

PRIVATISATION AUTHORITY

Formerly,



EXPRESSION OF INTEREST DOCUMENT

FOR
PROVISION OF A COMMUNICATION AND OR PUBLIC RELATIONS CONSULTANCY
FOR REBRANDING OF THE PRIVATISATION AUTHORITY

TENDER NO: PA/EOI/02/2023 – 2024.

SELECTION OF CONSULTANT - QUALITY COST BASED SELECTION

**10th FLOOR, NSSF ANNEX BUILDING (PARKING SILO) COMMUNITY, NAIROBI
P.O. BOX 34542 – 00100
NAIROBI**

EMAIL: info@pc.go.ke

TEL: +254 20 2212346-8

Launch Date: 14th NOVEMBER 2023

Closing Date: 28th NOVEMBER 2023 at Time: 11.00 A.M.

NAME AND CONTACT ADDRESSES OF PROCURING ENTITY

Name.....**PRIVATISATION AUTHORITY**.....

Address.....**P.O BOX 34542 – 00100, NAIROBI**.....

Email address.....**info@pc.go.ke**.....

(2) Contract / Expression of Interest (EOI) No..... **PA/EOI/02/2023 – 2024**.....

(3) Contract Name..... **1) Expression of Interest (EOI) for the provision of a communication and or public relations consultancy, for re-branding**.....
.....

SECTION 1 - NOTICE INVITING EXPRESSIONS OF INTEREST (EOI)

Date: 14th NOVEMBER 2023

RE: EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF A COMMUNICATION AND OR PUBLIC RELATIONS CONSULTANCY, FOR RE-BRANDING.

The Privatisation Authority (previously the Privatization Authority) is a corporate body established under Section 8 of the Privatisation Act, 2023 with the functions among others; advising the government on all aspects of privatisation of public entities and implementing the Privatisation Programme.

The Authority invites sealed proposals from interested and eligible consultants to express their interest for provision of above consultancy.

TENDER NAME	TENDER NO.	TENDER CLOSING DATE AND TIME	RESERVATION CATEGORY
1) Expression of Interest (EOI) for the provision of a communication and or public relations consultancy, for re-branding. Launch Date – 14.11.2023	PA/EOI/02/2023 – 2024.	28.11.2023 at 11.00a.m.	Open to interested and eligible Consultants.

Interested applicants can download a copy of the detailed EOI document, free of charge, from the Authority's website www.pc.go.ke or <https://www.tenders.go.ke/website> and after download, they should immediately inform the Authority via email: info@pc.go.ke.

Managing Director/CEO

A. Address for Submission of Tenders.

- 1) Completed proposals can be deposited in the tender box at the address given below or at the procurement office in case of bulky tenders.

Privatisation Authority

**Social Security House - Annex (Parking Silo) | 10th
Floor | Bishops Road P. O. Box 34542-00100
NAIROBI**

Email: info@pc.go.ke

B. Address for Opening of Tenders.

Privatisation Authority's Boardroom.

**Social Security House - Annex (Parking Silo) | 10th
Floor | Bishops Road P. O. Box 34542-00100
NAIROBI**

Email: info@pc.go.ke

SECTION 2 - REQUEST FOR SUBMISSION OF EXPRESSION OF INTEREST PROPOSALS

Date: **14.11.2023** _____

Reference No.: **PA/EOI/02/2023 – 2024** _____

Name of Assignment: **PROVISION OF A COMMUNICATION AND OR PUBLIC RELATIONS CONSULTANCY FOR REBRANDING OF THE PRIVATISATION AUTHORITY**

Dear Consultant,

1. The Privatisation Authority has set aside funds in its budget or has received financing from the National Treasury and Planning towards the cost of the subject consulting services.
2. The Procuring Entity now invites EOI proposals to provide the following consulting services (here in after called “the Consultancy”): ‘Provision of a communication and or public relations consultancy, for re-branding’.
3. More details on the Services are provided in Section 3 - Terms of Reference.
4. If a Consultant is a Joint Venture (JV), the full name of the JV shall be used by all members, starting with the name of the lead member. Where sub-consultants have been proposed, they shall be named in the JV agreement and their specific tasks to the JV disclosed. All members of a JV shall sign a joint venture agreement.
5. It is not permissible to transfer this EOI to any other firm.
6. A firm will be selected under Quality and Cost Based Selection (QCBS) method and in a format as described in this EOI, in accordance with the Public Procurement and Asset Disposal Act 2015. The Consultants who shall be shortlisted shall be requested thereafter to submit a technical and financial proposal on the assignment.
7. The EOI comprises of:
 - Section 1: Notice inviting expressions of interest (EOI)
 - Section 2: Request for submission of expression of interest proposals
 - Section 3: Terms of Reference
 - Section 4: Standard Forms
8. Please inform us by [One week before EOI submission date], in writing at the address below or by E-mail [\[info@pc.go.ke\]](mailto:info@pc.go.ke):
 - a) That you have received this Expression of Interest; and
 - b) Whether you intend to submit a proposal alone or intend to enhance your experience by requesting permission to associate with other firm(s).

9. Details on the proposal's submission date, time and address are provided in the notice inviting EOIs above.
10. Qualified and interested Consultants may obtain further information and inspect the EOI Document during office hours [i.e., 0800 to 1700 hours] at the address given below. More details on the Consultancy Services are provided in Section 3 – Terms of Reference.
11. A complete set of hard copy EOI document may be purchased or obtained by interested Consultants upon payment of a non-refundable fees of (Kenya shillings 1,000.00 only) in cash or Banker's Cheque and payable to the Authority. The EOI document may also be obtained electronically from the Authority's Website www.pc.go.ke or the Public Procurement Information Portal <https://www.tenders.go.ke/website>. The EOI document obtained electronically shall be free of charge.
12. All the EOI proposals must be accompanied by a "Tender Security" of Kshs. 100,000.00. - The Bidder must submit a tender Security at the time of submitting the Proposals. The Tender Security must be in the form specified below and enclosed in the Technical Proposal.
13. The tender security which shall be in the form of a bid bond shall be Kshs. 100,000 /= (Kshs. One Hundred Thousand Only) or equivalent in a freely convertible currency from Commercial Banks or Insurance Companies (Approved by Public Procurement Regulatory Authority) which shall be in the form of a Banker's Cheque or cash deposited at the Privatisation Authority's finance office and a receipt issued to that effect, a copy of which shall be enclosed when submitting the technical proposal, a bank guarantee or a bank draft issued by a reputable bank located in Kenya and valid for thirty (30) days beyond the validity of the EOI.
14. The tender validity for this EOI is One hundred and twenty days from the date of the proposal's opening. Any Consultant who offers a shorter tender validity period shall have its proposal rejected.
15. The Consultant shall chronologically serialize all pages of the proposals submitted.
16. Technical proposals will be opened immediately after the deadline date and time specified in the notice to invitation to EOI or any deadline date and time specified later. The proposals will be publicly opened in the presence of the Consultant's designated representatives who choose to attend at the address below.
17. Late proposals will be rejected and returned to the Consultants unopened.

Yours

Sincerely,

**Managing Director/CEO
Privatisation Authority**

**Social Security House - Annex (Parking Silo) | 10th Floor | Bishops Road
P. O. Box 34542-00100
NAIROBI
Email: info@pc.go.ke**

A. Address for Submission of Proposals.

- 1) Completed EOIs can be deposited in the tender box at the address given below or at the procurement office in case of bulky tenders.

**Privatisation Authority
Social Security House - Annex (Parking Silo) | 10th Floor | Bishops Road
P. O. Box 34542-00100
NAIROBI
Email: info@pc.go.ke**

B. Address for Opening of Proposals.

**Privatisation Authority's Boardroom.
Social Security House - Annex (Parking Silo) | 10th Floor | Bishops Road
P. O. Box 34542-00100
NAIROBI
Email: info@pc.go.ke**

SECTION 3 - TERMS OF REFERENCE FOR PROVISION OF A COMMUNICATION AND OR PUBLIC RELATIONS CONSULTANCY FOR REBRANDING OF THE PRIVATISATION AUTHORITY

1.0 INTRODUCTION

The Privatisation Authority (previously the Privatization Commission) is a corporate body established under Section 8 of the Privatisation Act, 2023 with the functions among others; advising the government on all aspects of privatisation of public entities and implementing the Privatisation Programme.

The enactment of the Privatisation Act, 2023 which came to effect on 27th October 2023 repealed the Privatization Act, 2005. The repeal comes with a change of name necessitating new corporate identity. This includes change of graphical representation: review and adoption of a new logo.

2.0 PURPOSE OF THE CONSULTANCY

The Privatisation Authority intends to undertake a corporate re-branding exercise, which entails development and roll-out of a new Authority's brand. Alongside the visual elements, the re-branding exercise should align the brand promise of the organization to the expectations of its customers and other stakeholders.

The exercise should ensure that the new brand is built and reflected effectively through staff, so that they understand, believe and reflect on the new brand. Additionally, the exercise should ensure all the touch points of the new brand are experienced by all our stakeholders.

The Privatisation Authority wishes to procure the services of a suitable Communication and/or Public Relations Consultancy firm, to guide the re-branding exercise.

3.0 SCOPE

- a) To conduct a Brand Audit;
- b) To design a new logo;
- c) Propose appropriate corporate colors;
- d) Coordinate online and physical logo validation (public participation on the reviewed logo);
- e) Develop a:
 - Communications Strategy;
 - Brand manual;
 - Brand rollout strategy;
 - Crisis management strategy;
 - Brand reputation strategy; &
 - Stakeholders' engagement strategy.
- f) Website redesign and social media integration;
- g) To coordinate launch of the unveiling of the new logo – venue and launch concept;

- h) To invite and coordinate Media during the launch for interviews and talk shows;
- i) To design all brand collateral;
- j) Design and print Authority signages for display;
- k) To coordinate Media placements/ buying of new identity in print, electronic, digital and social media;
- l) To curate website and social media content in relation to the new corporate brand;
- m) Conduct media monitoring during their period of engagement.

4.0 TIMELINES

To fully undertake the rebrand and fulfill the stated scope, the consultancy will take six (6) months, from the day the contract is signed. Some activities will occur concurrently.

5.0 DELIVERABLES

During the period, the consultant is expected to deliver: -

- i. Within two weeks after the Contract signing, the Consultant will submit an Inception Report detailing the Work Plan and the Methodology to be used in the entire assignment for comments and feedback.
- ii. Three weeks after signing the Contract, the consultant will undertake an internal brand audit to assess the perception of employees towards the current brand and expectations of the new brand.
- iii. Within two months after the Contract signing, the consultant should develop a Draft report that includes: -
 - a) Draft internal and external stakeholder management strategy;
 - b) Draft Communication Strategy including PR activities, media engagements; CSR initiatives and social media management; &
 - c) Develop draft brand reputation management strategy.
- iv. Within two months after the Contract signature, the consultant will submit a draft Scalable high-resolution vector version logo for the management and staff to give their input. It should be a clear identifiable logo for easy application on the Authority letterheads, instruments, website and relevant publicity materials;
 - New logo - Scalable high-resolution vector version;
 - A brief written description of all applied features and inspiration of the logo;
 - A clear identifiable logo for easy application on the Authority letterheads, instruments, website and relevant publicity materials;
- v. Final Brand rollout strategy;
- vi. Final Brand rollout plan;
- vii. Final Brand reputation Strategy;
- viii. Final Brand Audit report;
- ix. Final Brand Manual;
- x. Final Crisis management strategy;
- xi. Final Communications Strategy;
- xii. Final Stakeholders Engagement Strategy;
- xiii. Printed Authority signages;
- xiv. Designs for all brand collateral;
- xv. Rebranded website;

- xvi. Rebranded Social media platforms (X., Facebook and LinkedIn)
- xvii. Photos for the launch
- xviii. Launch concept
- xix. Daily media monitoring reports

6.0 CONSULTING FIRM QUALIFICATIONS AND REQUIREMENTS

In order to carry out this assignment, the consultant/firm must demonstrate technical expertise on the subject matter.

The criteria for the selection of firms will be based on, but not limited to, the following:

- I. Consulting firm must be duly registered with up to date statutory requirements.
- II. Personnel qualifications and experience; the lead consultant shall have a minimum of ten (10) years of brand management and or communications experience.
- III. Approach and understanding of the mandate and sector.
- IV. Quality of Proposal (should be well organized, clear and contains all information required)
- V. Confirmation of availability for the assignment
- VI. Statement confirming capacity to complete task within six (6) months.
- VII. Should be members of the Public Relations Society of Kenya (PRSK) or the Marketing Society of Kenya (MSK) or the Association of Practitioners in Advertising (APA) or any other relevant applicable professional body.
- VIII. Submit a joint venture agreement where applicable

7.0 REPORTING

The consultant will indirectly be reporting to the Managing Director/CEO through the Manager, Corporate Communications and the Transition Committee. The Consultant will be responsible for the accuracy and timely delivery of required outputs. The reports shall be submitted in both soft copy and hard copies.

8.0 BIDDING TIMELINE

This Expression of interest will result in short listing of interested consultants who will be invited to submit technical and financial proposals. Eligibility to participate in the bid process will be determined on the basis of submission of the minimum required documents stated in this Expression of Interest. After the deadline for submission of responses, Evaluation process will be conducted to determine responsive bids as per the evaluation criteria provided in the Expression of Interest document. The consultants who participate in this process will be notified of the outcome of the evaluation.

9.0 EVALUATION CRITERIA

The Expression on Interest received will be evaluated in accordance with the set criteria in the provided Tables below as follows: -

A: Mandatory Requirements for Evaluation: -

Mandatory Requirement (MR)	Criteria	Requirement: - Yes/No
1.	Company profile (Company history indicating services offered, contact details including physical address, telephone number, email and contact person on behalf of the firm)	
2.	Certificate of incorporation/registration certified by Commissioner of Oath.	
3.	Certified copy of CR12 issued by the Registrar of companies valid for the last 6 months.	
4.	Valid Tax Compliance from Kenya Revenue Authority	
5.	Provide certified copies ICT Authority Accreditations for the following: <ul style="list-style-type: none"> • ICTA 2: Information Security • ICTA 2: Systems and Applications 	
6.	Provide certified copies of certificate of registration from the Office of the Data Protection Commissioner for: <ul style="list-style-type: none"> • Data Controller • Data Processor 	
7.	Must submit two (2) copies of the EOI proposals (Original and copy) properly serialized, paginated and or serially numbered on each page.	
8.	Audited Financial Accounts for the last 3 years 2020, 2021 and 2022.	
9.	Copy of Valid Single Business Permit from the County Government.	
10.	Duly filled, signed and stamped Self- Declaration letter that the firm has not been debarred from participating in Public Procurement and Asset Disposal Act,2015 proceedings – FORM SD 1	
11.	Duly filled, signed and stamped Self- Declaration that the firm/tenderer will not engage in any corrupt or fraudulent practice – FORM SD 2	
12.	Duly filled, signed and stamped Declaration and commitment to the code of ethics in the format	

	provided – FORM SD 3.	
13.	Duly completed, signed and stamped Confidential Business Questionnaire in the format provided – FORM 4.	
14.	Proposals MUST be submitted in the format required by the procuring entity - all the EOI proposals to be TAPE/BOOK and BOUND. (Spiral Binding and use of Spring or box files shall not be accepted and will lead to automatic disqualification).	
15.	Provide a Tender/Bid Security of at least Ksh.100,000.00 in the Form, format provided in this EOI document and valid for at least 150 days. Where the consultant is a joint venture (consortium), the tender security shall be submitted by the lead consultant Only.	
16	Joint ventures/Consortia must submit a duly signed agreement (by all parties) and clearly indicate who shall be the lead consultant. The JV must demonstrate how it has complied with the requirements of the laws of Kenya applicable to JVs (MR 16 is only applicable for joint ventures)	
17	Provide statement confirming capacity to complete task within six (6) months	
18	Submit the Beneficial Ownership Information form in the format provided.	

Note: - Consultants have to meet all the mandatory requirements above save for MR 16 which is only applicable to JVs to proceed to the technical evaluation phase.

B. Technical Evaluation Phase

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

THE CONSULTING FIRM SHOULD MEET THE FOLLOWING MINIMUM REQUIREMENTS:

i. The firm: -

- The firm should demonstrate the legal name, organization structure, and demonstrate the understanding of the assignment.
- The firm should have a well-resourced team that can design and come up with the necessary material that can deliver stunning visuals and a strong brand that will

effectively reach the target market at the local, regional and international level.

- The firm should demonstrate an experience undertaking same and or similar assignments.

ii. PROJECT TEAM COMPOSITION

The Project Team shall comprise the following:

- a) Project/Team Leader (1)
- b) Brand/Marketing Consultant (1)
- c) Website Designer/Developer (1)
- d) Communication director/Brand Analyst (1)
- e) Social Media Expert (1)

iii. Qualifications of the Professional Staff

i) Team/Project Leader' qualifications (1)

The Team/Project leader shall have the following: -

- a) A Master's Degree in Mass Communication/ Corporate Communication/ Public Relations /MBA in Media or another related field, from a recognized university.
- b) At least ten (10) years' experience in Communication.
- c) Demonstrate relevant technical experience and evidence broad-based experience in developing brands and marketing plans, with a management of at least three (3) branding or rebranding projects.
- d) Copies of certified academic certificates.
- e) Membership to a professional body if applicable.

ii) Brand and Marketing Consultant (1)

Brand and Marketing Consultant shall have the following

- a) Degree in communication, Branding/Marketing or another related field from a recognized institution.
- b) At least ten (5) years' experience in Communication field.
- c) Experience in executing at least three (3) similar/related to rebranding/branding assignments.
- d) Copies of certified academic certificates.
- e) Membership to a professional body if applicable.

iii) Website Developer (1)

Website Developer shall have the following

- a) Degree in Arts and design/Communication Technology/ Computer Science or any other related field from a recognized institution.
- b) At least ten (5) years' experience in Communication field.
- c) Experience in executing at least three (3) similar/related to rebranding/branding assignments.
- d) Copies of certified academic certificates.
- e) Membership to a professional body if applicable.

iv) **Communication director/Brand Analyst (1)**

Brand Analyst shall have the following

- a) Bachelor's degree from a recognized institution and a professional qualification in communication, Branding, Marketing
- b) At least ten (5) years' experience in Communication field.
- c) Experience in executing at least three (3) similar/related to rebranding/branding assignments.
- d) Copies of certified academic certificates.
- e) Membership to a professional body if applicable.

v) **Social Media Expert (1)**

Social Media shall have the following

- f) Degree in Information and Communication Technology/ Computer Science/ Computer Engineering or another related field from a recognized institution.
- g) At least ten (5) years' experience in Communication field.
- h) Experience in executing at least three (3) similar/related to rebranding/branding assignments.
- i) Copies of certified academic certificates.
- j) Membership to a professional body if applicable.

Evaluation of Technical Proposal

The evaluation team shall evaluate the proposal on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

No.	Particulars	Total Marks Allocated	Score awarded
1	Methodology and Approach	30	
	Proposed Methodology <ul style="list-style-type: none"> • Adequacy of the proposed methodology and work plan in responding to the Terms of Reference (15 Marks). • Provide clear and concise project management workplan with logical sequence of tasks and milestones, timelines and resources (5 Marks). • Provide an Implementation Schedule with corresponding deliverables (5 Marks) • Project organization chart with clear roles, responsibilities and reporting lines (5 Marks). 		
2	Specific experience of the Consultant related to the Assignment	30	
a	Attach evidence of similar Specific experience of the organisation in similar assignments / experience from reputable clients (Attach at least five (5No.)		

	Copies of LSOs / Contracts two (2) of which shall be from public entities (15 Marks)		
b	Evidence of successfully carrying out similar assignments (Attach at least five (5No.) Recommendation / Reference letters two (2) of which shall be from public entities (15 Marks)).		
3	Qualifications and Competence	35	
a	<p>Team/ Project Leader should have the following qualifications (10 Marks): -</p> <p>a) A Master's Degree in Mass Communication/ Corporate Communication/ Public Relations / MBA in Media or another related field, from a recognized university.</p> <p>b) At least ten (10) years' experience in Communication.</p> <p>c) Demonstrate relevant technical experience and evidence broad-based experience in developing brands and marketing plans, with a management of at least three (3) branding or rebranding projects.</p> <p>d) Provide copies of certified academic certificates</p> <p>e) Membership to a professional body if applicable.</p>		
b	<p>Brand and Marketing Consultant should have the following qualifications (7.5 Marks): -</p> <p>a) Degree in communication, Branding/Marketing or another related field from a recognized institution.</p> <p>b) At least ten (5) years' experience in Communication field.</p> <p>c) Experience in executing at least three (3) similar/related to rebranding/branding assignments.</p> <p>d) Provide copies of academic certificates.</p> <p>e) Membership to a professional body if applicable.</p>		
c	<p>Website Development Consultant should have the following qualifications (7.5 Marks):</p> <p>a) Degree in Arts and design/Communication Technology/ Computer Science or any other related field from a recognized institution.</p> <p>b) At least ten (5) years' experience in Communication field.</p> <p>c) Experience in executing at least three (3) similar/related to rebranding/branding assignments.</p>		

	<p>d) Provide copies of certified academic certificates.</p> <p>e) Membership to a professional body if applicable.</p>		
d	<p>Communication director/Brand Analyst should have the following qualifications (5 Marks):</p> <p>a) Bachelor's degree from a recognized institution and a professional qualification in communication, Branding, Marketing.</p> <p>b) At least ten (5) years' experience in Communication field.</p> <p>c) Experience in executing at least three (3) similar/related to rebranding/branding assignments.</p> <p>d) Provide copies of certified academic certificates.</p> <p>e) Membership to a professional body if applicable.</p>		
e	<p>Social Media Expert (5 Marks)</p> <p>Social Media should have the following</p> <p>a) Degree in Information and Communication Technology/ Computer Science / Computer Engineering or another related field from a recognized institution.</p> <p>b) At least ten (5) years' experience in Communication field.</p> <p>c) Experience in executing at least three (3) similar/related to rebranding/branding assignments.</p> <p>d) Provide copies of certified academic certificates.</p> <p>e) Membership to a professional body if applicable.</p>		
4	Quality of the proposal	5	
	Presentation of the EOI in a logical and orderly manner, indicating table of content, general neatness of the proposal and confirmation of availability of assignment.		
	TOTAL SCORE	100	

N/B: Only firms that score 80 and above out of 100 marks on the above criteria shall be shortlisted. The minimum technical score (St) required to pass is: 80 Marks.

The weight given to the Technical Proposal is:

$$T = 0.80$$

The assignment is expected to commence on the date of contract effectiveness at 10th Floor, NSSF Annex Building (PARKING SILO) Community, Nairobi.

SECTION 4 – STANDARD FORMS

FORMTECH-1: MANDATORY SUPPORT DOCUMENTS

[The Consultant shall use this form to submit all the required support documentary evidence as required in the EOI, especially the mandatory and eligibility criteria]

- a) Certificate of Incorporation/Certificate of Registration

{Insert here a copy of certificate of incorporation or registration}

- b) Tax Compliance Certificate

{Consultant to insert a copy of the tax compliance certificate from Kenya Revenue Authority}

- c) Practice License or Certificate for the Firm

{If required, Consultant to insert a copy of the firm's practice license or registration certificate issued by the professional body specified under Data Sheet ITC 21.1}

- d) Similar Consulting Assignments Experience

{Consultant to insert here copies of the form of contract, purchase order, service order, and performance certificate or similar evidence of similar assignments carried out by the firm. The assignments shall be the same as those provided under FORM TECH 2B}

- e) Academic Certificates

{Consultant to insert copies of the required relevant academic certificates relevant to the assignment for all the key experts}

- f) Professional Certificates

{Consultant to insert copies of professional certificates and relevant short-term trainings to demonstrate professional qualifications for all the key experts}

- g) Professional Membership of Key Experts

{If applicable, Consultant to insert copies of professional membership certificate for its key experts}

- h) Certificate of Independent Proposal Determination

(The Form is available on Tech FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM).

FORM SD1- : SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/CONSULTANT IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the Company) who is a Bidder in respect of **Tender No.** for..... (Insert tender title/description) for..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

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

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/CONSULTANT WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....
..... (insert name of the Company) who is a Bidder in respect of **Tender No.** for (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/ or agents of..... (insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (name of the procuring entity).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

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

Bidder Official Stamp

FORM SD3 - DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of **(Name of the Business/ Company/Firm)** declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....
.....

Position.....
.....

Office address.....

Telephone..... E-mail.....
.....

Name of the Firm/Company.....

Date.....
.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....
...

Date.....

FORM 4 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

a) Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one form for each entity if Tender is a JV. Tenderer is further reminded that it is an offence to give false information on this Form.

ITEM	DESCRIPTION
1. Name of the Procuring Entity	
2. Name of the Tenderer	
3. Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4. Reference Number of the Tender	
5. Date and Time of Tender Opening	
6. Current Trade License No and Expiring date	
7. Maximum value of business which the Tenderer handles.	

General and Specific Details

b) Sole Proprietor to provide the following details.

Name in full _____

Age _____

Nationality _____

Country of Origin _____

Citizenship _____

c) Partnership to provide the following details.

Names of Partners	Nationality	Citizenship	% Shares owned

d) Registered Company to provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

No.	Names of Director	Nationality	Citizenship	% Shares owned

e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in (Name of Procuring Entity) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

No.	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer

(ii) Conflict of interest disclosure

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under		

	common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a service provider/consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name _____

Title or Designation _____

(Signature) _____

(Date) _____

TENDER SECURITY FORM
(on the issuer's letterhead)

Whereas[name of the Consultant]

(hereinafter called "the Consultant") has submitted its tender dated.....[date of submission of tender] for the provision of

[name and/or description of the services]

(hereinafter called "the Consultant)

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at [name of procuring entity] (hereinafter called "the Bank") are bound unto..... [name of procuring entity] (hereinafter called "the procuring entity") in the sum of for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this _____ day of 20_____

THE CONDITIONS of this obligation are:

1. If the Consultant withdraws its Tender during the period of tender validity specified by the Consultant on the Tender Form; or
2. If the Consultant, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:

- (a) fails or refuses to execute the Contract Form, if required;
- or (b) fails or refuses to furnish the performance security, in accordance with the instructions to Consultants;

we undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....**APPLICANT**

AND

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

Request for review of the decision of the..... (Name of the Procuring Entity ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

LETTER OF AWARD

[use letterhead paper of the Procuring Entity] [date] _____ To: _____ [name and address of the winning Consultant] Subject: Notification of Award Contract No.

This is to notify you that your Proposal dated _____ [insert date] for consulting services for [name of the assignment] as negotiated with you on _____ for the contract amount of _____ [Insert amount in numbers and words and name of currency] is here by accepted by our agency.

You are requested to: (i) sign and return the draft negotiated Contract attached here with within eight (8) Business Days from the date of receipt of this notification; and (ii) furnish the additional information on beneficial ownership in accordance with the Data Sheet of ITC 32.1 within eight (8) days using the Beneficial Ownership Disclosure Form, included in Section 7 of the Request of Proposals.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Draft Negotiated Contract

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Consultant. In case of joint venture, the Consultant must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Consultant is any natural person who ultimately owns or controls the Consultant by meeting one or more of the following conditions:

- *Directly or indirectly holding 25% or more of the shares.*
- *Directly or in directly holding 25% or more of the voting rights.*
- *Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant.*

Request for Proposal Reference No.: _____ [insert identification no] Name of the Assignment: _____ [insert name of the assignment] to: _____ [insert complete name of Procuring Entity]

In response to your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Consultant (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant.

OR

iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Consultant shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant]"

Name of the Consultant:*[insert complete name of the Consultant]_

Name of the person duly authorized to sign the Proposal on behalf of the Consultant: ** [insert complete name of person duly authorized to sign the Proposal]

Title of the person signing the Proposal: [insert complete title of the person signing the Proposal]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] day of..... [Insert month], [insert year]
