of the Final report, _____ acceptable to the Client.
Kshs. _____		Total

C. Payment Conditions

Payment shall be made in Kenya Shillings unless Otherwise specified not later than thirty (30) days Following submission by the Consultant of Invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed Payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three Percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

4. Project Administration A. Coordinator

The Client designates _____ [Insert name] as Client's Coordinator; the Coordinator will be responsible for the Coordination of activities under this Contract, for acceptance and approval of the reports and of Other deliverables, by the Client and for receiving and approving invoices for payment.

5 Performance Standards The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant Shall promptly replace any employees assigned Under this Contract that the Client considers Unsatisfactory.

6. Confidentiality The Consultant shall not, during the term of this Contract and within two years after its expiration Disclose any proprietary or confidential Information relating to the Services, this Contract Or the Client's business or operations without the Prior written consent of the Client.



7. Ownership of Material Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant Not to be Engaged in certain Activities

The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or Services (other than the Services and any Continuation thereof) for any project resulting from or closely related to the Services.

9. Assignment The Consultant shall not assign this Contract or Sub-contract any portion of it without the Client’s Prior written consent.

10. Law Governing Contract and Language

The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English language

12. Dispute Resolution

Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, On the request of the applying party.

For the Client

For the Consultant

Full name _____

Full name

Title _____ Title

Signature _____

Signature _____

Date _____

Date _____



FORM OF TENDER

To:

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(Insert equipment description)* in conformity with the said tender documents for the sum of (total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to percent of the Contract Price for the due performance of the Contract , in the form prescribed by *(Procuring entity)*.
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this day of 20

Date Tender No.

[name and address of procuring entity]

[signature]

Duly authorized to sign tender for an on behalf of



[in the capacity of]

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

<p>Part 2</p> <p>(a) – Sole Proprietor</p> <p>Your name in full Age Nationality Country of origin</p> <p>• Citizenship details</p>																				
<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table><thead><tr><th>Name</th><th>Shares</th><th>Nationality</th><th>Citizenship</th></tr></thead><tbody><tr><td>1.</td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td></tr></tbody></table>	Name	Shares	Nationality	Citizenship	1.				2.				3.				4.			
Name	Shares	Nationality	Citizenship																	
1.																				
2.																				
3.																				
4.																				
<p>Part 2 (c) – Registered Company</p> <p>Private or Public State the nominal and issued capital of company- Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table><thead><tr><th>Name</th><th>Shares</th><th>Nationality</th><th>Citizenship</th></tr></thead><tbody><tr><td>1.</td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td></tr></tbody></table>	Name	Shares	Nationality	Citizenship	1.				2.											
Name	Shares	Nationality	Citizenship																	
1.																				
2.																				



3.
4.

Date Signature of Candidate

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

**DECLARATION FORM ON PARTICIPATION IN PUBLIC
PROCUREMENT (MANDATORY)**

TENDER NO.....

Date _____

To:

The tenderer i.e. (name and address)_____

declare the following:

- 1. Has not been debarred from participating in public procurement.
- 2. Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Title	Signature	Date
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UNDERTAKING BY TENDERER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME

1. Each Tenderer must submit a statement, as part of the Tender documents, in the given format which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the Tendering company and, where relevant, of its subsidiary in the Kenya. If a Tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer.
2. Tenderers will also be required to submit similar No-bribery commitments from their subcontractors and consortium partners; the Tenderer may cover the subcontractors and consortium partners in its own statement, provided the Tenderer assumes full responsibility.
3.
 - a) Payment to agents and other third parties shall be limited to appropriate compensation for legitimate services.
 - b) Each Tenderer will make full disclosure in the Tender documentation of the beneficiaries and amounts of all payments made, or intended to be made, to agents or other third parties (including political parties or electoral candidates) relating to the Tender and, if successful, the implementation of the contract.
 - c) The successful Tenderer will also make full disclosure [quarterly or semi- annually] of all payments to agents and other third parties during the execution of the contract.
 - d) Upon completion of the performance of the contract, the successful Tenderer will formally certify that no bribes or other illicit commissions have been paid. The final accounting shall include brief details of the goods and services provided that they are sufficient to establish the legitimacy of the payments made.
 - e) Statements required according to subparagraphs (b) and (d) of this paragraph will have to be certified by the company's Chief Executive Officer, or other appropriate senior corporate officer.
4. Tenders which do not conform to these requirements shall not be considered.
5. If the successful Tenderer fails to comply with its No-bribery commitment, significant sanctions will apply. The sanctions may include all or any of the following:

- a) Cancellation of the contract;
 - b) Liability for damages to the procuring entity and/or the unsuccessful competitors in the tendering process.
6. Tenderers shall make available, as part of their Tender, copies of their anti-Bribery Policy/Code of Conduct, if any, and of their general or project-specific Compliance Program.
 7. The Government of Kenya has made special arrangements for adequate oversight of the procurement process and the execution of the contract, and has invited civil society and other competent Government Departments to participate in the oversight. Those charged with the oversight responsibility will have full access to all documentation submitted by Tenderers for this contract, and to which in turn all Tenderers and other parties involved or affected by the project shall have full access (provided, however, that no proprietary information concerning a Tenderer may be disclosed to another Tenderer or to the public).

TENDER NO.....

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender name.....

Tender No for

or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

LETTER OF NOTIFICATION OF AWARD



Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER FORM

RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....



BETWEEN ... APPLICANT AND ...
RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No... of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned decision
on the following grounds , namely:-

- 1.
- 2. etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2. etc

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED

Board Secretary
