

REPUBLIC OF KENYA



**COUNTY GOVERNMENT OF NYANDARUA DEPARTMENT OF ANDS,
PHYSICAL PLANNING, HOUSING & URBAN DEVELOPMENT**

REQUEST FOR PROPOSALS (RFP)

**TENDER DOCUMENTS FOR CONSULTANCY SERVICES FOR THE
COMPLETION OF THE PREPARATION OF LOCAL PHYSICAL AND
LAND USE DEVELOPMENT PLANS (10-YEAR PLANS) FOR NJABINI,
MICHORE, KIRIOGO AND LESHOU MUTANGA TOWNS**

TENDER NEGOTIATION NO: 2170880-2025/2026

CLOSING DATE AND TIME: 5TH MAY, 2026 AT 1100 HOURS

COUNTY GOVERNMENT OF NYANDARUA P.O.BOX 701-20303 Olkalou

scm@nyandarua.go.ke

SECTION I: INVITATION TO TENDER

Tender Negotiation No: 2170880-2025/2026

TENDER NAME: CONSULTANCY SERVICES FOR THE COMPLETION OF THE PREPARATION OF LOCAL PHYSICAL AND LAND USE DEVELOPMENT PLANS (10-YEAR PLANS) FOR NJABINI, MICHORE, KIRIOGO AND LESHOU MUTANGA TOWNS.

- 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 Completion Of The Preparation Of Local Physical And Land Use Development Plans (10-Year Plans) For Njabini, Michore, Kiriogo And Leshou Mutanga Towns.
- 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 department of Land, Physical Planning, Housing and Urban Development 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). Tenderers who download the tender document must forward their particulars immediately to (*scm@nyandarua.go.ke*) to facilitate any further clarification or addendum.
 - 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 NEGOTIATION NO.: 2170880-2025/2026

TENDER NAME: CONSULTANCY SERVICES FOR THE COMPLETION OF THE PREPARATION OF LOCAL PHYSICAL AND LAND USE DEVELOPMENT PLANS (10-YEAR PLANS) FOR NJABINI, MICHORE, KIRIOGO AND LESHOU MUTANGA TOWNS.

DEPARTMENT: LANDS, PHYSICAL PLANNING, HOUSING & URBAN DEVELOPMENT

LOCATION: ARDHI HOUSE BUILDING, OLKALOU TOWN. P.O. BOX 701- 20303, OLKALOU

Bid document to be deposited in the Tender Box located at **County Government of Nyandarua, Ardhi House Building, Olkalou Town.**

Bulky tenders to be delivered to the **Supply Chain Management Office, Ardhi House Building, Olkalou Town on or before 5TH MAY, 2026 at 11:00AM.**

Tenders will be opened immediately thereafter in the presence of bidders/representatives who choose to attend the opening process at 1100Hrs in the **County Government of Nyandarua, Ardhi House Building, Olkalou Town** or where directed by the Supply Chain Management Officer.

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, Department of Lands, Physical Planning, Housing and Urban Development 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 liaise 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 particulars 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 through the IFMIS platform. 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 in the IFMIS Platform. The evaluation committee shall download the evaluation matrix report from the IFMIS Platform. The Procuring entity will unseal all tender electronically in the in the Gok IFMIS tender portal. 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 formulæ 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

S_t is the technical score S_f 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)



COUNTY GOVERNMENT OF NYANDARUA

DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING & URBAN DEVELOPMENT



P.O. BOX 701-20303 Telephone: 0792735720/0792735736 Email: infor@nyandarua.go.ke

TERMS OF REFERENCE (TOR)

Consultancy Services for the Completion of the Preparation of Local Physical and Land Use Development Plans (10-Year Plans) for Njabini, Michore, Kiriogo and Leshau Mutanga Towns – Nyandarua County

1.0 Background Information

The Department of Lands, Physical Planning and Urban Development, Nyandarua County, is mandated to ensure orderly land administration, effective spatial planning, and sustainable urban development. To support this mandate, the County is undertaking the preparation of Local Physical and Land Use Development Plans (LP&LUDP) for selected urban centres.

1.1 Purpose

The purpose of the consultancy is to complete the preparation of Local Physical and Land Use Development Plans for Njabini and Michore towns to guide sustainable development over the next ten years.

2.0 Objectives of the Consultancy

The overall objective is to prepare complete, GIS-based Local Physical and Land Use Development Plans (LP&LUDP) for the two towns.

2.1 Specific Objectives

- To analyze existing conditions.
- To propose land use frameworks.
- To support land regularization.
- To integrate infrastructure and environmental considerations.
- To ensure public participation.

3.0 Scope of the Assignment

The assignment covers data collection, analysis, GIS mapping, stakeholder participation, and preparation of final plans.

3.1 Scope of Activities

- Prepare inception report.
- Conduct field surveys.
- Prepare situational analysis.
- Prepare development strategies
- Prepare draft and final plans including action area plans.
- Prepare capital investment plan
- Conduct stakeholder meetings.
- Publish the notices of completion
- Submit the final plans for approval by the county assembly and adoption by the county executive
- Carry out plot/beneficiaries' validation.

NB: The Consultant must Incorporate the technical professional staff of the Department of Lands, Physical Planning and Urban Development

4.0 Deliverables

The Consultant to submit four copies in soft and hard copy:

- Inception report including detailed work plan and methodology. This report shall be submitted for review and approval by the Chief Officer seven (7) days after signing of the contract but before commencement of the work.
- Situational analysis reports.
- Draft plans.
- Final plans (GIS compatible).
- List of beneficiaries

5.0 Institutional Arrangements

The consultant will report to the CECM through the Chief Officer Lands & Physical Planning, with supervision by the County Director of Physical Planning.

6.0 Duration of the Assignment

The consultancy shall be undertaken over six (6) months.

7.0 Expertise and Requirements

Expertise

a) Team Leader/Principal

Consultant:

General Qualifications

1. Must have a Bachelors degree in Urban and Regional Planning/Physical Planning and a masters degree in a related field from a recognized university.
2. Must be registered with the Physical Planners Registration Board and have a valid, current practicing license.
3. Must have worked as a physical planner for a minimum of ten (8). five (5) years of which as a registered planner.

Adequacy for the Assignment

1. Must have experience in planning work in Informal settlements/markets in at least two (2) assignments/projects.
2. Must be a registered member of a Physical Planning professional association.

Relevant experience in the region

1. Must have working experience in the region and working level fluency in local languages/knowledge of local culture or administrative system, government organization

8.0 Qualifications of the Firm

1. The firm must be registered with Physical Planners Registration Board and has a valid practicing certificate.
2. Must demonstrate availability of key staff including Principal Planners, GIS Experts, Surveyors, Environmental Expert, Socio-economic Analyst.
3. Must be in good standing with Planning Associations (Kenya Institute of Planners or Architectural Association of Kenya Town Planners Chapter)
4. The firm/consultant should have demonstrated experience in undertaking similar assignments.
5. The firm/Consultant should have demonstrated experience in conducting consultations with stakeholders.
6. The firm/Consultant should be willing to work within Nyandarua County.

9.0 Payment Schedule

- 30% on inception report.
- 40% on draft plans.
- 30% on final approval.

10.0 Legal Compliance

All work shall comply with PLUPA 2019, County Governments Act 2012, and all relevant laws.

PRELIMINARY (MANDATORY) REQUIREMENTS

NO.	REQUIREMENTS	REMARK S
MR1	Must submit a valid copy of Certificate of Business Registration/ Certificate Incorporation	YES/NO
MR2	Must submit a current valid Single Business Permit registered within the country.	YES/NO
MR3	Must submit a copy of Valid Tax Compliance certificate.	YES/NO
MR4	Current Certified CR12 Certificate (dated within 12 Months) from the Registrar of Companies. This should be provided with Identification Documents of Directors and all individuals listed on the CR12. (ID or Passport). For Corporate Directors, CR12 or its equivalent for the corporate directors, Identification Documents for the corporate Director and its directors	YES/NO
MR5	Must submit dully filled, signed and stamped Form of Tender in the Format provided.	YES/NO
MR 6	Must submit dully filled, signed and stamped Confidential Business Questionnaire in format provided	YES/NO
MR7	Must submit dully filled, signed and stamped Self Declaration Form that you will not participate in corrupt practices in the format provided.	YES/NO
MR 8	Must submit dully filled, signed and stamped Declaration and Commitment to the Code of Ethics	YES/NO
MR 9	Must upload/respond dully filled tender document BOTH online via IFMIS portal using Negotiation Number Provided and manually.	YES/NO
MR 10	Must submit two dully filled and complete Tender documents securely bound (TAPE, SPIRAL OR ACCEPTABLE BINDING) and clearly marked (ORIGINAL AND COPY) by the tenderer. No loose documents will be accepted.	YES/NO
MR 11	Must submit dully filled, signed and stamped confirmation of authorization to sign on behalf of the bidder shall consist of Power of attorney if the signatory is NOT a director.	YES/NO
MR 12	Must submit dully filled, signed and stamped Litigation History form witnessed by an advocate and commissioner for oaths	YES/NO
MR 13	Must submit proof of membership of institute of Planners	YES/NO
MR 14	The firm should be registered with the Physical Planners Registration Board	YES/NO

NOTE: Bidders MUST meet ALL the above requirements to proceed to technical evaluation

TECHNICAL EVALUATION

NO	TECHNICAL REQUIREMENT	WEIGHTING SCORE	MAX SCORE
1.	Key Personnel/ Academic Qualifications	<p>Qualifications and experience of the proposed staff</p> <p>The team leader should be registered with the Physical Planners Registration Board and additionally possess a minimum of a Bachelor’s Degree in Physical Planning</p> <p>Attach a current practicing license from the Planners Registration Board.....(10Marks)</p> <p>Attach signed current CVs and certificates, for enlisted</p> <p>2 No of practicing planners (10Marks)</p> <p>2 No of Planning Assistants (5Marks)</p> <p>2 No of GIS Experts (5 Marks)</p>	30 MKS
2.	Work Experience	<p>Proven experience of tasks of similar nature and magnitude, at least Two (2) assignments for the last Five (5) Years, should attach- LPO/LSO/ Contracts.....</p> <p>i. Two (2) LPO/LSO/ Contracts (10Marks)</p> <p>ii. One (1) LPO/LSO/ Contracts (5 Marks)</p> <p>Have demonstrated experience in the field of physical planning gained from fieldwork and previous projects of similar nature-</p> <p>Well demonstrated portfolio of completed projects in the last 5 years ... (10 Marks)</p>	25 MKS
4.	Evidence of Financial Capacity to handle contract if awarded	<p>Audited Accounts by a Certified Public Accountant for the last three years (2023, 2024 & 2025). Must attach valid practicing license in good standing from ICPAK (MUST be signed and stamped by certified/registered auditor, provide auditors accreditation)(20 Marks)</p>	20 MKS
5.	Proof of financial Capability	<p>Attach EITHER Current Bank statement OR Line of credit (Certified by the bank) with a minimum of five million (5,000,000) credit worth.</p> <p style="text-align: center;">EITHER</p> <p>i. Bank statement for the last 3 months..... (5 Marks)</p>	5 MKS

		OR ii. Line of Credit..... (5 Marks)	
6.	Understanding the Terms of Reference (TOR)	Understanding of the terms of reference provide an elaborate work plan with clear timelines and deliverables as well as a detailed methodology, on how you are going to carry out the assignment..... (20 Marks)	20 MKS
TOTAL SCORE			100 MKS
Pass mark shall be 70% of the weighted 100 % , to be allowed to proceed to financial evaluation.			

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: _____



SECTION 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)

SECTION 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.

SECTION 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's receipt of the Draft report, acceptable to the Client; 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

Full name _____

Title _____

Signature_____

Date_____

For the Consultant

Full name_____

Title _____

Signature_____

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

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



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).

ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE FORM

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*) ofdated the...day of20.....in the matter of Tender No.....of20...

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 onday of20.....

SIGNED

Board Secretary

