



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

REQUEST FOR PROPOSALS (RFP)

**EU/RFP/026/2017-2018: REQUEST FOR PROPOSAL FOR CONSULTANCY
SERVICES FOR GEO-TECHNICAL AND HYDROLOGICAL SURVEY-
ACHIEGO CAMPUS**

MAY 2018

SECTION I - LETTER OF INVITATION

Date: 11TH MAY 2018

EU/RFP/ 026/2017-2018: REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR CONDUCTING GEO-TECHNICAL AND HYDROLOGICAL SURVEY –ACHIEGO CAMPUS

- 1.1 JaramogiOgingaOdinga University of Science and Technology invites Request for proposals for Consultancy Services for conducting geo-technical and hydrological survey at Achiego Campus
- 1.2 The main objective of the consultancy is to undertake geotechnical and hydrological survey at Achiego Campus, covering 42 acres of Land.
- 1.3 The University now invites eligible consultant(s) to submit Technical proposals including Methodology, Work Plan and Company Profile and/ or Consultants' Curriculum Vitae and Financial proposal, for providing the above service.
- 1.4 Interested eligible candidates may obtain further information from and inspect the tender document at JaramogiOgingaOdinga University of Science and Technology Procurement Office Bondo during normal office working hours (8.00 am 1.00pm,2.00 pm-5.00pm).Bidders may also view and download the bidding document from the website:www.jooust.ac.ke and immediately forward their particulars for records and for purposes of receiving any further clarifications and/or addendums to proc@jooust.ac.ke.
- 1.5 A firm will be selected under **Quality and Cost Based Selection** method and procedures described in this RFP.
- 1.1 Completed Proposals in plain sealed envelopes clearly marked “**Technical proposal**” and “**Financial Evaluation**”In separate envelopes with appropriate Consultancy reference and Number should be addressed to or deposited in the Tender Box at Ground Floor, Main Campus Reception JaramogiOgingaOdinga University of Science and Technology be addressed to:

**The Vice Chancellor,
JaramogiOgingaOdinga University of Science and Technology
P.O. Box 210-4061
Bondo**

So as to reach **on 18th May 2018at 10.00 a.m.**

The proposals will be opened thereafter in the EACII boardroom

Yours sincerely,
VICE CHANCELLOR

SECTION II: - INFORMATION TO CONSULTANTS (ITC)

1. Introduction

- 1.1 The Client named in Appendix “A” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed under this section.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in **Appendix “A”** for consulting services required for the assignment named in the said **Appendix**. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in Appendix “A” to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will provide the inputs specified in **Appendix “A”**, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant programme data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

- 2. Clarification** 2.1 The Consultants may request a clarification of any of the RFP documents only up to **seven [7] days** before the **Amendment** submission date. Any request for clarification must be sent in writing by mail or facsimile electronic mail to **Documents** Client’s address indicated in **Appendix “A”**. The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.
- 3. Preparation of Proposal** 3.1 The Consultants proposal shall be written in English language.
- Technical Proposal** 3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
 - (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in **Appendix “A”**. The proposal shall however be based on the number of professional staff- months estimated by the firm.

- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in **Appendix “A”**, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm’s organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm’s involvement.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last **five (5) years**.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.

- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if **Appendix “A”** specifies training as a major component of the assignment.
- (viii) Any additional information requested in **Appendix “A”**.

Financial Proposal

- 3.5 **The Technical Proposal shall not include any financial information.**
- 3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow **Standard Forms (Section D)**. It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.
- 3.7 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub consultants and their personnel, unless **Appendix “A”** specifies otherwise.
- 3.8 Consultants shall express the price of their services in **Kenya Shillings**.
- 3.9 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 3.10 The Proposal must remain valid for **90 days** after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 4.2 For each proposal, the consultants shall prepare the number of copies indicated in **Appendix “A”**. Each **Technical Proposal and Financial Proposal** shall be marked **“ORIGINAL” or “COPY”** as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 4.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL,”** and the original and all copies of the Financial Proposal in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** and warning: **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL”**. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in Appendix “A” and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”**
- 4.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in **Appendix “A”**. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 4.5 After the deadline for submission of proposals, the **Technical Proposal** shall be opened immediately by the evaluation committee. The **Financial Proposal** shall remain sealed and deposited with a responsible officer of the client department until all submitted proposals are opened publicly.

5. Proposal Evaluation General

- 5.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in **Appendix “A”**. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant’s proposal.

- Evaluation of Technical Proposals**
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 5.3 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

	<u>Points</u>
(a) Specific Experience of the Lead Consultant in related assignment	20
(b) Adequacy of the proposed work plan and Methodology in responding to the TOR	60
(c) Key Personnel	20
Total	100

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in **Appendix “A”**.

Public Opening and Evaluation of Financial Proposals

- 5.4 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than **seven (7) days** after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.
- 5.5 The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant, the technical
- 5.6 scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.7 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding

Technical Proposal and correct any computational errors. The cost of any un-priced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

- 5.8 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.
- 5.9 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in Appendix “A”, be as follows:-
 $Sf = 100 \times \frac{FM}{F}$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T*=the weight given to the Technical Proposal; *P*= the weight given to the Financial Proposal; $T + p = 1$) indicated in the Appendix. The combined technical and financial score, *S*, is calculated as follows:- $S = St \times T \% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in **Appendix “A”**. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining

the inputs required from the Client to ensure satisfactory implementation of the assignment.

- 6.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 6.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract.
- 6.6 If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

7. Award of negotiations

- 7.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.2 The selected firm is expected to commence the assignment on the date and at the location specified in **Appendix "A"**.

8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

APPENDIX “A”

(Amendment of Instruction to Consultants)

Clause Reference (ITC)

1.1 & 2.1 The name of the Client is: **JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

The method of selection is: **Quality and Cost Based Selection Method**

Under this method the Technical and Financial proposals are submitted simultaneously in separate sealed envelopes (two-envelope system). Evaluation of proposals is carried out in two stages: (1) quality and (2) cost. The financial proposals remain sealed until “minimum” qualifying mark of the technical proposal is established (70% of 80 points at technical evaluation in this case). Technical proposals will be opened first and evaluated. Those securing less than the minimum are rejected, and the financial envelopes of the rest are opened in public. Once the financial proposals are evaluated, a combined evaluation of the technical and financial proposals is carried out by weighing and adding the quality and the cost scores, and the consultant obtaining the highest combined score, is invited for negotiations.

1.2 Technical and Financial Proposals are requested: **Yes**
A Technical Proposal only is requested: **No**

JaramogiOgingaOdinga University of Science and Technology invites request for proposal for conducting geo-technical and hydrological survey.

EU/RFP/026/2017-2018: Request for proposal for conducting geo-technical and hydrological survey.

The main objective of this consultancy will be to undertake geotechnical and hydrological survey at Achiego Campus covering 42 acres of land.

The Scope of service will comprise as follows:

1. Topographical survey
2. Hydrological survey
3. Hydrogeological survey for borehole
4. Geophysical survey using tomography to 50 metres

5. Geological and geotechnical survey where drilling is to be carried out to understand the general underground conditions of the area, spread over the site at reasonable intervals.

1.3 The name(s), address (es) and telephone numbers of the Client's officials are:

1. **Vice Chancellor**
JaramogiOgingaOdinga University of Science and Technology
P.O BOX 210-4061
Bondo.
E-mail: vc@jooust.ac.ke
- ii. **Senior Procurement Officer**
JaramogiOgingaOdinga University of Science and Technology
P.O. Box 210-4061
Bondo
proc@jooust.ac.ke/tenders@jooust.ac.ke

1.4 The Client will provide the following inputs:

- a. Letter of introduction
- b. Liaison team with the University steering team
- c. Avail the necessary and relevant documents.

3.3 (i)The estimated number of days for completion of this work is 30 days.

- 3.4 (i) Training is a specific component of this assignment: **No**
- (ii) Additional information in the Technical Proposal.

To facilitate fair and even assessment, it is suggested that the Technical Proposal incorporates the following key features:

1. Preliminaries including a brief on the firm profile with references of jobs/project undertaken in previous years and curriculum vitae of key consultants to be involved.
2. The methodology to be used.
3. Work plan (preferably not exceeding sixty days).
4. Detailed schedule of tasks and activities to be undertaken.

- (v) Telephone and e-mail contacts should be included in their CVs.

3.7 Taxes: **VAT to be quoted separately from the Consultancy Fee**

3.10 The Proposal must remain valid for **90 days** after the submission date

4.2 Consultants must submit **an original** and **one** additional copy of each proposal.

4.3 The proposal submission address is:

**The Vice Chancellor
Jaramogi Oginga Odinga University of Science and Technology
P.O Box 210-4061
Bondo**

Information on the outer envelope should also include: **-RFPREF NO and the Consultancy to be undertaken.**

4.4 Proposals must be submitted not later than the following date and time:
Friday 18th May 2018 at 10.00 a.m.

5.1 The address to send information to the Clients:

**Senior Procurement Officer,
Jaramogi Oginga Odinga University of Science and Technology
P.O Box 210-4061
Bondo**

5.2 The evaluation criteria will be as indicated in the table below:

PRELIMINARY EVALUATION CRITERIA

No	Mandatory Requirements	Requirement
1.	Must provide certificate of registration/incorporation	YES
2	Must provide a valid certificate of tax compliance	YES
3	Must provide a PIN certificate	YES

TECHNICAL EVALUATION CRITERIA

No	CRITERIA	POINTS
1	-Specific experience of the consultant related to the assignment indicate the years of experience doing similar works (Attach Consultancies performed in the last 3 years with reference letters for each hydrogeological surveys consultancies) -Submit one of the previously submitted report.	20 15
2	Adequacy of proposed work plan and methodology in responding to the Terms of Reference (TOR) (should indicate ability of the firm to perform the assignment in the earliest time possible) o Comments & Suggestions on TOR o Methodology and Work-plan	60 30 30
3	Qualification and Competence of the key	20

These forms shall include;

- i) Technical Proposal submission form.
- ii) Firm's references.
- iii) Comments and suggestions of consultants on the Terms of Reference and on data, services and facilities to be provided by the Client.
- iv) Description of the methodology and work plan for performing the assignment.
- v) Team composition and task assignments.
- vi) Format of curriculum vitae (CV) for proposed professional staff.
- vii) Time schedule for professional personnel.
- viii) Activity (work) schedule.
- ix) Anticorruption declaration form

(i). TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

To: _____ [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [*Title of consulting services*] in accordance with
your Request for Proposal dated _____ [*Date*] and our Proposal.
We are hereby submitting our Proposal, which includes this Technical Proposal, [and
a Financial Proposal sealed under a separate envelope-*where applicable*].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ [*Authorized Signature*]:

_____ [*Name and Title of Signatory*]

_____ [*Name of Firm*]

_____ [*Address:*]

(ii). 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 of Client:	No. of Staff:
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 (Programme Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of programme:	
Description of Actual Services Provided by Your Staff:	

Firm's Name: _____

Name and title of signatory; _____

(iii) COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

(iv) DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(v). TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

(vi). FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

Date; _____
[Signature of authorized representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

(vii). TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Weeks (in the Form of a Bar Chart)

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

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

(viii). ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc, are weeks 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 IV: - FINANCIAL PROPOSAL – STANDARD FORMS

These forms shall include:

- i) Financial Proposal submission form.
- ii) Summary of costs.
- iii) Breakdown of price per activity.
- iv) Breakdown of remuneration per activity.
- v) Miscellaneous expenses.
- vi) Reimbursable: - Not applicable

(i). FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) *[Title of consulting services]* in accordance with your Request for Proposal dated (_____) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (_____) *[Amount in words and figures]* inclusive of the taxes.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*
_____ *[Name and Title of Signatory]:*
_____ *[Name of Firm]*
_____ *[Address]*

(ii). SUMMARY OF COSTS

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

(iii). BREAKDOWN OF PRICE PER ACTIVITY

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

SECTION V: - TERMS OF REFERENCE

EU/RFP/026/2017-2018: REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR CONDUCTING GEO-TECHNICAL AND HYDROLOGICAL SURVEY

Terms of Reference

1.0 Objectives of the assignment

The main objective of the consultancy is to undertake the geotechnical and hydrological survey at Achiego Campus, covering 42 acres of land.

2.0 Scope of the works

To meet the specific objectives, the scopes of works are as follows:

1. Topographical survey.
2. Hydrological survey.
3. Hydrogeological survey for borehole.
4. Geophysical survey using tomography to 50 metres.
5. Geological and geotechnical survey where drilling is to be carried out to understand the general underground conditions of the area, spread over the site at reasonable intervals.

(d) Reports and Time Schedule

The Consultant shall submit to JaramogiOgingaOdinga University of Science and Technology the following reports, containing the indicated content within the time periods set forth in the table below:

Name of Report	Contents of Report	Date of Submission/Approval
<i>Inception Report (Two copies)</i>	(a) Objectives and goals of the assignment (b) Inventory of information and data collected (c) Proposed plan for carrying out the assignment	Three weeks after signing the contract.
<i>Progress Report (Two copies)</i>	Elaborating the agreed upon recommendations of the Inception Report and addressing the concrete terms of the objectives and the outlined activities of the TOR.	Three weeks after commencement based on the TOR.
<i>Interim Report (Two copies)</i>	Draft recommendations	Three weeks after receiving comments on the Progress Report.

<i>Final Report Two copies)</i>		Three weeks after approval of the interim report.
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The assignment should take days.

(e) Data services, Personnel and Facilities to be provided by the client are as follows;

- (i) Letter of Introduction
- (ii) Liaison team members in the University are as follows;
Vice Chancellor
JaramogiOgingaOdinga University of Science and Technology
- (iii) All the relevant documents, tools and relevant materials.

III. SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of and Supplements to Clauses in the General Conditions of Contract
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1.1 (h) The member in Charge is:

1.4 The addresses are:

Client:

Consultant: _____
Attention: _____

Telephone; _____

Facsimile: _____

Email: _____

1.5 The services shall be performed **in JaramogiOgingaOdinga University of Science and Technology.**

1.5.1 The Authorized Representatives are:

For the Client:

For the Consultant: _____

2.1 The date on which this Contract shall come into effect on the date the Contract is signed by all parties or such other date as may be agreed upon in writing by the parties.

2.2 Professional Liability _____

(i) Loss of or damage to equipment and property _____

6.1 (a) The amount in foreign currency or currencies is _____
[Insert amount]. **(Please Indicate)**

(b) The amount in local Currency is _____ [Insert amount]
(Please Indicate)

6.2 For the purposes of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in **Appendices D and E.**

6.3 Payments shall be made as indicated in the Contract.

6.4 Delayed Payments Payment shall be made within **sixty (60) days** of receipt of invoices and the relevant documents specified in Clause 6.4. If the Client has delayed payments beyond **sixty (60) days** after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at the prevailing commercial bank rates as indicated in the Contract.

IV. APPENDICES

APPENDIX A – DESCRIPTION OF THE SERVICES

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

APPENDIX B – REPORTING REQUIREMENTS

List format, frequency, and contents of reports; persons to receive them; dates of submission

APPENDIX C– KEY PERSONNEL AND SUBCONSULTANTS (Consultant to provide)

- List under:*
- C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of Personnel and staff-months for each.*
 - C-2 List of approved Sub Consultants (if already available); same information with respect to their Personnel as in C-1.*

APPENDIX E – BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY

List here the elements of cost used to arrive at the breakdown of the contract price – local currency portion.

1. *Monthly rates for Personnel (Key Personnel and other Personnel).*
2. *Reimbursable expenditures.*

APPENDIX F – SERVICES AND FACILITIES PROVIDED BY THE CLIENT

- (a)* Letter of introduction
- (b)* Liaison team in the University
- (c)* Avail the necessary and relevant documents.