

KILIFI COUNTY GOVERNMENT



DEPARTMENT OF AGRICULTURE, LIVESTOCK DEVELOPMENT AND FISHERIES

REQUEST FOR PROPOSALS (RFP)

**FEASIBILITY STUDY FOR DEVELOPMENT OF FISH PORT
IN KILIFI COUNTY**

**TENDER NO: KCG/AGRI/018/2018/2019
DECEMBER, 2018**

**KILIFI COUNTY GOVERNMENT P.O. BOX 519 – 80108
KILIFI kilificountygovt@gmail.com**

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INTRODUCTION

1. This Standard Request for Proposals (SRFP) has been prepared for use by public entities in Kenya in the procurement of consultancy services and selection of consultants.
2. The SRFP includes Standard form of Contract for Large Assignments and small assignment which are for lump sum or time based payments.
3. A separate SRFP has been provided for selection of individual professional consultants.
4. The General Conditions of Contract should not be modified and instead the Special Conditions of Contract should be used to reflect the unique circumstances of the particular assignment. Similarly the information to consultants should only be clarified or amended through the Appendix to information to Consultants.
5. This SRFP document shall be used where a shortlist of consultancy firms already exist or has been obtained through a shortlist after an advertisement of Expression of Interest for Consultancy required.

SECTION I: INVITATION TO TENDER **DATE** _____

TENDER REF NO: KCG/AGRI/018/2018/2019

**TENDERNAME: FEASIBILITY STUDY FOR DEVELOPMENT OF FISH PORT
IN KILIFI COUNTY**

M/S

Dear Sir/Madam,

County Government of Kilifi, **Department Of Agriculture,
Livestock Development and Fisheries**

invites proposals for the following consultancy services –To do a feasibility study for the development of a dedicated Fish Port in Kilifi County. This feasibility study shall cover, among others, the technical, economic and financial aspects of the proposed development of the fish port including evaluation of existing post-harvest facilities and identification of new facilities for construction in Kilifi County.

More details of the services are provided in the terms of reference herein.

1.1 The request for proposal (RFP) includes the following documents;

- Section I - Letter of invitation
- Section II - Information to Consultants
- Section III - Terms of reference
- Section IV - Technical proposal
- Section V - Financial proposal
- Section VI - Standard Forms

So as to be received on or **before..... 7th January, 2019 at 11.00 East African Time.**

1.2 On receipt of this RFP please inform us

- (a) that you have received the letter of invitation; and
- (b) whether or not you will submit a proposal for the assignment

1.3 A complete set of RFP documents may be obtained by interested candidates upon payment of non-refundable fees of **Kshs.1, 000/=** in cash or Bankers cheque payable to the County Government of Kilifi on the following link <http://www.kilifi.go.ke>.

- 1.4 Completed proposals are to be enclosed in a plain sealed envelope clearly marked with tender reference number and description, and addressed to:

*The County Secretary and Head of Public Service Management,
County Government of Kilifi,
P.O. Box 519-80108, Kilifi.*

So as to be received on or before **7th January, 2019 at 11.00 a.m. East African Time**

- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the **County Government of Kilifi Treasury Conference Hall.**
- 1.7 Serialize sequentially each page of the Bid Document including all the attachments. Avoid manual serialization.

Head of Supply Chain Management
For: County Secretary and Head of Public Service
COUNTY GOVERNMENT OF KILIFI

SECTION II-INFORMATION TO CONSULTANTS

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SECTION II- INFORMATION TO CONSULTANTS

2.1 Introduction

- 2.1.1 The County Government of Kilifi, Department of Agriculture, Livestock and Fisheries 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 consultancy 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 particular attention to the following:

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

2.3.4 The Technical proposal shall provide the following information;

- (a) The individual consultants 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 consultants 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 take into account 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 reimbursables.

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 90 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 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.

2.5.2 For each proposal the individual consultants shall prepare the proposals in the number of copies indicated in the special conditions of contract. 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.

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 duly marked “FINANCIAL PROPOSAL”. Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to consultants and clearly marked “DO NOT OPEN before **7th January, 2019 at 11.00 am.** East African Time.. Late bids shall be returned un-opened.

2.5.3 The completed Technical and Financial proposals must be delivered and deposited in the Tender Box at County Government of Kilifi Treasury Building on or before **7th January, 2019 at 11.00 am**. East African Time submission of the proposals indicated in the appendix to the instructions to consultants. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the individual consultant unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the individual consultant submitting the proposals.

2.5.4 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the 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 procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

	<u>CRITERIA</u>	<u>POINTS</u>
(i)	CV of the individual consultant	30
(ii)	specific experience of the individual consultant related to the assignment	30
(iii)	adequacy of methodology and work plan in response to the Terms of reference	<u>40</u>
	Total points	100

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

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

2.8 Opening and Evaluation of Financial Proposals

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

entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the individual consultants who choose to attend the opening. The name of the individual consultant, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

2.8.3 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 formula for the combined scores shall be as follows;

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

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

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

2.9 Negotiations

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

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

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

2.10 Award of Contract

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

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

2.11 Confidentiality

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

SECTION III - TERMS OF REFERENCE (TOR)

Notes on the preparation of Terms of Reference

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

- (a) Introduction
- (b) Objectives and expected results
- (c) Project description
- (d) Assumptions and risks
- (e) Scope of works
- (f) Timelines and deliverables

- (g) Expertise requirements
- (h) Terms of payment

- (i) Submission of technical and financial proposal

- (j) Application

TERM OF REFERENCE KILIFI COUNTY FEASIBILITY STUDY FOR DEVELOPMENT OF FISH PORT IN KILIFI COUNTY

1.0 INTRODUCTION

Kenya's marine fishery waters comprise of the coastal near shore waters extending over a 640 km shoreline stretching from 5° 25'S at the Tanzanian border to 1° 30'S at the Somali border and the 200 nautical miles EEZ. The continental shelf area is approximately 6500 km². The northern banks support rich populations of pelagic fisheries resources due to the year-round upwelling in this region and the unique features such as seamounts that support high productivity.

Recent comprehensive assessment of the marine fisheries potential in Kenya is unavailable. However, earlier estimates by the Food and Agriculture Organization (FAO) in the 1980s indicated a potential of 150,000 MT for both offshore and inshore waters. Reported commercial catches have fluctuated between 5,000-8,000 MT annually since the 1970s, with the highest catches being registered during the 4 northeast monsoon. The landings are dominated by demersal reef and reef associated species, and pelagic fishery species caught mainly in inshore waters.

The main species in the EEZ are the highly valued tropical tuna and tuna-like fish species, which form the most important resource of the offshore pelagic fishery. The principal tuna species occurring in the EEZ and adjacent high seas are *Thunnus albacares* (Yellowfin tuna), *Katsuwonus pelamis* (Skipjack tuna), and *Thunnus obesus* (Bigeye tuna). The coastal fisheries comprise of crustaceans such as shrimps, lobsters and crabs; mollusks such as octopus, squids and cuttlefish; demersal species such as snappers; and Neritic tunas such *Kawakawa* (*Euthynnus affinis*), little tunny (*Euthynnus alleteratus*) and frigate tuna (*Auxis thazard*). Wahoo, Mackerels and kingfish found along the continental shelf also constitute tuna-like species that are important to the artisanal fisheries. There is also a thriving recreational fisheries industry with the target species being the marlins (*Makaira* spp.), sailfish (*Istiophorus* spp.), and swordfish (*Xiphias gladius*).

Kenya's tuna supply chain is largely underdeveloped, with production being done by rudimentary artisanal vessels not capable of going beyond 20 nautical miles. The country does not have a commercial tuna fishing fleet and lacks even a single vessel capable of exploiting its EEZ.

The country has 18 processing companies with a total processing capacity of over 1200 MT per day. However, only one factory with an installed processing capacity of 105 MT per day is dedicated to tuna processing. The country, thus, accounts for only 5% of the Western Indian Ocean's processing capacity. The only tuna company in the country relies on supplies from distant water fishing nations (DWFN) and fisheries derogation. In 2011, the tuna fisheries accounted for only 3% of marine fish production in the country. Latest figures from Kenya Marine Fisheries Research Institute estimate the fishery biodiversity to about 300 metric tonnes of Fish

To attain middle-income status as envisioned in Kenya Vision 2030, the Blue Economy is expected to make its contribution. To derive sustainable benefits from the fisheries resources

within the region, Kenya has to transit from traditional artisanal-based fisheries to modern commercially oriented coastal and oceanic high sea fisheries; enhance its fisheries management institutional capacity; and provide an enabling regulatory and infrastructural environment to spur sustainable development.

It is envisaged that the proposed Kilifi Fish Port(KFP), being fronted by the County Government of Kilifi through a financing model to be advised by the Consultants, certainly can support increase annual catches through use of improved, appropriate and advanced fishing gears, post harvesting techniques, processing, credit facilities, cold storages and marketing linkages.

The proposed Kilifi Fish Port Development Project entails the exploitation of fisheries resources in the county with emphasis on post-harvest technologies which will entail the processing of all fish catch within the Kenyan waters by both local and international fishing fleets. A dedicated fishing port, one of the first in the East African Region, will include a modernized and all-inclusive fish processing plant complete with modern jetties/piers for all kinds of fishing boats to dock.

2.0 OBJECTIVE & EXPECTED RESULTS

2.1 Overall Objective of the Study

The objective of the proposal under this TOR is to prepare a feasibility study for the development of a dedicated Fish Port in Kilifi County. This feasibility study shall cover, among others, the technical, economic and financial aspects of the proposed development of the fish port including evaluation of existing post-harvest facilities and identification of new facilities for construction in Kilifi County

2.2 Expected Results

By the end of the contract period under this TOR, the Consulting Firm is expected to produce a comprehensive feasibility study based on updated information, with a definite implementation plan for the development a Fish Port and of existing post-harvest facilities, and possible construction of new facilities in Kilifi County.

PROJECT DESCRIPTION

3.1 Project Background

The County Government of Kilifi in its current CIDP has prioritized the development of a dedicated Fish Port, and post-harvest handling facilities. There is no dedicated Fish port in the entire West Indian Ocean a region that is home to about 25% of the Global Tuna resource. Most of the Fish harvested in the Kenyan EEZ is landed in the Seychelles, Mauritius or Madagascar, denying residents, jobs, and wealth and food security. The National Government of Kenya has passed the Kenya Fisheries development and Management Act, 2016 with one of its key objective being to land fish harvested in the Kenyan waters. Compulsory landing of fish is therefore not

possible as of now. It is because of this situation that the Kilifi County Government wants to take advantage of. The fish port will create employment, generate wealth and be a source of food and nutrition security

3.2 Target Group and Beneficiaries

The fishery subsector shall greatly benefit from the proposed Project, which addresses the post-harvest and infrastructure concerns of the subsector.

The Study will guide the County Government of Kilifi, the National government agencies, funding institutions and prospective donors/investors on the proposed development plan for the fishing ports as well as other postharvest facilities that could be established, improved or rehabilitated.

People in the rural areas will also benefit from the job opportunities that will be generated by the construction of post-harvest facilities and other infrastructures as well as from the creation of ancillary industries from the availability of said facilities and infrastructure support.

4.0 ASSUMPTIONS & RISKS

4.1 Underlying Assumptions

It is assumed that fish production from capture fishery may not be further increased. Also, future increase from aquaculture, particularly Mariculture, could be expected as well as from unused resources within the 200-mile exclusive economic zone.

4.2 Risks and Limitations

The anticipated risks in the operations and management phase of the Project are as follows:

4.2.1 Failure to get approvals from the national Government due to other commitment elsewhere of fish port developments

4.2.2 Difficulties in achieving increases in the fish unit price due to market uncertainties or any essential inflation in the operating costs; and

4.2.3 Other than the external environment, difficulties in achieving higher value-added business climate in the fish port operations.

5.0 SCOPE OF WORKS

The scope of works for the conduct of the feasibility study shall include, but not limited to, the following:

5.1 Review of the existing reports on fish port development done by Kenya Ports Authority or the County Government of Kilifi, including the confirmation/correction of baseline figures of indicators relevant to the Project outputs and collection of additional data/information necessary for the same;

5.2 Determine the fish biodiversity in the Indian Ocean capable of sustaining a fish port and processing franchise including reports of the demand and supply for fishery products including the current situation and future outlook of fishery production in the Kenya in general.;

5.3 Present the current physical condition of the existing fish landing sites port facilities/infrastructure, revisit its preliminary design and identify the port facilities/infrastructure that need to be developed;

5.4 Identify new port facilities/infrastructures that are viable for implementation as well as present the prevailing conditions and demand forecasts of those proposed additional/new facilities;

5.5 Provide guidelines, including standard criteria, for the development of fish port facilities, and recommend the appropriate design and capacity of the port and axillary facilities there in;

5.6 Advise and recommend on basic design of post-harvest facilities to be Good Manufacturing Practices/Good Hygienic Practices (GMP/GHP)-compliant, and to provide the corresponding cost estimates for said facility;

5.7 Establish model GMP/GHP-compliant facilities (e.g., fish port and ice plant and cold storage facilities);

5.8 Prepare (a) an implementation plan for the development of the Fish Port and proposed post-harvest facilities including budgetary requirements, and (b) operations and management plans, including annual maintenance program;

5.9 Prepare outputs documenting the viability of the Project while adequately addressing hazards and risks, environmental issues and resettlement issues, among others, outlining in detail the implementation arrangements;

5.10 The feasibility study shall look at alternative options, including the associated costs, benefits and risks involved, that would deliver the best possible implementation/project options/configurations for the Project or components of the Project in meeting the Project's intended outputs, e.g., yielding the highest VfM and lowest life cycle/whole-of-life cost; and

5.11 During the contract period, conduct coordination meetings with Department of Fisheries, County Government of Kilifi to: (a) discuss the progress of the work and preliminary output; (b) give the Government the opportunity to make comments and suggestions on a timely basis; and (c) resolve problems and issues that may be encountered. The Government may assign counterpart personnel to the Study for purposes of transfer of technology and capacity building.

6. TIMELINES AND DELIVERABLES

6.1 Commencement Date and Period of Implementation

The Study shall be completed within a period of six (6) months commencing from the date of receipt of the Notice to Proceed (NTP).

7. EXPERTISE REQUIREMENTS AND QUALIFICATIONS

7.1 The conduct of the feasibility study shall be undertaken by a Consulting Firm composed of the following key experts, whose minimum qualifications are stated herein.

	Expertise/Skills/Requirements	Minimum requirements
Project Manager / Team Leader (1)	Years of professional experience related to the following activities: a. Representation of Consulting Team and supervision of over-all implementations of the services; b. Coordination and decision on major economic, technical and operational services; c. Administration of field operation and coordination of investigations, studies and design of various engineering and technical works; d. Review and assessment of over-all fishery development aspect and compilation of information, reports and documents; and e. Coordination and communication with various agencies, both public and private.	10

	Educational attainment in agriculture, fishery, or other related fields	Msc or equivalent, preferably Maritime & Blue economy
Fisheries Resource Expert (1)	<p>Years of professional experience related to following activities:</p> <p>a. Re-assessment of existing fishery production resources, management systems and strategies being implemented in the area;</p> <p>b. Recommendation of appropriate fishery resource management plans to ensure sustainability of the resource;</p> <p>c. Evaluation of potential of fishery resources in the area in terms of Maximum Sustainable Yield (MSY);</p>	10
	Educational attainment in agriculture, fishery, or marine scientists or related fields	MSc BS or equivalent, preferably PhD
Market Planner / Socio-Economist / Financial Expert (1)	<p>Years of professional experience related to following activities:</p> <p>a. Review and analysis of supplydemand;</p> <p>b. Review of socio-economic condition of an industry;</p> <p>c. Assessment of existing distribution pattern of a particular product;</p> <p>d. Formulation of marketing plans;</p> <p>e. Locating alternative markets for a particular</p>	5

product;

f. Assessment of institutional framework related to the project implementation; g. Formulation of integrated management and operating systems;

h. Assessment of activities of possible stakeholders;

i. Identification and recommendation of an effective organizational and management set-up;

j. Determination of social acceptability of a project to stakeholders;

k. Identification and determination of direct and indirect socio-economic benefits and costs, “with and without” the project;

l. Determination of socio-economic viability of a project;

m. Undertaking of sensitivity analysis of various factors affecting the economic viability of a project;

n. Identification of possible sources of revenues to be generated and the cost of operation of a project;

o. Preparation of financial projections such as statements of projected income and projected cash flow, and

	<p>projected balance sheet;</p> <p>p. Determination of financial viability a project through the following financial profitability indicators: Return on Investment, Net Present Value, and Financial Internal Rate of Return; and</p> <p>q. Undertaking of sensitivity analysis of various factors affecting financial viability of a project.</p>	
	Educational attainment in economics, finance, or other related fields	Bsc or equivalent, preferably Master's degree
Port Planner / Civil Engineer (1	<p>Years of professional experience related to following activities:</p> <p>a. Preparation of design criteria and detailed design of the building structure and related structures;</p> <p>b. Preparation of a design report for the buildings and related structures;</p> <p>c. Cost estimation of building and related structures;</p> <p>d. Carrying out/review of geotechnical, topographic and geologic surveys on the project site;</p> <p>e. Investigation of present condition of the existing infrastructure facilities;</p> <p>f. Preparation of preliminary designs for civil works;</p> <p>g. Rehabilitation methods and</p>	10

	preparation of basic plans and schedule; and h. Review of unit prices and preparation of preliminary project cost estimates.	
	Educational attainment in civil engineering	Bsc or equivalent, preferably Msc
	Professional certification	Civil Engineering License
Mechanical / Plant Engineer (1)	<p>Years of professional experience related to following activities:</p> <p>a. Identification of machinery and equipment and corresponding capacities for a project;</p> <p>b. Supervision of design works and cost estimation; and</p> <p>c. Cost estimation of machineries and equipment</p>	10
	Educational attainment in related fields (including cold store technology)	Bsc or equivalent, preferably Msc
	Professional certification	Mechanical Engineering License
Global Tuna processing and Marketing Expert	<p>Years of professional experience related to following activities:</p> <p>a. Tuna Processing;</p> <p>b. Tuna marketing; and knowledge of tuna and DWFN networks</p>	5
	Educational attainment in related fields (including cold store technology)	Bsc or equivalent,

7.2 Either the Team Leader or any Senior Specialist must be knowledgeable on VE/VA and have at least five (5) years' work experience in the conduct of feasibility studies and/or other work related thereto

8: TERMS OF PAYMENT

The consultant will be entitled to payments as indicated below:

OUTPUTS	PAYMENTS (%)	TIMELINES
1. An inception report acceptable to the Client.	25	2 Weeks

3.A first draft feasibility study report acceptable to the Client.	25	6 Weeks
4. A final drafts of Feasibility study report Acceptable to the Client.	25	8 Weeks
5. A published County feasibility Study report acceptable to the Client.	25	4 Weeks

9.0 SUBMISSION FOR TECHNICAL AND FINANCIAL PROPOSALS

Towards the realization of this commitment, Department of Agriculture, Livestock and fisheries requests for interested consultants to submit the technical and financial proposal clearly show the methodology/approaches that they will employ to achieve the desired outcomes of this consultancy. The lead consultant should have all relevant technical experts for a successful delivery of this consultancy service.

10.0 APPLICATION

You are requested to submit a proposal to the County Government of Kilifi detailing the methodology you are going to use to carry out the tasks identified above, a work plan, key consultants level of effort, detailed CVs of the key consultants, and professional fees.

In addition, at least 3 references of similar assignments you have undertaken in the last 5 years. The proposal should reach the undersigned not later than **7th January, 2019 at 11.00 a.m. East Africa Time.**

The proposal should be addresses to:

***The County Secretary and Head of Public Service Management
County Government of Kilifi
P.O. Box 519-80108, Kilifi.***

MANDATORY REQUIREMENTS TO BE MET BY THE CONSULTANTS

- i. Certified copy of certificate of incorporation and registration
- ii. Copy of VAT/PIN certificate from KRA
- iii. Current single business permit from Kilifi County
- iv. Valid Tax compliance certificate KRA
- v. Proof of experience personnel (The lead consultant **MUST** possess a minimum of undergraduate degree or Msc or equivalent, preferably Maritime & Blue economy.
- vi. Audited books of accounts for the last three (3) years
- vii. Tender should be accompanied by bid bond of 2% from established approved insurance Company/ Bank which must remain valid for 3 days after tendered period of 120 days.
- viii. Sequential serialization of tender attachments (No manual serialization.)

SECTION IV - 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 Five Years That Best Illustrate Qualifications

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

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name and contacts 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)

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

Months (in the Form of a Bar Chart)

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

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

4. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

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

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	
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 V- 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.

- (a) Submission letter indicating total fees
- (b) Summary of costs
- (c) Breakdown of fees per activity
- (d) Breakdown of reimbursable costs/expenses per activity
- (e) Miscellaneous expenses

(to be prepared by the consultant as appropriate)

SECTION VI - 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 consultants clause 2.10.2

SECTION VI - 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 office is situated at] _____
_____ [insert Consultants 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:-

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.
- B. **Reports**
 The reports listed in Appendix C, “Consultant’s
 Reporting Obligations,” shall be submitted in the
 Course of the assignment and will constitute the
 basis for the payments to be made under paragraph
 3.
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** The Consultant agrees that during the term of this

- | | |
|--|--|
| to be Engaged in certain Activities | 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. Insurance | The Consultant will be responsible for taking out any appropriate insurance coverage. |
| 10. Assignment | The Consultant shall not assign this Contract or sub-contract any portion of it 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 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

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 _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

	<p>Part 2 (a) – Sole Proprietor Your name in full Age Nationality Country of origin </p> <ul style="list-style-type: none"> • Citizenship details • 																		
	<p>Part 2 (b) Partnership Given details of partners as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship</th> </tr> <tr> <th style="text-align: left;">Details</th> <th style="text-align: left;">Shares</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship	Details	Shares		1.	2.	3.	4.
Name	Nationality	Citizenship																	
Details	Shares																		
1.																	
2.																	
3.																	
4.																	
	<p>Part 2 (c) – Registered Company Private or Public </p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p>																		

	Name	Nationality	Citizenship
Details	Shares		
1.
		
2.
		
3.
		
4.
		
5
		
Date		Signature of Candidate
.....			

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

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

2.
FORM RB 1

REQUEST FOR REVIEW FORM

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Kilifi County Government Department of Agriculture Livestock and fisheries*)

Request for review of the decision of the..... (*Kilifi County Government Department of Agriculture ,Livestock and Fisheries* 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 on day of20.....

SIGNED
Board Secretary