

KILIFI COUNTY GOVERNMENT



**LANDS, ENERGY, HOUSING, PHYSICAL PLANNING AND
URBAN DEVELOPMENT**

OPEN NATIONAL TENDER

REQUEST FOR PROPOSALS (RFP)

**CONSULTANCY SERVICES FOR THE DESIGN OF THE DEPUTY
GOVERNOR'S RESIDENCE**

TENDER NO. KCG/LEHPPUD/RFP/014/2018/2019

NOVEMBER, 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/LEHPPUD/RFP/014/2018/2019

TENDERNAME: CONSULTANCE SERVICES FOR THE DESIGN OF THE DEPUTY GOVERNOR’S RESIDENCE

M/S

Dear Sir/Madam,

Kilifi County Government, Department of Lands, Energy, Housing, Physical Planning, and Urban Development is seeking to engage a qualified consortium to undertake the **design** of the Deputy Governor’s residence in Kilifi Municipality. To ensure continuing high levels of service, optimal value for money and to implement new approaches that will result in increased efficiencies, CGK is seeking a best in class programming, design and construction team to facilitate this project. The objective of this Request for Proposals is to identify the best qualified proponent to provide programming, design and construction services for this initiative. In this regard, CGK is seeking detailed information from interested service providers .The Proponent will provide services in the following general categories ;Client Consultation Design and Construction, Documents Demolition of existing boundary wall at the site Construction of the Deputy Governor’s residence, including boundary wall, site works and security systems.

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

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 or download through Kilifi County website the following link <http://www.kilifi.go.ke>

1.4 Completed proposals are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the Kilifi County Treasury offices to be 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 **Monday, 3rd December, 2018 at 11.00 am.**

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
KILFI COUNTY

SECTION II - INFORMATION TO CONSULTANTS

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SECTION II- INFORMATION TO CONSULTANTS

2.1 Introduction

- 2.1.1 The County Government, Department of Lands, Energy, Housing, Physical Planning and Urban Development will select an individual consultant among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultants are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked individual consultant in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected individual consultant.
- 2.1.4 The consultants must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and Amendment to the RFP Documents

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

2.3 Preparation of Proposals

- 2.3.1 The individual consultant's proposal shall be written in English language.
- 2.3.2 In preparing the Technical proposal, the individual consultants are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 2.3.3 While preparing the Technical proposal, the individual consultant must give particulars attention to the following:
- (a) If an individual consultant considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment.

- An individual consultant will not propose other individual consultants invited to submit proposals for the assignment. Any individual consultant in contravention of this requirement shall automatically be disqualified.
- (b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.
 - (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- (a) The individual 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 reimbursable.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 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 **Monday, 3rd December, 2018 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 Kilifi County Treasury Building on or before **Monday, 3rd December, 2018 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:

$S_f = 100 \times \frac{f_m}{f}$ 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 formulae for the combined scores shall be as follows;

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

Where

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

St is the technical score
Sf is the financial score
T is the weight given to the technical proposal and
P is the weight given to the financial proposal

Note $P + T$ will be equal to 100%

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

2.9 Negotiations

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

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

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

2.10 Award of Contract

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

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

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the

process, until the winning individual consultant has been notified that he/she has been awarded the contract

SECTION III - TERMS OF REFERENCE (TOR)

Notes on the preparation of Terms of Reference

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

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

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

TERMS OF REFERENCE DESIGN OF THE DEPUTY GOVERNOR'S RESIDENCE

1. Background

County Government of Kilifi (CGK) department of Lands, Energy, Housing, Physical Planning and Urban Development (LEHPPUD) is seeking to engage a qualified consortium to undertake the **design** of the Deputy Governor's residence in Kilifi Municipality.

2. Objective

To ensure continuing high levels of service, optimal value for money and to implement new approaches that will result in increased efficiencies, CGK is seeking a best in class programming, design and construction team to facilitate this project. The objective of this Request for Proposals is to identify the best qualified proponent to provide programming, design and construction services for this initiative. In this regard, CGK is seeking detailed information from interested service providers.

3. Scope Of Work

The Consultant will provide services in the following general categories;

- Client Consultations
- Design and Construction Documents
- Requisite Approvals
- Requisite Permits
- Any other additional assignments as may be agreed upon

3.1 Proponent's Design Team

To provide these services, the Consultant must assemble a team of qualified professionals, all licenced to practice in Kenya, including, but not limited to:

- a. Registered Architect
- b. Registered Structural Engineer
- c. Quantity Surveyor
- d. Electrical Engineer
- e. Mechanical Engineer
- f. Qualified, certified and dedicated construction professionals

3.2 Planning/Pre-design

Following the award of the RFP, the Consultant will meet with the Client to review issues related to site development. These issues include: access to site, access and egress points, site services, landscaping considerations, and drainage, etc. The proposed design will reflect the program requirements, site conditions and budget. Lands department representative will review the

submission and may request changes or more detail. Revisions to the design may be required as a result of the review. Final design development drawings, and outline specification are to be generated and reviewed before issuance of a letter from department of LEHPPUD to proceed to construction drawings. Final construction documents are to be submitted prior to the commencement of construction.

1. Site Development Plan
2. Demolition Plan
3. Revised design and approval: Site plan, building plans, elevations, sections, 3D visuals
4. Final design and approval: Plans, sections, elevations, details,
5. Completed construction documents and approvals
6. All permits; including ESIA

The Consultant will work primarily with the Assistant Housing Director, for day to day contact to obtain technical and program information. The Design Team will be responsible for providing direction and resolving issues related to progress with all aspects of the scope of services. All correspondence will flow thru the Assistant Housing Director. The Consultant will provide a single, focused point of contact throughout the term of contract. The individual so appointed will be a senior member of the Consultant's team and will have full authority to commit the resources of the Consultant. It is anticipated that the Consultant will work closely with department of LEHPPUD to define or clarify the operational and technical requirements for the program of requirements.

3.3 Design Criteria:

The design of the Deputy Governor's residence and site works shall meet or exceed the following criteria:

1. Main Criteria
 - a. All design work for the Deputy Governor's residence must meet or exceed all applicable codes, regulations and standards including, but not limited to: the Building Code, the Occupational Health and Safety Act, National Environment Management Authority (NEMA) regulations, National Construction Authority (NCA) regulations and any other jurisdiction having authority.
 - b. This Scope of Work is provided as part of this package for information only. Verification of dimensions and site conditions for the site is the responsibility of the Consultant. The Consultant shall examine the site conditions carefully for the site, prior to developing a bid proposal and subsequent contract documents in order to ensure that details are appropriate to existing conditions.

- c. The Consultant should take into consideration landscaping, site
- d. drainage, paving and security.
- f. The facility may be operating extended hours, site security and lighting is an important issue.

3.4 Material and Site Considerations:

- a. Site slopes must be addressed for overall drainage requirements.
- b. Drainage requirements may include a storm drain system through the site.
- c. All foundations, sidewalks, driving surfaces to be structurally designed in conformance with the recommendations of the Geotechnical Reports.
- d. All materials used in construction will be based on their ability to withstand rigorous, industrial use and environmental elements. All metals shall be anodized or have rust-resistant properties.
- e. Details should minimize long-term maintenance needs.

3.5 Construction:

The following general conditions must be included within the Consultant's Scope of Work:

- a. Site inspections, soils compaction and concrete testing complete with independent engineer's report
- b. Site office, including a meeting space
- c. Temporary power
- d. Temporary toilets
- e. Safety and first aid supplies
- f. Site storage and handling of materials
- g. Site board
- h. Temporary rigid safety/security fences, hoarding, barricades and railings
- i. Chair, produce and circulate minutes of weekly site meetings

4.0 Defects And Liability Period

The defect and liability period of **6 months** will commence on the date the project receives a Construction Completion Certificate identifying that the residence is substantially complete and ready for operation. The department of LEHPPUD will establish this completion date.

5.0 Pre-Proposal Site Visit

Each Consultant must satisfy themselves as to the exact nature and existing site conditions for each site, the project requirements and for the extent and quality

of work to be performed. Failure to do so will not relieve the successful proponent of their obligation to carry out the provisions of the contract.

6.0 Receiving Of Submissions

Interested Consultants are invited to submit two (2) copies of their response, one (1) in digital format on USB flash drive and one (1) unbound, to demonstrate their capabilities and qualifications with respect to the services under consideration. Submissions must be in conformance with the requirements stated in this Request for Proposals document.

All submissions must be submitted in sealed envelopes and clearly labeled on the exterior as:

KCG/LEHPPUD/RFP/014/2018/2019 DESIGN- OF THE DEPUTY GOVERNOR'S RESIDENCE

Submissions will be received until 11:00 am East African time on Monday December 3rd 2018. Late or misdirected submissions will not be accepted and will be returned unopened

7.0 SUBMISSION CONDITIONS, REQUIREMENTS AND SCHEDULE

7.1 Conditions

- a. The submission of a proposal on this service will be considered as a representation that the proponent has carefully investigated all conditions which may affect or may, at some future date, affect the performance of the services covered by the proposal, the entire area to be serviced as described in the attached specifications and other contract documents and that the proponent is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished.
- b. Submissions must be limited to an executive summary, twenty (20) pages of text (not including the Proposal Submission Form - Appendix 1 and associated supporting material in the form of appendices. The following format **must** be adhered to:
 - A4 paper size,
 - 12 point font size
- c. Consultant may be requested to make a presentation and be interviewed by the Selection Committee and Consultant shall have their key members present for any interview(s) required.
- d. All documents will be provided in both hard copy format and electronic format.

- e. Text documents will also be accepted in Microsoft Word, Excel or PDF format.
- f. The information received in response to this Request for Proposals will be utilized only to evaluate service capabilities and qualifications for the purpose of selecting the successful proponent. All submissions will be treated as confidential.

7.2.1 Qualifications and Experience

Provide a clear description of the roles of key consultants and personnel.

Describe the qualification of all team members including design consultants, contractors and sub-contractors.

Demonstrate the ability to produce professional construction drawings and specifications, endorsed by a licensed professional(s).

Demonstrate competence in building design and construction by providing information for your last five (5) projects of similar scope. Submit a minimum of three samples of previous 3D sketch concepts.

7.2.2 Methodology and Approach

Provide an outline of how your team would approach this project including a critical path of tasks during construction and design.

7.2.3 Schedule

Submit a detailed work plan to achieve the stated objectives and goals; with key tasks, milestones, approvals, and meetings clearly identified

7.2.4 Deliverables

Consultants are required to submit presentation style floor plans, site plan, elevations and 3D visuals demonstrating their understanding of the Design Standards and Building Program. CGK reserves the right to reject any or all submissions or accept any submission or portion thereof deemed to be in its best interest. CGK may negotiate a final offer with the selected proponent. A fee will not be paid for the preparation or presentation of submissions in response to this Request for Proposals.

8.0 REQUESTED INFORMATION

To establish the capabilities and qualifications of Consultant, specific information is requested, including company profiles, service delivery capability, project management and technical support ability, relevant experience and references, management support programs, proven successes in similar undertakings, related management experience and additional background information as outlined herein. Consultant are encouraged to submit as detailed a document as possible in support of their capacity to meet the requirements of this Request for Proposal, without exceeding the restrictions specified in Section 8. Elaborate brochures or voluminous examples are not required, nor desired.

9.0 General Instructions

a. Documents:

Terms of Reference and other documents may be obtained in person from the LEHPPUD department headquarters in Kilifi.

All proposals are to be submitted in sealed, plainly marked envelopes.

Additional information or clarifications of any of the instructions or information contained herein may be obtained from the LEHPPUD department headquarters in Kilifi.

The CGK will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the proposal should be directed to and will be issued by the Assistant Housing Director, Kilifi.

b. Disputes:

In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of the CGK, or authorized representatives, shall be final and binding on all parties.

c. Consultant Expenses:

Consultants are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the CGK, if any.

10.0 Award Of Proposals

CGK reserves the right to modify the terms, or cancel, or reissue the Request for Proposals at any time at its sole discretion. Although proposals will be assessed in light of the evaluation criteria, CGK is not bound to accept the lowest priced or highest scoring proposal or any proposal. CGK reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever, in its opinion, best serves the interests of CGK. CGK will not be obligated in any manner to any proponent until a contract has been duly executed. Neither acceptance of a proposal, nor execution of a contract, will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any statute, regulation or by-law. Any damages arising out of a breach by CGK, including damages for any implied duty at law, are limited to the actual costs of preparing the proposal.

11.0 Availability Of Funds Or Land

- i) The contractual obligations of the CGK with respect to award under this contract are contingent upon the availability of appropriated funds from which payment for this contract can be made.
- ii) The contractual obligations of the CGK with respect to award under this contract in part or whole are contingent upon the availability security the rights to the lands needed.

12.0 Minimum Standards

In the absence of other standards being required by the contract documents, all work shall conform to or exceed the minimum standards of the Kenya Building Code and the Planning and Building regulations of Kenya.

13.0 Protection Of Work And Property

The Contractor shall protect the Work and the CGK property and property adjacent to the place of the Work from damage, and shall be responsible for damage which may arise as the result of operations under the Contract.

Should the Contractor in the performance of this Contract damage the Work, the CGK's property or property adjacent to the Place of the Work, the

Contractor shall be responsible for the making good of such damage at the Contractor's expense.

14.0 Site Safety Plan

Before being permitted access to the site to commence construction, the contractor shall provide the CGK with a written site safety plan. The site safety plan provided shall be a written course of action that, through a pre-job evaluation, identifies and sets out specific actions to be taken to eliminate or control, hazards associated with the work to be performed and to also deal with concerns or hazards that may develop during the course of the project. This plan shall include but not be limited to identification of safety hazards anticipated during the project, solutions to those hazards, safety procedures, identification of designated safety officers and provisions for safe access to the site for the Department of LEHPPUD staff and contractors. Receipt and acceptance of the safety plan shall be mandatory prior to commencement of work.

15.0 Confidentiality

The selected proponent agrees not to release or in any way cause to release any confidential information of the CGK unless they have been specifically approved to so in writing.

16.0 Scope Of Work Design Elements

The Deputy Governor's residence should have two basic parts: public entertainment space and a private home for the Deputy Governor and his/ her family.

1. Building Program

a. Family Quarters (Private)

- Lounge
- Dining
- Kitchen
- Cloakroom
- Entertainment room
- Family room
- Guest bedroom
- Master bedroom
- 3 bedrooms all en-suite
- Gym space
- Verandahs and balconies

- b. Office Quarters (Public)
 - Lobby/ reception
 - Deputy Governor’s office
 - Boardroom
 - Verandah
- c. Domestic Quarters (Private)
 - 4 self-contained units (gardener, chef, cleaners etc.)
 - Laundry area
 - Gate house with washroom facility
- d. Site landscaping (Public)
 - Manicured lawns
 - Driveway and parking
 - Boundary wall
- e. Ancillary facilities (Public)
 - Security system
 - Sprinkler irrigation system
 - Backup generator

2. Design Standards

- a. General
 - Total built up area for the family, office and domestic quarters is to be approximately 450 M²
 - The unit to have a blend of modern and Swahili architectural styles
 - Consideration should be given to natural lighting, ventilation and views
 - There will be minimal interference with the existing trees
- b. Site
 - Cabbro driveway and parking area to accommodate at least 8 vehicles
 - Boundary wall with gate house. Gate house to have washroom facilities to cater for public gatherings
 - Manicured lawns with irrigation system

All submissions must be submitted in sealed envelopes and clearly labeled on the exterior as:

KCG/LEHPPUD/RFP/014/2018/2019

DESIGN- OF THE DEPUTY GOVERNOR’S RESIDENCE

Submissions will be received until 11:00 am East African time on Monday December 3rd 2018. Late or misdirected submissions will not be accepted and will be returned unopened

7.0 SUBMISSION CONDITIONS, REQUIREMENTS AND SCHEDULE

7.1 Conditions

- g. The submission of a proposal on this service will be considered as a representation that the proponent has carefully investigated all conditions which may affect or may, at some future date, affect the performance of the services covered by the proposal, the entire area to be serviced as described in the attached specifications and other contract documents and that the proponent is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished.
- h. Submissions must be limited to an executive summary, twenty (20) pages of text (not including the Proposal Submission Form - Appendix 1 and associated supporting material in the form of appendices. The following format **must** be adhered to:
 - A4 paper size,
 - 12 point font size
- i. Proponents may be requested to make a presentation and be interviewed by the Selection Committee and proponents shall have their key members present for any interview(s) required.
- j. All documents will be provided in both hard copy format and electronic format.
- k. Text documents will also be accepted in Microsoft Word, Excel or PDF format.
- l. The information received in response to this Request for Proposals will be utilized only to evaluate service capabilities and qualifications for the purpose of selecting the successful proponent. All submissions will be treated as confidential

7.2.1 Qualifications and Experience

Provide a clear description of the roles of key consultants and personnel.

Describe the qualification of all team members including design consultants, contractors and sub-contractors.

Demonstrate the ability to produce professional construction drawings and specifications, endorsed by a licensed professional(s).

Demonstrate competence in building design and construction by providing information for your last five (5) projects of similar scope. Submit a minimum of three samples of previous 3D sketch concepts.

7.2.2 Methodology and Approach

Provide an outline of how your team would approach this project including a critical path of tasks during construction and design.

7.2.3 Schedule

Submit a detailed work plan to achieve the stated objectives and goals; with key tasks, milestones, approvals, and meetings clearly identified.

7.2.4 Deliverables

Proponents are required to submit presentation style floor plans, site plan, elevations and 3D visuals demonstrating their understanding of the Design Standards and Building Program. CGK reserves the right to reject any or all submissions or accept any submission or portion thereof deemed to be in its best interest. CGK may negotiate a final offer with the selected proponent.

A fee will not be paid for the preparation or presentation of submissions in response to this Request for Proposals.

8.0 Requested Information

To establish the capabilities and qualifications of proponents, specific information is requested, including company profiles, service delivery capability, project management and technical support ability, relevant experience and references, management support programs, proven successes in similar undertakings, related management experience and additional background information as outlined herein.

Proponents are encouraged to submit as detailed a document as possible in support of their capacity to meet the requirements of this Request for Proposal, without exceeding the restrictions specified in Section 8. Elaborate brochures or voluminous examples are not required, nor desired.

9.0 General Instructions

d. Documents:

Terms of Reference and other documents may be obtained in person from the LEHPPUD department headquarters in Kilifi.

All proposals are to be submitted in sealed, plainly marked envelopes.

Additional information or clarifications of any of the instructions or information contained herein may be obtained from the LEHPPUD department headquarters in Kilifi.

The CGK will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the proposal should be directed to and will be issued by the Assistant Housing Director, Kilifi.

e. Disputes:

In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of the CGK, or authorized representatives, shall be final and binding on all parties.

f. Proponents Expenses:

Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the CGK, if any.

10.0 Award Of Proposals

CGK reserves the right to modify the terms, or cancel, or reissue the Request for Proposals at any time at its sole discretion. Although proposals will be assessed in light of the evaluation criteria, CGK is not bound to accept the lowest priced or highest scoring proposal or any proposal. CGK reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever, in its opinion, best serves the interests of CGK. CGK will not be obligated in any manner to any proponent until a contract has been duly executed. Neither acceptance of a proposal, nor execution of a contract, will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any statute, regulation or by-law. Any damages arising out of a breach by CGK, including damages for any implied duty at law, are limited to the actual costs of preparing the proposal.

11.0 Availability Of Funds Or Land

- iii) The contractual obligations of the CGK with respect to award under this contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.
- iv) The contractual obligations of the CGK with respect to award under this contract in part or whole is contingent upon the availability security the rights to the lands needed.

12.0 Minimum Standards

In the absence of other standards being required by the contract documents, all work shall conform to or exceed the minimum standards of the Kenya Building Code and the Planning and Building regulations of Kenya.

13.0 Protection Of Work And Property

The Contractor shall protect the Work and the CGK property and property adjacent to the place of the Work from damage, and shall be responsible for damage which may arise as the result of operations under the Contract.

Should the Contractor in the performance of this Contract damage the Work, the CGK's property or property adjacent to the Place of the Work, the Contractor shall be responsible for the making good of such damage at the Contractor's expense.

14.0 Site Safety Plan

Before being permitted access to the site to commence construction, the contractor shall provide the CGK with a written site safety plan. The site safety plan provided shall be a written course of action that, through a pre-job evaluation, identifies and sets out specific actions to be taken to eliminate or control, hazards associated with the work to be performed and to also deal with concerns or hazards that may develop during the course of the project. This plan shall include but not be limited to identification of safety hazards anticipated during the project, solutions to those hazards, safety procedures, identification of designated safety officers and provisions for safe access to the site for the Department of LEHPPUD staff and contractors. Receipt and acceptance of the safety plan shall be mandatory prior to commencement of work.

15.0 Confidentiality

The selected proponent agrees not to release or in any way cause to release any confidential information of the CGK unless they have been specifically approved to so in writing

APPENDIX 1 - Scope of Work Design Elements

The Deputy Governor's residence should have two basic parts: public entertainment space and a private home for the Deputy Governor and his/ her family.

3. Building Program

f. Family Quarters (Private)

- Lounge
- Dining
- Kitchen
- Cloakroom
- Entertainment room
- Family room
- Guest bedroom
- Master bedroom
- 3 bedrooms all en-suite
- Gym space
- Verandahs and balconies

g. Office Quarters (Public)

- Lobby/ reception
- Deputy Governor's office
- Boardroom
- Verandah

h. Domestic Quarters (Private)

- 4 self-contained units (gardener, chef, cleaners etc.)
- Laundry area
- Gate house with washroom facility

i. Site landscaping (Public)

- Manicured lawns
- Driveway and parking
- Boundary wall

j. Ancillary facilities (Public)

- Security system
- Sprinkler irrigation system
- Backup generator

4. Design Standards

a. General

- Total built up area for the family, office and domestic quarters is to be approximately 450 M²
- The unit to have a blend of modern and Swahili architectural styles
- Consideration should be given to natural lighting, ventilation and views

- There will be minimal interference with the existing trees
- b. Site
- Cabbro driveway and parking area to accommodate at least 8 vehicles
 - Boundary wall with gate house. Gate house to have washroom facilities to cater for public gatherings
 - Manicured lawns with irrigation system

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. Experience in similar work (Not less than 5years experience in the field of Architecture and Research .
- vi. Proof of experience personnel (The lead consultant MUST possess a minimum of undergraduate Degree in Social Sciences or any other related field).
- vii. Audited books of accounts for the last three(3) years
- viii. 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.
- ix. 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

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

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:-

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

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

2. **Term** The Consultant shall perform the Services during the

period commencing on _____ [insert starting date] and through to _____ [insert completion date], or any other period(s) as may be subsequently agreed by the parties in writing.

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

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

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

Kshs. _____ upon the Client's receipt of the Final report, acceptable to the Client.

Kshs. _____ Total

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

4. **Project Administration** A. **Coordinator**
The Client designates _____

[insert name] as Client’s Coordinator; the Coordinator will be responsible for the Coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables, by the Client and for receiving and approving invoices for payment.

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 to be Engaged in certain Activities** The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any

continuation thereof) for any project resulting from or closely related to the Services.

9. **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

For the Consultant

Full name _____

Full name _____

Title _____

Title _____

Signature _____

Signature _____

Date _____

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</p> <p>Your name in full Age</p> <p>.....</p> <p>Nationality Country of origin</p> <p>.....</p> <ul style="list-style-type: none"> • Citizenship details 																		
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0" style="width: 100%;"> <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</p> <p>Private or Public</p> <p>.....</p> <p>.....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0" style="width: 100%;"> <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> </tbody> </table>	Name	Nationality	Citizenship	Details	Shares		1.									
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<p>Date Signature of Candidate</p> <p>.....</p>	

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.

REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Kilifi County Government Department of Lands, Energy, Physical Planning, Housing and Urban Development*)

Request for review of the decision of the..... (*Kilifi County Government Department of Lands, Energy, Physical Planning, Housing and Urban Development*) 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

APPENDIX – SITE LAYOUT



