****

**JARAMOGI OGINGA ODINGA UNIVERSITY**

**OF SCIENCE AND TECHNOLOGY**

**REQUEST FOR PROPOSAL (RFP)**

 **FOR**

**PROVISION OF ASSET VALUATION ASSET TAGGING AND CODING SERVICES**

**TENDER NO. JOOUST/ONT/13/2017-2018**

**CLOSING DATE IS TUESDAY, 30TH JANUARY, 2018 AT 10.00AM**

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## INTRODUCTION

1. This Standard Request for Proposals for selection of individual professional consultants has been prepared for use by Public Entities in Kenya. It has been found necessary for selection of individual consultants who are also regulated by their professional institutions or associations as opposed to selection of consultants who could be either individuals or body corporate.
2. This Request for proposals will be used for open tendering, restricted tendering or request for proposals.
3. The general conditions of contract in the Standard contract Form should not be modified and instead the special conditions of the contract may where necessary be modified by the procuring entity, for use, to reflect the unique circumstances of the particular assignment.

#### SECTION I - LETTER OF INVITATION

Dear Sir/Madam,

* 1. JOOUST invites proposals for the following services –Provision of Asset Valuation, Tagging and Coding Services on**the University owned Assets.**  More details of the services are provided in the terms of reference herein.
	2. 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. On receipt of this RFP please inform us
1. that you have received the letter of invitation; and
2. whether or not you will submit a proposal for the assignment
3. the completed RFP document in plain sealed envelope with tender reference no. and marked
4. Provision of assets valuation, tagging and coding services

And addressed to the:

Vice Chancellor,

Jaramogi Oginga Odinga University of Science of Technology,

 P.O. Box 210-40601

 BONDO.

The completed tender document MUST be placed in the tender box in the administration block on or before **Tuesday, 30th January**, **2018 at 10.00am**

Yours Sincerely,

**Vice Chancellor**

**Jaramogi Oginga Odinga University of Science and Technology**

SECTION II - INFORMATION TO CONSULTANTS

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#### SECTION II - INFORMATION TO CONSULTANTS

* 1. **Introduction**
		1. JOOUST 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. 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).
		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.
		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 liase with the procuring entity regarding any information that they may require before submitting a proposal.
		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.
		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.
		7. The procuring entity’s employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.
	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.

* + 1. 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 amends 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. 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.
		3. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.
	1. **Preparation of proposals**
		1. The individual consultant’s proposal shall be written in English language.
		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.
		3. While preparing the Technical proposal, the individual consultant must give particular attention to the following:
1. 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.
2. 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.
3. The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.
	* 1. **The Technical proposal shall provide the following information;**
4. The individual consultants CV and a brief of any recent experience of assignment of a similar nature for the last 5 yrs. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultant’s involvement.
5. Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
6. A description of the methodology and work plan for performing the proposed assignment.
7. Any additional information requested in the special conditions of contract.
	* 1. The Technical proposal shall be separate from the financial proposal and shall not include any financial information.

2.4 **Financial proposal**

* + 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 may also include other costs as necessary, which will be considered as reimbursable.
		2. The Financial proposal should include the payable taxes.
		3. The fees shall be expressed in Kenya Shillings.
		4. The Financial proposal must remain valid for 120 days after the submission date. During this period the individual consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.
		5. The financial proposal must comply with the law governing the profession of the consultant.
	1. **Submission, Receipt and opening of proposals**

2.5.1 The technical proposal and the financial proposal 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 initiated by the individual consultant.

* + 1. 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.
		2. 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 on or before **Tuesday, 30th January, 2018 at 10.00am**
		3. The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the 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.
		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)**

* + 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 comparison proposals or awards of contract may result in the rejection of the individual consultant proposal.
		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.
	1. **Evaluation of Technical Proposals**
		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

##### CRITERIA POINTS

(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 40

 Total points 100

|  |  |  |
| --- | --- | --- |
| Responsibility/ Title  | Qualifications, Experience& competences | MaxPoints |
| NOTE: To be responsive, Bidders must submit details of experts meeting the critical qualification requirements in EACH of the three areas of the asset valuation listed at clause2.3.3 (v)). |
| 1 |  **FOR SURVEYORS**i) The Expert should provide details of relevant academic and professional qualifications ;Relevant Master’s Degree **5**Relevant Bachelor Degree **4** ii) The Expert should provide details of experience in LandEconomics, Appraisal, Valuation, and Project /Team Leader minimum 5 projects of this type (Institutional Asset valuation and Appraisal) of a value over Kshs. 10 million completed in the last 5 years. (2 marks for each project) maximum 10 marksExperience as project /Team leader - minimum 3 projects completed in the last 5 years. Demonstrate general management experience in addition to specific professional expertise in valuation, tagging and codding, organization and operation The Expert should describe the nature of the assignments and the role of the expert in the assignments.(maximum 10 marks)**Marks shall be distributed as follows: academic & professional qualifications 5 marks; Experience 15 marks.** | 20 |
| 2 | **FOR VALUERS**ii) The Experts should provide details of academic andprofessional qualifications;Relevant Master’s Degree **5**Relevant Bachelor Degree -**4**The Experts should provide details of experience in valuation, tagging and codding for at least five (5) of above KES.500 million each in the last5 years. (2 marks for each asset valuation) – **maximum 10 marks** | 15 |
|  | **FOR ENGINEER**The Expert should provide details of academic and professional;Relevant Master’s Degree **5**Relevant Bachelor Degree **4** (ii) The Expert should provide details of experience in specialized mechanical and electrical machinery and equipment valuation for five (5) valuations undertaken in the last three (3) years. (2 mark for each project) – Maximum 6 marks Experts should describe the nature of the assignments and the role of the expert in the assignments. (2 marks)**Marks shall be distributed as follows: academic & professional qualifications 4 marks; Experience 6 marks**.**Attach certified curriculum vitae and letters of****recommendation for asset valuations done.** | 10 |
|  | i) The firm(s) should provide details of **similar (3 No.) Institutional real estate asset valuation projects/ Assignments of comparable magnitude** and complexity (of at least Kshs. 700 millionin value) in the last 5 years. (2 marks for each assignment meetingthreshold) – maximum 6 marksii) The firm should describe the nature, scope and value of the assignments, the role of the firm in the assignment and the nature and duration of the assignment. (4 marks)**(under item attach valid letters of recommendation from the institutions issued within the last 3 years)** | 10 |
|  | Detailed suggestions to enhance Terms of Reference  | 5 |
|  | Level of completeness of the Technical approach andmethodology in addressing the Terms of Reference. | 10 |
|  | Level of detail and responsiveness of the Technical Approach and Methodology in addressing key specifications of the proposed asset valuation. **10** | 10 |
|  | Basic knowledge in referencing property in GeographicInformation Systems (GIS); The Consultant shall list the key software to be used and a brief description. Consultant should demonstrate experience in use of relevant software in the following area: mapping, real estate appraisal, valuation and reporting; | 8 |
|  | Organizational structure & Staffing  | 2 |
|  | Provide logical, sequential and well-structured Work plan consistent with the time frames and the TOR. | 5 |
|  | Details of proposed main activities of the assignment  | 5 |

**NB- Bidders must meet all the mandatory requirement to qualify -for technical**

 **evaluation**

* **To qualify for financial evaluation the bidder must score a minimum of 70 points**
* **Only those qualify for financial evaluation shall have their financial bid being opened on the date that shall be communicated.**
	+ 1. 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. 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 un-opened 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 attend.

* + 1. 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. 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:
1. **Financial evaluation = 30 points**

Sf = 100 x fm/f where

Sf is the financial score

Fm is the lowest fees quoted and

F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

2.8.4 The individual consultants proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formula for the combined scores shall be as follows;

S = ST x T% + SF x 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.

* 1. **Negotiations**
		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. 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.
		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. **Award of Contract**
		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. 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.
	3. **Confidentiality**
		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) AND SCOPE OF WORK

1. ) **Background Information**

JOOUST is the process of procuring valuing, tagging and coding services

This properties are distributed across the following areas Siaya (Bondo Town), Busia County (Nambale Town), Kisii and Kisumu counties

 The estimated vales are as follows

|  |  |  |
| --- | --- | --- |
| **S. No** | **Details and Distribution**  | **Estimated Value**  |
| 1 | Land distributed within Siaya, Busia and Kisumu counties  | Ksh. 189,546,760 |
| 2 | Buildings Distributed within Kisumu, Siaya, Nambale  | Ksh. 250,681,939 |
| 3 | Motor vehicle  | Ksh.62,760,000 |
| 4 | Plant and Equipment distributed within Siaya, Kisumu | Ksh. 261,062,249 |
| 5 | Crockery Siaya county | Ksh. 328,097 |
| 6 | Library books distributed within Siaya, Kisumu, Busia, Kisii counties | Ksh. 11,080,707 |
| 7 | Computers distributed within Siaya, Kisumu, Busia, Kisii counties  | Ksh. 9,349,257 |
| 8 | Furniture and fittings distributed within Siaya, Kisumu, Busia, Kisii counties  | Ksh. 37,304,090 |

**PRE-TENDER MEETING SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **Date**  | **Venue**  | **JOOUST Representative** |
| 19/01/2018 | Kisumu campus at 9.00amMuhoroni parcel at 2.00pm |  |
| 20/01/2018 | Kisii campus at 10.00am  |  |
| 21/01/2018 | Nambale campus 10.00am  |  |
| 22/01/2018  | Main campus Bondo at 10.00am |  |

1. **Objective of the assignment**

The objective of this assignment is to procure services of a valuer and surveyor to value tag and code the properties and also carry out survey exercises on the properties as described below.

1. **Terms of Reference**
2. Provide the adopted valuation method.
3. Carry out valuation works on the properties including the movable and immovable assets thereon.
4. Prescribe the forced, market and insurance value for the properties.
5. Carry out any other work, service or activity that shall enable the client see the true value of the property.
6. Prepare and discuss the initial draft report with the client.
7. Prepare the final report incorporating the views of the client
8. A breakdown of the assets by category;
9. The useful life of the assets, their remaining useful life and their physical life expectancies.
10. Coding of assets and serialization indicating year of manufacture and supplier where necessary
11. Advice the University on Assets to be disposed (if any)

**SCOPE OF WORK**

The consultancy assignment will be to undertake asset valuation and will cover the following key areas:

1. The process to value JOOUST assets must be completed within two (2) months from the time the party is engaged to perform the services
2. The aim of carrying out an asset valuation is;

a. To ensure that the listed JOOUST assets are identified with search details;

b. To carry out a valuation, tagging and coding of listed JOOUST assets

c To carry out valuation of the staff houses with view to determining rental market values

1. The identification of the listed JOOUST assets should as far as possible include the

following;

1. Obtaining land reference numbers of all listed properties; and

 b) Carrying out title searches at the Land Registry to confirm ownership.

 c) Physical inspection of all listed assets

1. In the invent that records in the Land Registry are incomplete or not up to date, it is incumbent on the party providing the Services to flag such cases and bring them to the attention of JOOUST. In addition, any encumbrances that may be registered against the titles(s) of the listed JOOUST assets must be identified.
2. The results of the asset valuation are expected to be detailed in an Asset Valuation Report (“ARP”). The contents of the ARP will include, but will not be limited to, the following;
3. A summary of the value of each asset and fixed asset (where applicable)
4. Valuation for fixed assets should be supported by clear calculations and showing the assumptions made including depreciation
5. **Mandatory Requirements**

The successful candidate must meet the following requirements:

|  |  |  |
| --- | --- | --- |
|  | **MANDATORY REQUIREMENT** | **YES/NO** |
| 1 | Copy of Certificate of Registration/Incorporation |  |
| 2 | Copy of valid Tax compliance certificate |  |
| 3 | CR12 form or proof of application |  |
| 4 | Audited Financial statements for the last three years(2014, 2015,2016) |  |
| 5 | Professional indemnity insurance policy of not lessThan KES. 10Million |  |
| 6 | Proof of physical office location (attach current lease or ownership document) |  |
| 7 |  The works offered to these corporate firms should be of about similar value to the property that the procuring entity intends to purchase. |  |
| 8 | Permanently bind their bid document and fully paged (Serialization) |  |
| 9 | Evidence of practicing license |  |
| 10 | Must Must be a member Valuers Registration Board (VRB) |  |
| 11 | Must be a member of ISK |  |
| 12 | Pre-tender meeting forms for all the venues of the meeting as indicated**Representative must be a qualified valuer** |  |

**5. Facilities**

The firm should demonstrate that they possess critical facilities such as a legal library, access to online law reports or other legal resources, office automation, etc. to enable them provide adequate services and facilitate real-time communication.

**6. Payment of Fees/Costs**

a) The firm should quote its entire fees for carrying out this exercise inclusive of all taxes thereof.

b) The agreed fees (which can be negotiated) shall be paid to the successful firm upon completion of the entire exercise and surrender of the title deed to the client.

c) The procuring entity shall not necessarily be bound to award this service to the lowest bidder.

**7. Time**

The Successful firm is expected to carry out and hand over the final valuation report within sixty (60) days of award of this tender.

**8. Fraudulent practice**

1. The procuring entity requires that the successful firm observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
2. The procuring entity will reject a proposal for award if it determines that the successful firm recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
3. Further any firm that is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

The proposal on the foregoing shall be placed in a sealed envelope clearly marked **“TENDER NO. 1 OF 2017** **FOR, JOOUST/ONT/13/2017-2018**” **PROVISION OF ASSET VALUATION,TAGGING AND CODING SERVICES** and the original and all relevant attachments should be addressed to:

***Vice Chancellor***

***JOOUST***

***P.O box 210-40601***

***Bondo***

All the proposals shall be deposited in the Tender box situated on Ground Floor at the entrance of the Main Administration Building marked **“TENDER BOX”** soas to reach us on or before ***Wednesday 30th January, 2018 at 10:00 am.***

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:-

1. Submission letter
2. Particulars of the consultant including Curriculum vitae (CV).
3. Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
4. Description of the methodology and work plan for performing the assignment
5. Any proposed staff to assist in the assignment
6. Consultancy services activities time schedule.

*(to be prepared by the consultant as appropriate)*

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:

1. Submission letter indicating total fees
2. Summary of costs
3. Breakdown of fees per activity
4. Breakdown of reimbursable costs/expenses per activity
5. Miscellaneous expenses

SECTION VI - STANDARD CONTRACT FORM

INDIVIDUAL PROFESSIONAL CONSULTANTS

The contract form shall be completed by the procuring entity after the award of the contract and negotiation of the contract. It will be signed by both parties pursuant to the information to consultant’s clause 2.10.2

SECTION VI - STANDARD CONTRACT FORM

1. STANDARD CONTRACT FORM

**INDIVIDUAL PROFESSIONAL CONSULTANTS**

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** A. **Coordinator**

 **Administration** 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 paragraph3.

5 **Performance** The Consultant undertakes to perform the Services with the

**Standards** 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** Any studies, reports or other material, graphic, software or

 **Material** otherwise prepared by the Consultant for the Client under

 the Contract shall belong to and remain the property of the

 Client. The Consultant may retain a copy of such

documents and software.

8. **Consultant Not** The Consultant agrees that during the term of this Contract

 **to be Engaged** and after its termination the Consultant and any entity

 **in certain** affiliated with the Consultant shall be disqualified from

 **Activities** 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** The Contract shall be governed by the laws of Contract in

Kenya and the language of the Contract shall be in English language.

12. **Dispute** Any dispute arising out of the Contract which cannot be

 **Resolution** 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

**2. REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO…………….OF……….….20……...

BETWEEN

…………………………………………….APPLICANT

AND

…………………………………RESPONDENT *(Procuring Entity*)

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

**REQUEST FOR REVIEW**

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

1.

2.

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 of ………....20….………

SIGNED

Board Secretary