



NATIONAL AIDS CONTROL COUNCIL

TENDER NO. NACC/RFP/006/ 2018-2019

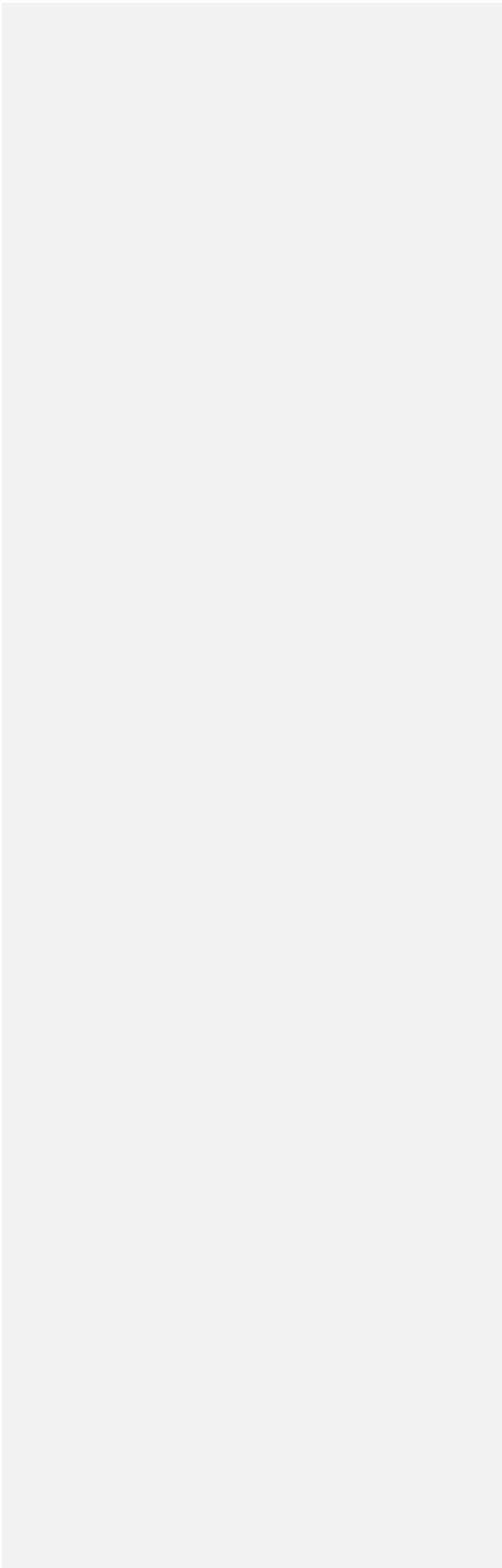
CONSULTANCY TO UPGRADE MAISHA MAARIFA RESEARCH HUB

CLOSING DATE: MARCH 6, 2019 at 10.100AM

National AIDS Control Council (NACC)  
Landmark Plaza, 9th Floor  
Argwings Kodhek Road  
P. O. Box 61307 – 00200  
NAIROBI (KENYA)  
TEL: +254-020-2715109/2711261/2715144  
FAX: +254-20- 2711072  
E-mail: [communication@nacc.or.ke](mailto:communication@nacc.or.ke)  
Website: [www.nacc.or.ke](http://www.nacc.or.ke) .go.ke

**TABLE OF CONTENTS**

	Page
INTRODUCTION .....	1
SECTION I. Letter of Invitation .....	3
SECTION II. Information to consultants.....	4
Appendix to information to Consultants.....	13
SECTION III Technical Proposal .....	18
SECTION IV. Financial Proposal .....	27
SECTION V Terms of Reference .....	33
SECTION VI. Standard Forms of Contract .....	36



## SECTION I - INTRODUCTION

TO:  
Dear Sir/Madam,

*Date 19/02/2019*

**RE: CONSULTANCY TO UPGRADE MAISHA MAARIFA RESEARCH HUB  
TENDER NO. NACC/RFP/006/ 2018-2019**

- 1.1 This Standard Tender Document has been prepared for use by public entities in Kenya
- 1.2 The following general directions should be observed when using the document.
- (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
  - (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.
- 1.3 (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.
- (c) The Invitation to Tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued.
  - (d)
- 1.4 The request for proposals document (RFP) 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 proposal
  - Section V - Financial proposal
  - Section VI - Standard Contract Form
- 1.5 Upon receipt, please inform us
- (a) that you have received the letter of invitation
  - (b) whether or not you will submit a proposal for the assignment

Yours sincerely

**Chief Executive Officer  
National AIDS Control Council**

## SECTION I – INVITATION TO TENDER

Date February 19, 2019

Tender REF No. NACC/RFP/006/ 2018-2019

Tender name: Upgrade of Maisha Maarifa Research Hub

The **National AIDS Control Council** invites sealed tenders from eligible candidates for the consultancy services to **Upgrade of Maisha Maarifa Research Hub**

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents at Landmark Plaza, Opposite Nairobi Hospital on 8th floor at the office of **Procurement Division**.
- 1.2 A complete tender document may be obtained by interested candidates by downloading for free from NACC website [www.nacc.or.ke](http://www.nacc.or.ke) or [www.tenders.go.ke](http://www.tenders.go.ke) or upon payment of a non- refundable fee of Kshs. 1,000 in cash or bankers cheque payable to The Chief Executive Officer, NACC for hard copy documents.
- 1.3 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings, and shall remain valid for period of (120) days from the closing date of the tender.
- 1.4 Non AGPO firms must submit a bid bond of Ksh 15,000 whereas tenderers under the special groups category should sign a bid declaration form attached in the document which must be submitted with the bidding document in the Tender Box on 9<sup>th</sup> Floor or be delivered to the Chief Executive Officer, National AIDS Control Council **on 9<sup>th</sup> Floor of Landmark Plaza situated on Agwings Kodhek Rd Opposite Nairobi Hospital or before March 06, 2019, 10.00am**
- 1.5 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at **6<sup>th</sup> Floor Boardroom of Landmark Plaza situated on Agwings Kodhek Rd Opposite Nairobi Hospital**

Chief Executive Officer  
National AIDS Control Council

## SECTION II – INFORMATION TO CONSULTANTS (ITC)

### Table of Contents

	<b>Page</b>
2.1 Introduction	5
2.2 Clarification and amendment of RFP document	6
2.3 Preparation of Technical Proposal	7
2.4 Financial proposal	8
2.5 Submission, Receipt and opening of proposals	9
2.6 Proposal evaluation general	9
2.7 Evaluation of Technical proposal	10
2.8 Public opening and Evaluation of financial proposal	11
2.9 Negotiations	12
2.10 Award of Contract	13
2.11 Confidentiality	13
2.12 Corrupt or fraudulent practices	14

## **SECTION II: - INFORMATION TO CONSULTANTS (ITC)**

### **2.0 Introduction.**

- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The procuring entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 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.
- 2.1.6 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **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 cable, telex, facsimile or electronic mail 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 invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The 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.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

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 proposed, 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 number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

**2.3.5** The Technical Proposal shall not include any financial information.

## **2.4 Preparation of Financial Proposal**

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.

- 2.4.3 Consultants shall express the price of their services in Kenya Shillings.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 2.4.5 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. The Client will make his 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, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals.
- 2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". 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 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 proposal, 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 may 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 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

(i) Specific Experience of the firm Related to the Assignment (30 points)

The consultant is expected to be a firm/company registered in Kenya. The firm should have extensive experience in website development and development of similar interactive and analytic data hubs using the ASP.NET Core programming language and SQL of at least seven (7) years.

Reference/award letters/contracts/LPOs from the said organizations shall be attached as proof of having carried out the assignment.

(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference (30 Points)

The firm shall give details on the approach and methodology to ensure development of web portal. A clear work plan should be provided. Bidders must demonstrate a clear understanding of NACC's operations, the TORs of the assignment and clearly indicate how the objectives will be achieved.

(iii) Qualifications and competence of the key staff for the assignment (40 points)

The Consultant will present a lead consultant and 2 others who will be involved in the assignment. The lead consultant must provide a description of relevant assignments of a similar nature conducted within the last five years which should include number of institutions The Consultancy firm will provide a team of experts with the necessary skill sets who shall be adequately qualified and experienced in Web Development projects, use of ASP.NET Core programming language and SQL.

The lead consultant must be a holder Post Graduate Degree in IT/Computer Science or related field from a recognized University He must demonstrate knowledge in IT. He should have handled at least 5 **similar** assignments

The other 2 consultants (Programmer/ (Developers) will have Graduate Degree in Computer Science/Information Technology or related field from recognized Universities, with relevant professional qualifications in programming/web development. They must have been involved in at least 3 similar projects.

*Signed CVs and copies of academic and professional certificates of all the staff to be assigned should be attached.*

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). 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".

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

2.8.1.1 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 opening date shall not be sooner than seven (7) days after the notification date. 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 name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. 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 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

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

$S_f = 100 \times \frac{F_m}{F}$  where  $S_f$  is the financial score;  $F_m$  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 ( $S_t$ ) and financial ( $S_f$ ) 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 combined technical and financial score,  $S$ , is calculated as follows:-  $S = S_t \times T\% + S_f \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

- 2.8.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.
- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price
- 2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **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.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff

were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The Client shall appoint a team for the purpose of the negotiations.

## **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 selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".

2.10.3 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.

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

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

2.10.6 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 Confidentiality**

2.11.1 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.

## **2.12 Corrupt or fraudulent practices**

2.12.1 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.

2.12.2 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.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## Appendix to information to consultants

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.

Clause Reference	
	The name of the Client is: <b>NATIONAL AIDS CONTROL COUNCIL</b>
	The method of selection is: <b>QUALITY AND COST BASED SELECTION</b>
2.1.2	Technical and Financial Proposals are requested: <b>YES</b> The name, objectives, and description of the assignment are: <b>CONSULTANCY TO UPGRADE MAISHA MAARIFA RESEARCH HUB</b>
2.1.3	A pre-proposal conference will be held: <b>NO</b>
	The name(s), address (es) and telephone numbers of the Client's official(s) are:- <b>National AIDS Control Council (NACC)</b> <b>Landmark Plaza, 9th Floor</b> <b>Argwings Kodhek Road</b> <b>P. O. Box 61307 – 00200</b> <b>NAIROBI (KENYA)</b> <b>TEL: +254-020-2715109/2711261/2715144</b> E-mail: <a href="mailto:communication@nacc.or.ke">communication@nacc.or.ke</a> Website: <a href="http://www.nacc.or.ke.go.ke">www.nacc.or.ke .go.ke</a>
2.1.4	The Client will provide the following inputs: - <b><i>Access to the Maisha Maarifa Research Hub</i></b> - <b><i>NACC Service delivery charter</i></b>
	The estimated number of professional staff months required for the assignment is: <b>50 days</b>
2.4.2	Taxes: The Financial Proposal should include VAT, Consultancy tax, and any other taxes, fees, levies and charges imposed under the law on consultants, the sub consultants and their personnel
2.5.2	Consultants must submit an original and One <b>(1)</b> additional copies of each proposal.
2.5.4	The proposal submission address is <b>National AIDS Control Council (NACC)</b> <b>Landmark Plaza, 9th Floor</b> <b>Argwings Kodhek Road</b> <b>P. O. Box 61307 – 00200</b> <b>NAIROBI (KENYA)</b> <b>TEL: +254-020-2715109/2711261/2715144</b> <b>FAX: +254-20- 2711072</b> E-mail: <a href="mailto:communication@nacc.or.ke">communication@nacc.or.ke</a> Website: <a href="http://www.nacc.or.ke .go.ke">www.nacc.or.ke .go.ke</a>

	Information on the outer envelope should also include <b>CONSULTANCY TO UPGRADE MAISHA MAARIFA RESEARCH HUB</b> <b>TENDER NO. NACC/RFP/006/2018-2019</b>
	Proposals must be submitted no later than the following <b>date and time</b> <b>6<sup>TH</sup> March 2019 at 10.00 a.m.</b>
	<i>The minimum technical score required to pass: <b>70 POINTS</b></i>
	<i>Alternative formulae for determining the financial scores is the following:</i>  <i>The weights given to the Technical and Financial Proposals are:</i> <i>T= 0.8</i> <i>P= 0.2</i>
	<i>The assignment is expected to commence on: <b>2<sup>nd</sup> May, 2019</b></i>

Commented [EMN1]: Indicate date and time

**PRELIMINARY EVALUATION CRITERIA  
MANDATORY REQUIREMENT**

No	Requirements	YES /NO
1	Copy of Certificate of Registration / Incorporation	
3	Duly Filled Confidential Business Questionnaire	
6	Valid Tax Compliance Certificate -	

At this stage the tenderer's submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

**DETAILED EVALUATION CRITERIA**

	<i>Criteria</i>	<i>Max. Score</i>	<i>Weight</i>
<b>1.</b>	<b><i>SPECIFIC EXPERIENCE OF THE FIRM RELATED TO THE ASSIGNMENT</i></b>		
<i>a</i>	<p><i>Brief description of the following:-</i></p> <ul style="list-style-type: none"> <li><i>• Description of the consultancy / organization profile indicating their suitability to carry out this specific assignment</i></li> <li><i>• Description of technical capabilities and resources to carry out this specific assignment</i></li> <li><i>• Experience to carry out this specific assignment</i></li> </ul>	<i>5</i>	
	<b><i>Sub-Total</i></b>	<b><i>10</i></b>	
<i>b</i>	<p><i>Number of consultancies relating to DEVELOPMENT OF RESEARCH HUB/ or any other related consultancies undertaken in the last ten years. List the names of the organizations where the relevant assignment(s) were carried out and provide dates and attach documentary evidence i.e. copies of contracts, recommendation letters and contact persons</i></p> <p><i>5 projects and above</i></p> <p><i>4 projects</i></p> <p><i>3 projects</i></p> <p><i>2-1 projects</i></p>	<p><i>30</i></p> <p><i>20</i></p> <p><i>15</i></p> <p><i>6</i></p>	
	<b><i>Sub Total</i></b>	<b><i>20</i></b>	
	<b><i>Total Experience</i></b>		<b><i>30</i></b>
<b>2</b>	<b><i>ADEQUACY OF THE PROPOSED WORK PLAN AND METHODOLOGY IN RESPONDING TO THE TERMS OF REFERENCE</i></b>		
	<p><i>Understanding of and conformity to the terms of reference</i></p> <p><i>Consultant's additional suggestions and proposals on the TORs</i></p>	<i>30</i>	



### **SECTION III: - 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 consultants 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.

## SECTION III - TECHNICAL PROPOSAL

### Table of Contents

	<b>Page</b>
1. Technical proposal submission form	
2. Firms references	
3. Comments and suggestions of consultants on the Terms of reference and on data, services and facilities to be provided by the Procuring entity	
4. Description of the methodology and work plan for performing the assignment	
5. Team composition and Task assignments	
6. Format of curriculum vitae (CV) for proposed Professional staff	
7. Time schedule for professional personnel	
8. Activity (work schedule)	

**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:*]

## 2. FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Ten 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 of Client:	Clients contact person for the assignment.
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year): Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:	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)*

**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. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

---

**5. TEAM COMPOSITION AND TASK ASSIGNMENTS**

**1. Technical/Managerial Staff**

Name	Position	Task

**2. Support Staff**

Name	Position	Task

**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 authorized representative of the firm]*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number months	of	
			1	2	3	4	5	6	7	8	9	10	11	12			

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**8. ACTIVITY (WORK) SCHEDULE**

**(a). Field Investigation and Study Items**

*[1<sup>st</sup>, 2<sup>nd</sup>, etc. are months from the start of assignment)*

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

**(b). Completion and Submission of Reports**

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

## **SECTION IV: - 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. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the Procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal 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

**SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS**

**Table of Contents**

	Page
1. Financial proposal submission Form	
2. Summary of costs	
3. Breakdown of price/per activity	
4. Breakdown of remuneration per activity	
5. Reimbursables per activity	
6. Miscellaneous expenses	

**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]*

**2. SUMMARY OF COSTS**

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		_____

**3. BREAKDOWN OF PRICE PER ACTIVITY**

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursables	
Miscellaneous Expenses	
Subtotal	_____

**4. BREAKDOWN OF REMUNERATION PER ACTIVITY**

**5. REIMBURSABLES PER ACTIVITY**

Activity No: \_\_\_\_\_ Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			_____
	Grand Total				

Activity No. \_\_\_\_\_ Name: \_\_\_\_\_

Regular staff				
(i)				
(ii)				
Consultants				
Grand Total				_____

**6. MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4.	Software				
	Grand Total				_____

## **SECTION V: - TERMS OF REFERENCE**

### **Terms of Reference: Consultant for Upgrade of the Maisha Maarifa Research Hub**

#### **1. Background**

To ensure better coordination of HIV and SRH research and programs, the Kenya AIDS Strategic Framework (KASF) 2014/15 – 2018/19 and the Kenya HIV Prevention Revolution Roadmap recommended the establishment of an interactive high-quality and user-friendly web portal focused on:

- a) Availing current local knowledge (research findings, best practices in programming) in a coordinated manner
- b) Promoting evidence-based policy formulation and programming
- c) Providing an interactive forum for practitioners, implementers and researchers

The web-portal would provide up-to-date information on past, on-going and upcoming programs, research, initiatives by stakeholders (implementers and funders) at country and county levels, and thus contribute to greater efficiency in knowledge management. The web-portal should also include tools for interaction through online forums and webinars to promote strategic and programmatic discussions on key themes and topics around the identified communities of practice in KASF. It should also provide a platform for two-way interactions with users and searchable links to other platforms.

The National AIDS Control Council (NACC) has developed a web-based platform referred to as the **Maisha Maarifa Research Hub** that captures studies on Human Immuno-deficiency Virus (HIV), Sexual and Reproductive Health (SRH) and Tuberculosis (TB) and has interactive functionalities in the form of webinars and online forums.

The Hub is coded in the ASP.NET programming language and uses Structured Query Language (SQL) databases to hold data. The website and databases are hosted in a Microsoft Windows Server provided by *GoDaddy Inc.* whereas the domain name “**maishamaarifa.or.ke**” is provided by *Safaricom PLC*. Further, it provides a back-end user interface for use by an administrator and a front-end interface for use by the site’s visitors/users. Functionalities of these interfaces is described in “Information Input” and “Information Output & Presentation” below.

Its key functionalities can be categorized under:

#### **i) Information Input**

The Hub has an administrator’s panel where various types of information ranging from research studies, webinar schedules, events and downloadable documents can be uploaded. The panel has data entry screens with text input boxes, drop-down menus and date selection menus. Data entry screens include *research, documents & downloads, news & events, user management, webinars* and *portal content (funding opportunities, scholarships, infographics)*.

#### **ii) Information Output & Presentation**

Information output on the administrator’s panel is in the form of a dashboard showing basic statistics such as registered users, number of research studies uploaded, events and number of downloadable documents. Data output on the users’ front end is in the form of pages with various display formats that include text, hyperlinks, images and buttons.

## Key Gaps

During the development of the Hub, a number of tools were not included that would allow search of studies by county (including multiple counties), by year and by author. Several issues have also been identified that require modification such as the site's layout, links, page locations as well as functionalities of the administrator's page. New functionalities including linkage of the hub to the Kenya HIV and Health Situation Room (the web-based platform that facilitates access to Monitoring and Evaluation Information on HIV and Health for decision making) to allow upload, display and interaction with HTML5 files that are created by the Situation Room as the current hub is not able to display these files, scratch pad, click meeting integration, display of older webinars, email functionalities to send updates and blogging have also been proposed, which this upgrade will purpose to address.

### 2. Objectives

- a) To make the Research Hub more user friendly to ease access to information and research findings.
- b) To improve the interactivity of the Research Hub.
- c) To make the Hub secure to protect information.
- d) To improve various functionalities and introduce new features to the Hub

### 3. Scope of Work

The general scope of work shall be as indicated in the summary table below:

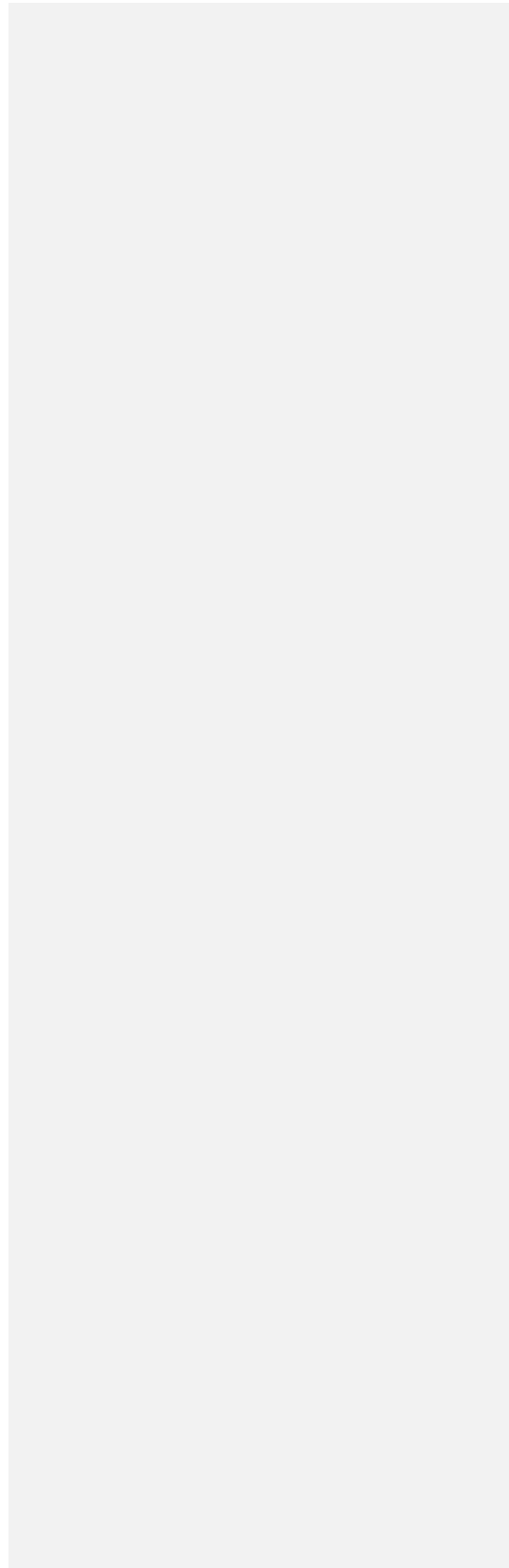
	ITEM	DESCRIPTION
1	Upgraded website	Addressing identified improvements in consultation with NACC
2	Full documentation and operational manuals	The resulting source code, databases, documentation and operation manuals shall remain property of the NACC
3	Training	Training of users as proposed by NACC
4	Support	Two (2) months of after-installation support to cover any changes that may be needed after deployment

### *Proposed Improvements to the Maisha Maarifa Research Hub*

The upgrade will involve, but not limited to, the following key areas. In addition, other relevant areas will be identified and captured in the Inception Report and Implementation Plan of the consultant.

#	Functional Area	Key Requirements
1	Navigation	Simpler navigation bar with focused menu items

**Commented [FN2]:** Include the gaps in the current hub that the upgrade seeks to address



		Implementation of breadcrumbs for users to track their location on the website
2	Social Media Sharing	Implementation of share buttons to enable sharing of research studies, downloadable items and blog articles to social media platforms
3	Maps	Digital maps linked to uploaded research studies such that when a specific region is selected only related research is displayed
4	Search Filters	Filters to search by County (including using a digital map), topical areas, author, date of publishing, type of study
5	Administrator Page	
	5.1 Upload Page	<ol style="list-style-type: none"><li>1. Ability to select multiple Counties when uploading research</li><li>2. Ability to include author name(s) when uploading research</li></ol>
	5.2 Dashboard	<ol style="list-style-type: none"><li>1. Functional notifications to alert on various events e.g. research approval requests, requests to join communities of practice</li><li>2. Ability to modify admin profile</li><li>3. Accurate statistics, reports and graphs on registered users, number of studies (with ability to use various disaggregation criteria such as County data and National data as well as time period conducted/uploaded).</li><li>4. Heat maps representation of research data</li><li>5. User traffic statistics reports aggregable by time and by various modules</li><li>6. Reports on Research-related capacity building</li><li>7. Downloadable reports in various formats of the above (PDF, Excel).</li></ol>
	5.3 Moderator Login	<ol style="list-style-type: none"><li>1. Alignment of moderator's admin panel to main administrator's panel (notifications, profile management, user management)</li><li>2. Provision of statistics on various conversation threads (no. of comments, likes)</li></ol>
6	Communities of Practice	<ol style="list-style-type: none"><li>1. Structured in an online forum format allowing initiation of conversation threads</li><li>2. Social features including likes, comments &amp; replies,</li></ol>

		3. Functional notifications to users for new interactions on a conversation thread
7	Security	Improved password protection and 2-factor authentication
8	E-mail Feedback to Users	<ol style="list-style-type: none"> <li>1. E-mail notifications to users for activities such as password recovery, study upload confirmation/approval and successful account sign up</li> <li>2. Ability for users to select the updates/notifications they would like to receive</li> </ol>
9	Hub/HIV Situation Room Linkage	Provision allowing upload, display and interaction with HTML5 files that are created by the Situation Room as the current hub is not able to display these files
10	Site Responsiveness	Should be optimized to work with all popular browsers and hardware platforms, and scale well based on window size, including scaling to mobile platforms
11	Logo	Redesigned logo to make it more appealing as part of the look and feel
12	User Profiles/Login	<ol style="list-style-type: none"> <li>1. Should adopt a more community-focused style, showing a user's profile picture, bio, current profession/organization and any other profile information.</li> <li>2. Research-related statistics, access to training forums/webinars limited to users logged in</li> <li>3. Ability to change log in credentials and functional password recovery</li> </ol>
13	Webinars Page	<ol style="list-style-type: none"> <li>1. Structured to display previous webinar recordings hosted on YouTube</li> <li>2. Enable integration of the webinar session interface from the hosting firm through the code they provide</li> </ol>
14	Mailing List Feature	Ability to send mass communication to registered users, including newsletter
15	Reference Library/Scratchpad	Feature enabling users to keep a scratchpad where they can consolidate all references and store links to reference material/literature and sources as they carry out research projects. Scratchpads should enable collaboration by allowing an owner to add other users to it.
16	Researcher/Policy-maker Linkage	Feature allowing research questions to be listed and categorized and accessed by researchers after logging in.
17	ERC Report Upload	<ol style="list-style-type: none"> <li>1. Enable creation of accounts for the various Ethics Review Committees (ERCs) to be able to upload quarterly reports on approved research</li> </ol>

#### **4. Key Deliverables**

- a) Inception report that includes interpretation of the Terms of Reference and Detailed Implementation Work plan, to be approved by NACC
- b) Report on key gaps identified (in close consultation with NACC) and the recommended architecture for the upgraded Research Hub, to be approved by NACC
- c) Redesigned Hub with Source Code, Documentation and Operational Manuals, to be approved by NACC
- d) Installation and piloting
- e) Training
- f) After-installation support

#### **5. Timelines**

The consultancy period will be for a period of total of 50 days, spread between May and June, 2019.

#### **6. Responsibilities and Reporting**

Overall oversight will be provided through the Office of the Deputy Director, Policy, Monitoring and Research, while day-to-day supervision will be through the Head-Research in consultation with the Head-Management Information System.

#### **7. Consultant Qualifications**

- i) The Firm

The consultant is expected to be a firm/company registered in Kenya. The firm should have extensive experience in website development and development of similar interactive and analytic data hubs using the ASP.NET Core programming language and SQL of at least seven (7) years. The Consultancy firm will provide a team of experts with the following skill sets who shall be adequately qualified and experienced in Web Development projects, use of ASP.NET Core programming language and SQL.

##### **ii) List of Key Professional Positions Required**

- a) To achieve the stated objective, NACC wishes to engage a qualified and experienced communication firm to execute the assignment on consultancy contract basis. The selected consultancy firm shall have a proven track record and existence in planning and design of communication/development related strategies. The firm shall have good knowledge and understanding in working with public institutions in implementation of communication strategy in Kenya or within the region.
- b) The consultant's core team must possess the skills and expertise necessary for an efficient and effective delivery of outputs. While the range of required skills and expertise is by

necessity extensive, it is expected that the core team will be compact and comprise well-credentialed and experienced multi-skilled individuals.

Name of Position	Key qualification	Experience	Roles
Team Leader	Post Graduate Degree in IT/Computer Science or related field from a recognized University	Minimum of seven (7) years' experience in systems and web development, including experience in development of Information Management Systems, and demonstrated experience in application of ASP.NET programming language and SQL in systems development.	Overall leadership to the Consultancy Team and taking responsibility for all deliverables.
Two (2) Programmer/ Developers	Graduate Degree in Computer Science/Information Technology or related field from recognized Universities, with relevant professional qualifications in programming/web development.	Minimum five (5) years' experience in software/web development, including experience in development of Information Management Systems, and demonstrated experience in application of ASP.NET programming language and SQL in systems development.	Programming/Web development, documentation, development of manuals and training.

**8. Payment Terms – To be negotiated**

## SECTION VIII- STANDARD FORMS

### Notes on the sample Forms

1. Form of Tender;  
The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form:  
This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form :  
When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form :  
The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
1. Performance Security Form:  
The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form :  
When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
2. Manufacturers Authorization Form:  
When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

**1 FORM OF TENDER**

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
*[name and address of procuring entity]*

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 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## 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 1 – General:*

Business				Name
.....				
Location	of	business		premises.
.....				
Plot	No.....			Street/Road
.....				
Postal Address	.....	Tel No. ....	Fax .....	E mail
.....				
Nature	of			Business
.....				
Registration		Certificate		No.
.....				
Maximum value of business which you can handle at any one time – Kshs.				
.....				
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**

Given details of partners as follows:

Name	Nationality	Citizenship Details
Shares		
1. ....		
.....		
2. ....		
.....		
3. ....		
.....		
4. ....		
.....		

---

**Part 2 (c) – Registered Company**

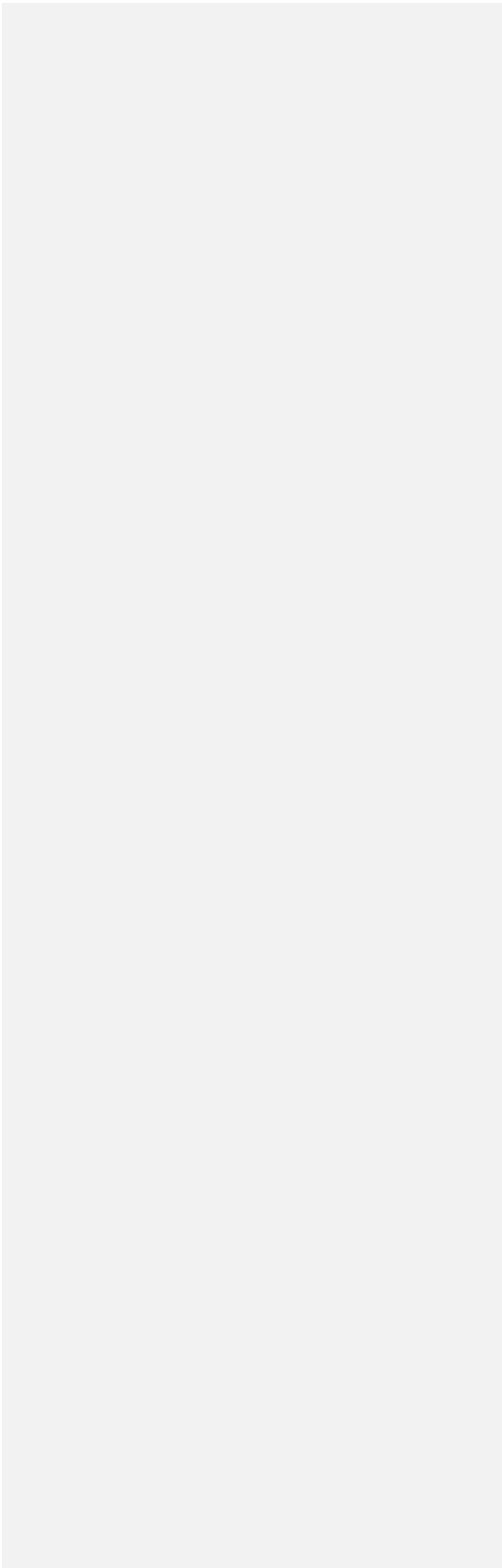
Private or Public

.....

State the nominal and issued capital of company-

Nominal Kshs. ....			
Issued Kshs. ....			
Given details of all directors as follows			
	Name	Nationality	Citizenship Details
Shares			
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
Date	.....	Signature	of Candidate
.....			

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.



**3.SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**Form SD1**

Self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015.

I, .....of P. O. Box ..... being a resident of

..... in the Republic of ----- do hereby make a statement as

follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

4. FORM SD2

SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

Self-Declaration That The Person/Tenderer Will Not Engage In Any Corrupt Or Fraudulent Practice.

I, .....of P. O. Box ..... being a resident of  
..... in the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....( insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date)  
Bidder's Official Stamp

**5. BANK DETAILS FORM- MANDATORY**

*Provide the following bank details for electronic transfer purposes*

*Name of the Bidder:.....*

*Bank Name :.....*

*Bank branch name :.....*

*Bank code :.....*

*Bank account :.....*

*Bank signatory(s) :.....*

*.....*

*PIN Number :.....*

*VAT Number :.....*

*VALID KRA TCC No.....*

*Signed/ date.....*

**6 TENDER SECURITY FORM**

Whereas ..... [*name of the tenderer*](hereinafter called "the tenderer") has submitted its tender dated ..... [*date of submission of tender*] for the supply, installation and commissioning of ..... [*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 of Procuring entity*] (hereinafter called "the Procuring entity") in the sum of ..... for which payment well and truly to be made to the said Procuring entity, 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 the Procuring entity 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 the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity 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)

7 CONTRACT FORM

**SAMPLE CONTRACT FOR CONSULTING SERVICES  
SMALL ASSIGNMENTS  
TIME-BASED PAYMENTS**

**CONTRACT**

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 office is situated at] \_\_\_\_\_ *[insert Consultant's address]* (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 Services," which is made an integral part of this Contract.
  - (ii) The Consultant shall provide the reports listed in Appendix B, "Consultant's Reporting Obligations," within the time periods listed in such Appendix and the personnel listed in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

**2. Term** The Consultant shall perform the Services during the period commencing \_\_\_\_\_ *[Insert start date]* and continuing 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 a ceiling of \_\_\_\_\_ *[Insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph (B) below and of the reimbursable expenditures as defined in sub-paragraph (C) below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates".

C. Reimbursable

The Client shall pay the Consultant for reimbursable expenses which shall consist of and be limited to:

- (i) normal and customary expenditures for official road and air travel, accommodation, printing and telephone charges; air travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.

D. Payment Conditions.

Payment shall be made in Kenya shillings unless otherwise specified not later than thirty {30} days following submission 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 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.

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

**4. Project Administration**

A. Coordinator

The Client designates \_\_\_\_\_  
[Insert name] as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices

(ii)  
for payment and for acceptance of the deliverables by the Client.

B. Timesheets.

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services which will clearly identify all charges and expenses. The Client reserves the right to audit or to nominate a reputable accounting firm to audit the Consultant's records relating to amounts claimed under this Contract during its term and any extension and for a period of three months thereafter.

**5. Performance Standard**

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**

The Consultant agrees that during the term of this Contract and after its termination, the Consultant and

**in Certain Activities**

any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

**9. Insurance (iii)**

The Consultant will be responsible for taking out any appropriate insurance coverage.

**10. Assignment**

The Consultant shall not assign this Contract or Subcontract any portion thereof without the Client's prior written consent.

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

FOR THE CLIENT

FOR THE CONSULTANT

Full name; \_\_\_\_\_

Full name \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature; \_\_\_\_\_

Signature; \_\_\_\_\_

Date; \_\_\_\_\_

Date; \_\_\_\_\_

8 PERFORMANCE SECURITY FORM

To .....  
[name of Procuring entity]

WHEREAS ..... [name of tenderer] (hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] 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 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 the 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 previously mentioned, 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]

\_\_\_\_\_  
[date]

**9 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[name of Procuring entity]

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called "the tenderer") shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

10 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]* .....

WHEREAS .....*[ name of the manufacturer]* who are established and reputable manufacturers of ..... *[name and/or description of the goods]* having factories at ..... *[address of factory]* do hereby authorize ..... *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

---

*[Signature for and on behalf of manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

11 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

**12. FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

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

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

**REQUEST FOR REVIEW**

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED .....(Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary

13. TENDER-SECURING DECLARATION FORM- MANDATORY FOR AGPO FIRMS

(r.22)

[The Bidder shall complete in this Form in accordance with the instructions indicated]

Date: ----- of Bid Submission] Tender No. -----

To: Name of Procuring Entity-----

We, the undersigned, declare that:

1. We understand that, according to your conditions, a Bid-Securing Declaration must support bids.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of **12 months** - starting date of notification of award if we are in breach of our obligation(s) under the bid conditions, because we –

(a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or

(b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,

(i) Fail or refuse to execute the Contract, if required, or

(ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.

3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

(i) Our receipt of a copy of your notification of the name of the successful Bidder; or

(ii) twenty-eight days after the expiration of our Tender.

4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed by : ----- Signature -----

Position ----- Duly authorized to sign the bid for and on behalf of:

Dated: -----]