REQUEST FOR PROPOSAL (RFP) DOCUMENT

RFP NO. RCMRD/RFP/001/2020

FOR

CONSULTANCY SERVICES FOR PREPARATION OF THE REGIONAL CENTRE TRAINING INSTITUTE MASTER PLAN (SPATIAL DEVELOPMENT PLAN), FEASIBILITY STUDY, PRELIMINARY AND DETAILED DESIGN AND TENDER DOCUMENTS ON LR NO. 29981.

PROPOSAL SUBMISSION DEADLINE:

24TH JUNE 2020 AT 10.00 A.M
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SECTION I: LETTER OF INVITATION

Consultancy Firm’s Name......................................................
Address......................................................................................
........................................................................................................

RE: RFP NO. RCMRD/RFP/012020 CONSULTANCY SERVICES FOR
PREPARATION OF THE REGIONAL CENTRE TRAINING INSTITUTE MASTER
PLAN (SPATIAL DEVELOPMENT PLAN), FEASIBILITY STUDY, PRELIMINARY
AND DETAILED DESIGN AND TENDER DOCUMENTS ON LR NO. 29981.

1.1 The Regional Centre for Mapping of Resources for Development (RCMRD) invites
proposals from eligible candidates for the provision of Consultancy Services for
Preparation of the Regional Centre Training Institute Master Plan, Feasibility
Study, Preliminary and Detailed Design, Tender Documents on LR No. 29981.
The Request for Proposals (RFP) document includes the following documents:

   Section I   -   Letter of invitation
   Section II  -   Information to consultants
                   Appendix to Consultants information
   Section III -   Terms of Reference
   Section IV  -   Technical proposals
   Section V   -   Financial proposal

1.2 Interested eligible candidates may obtain further information from the RCMRDs
office or email through rcmrd@rcmrd.org or procurement@rcmrd.org. A complete set of
the RFP document may be downloaded free of charge from the Centre’s Website;

1.3 The Consultant will be selected under Quality and Cost Based Selection (QCBS) and
procedures described in the RFP.

1.4 Duly completed proposal and serialized documents (original and two copies) are to be
enclosed in plain sealed envelopes, marked with the tender number, name and as
prescribed under the Request for Proposal document and be dropped in the Tender Box
at the;

THE DIRECTOR GENERAL
REGIONAL CENTRE FOR MAPPING OF RESOURCES FOR DEVELOPMENT
OFF THIKA ROAD, KASARANI MWIKI ROAD
P.O. Box 632,00618
Nairobi, Kenya
Tel: +254 723786161/+254 735 981098
Email: rcmrd@rcmrd.org
Website: rcmrd.org
so as to be received on or before **24th June 2020 at 10.00 am.**

1.5 Late bids, portions of bids, electronic bids, bids not opened and read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of circumstances.

1.6 Proposals must be accompanied by a tender Security of 1% of the tender amount valid for **150 days** from the date of proposal opening, in form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya payable to the Regional Centre for Mapping of Resources for Development or a reputable insurance firm.

1.7 Proposals will be opened immediately thereafter in the presence of the Candidates who choose to attend or their appointed representatives, at **RCMRDs boardroom.**

1.8 Prices quoted should be inclusive of all taxes and delivery costs, and must be in Kenya Shillings and shall remain valid for **120 days** from the closing date of the tender.

1.9 Canvassing or lobbying for the tender shall lead to automatic disqualification.
SECTION II: INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 The Client named in the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix.

2.1.3 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.4 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

2.1.5 All eligible candidates to download the document from the RCMRD website. www.rcmrd.org

2.2 Clarification and Amendment of RFP Documents

2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client’s address indicated in the Appendix “ITC”. The Client will respond by updating the tender document on the website. It is thus advisable that all the prospective bidders keep checking the website for updates.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at its own initiative or in response to a clarification requested by a bidder, amend the RFP. Addenda shall be published on the website and it will be binding on all bidders. Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

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

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

i. A brief description of the firm’s organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff involved, duration of the assignment, contract amount and firm’s involvement.
ii. Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.

iii. A description of the methodology and work plan for performing the assignment.

iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.

v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include working experience indicating the duration, position held and major projects accomplished for the last 10 years. Academic and professional qualifications and attach copies of certificates

vi. Any additional information requested in Appendix ITC.

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 Consultants shall express the price of the services in Kenya Shillings.

2.4.2 The Proposal must remain valid for 120 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment, or substitute with equally qualified staff. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except a necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix ITC. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “FINANCIAL PROPOSAL” and warning: “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, the name of the supplier and other information indicated in the Appendix “ITC” and be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.”

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his/her proposal, s/he should do so in writing at the address indicated in the Appendix “ITC”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions will result in the rejection of the consultant’s proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7 Evaluation of Technical Proposal

2.7.1 Evaluation on the Preliminary/Basic Requirements on ‘Yes or No’ Basis.

i. A technical proposal shall be disqualified without further consideration if it does not fulfill any of the requirements indicated below.

ii. Only those proposals that fulfill all the preliminary requirements shall proceed to stage 2 below of the evaluation.

iii. In order to assess whether the firm fulfills the qualification requirements of contract award, RCMRD will first evaluate the firm’s proposal documents based on the following basic/ preliminary evaluation requirements which should be submitted and enclosed in the technical proposal documents:

a) Duly authorized and stamped Curriculum Vitae (CVs) and copies of certificates of proposed personnel for the assignment.

b) Shall have a table of contents page clearly indicating Sections and Page numbers with distinct separators between sections. Preceding past experience there should be summary page(s) indicate details of all relevant experience indicating the title of the project, start and end dates of the project or ongoing, the client name and address, contract amount and details of the contact person including, designation, name, telephone No and email. The page preceding proposed personnel there should be a summary page(s) indicating Name, age, academic and professional qualifications, past experience indicating firm/project, duration, designation and professional membership if any.

c) Shall be firmly bound and should not have any loose pages.

d) Shall be submitted in one original and two copies of the original. This shall apply to the technical and financial bids.

e) Particulars of Tendering Company to include: Company background, Postal and physical address of the business, Email address, Certificate of registration/Incorporation, valid/Current Tax Compliance Certificate from relevant Authorities where the business operations of tenderer are domiciled, CR12 Letter from Registrar of Companies or equivalent to show names of Directors of the tendering company (in case of a company), Name of Proprietor (for Sole Proprietor and Business Name) and Names of Partners (for Partnerships) – as applicable, National Identity for Directors/owners of the company.

f) Duly filled, signed and stamped Tender Security Form.

g) Duly filled, signed and stamped Confidential Business Questionnaire.
h) Duly filled, signed and stamped Declaration Form.
i) Duly filled, signed and stamped Anti-Corruption Declaration Commitment/ Pledge.
j) Bidders must confirm in writing that all documents provided in support of their bids are authentic and not forged, will be confirmed as the truth if verified.
k) Provide Valid copy of Registration certificate from relevant professional bodies.
l) Copies of certified Audited Financial Accounts for the last three (3) years The Audited Accounts must be prepared by certified accountant(s).
m) Prepare and submit a prototype model of the proposed facilities showing locations as given on the masterplan (buildings, pavements, field, car parks, street lights etc). Please note that the requested prototype is not the actual but a sample showing facilities the bidder should consider should be in a learning institution mostly lecture rooms, accommodation, sports field, offices, car parks, street lights etc. The site grounds are available for viewing so as to develop the sample prototype to be submitted with the RFP but should not be a physical architectural model of the masterplan. A 3D model on paper and CD should be sufficient.

Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification.

2.7.2 Evaluation on the quality of the Technical Proposal as per the TOR

i. The proposals that fulfill all the preliminary requirements under Stage 1 above shall be evaluated and allocated scores as per the Evaluation Criteria indicated below.

ii. Only the technical proposals that score 70% and above shall be considered as responsive for further consideration i.e. opening of their financial proposals.

iii. The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

<table>
<thead>
<tr>
<th>Factor</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Specific experience of Consultant related to the assignment</td>
<td>20</td>
</tr>
<tr>
<td>a. Experience in consultancy for projects of similar projects successfully completed and have recommendation letter(s) Three(3) projects each of Kshs. 500 million and above-6marks Two (2) projects each of Kshs. 500 million and above-4marks One (1) projects each of Kshs. 500 million and above-2marks</td>
<td>12</td>
</tr>
<tr>
<td>b. Experience in training institute/training centre design and construction supervision Four (4) projects of similar nature (university or a training institute)-8marks One project of similar nature (university or a training institute)-2marks</td>
<td>8</td>
</tr>
<tr>
<td>2 Adequacy of the proposed work plan and methodology in responding to the terms of reference</td>
<td>40</td>
</tr>
<tr>
<td>a. Preparation of Master plan</td>
<td>10</td>
</tr>
<tr>
<td>b. Preliminary design</td>
<td>10</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>c. Detailed design</td>
<td>10</td>
</tr>
<tr>
<td>d. Tender process</td>
<td>10</td>
</tr>
<tr>
<td>3 Qualifications and competence of the key staff proposed for the assignment</td>
<td>40</td>
</tr>
<tr>
<td>a. Qualifications and experience of Architect</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Qualification (Masters (5) With degree(3) Diploma (1))</td>
</tr>
<tr>
<td></td>
<td>Experience (Above Ten years (5), Five to Ten years (3), below five years (1))</td>
</tr>
<tr>
<td>b. Qualifications and experience of Quantity Surveyor</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Qualification (Masters (3) With degree(2) Diploma(1))</td>
</tr>
<tr>
<td></td>
<td>Experience (Above Eight years(3), Five to Eight years (2), below five years(1))</td>
</tr>
<tr>
<td>c. Qualifications and experience of Structural Engineer</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Qualification (Masters(3) With degree(2) Diploma (1))</td>
</tr>
<tr>
<td></td>
<td>Experience (Above Eight years (4), Five to Eight years(2), below five years(1))</td>
</tr>
<tr>
<td>d. Qualifications and experience of Electrical Engineer</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Qualification (Masters (3) With degree (2) Diploma(1))</td>
</tr>
<tr>
<td></td>
<td>Experience (Above Eight years(3), Five to Eight years (2), below five years (1))</td>
</tr>
<tr>
<td>e. Qualifications and experience of Mechanical Engineer</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Qualification (Masters (3) With degree (2) With Diploma(1))</td>
</tr>
<tr>
<td></td>
<td>Experience (Above Eight years(3), Five to Eight years (2), below five years (1))</td>
</tr>
<tr>
<td>f. Qualifications and experience of Civil Engineer</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Qualification (Masters (2) With degree (1.5) Diploma(1))</td>
</tr>
<tr>
<td></td>
<td>Experience (Above Eight years(3), Five to Eight years (2), below five years (1))</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix “ITC”.

2.7.3 **Evaluation and consideration of the financial proposals**

i. Only the financial proposals of the firms that score 70% and above in technical evaluation shall be evaluated for responsiveness.

ii. The financial proposals of firms that score below 70% shall remain sealed and unopened and will be returned to the bidders after the conclusion of the procurement process.

2.7.4 **Determination of the Highest Combined Score and ranking stage**

The Technical Proposal Score of each responsive firm shall be weighted up to 70% whereas the financial proposals score shall be weighted up to 30%. The firm with the lowest financial bid will score 30 marks with the others scoring in prorata. Proposals will be ranked according to their combined technical and financial score. The firm achieving the highest combined technical and financial score will be invited for negotiations.
2.7.5 **Recommendation for award**  
The firm’s proposal that scores the highest combined technical and financial score shall be recommended for negotiation and eventual award. The client is allowed to negotiate with all technically responsive tenders with the aim to get value for money.

2.8 **Public Opening and Evaluation of Financial Proposal**

2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The Client shall prepare minutes of the public opening.

2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. Whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.8.4 The formulae for determining the Financial Score (Sf) shall, unless an alternative formula is indicated in the Appendix “ITC”, be as follows: -  

\[ Sf = 30\% \times \frac{FM}{F} \]

where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights \((T=the \ weight \ given \ to \ the \ Technical \ Proposal; \ P = the \ weight \ given \ to \ the \ Financial \ Proposal; \ T + P = 1)\) indicated in the Appendix. The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.8.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.9 **Negotiations**

2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.

2.10 **Award of Contract**

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful
and return the Financial Proposals of those consultants who did not pass the technical evaluation.

2.10.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.10.3 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.4 The procuring entity shall give prompt notice of the determination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.10.5 To qualify for contract awards, the tenderer shall have the following:
(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
(b) Legal capacity to enter into a contract for procurement
(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
(d) Shall not be debarred from participating in public procurement.

2.11 Performance Security (Not Required)

2.11.1 Within Thirty (30) days of the receipt of notification of award from RCMRD, the successful tenderer shall furnish the performance security of 10% of the bid price in the Performance Security Form provided in the tender documents.

2.11.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.11.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event RCMRD may make the award to the next best evaluated Candidate or call for new tenders.

2.12 Confidentiality

2.12.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.13 Corrupt or fraudulent practices

2.13.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.13.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
2.13.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in RCMRDs procurements.

Appendix to information to consultants

Note on the Appendix to Information to Consultants

1. The Appendix to information to consultant is intended to assist the procuring entity in providing specific information in relation to corresponding claims in the information to consultants included in Section II and the appendix has to be prepared for each specific consultancy.

2. The Procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the assignment of the consultancy and the proposals evaluation criteria that will apply to the RFP Consultancy.

3. In preparing the appendix the following aspects should be taken into consideration.

   (a) The information that specifies or complements provisions of Section II to be incorporated.

   (b) Amendments of Section II as necessitated by the circumstances of the specific consultancy to be also incorporated

   (c) Section II should remain unchanged and any changes or amendments should be introduced through the appendix.

Appendix to Information to Consultants (ITC)

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

<table>
<thead>
<tr>
<th>Information to Consultants Reference</th>
<th>Particulars of Appendix to Information to Consultants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1 The name of the Client is</td>
<td>REGIONAL CENTRE FOR MAPPING OF RESOURCES FOR DEVELOPMENT</td>
</tr>
<tr>
<td>2.1.1 The method of selection is</td>
<td>QUALITY AND COST BASED SELECTION</td>
</tr>
<tr>
<td>2.1.2 Technical and financial proposals are required</td>
<td>Yes</td>
</tr>
<tr>
<td>The name, objectives and description of the assignment</td>
<td>The main objective of this consultancy will be to Prepare a master plan, preliminary and detailed design (of the administration block, conference and accommodation facilities or as the client may require) Feasibility study and tender documents of the RCMRD Training Centre.</td>
</tr>
</tbody>
</table>
| 2.1.5 Tender Document Price | The scope of service will comprise the following:  
|                           | a) Architectural Services  
|                           | b) Interior Design Services and Environmental Design Services  
|                           | c) Civil and Structural Engineering Services  
|                           | d) Landscape Design Services,  
|                           | e) Landscape Design Services,  
|                           | f) Quantity Surveying Services,  
|                           | g) Mechanical Engineering Service  
|                           | h) Environmental Management Expert Services,  
|                           | i) Green Building Services  
|                           | j) Financial feasibility study  
| 2.2.1 The name(s), address(es) and telephone numbers of the Client are: | Not applicable candidates to download the document from the RCMRD website  
| 2.2.1 Clarification and amendment of RFP | THE DIRECTOR GENERAL  
|                                           | REGIONAL CENTRE FOR MAPPING OF  
|                                           | RESOURCES FOR DEVELOPMENT  
|                                           | OFF THIKA ROAD, KASARANI MWIKI ROAD  
|                                           | P.O. Box 632,00618  
|                                           | NAIROBI  
|                                           | Email: rcmrd@rcmrd.org/procurement@rcmrd.org  
|                                           | Tel Nos: +254 20 2680748/2680722  
|                                           | Cell: +254723786161/735781098  
| 2.4.2 Tender Validity | Consultants may request a clarification of any of the requirement of RFP Document only up to 7 days before the proposal submission date  
| 2.5.2 The number of copies to be submitted | The proposal must remain valid for 120 days from the closing date of the proposals  
| 2.5.3 Information on outer envelope | One (1) Original and Two (2) Copies of the proposals, and the technical proposal in a CD.  
| 2.5.4 The proposal submission address is | a). The envelope shall contain the address and name of the bidder to enable it to be returned unopened in case it is received/declared late. The envelope shall be placed in an outer sealed envelope or package.  
|                                           | b). Name of the consultancy and the request for proposal number  
| 2.7 Evaluation of technical proposal | The proposal prepared by the candidates shall comprise of a Technical proposal and a financial proposal sealed
in two separate envelopes clearly marked ‘Technical proposal’ and ‘Financial proposal’
Technical proposal SHALL NOT CONTAIN indication of the tender price or any other financial information of the bid.
The two sealed envelopes shall then be sealed in an **outer envelope** bearing the tender number and name and a statement ‘DO NOT OPEN BEFORE 1000AM ON 24th June, 2020’

Only proposals that are responsive to the **mandatory requirements** and have attained the pass mark of 70% in the technical evaluation shall have their financial proposals opened.
The technical proposal shall contain NO indication of the tender price or other financial information of the bid and:

a) Shall have a table of contents page clearly indicating sections and page numbers *(Mandatory)*
b) Shall firmly be bound and should not have any loose pages. *(Mandatory)*
c) Shall be submitted in one original and two copies of the original. This shall apply to the technical and financial bids *(Mandatory)*

**Note:** Non-compliance with any **MANDATORY** requirement will automatically result in disqualification

The **Technical proposal** shall contain the following documents; clearly marked and arranged in the following order;

i. Particulars of Tendering Company to include:
   a) Company background.
   b) Postal and physical address of the business.
   c) Email address.
   d) Certificate of Registration/Incorporation *(Mandatory)*
   e) Valid/Current Tax Compliance Certificate from relevant Authorities where the business operations of tenderer are domiciled *(Mandatory)*.
   f) CR12 Letter from Registrar of Companies or equivalent to show names of Directors of the tendering company (in case of a company), Name of Proprietor (for Sole Proprietor and Business Name) and Names of Partners (for Partnerships) – as applicable *(Mandatory)*.
   g) National Identity for Directors/owners of the company *(Mandatory)*.

ii. Duly filled, signed and stamped Tender Security Form *(Mandatory)*.

iii. Duly filled, signed and stamped Confidential Business Questionnaire *(Mandatory)*.
iv. Duly filled, signed and stamped Declaration Form (Mandatory).
v. Duly filled, signed and stamped Anti-corruption Declaration Commitment Pledge (Mandatory)
vi. Bidders must confirm in writing that all documents provided in support of their bids are authentic and not forged, will be confirmed as the truth if verified (Mandatory)
vii. Provide valid copy of registration certificate from relevant professional bodies (Mandatory)
viii. Copies of certified Audited Financial Accounts for the last three (3) years (2016, 2017 and 2018). The Audited Accounts must be prepared by certified accountant(s) (Mandatory).

**Evaluation Criteria –see table above**
*Only proposals which meet a minimum score of 70% of the Technical Evaluation Criteria shall qualify for the next stage of evaluation.*

**Due Diligence**
In determining satisfaction as to the information submitted by the candidate who has been recommended for tender award, the Procuring Entity may conduct due diligence to the bidder’s premises and reference sites of previous assignments so as to establish whether the information provided in the technical submission is accurate.

| 2.10 Award of contract | a). The Contract shall be awarded to the highest evaluated bidder and may be subject to negotiations.  
b). The performance security bond of 5% of the contract price from an established bank recognized by the Central Bank of Kenya shall be provided before signing of the contract. |
<table>
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<tbody>
<tr>
<td>2.10.2 The assignment is expected to commence on</td>
<td>Within fourteen (14) days after execution of the contract between the parties.</td>
</tr>
</tbody>
</table>
SECTION III: TERMS OF REFERENCE

3.1 Introduction

The Regional Centre for Mapping of Resources for Development (RCMRD) through its constituent institute, the Regional Training Centre Institute (RCTI), wishes to engage a competent consultancy firm, to provide services for developing a physical development master plan for the site designated for the Regional Centre training Institute expansion. This will entail undertaking relevant feasibility studies, analysis of the site & existing facilities, producing robust forecast models for future needs and making appropriate provisions for them.

The consultancy will be an extension to the detailed master plan concluded on the portion of this parcel of land that is designated for a business park. The masterplan for the business plan was based on green development principles and this is expected to be adopted in the current assignment. The whole plot of land is about 15 acres, with 9.5 acres already planned for a business park and the remainder 5.5 acres earmarked for the training institute expansion. For further precision, the current assignment is with regard to the 5.5 acres that house the training institute and other offices.

A development strategy for the institute was adopted a couple of years ago and this envisages growth of the institute from its current student population of 600 to about 4000 in the next 4 years. This will require development of facilities necessary to support this expansion and ensure the training institute reflects it’s a stature as a constituent entity of a regional organization and Centre of excellence. As such the facilities should support both local Kenyan students and those coming from the other RCMRD member States.

3.2 Objectives of the Consultancy Services

The general objective of the consultancy is to establish a competitive modern Technical Institute with all attendant facilities such as hostels and other extracurricular spaces, utilizing latest technologies for efficiency and environmental conservation. The Consultancy shall undertake:

- Location and site analysis to determine the best economic use of available space, subject to compatibility with Mission of the Centre and institute development strategy;
- Produce prototype models for the identified blocks of the master plan; Please note that the requested prototype is not the actual but a sample showing facilities the bidder should consider should be in a learning institution mostly lecture rooms, accommodation, sports field, offices, car parks, street lights etc. The site grounds are available for viewing so as to develop the sample prototype to be submitted with the RFP but should not be a physical architectural model of the masterplan. A 3D model on paper and CD should be sufficient
- Prepare detailed designs and specifications for proposed buildings & infrastructure, guided by green design principles;
- Prepare detailed cost estimates of proposed developments;
- Provide fully appraised financing options for the proposed developments;
- Advice on tender action for the execution of the proposed developments;

3.3 Scope of Works

The Scope of Services to be provided by the Consultant will include preparation of the following documents:
• A feasibility study
• A Master Plan which will include but not limited to the land use plan, utility services plan, infrastructure plan and designs
• Schematic design drawings and specifications
• Cost estimates of infrastructure development,
• Project implementation roadmap

The Scope of works will include but not limited to the following key consultancy services;
• Project Management
• Architectural design
• Business Modeling and Financial analysis
• Environmental/Sustainable design
• Landscape design
• Interior design
• Quantity Surveying
• Physical Planning
• Mechanical Engineering
• Electrical Engineering
• Civil/ Structural Engineering
• Environmental Assessment and Audit
• Topographic and Cadastral Survey

3.4 Expected Deliverables

• Detailed Feasibility Study report;
• Physical master plan of the training institute site;
• Table architectural design of the whole master plan as it will be implemented
• Financial and technical appraisal of the proposed facilities
• Detailed design drawings and specifications (All design consultants)
• Detailed cost estimates for the proposed developments
• Projected ROI where possible for individual structures
• Action plans/Implementation Matrix/Road Map with associated cost implications for the implementation of the Masterplan
• Possible funding options available with the associated benefits and limitations of each.
• Possible implementation structure for such a project indicates the benefits and limitations of each.
• Any other insights you may find necessary from your experience to a client who is planning to undertake this type of project.
SECTION IV: TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultant’s own risk and may result in rejection of the consultant’s proposal.

3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.

3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

3.4 The following documents to be contained in the Technical Proposal Document only in the prescribed/provided format, where applicable:-

   a) Technical proposal submission form
   b) Firms references
   c) Comments and suggestions of consultants on the:-
      a. Terms of reference and on data, services and
      b. Facilities to be provided by the procuring entity
   d) Description of the methodology and work plan for performing the assignment
   e) Team composition and Task assignments
   f) Format of curriculum vitae (CV) for proposed Professional staff
   g) Activity (work schedule)
   h) Technical proposal document in a CD.
   i) The attached Mandatory Confidential Questionnaire
   j) Power of attorney
   k) Statements that the proposal and the costs are valid for a period of 120 days from the date of Proposals Opening.
   l) Tender security form in the prescribed format valid for 150 days.
   m) Any other supporting document that enhances the firm’s technical proposal.
4.1 Technical Proposal Submission Form

[___________ Date] To:

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for

______________________________ [Title of consulting services] in accordance with your Request for Proposal dated ____________________________ [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope where applicable].

We understand you are not bound to accept any Proposal that you receive. We remain,

Yours sincerely,

______________________________ [Authorized Signature]:

______________________________ [Name and Title of Signatory]

:______________________________ [Name of Firm]

:______________________________ [Address:]

Page 19 of 39
### 4.2 Firm’s References

**Relevant Services Carried Out in the Last Five 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.

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

Firm’s Name: ________________________________

Name and title of signatory: ________________________________

*(May be amended as necessary)*
4.3 Comments and Suggestions of Consultants On The Terms Of Reference And On Data, Services And Facilities To Be Provided By The Client.

On the Terms of Reference:

1.

2.

3.

4.

5.

On the data, services and facilities to be provided by the Client:

1.

2.

3.

4.

5.
4.4 Description of The Methodology and Work Plan for Performing the Assignment
### 4.5 Team Composition and Task Assignments

1. **Technical/Managerial Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Task</th>
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<tbody>
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</table>

2. **Support Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Task</th>
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</table>
4.6 Format Of Curriculum Vitae (CV) For Proposed Professional Staff

Proposed Position:
__________________________________________________________

Name of Firm:  ______________________________________________

Name of Staff:  ______________________________________________

Profession:  _________________________________________________

Date of Birth:  ________________________________________________

Years with Firm:  __________________________ Nationality:  __________

Membership in Professional Societies:  
_____________________________________________________________

Detailed Tasks Assigned:  
_____________________________________________________________

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]
Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_________________________________________ Date:

[Signature of staff member]  
_________________________________________  Date; ______

[Signature of authorised representative of the firm]

Full name of staff member:

_________________________________________

Full name of authorized representative:

_________________________________________
4.7 Activity (Work) Schedule

(a). Field Investigation and Study Items

<table>
<thead>
<tr>
<th>Activity (Work)</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
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</tbody>
</table>

(b). Completion and Submission of Reports

<table>
<thead>
<tr>
<th>Reports</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception Report</td>
<td></td>
</tr>
<tr>
<td>2. Interim Progress Report</td>
<td></td>
</tr>
<tr>
<td>(a) First Status Report</td>
<td></td>
</tr>
<tr>
<td>(b) Second Status Report</td>
<td></td>
</tr>
<tr>
<td>3. Draft Report</td>
<td></td>
</tr>
<tr>
<td>4. Final Report</td>
<td></td>
</tr>
</tbody>
</table>
SECTION V: FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment.
4.2 The financial proposal shall be in Kenya Shillings and shall take into account the tax liability and cost of insurances specified in the request for proposal.
4.3 The financial proposal should be prepared using the Standard forms provided in this part
4.4 Only the following documents should be included in the financial proposal document in the prescribed/provided format:-

   a) Financial proposal submission Form
   b) Summary of costs
   c) Breakdown of price/per activity
   e) Reimbursable per activity
   f) Miscellaneous expenses
   h) Any other supporting document that enhances the firm financial proposal.
5.1 Financial Proposal Submission Form

[Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. Our attached Financial Proposal is for the sum of [Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

[Authorized Signature]

[Name and Title of Signatory]:

[Name of Firm]

[Address]
5.2 Summary of Costs

<table>
<thead>
<tr>
<th>Costs</th>
<th>Currency(ies)</th>
<th>Amount(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount of Financial Proposal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.3 Breakdown of Price Per Activity

<table>
<thead>
<tr>
<th>Activity NO.:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Price Component</th>
<th>Amount(s)</th>
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</thead>
<tbody>
<tr>
<td>Remuneration</td>
<td></td>
</tr>
<tr>
<td>Reimbursables</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
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</tbody>
</table>
SECTION VI: STANDARD FORMS OF CONTRACT

6.1 Tender Security Form

Whereas ………………………………………………… [name of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated …………….. [date of submission of tender] Consultancy Services For Preparation Of The Regional Centre Training Institute Master Plan (Spatial Development Plan), Feasibility Study, Preliminary And Detailed Design And Tender Documents On Lr No. 29981……………………………………………….[name and/or description of the equipment] (hereinafter called “the Tender”) ……………………………………………………. KNOW ALL PEOPLE by these presents that WE …………………………… of …………………………… having our registered office at …………………… (hereinafter called “the Bank”), are bound unto ………………… [name RCMRD] (hereinafter called “RCMRD”) in the sum of ……………………… for which payment well and truly to be made to the RCMD, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this …………………………………. day of …………….. 20 ………………….

THE CONDITIONS of this obligation are:-
1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by RCMRD during the period of tender validity:
   (a) fails or refuses to execute the Contract Form, if required; or
   (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to RCMRD up to the above amount upon receipt of its first written demand, without RCMRD having to substantiate its demand, provided that in its demand RCMRD will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]_____________________________________
(Amend accordingly if provided by Insurance Company)
To .......................................................... [name of PROCURING ENTITY] REGIONAL CENTRE
FOR MAPPING OF RESOURCES FOR DEVELOPMENT

WHEREAS ........................................... [name of tenderer] (hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. ____________________________
dated _______ 20 _______
to supply .................................................... [description of goods]
(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish to you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ......................... [amount of guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ......................... [amount of guarantee] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _______ day of _______ 20 _______

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]
6.3 Confidential Business Questionnaire

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2(c) and (2d) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this Form.

Part 1 – General

Business Name ...........................................................................................................

Location of business premises: Country/Town.........................................................

Plot No.............................................. Street/Road ............................................

Postal Address............................. Tel No.........................................................

Nature of Business.......................................................... ........................................

Current Trade Licence No.................. Expiring date.................................

Maximum value of business which you can handle at any time:

Kenya Shillings.......................................................... ........................................

Name of your bankers..................................................................................................

Branch......................................................................................................................

Part 2 (a) – Sole Proprietor

Your name in full............................................. Age........................................

Nationality............................................. Country of Origin..............................

Citizenship details ..................................................................................................

Part 2 (b) – Partnership

Give details of partners as follows:

<table>
<thead>
<tr>
<th>Name in full</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares</th>
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</table>
Part 2(c) – Registered Company

Private or Public …………………………………………………………………………………………………………

State the nominal and issued capita of the company:

Nominal KShs. …………………

Issued KShs. …………………

Give details of all directors as follows:

<table>
<thead>
<tr>
<th>Name in full</th>
<th>Nationality</th>
<th>Citizenship Details*</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</table>

Part 2(d) Interest in the Firm:

Is there any person/persons in the employment of the Regional Centre for Mapping (RCMRD) WHO has interest in this firm? Yes/No …… (Delete as necessary)

I certify that the above information is correct.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

* Attach proof of citizenship
6.4 Declaration Form

Date_________________

To: Director General,
Regional Centre for Mapping of Resources for Development
P.O Box 632
NAIROBI

The tenderer i.e. (name and address)___________________________________________
___________________________________________ declare the following:

a) Has not been debarred from participating in public procurement.

b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

_________________________  ______________________  ________________
Title                      Signature              Date

(To be signed by authorized representative and officially stamped)
6.5 Self-Declaration Form Anti-Corruption Declaration

We (insert the name of the company/supplier)………………………………………… declare and guarantees that no offer, gift or payment consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

a) The person shall be disqualified from entering into a contract for the procurement or
b) If a contract has already been entered into with the person, the contract shall be voidable at the option of Parliamentary Service Commission

c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that Parliamentary Service Commission may have

Name……………………Signature…………………………Date………………
…….. Company Seal/Business Stamp

6.6 Anti-Fraudulent Practice Declaration

We (insert the name of the company/supplier)………………………………………… declare and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name…………………..
Signature…………………….
Date………………………
Company Seal/Business Stamp

6.7 Non-Debarment Declaration

We (insert the name of the company/ supplier) ……………………………………… declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name…………………..Signature…………………………Date………………
……..Company Seal/Business Stamp
6.8 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