



**TECHNICAL AND VOCATIONAL EDUCATION  
AND TRAINING AUTHORITY**

**P. O. BOX 35625-00100,  
NAIROBI.**

**REQUEST FOR PROPOSAL FOR SELECTION OF CONSULTANCY  
SERVICES FOR MAPPING NATIONAL TVET STANDARDS**

**TENDER NO. RFP/TVETA/01/2019-2020**

**SUBMISSION DEADLINE: 27<sup>TH</sup> APRIL, 2020**

**TIME: 12:00 P.M. LOCAL TIME**

**8<sup>TH</sup> FLOOR, UTALII HOUSE, UTALII STREET  
P.O.BOX 35625-00100  
TEL.: 254 0202392140  
E-mail: info@tveta.go.ke  
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## SECTION 1. Letter of Request for Proposal

Date: \_\_\_\_\_

RFP Reference No.: **RFP/TVETA/01/2019-2020**

Name of Assignment: **FOR CONSULTANCY SERVICES FOR MAPPING NATIONAL TVET STANDARDS**

TO:

1. The Technical and Vocational and Education Training Authority has set aside funds in its budget toward the cost of the subject consulting services.
2. The Procuring Entity now invites proposals to provide the following consulting services (hereinafter called “Consultancy”): [**Provision of Consultancy Services for Mapping of TVET National Standards**]. More details on the Services are provided in Section 7 Terms of Reference.
3. This Request for Proposals (RFP) has been addressed to all eligible consultants that will respond to advertisement.
4. If a Consultant is a Joint Venture (JV), the full name of the JV shall be used and all members, starting with the name of the lead member. Where sub-consultants have been proposed, they shall be named. The maximum number of JV members shall be specified in the **TDS**.
5. It is not permissible to transfer this RFP to any other firm.
6. A firm will be selected under [**Consultant Selection Methods [Quality and Cost Based Selection (QCBS) Method**, method and in a format as described in this RFP, in accordance with the Public Procurement and Asset Disposal Act 2015.
7. The RFP includes the following documents:

Section 1: Letter of Request for Proposals

Section 2: Instructions to Consultants and Data Sheet

Section 3: Technical Proposal Standard Forms

Section 4: Financial Proposal Standard Forms

Section 5: Terms of Reference

Section 6: Standard Forms of Contract

8. Please inform us by [insert date], in writing at the address below or by E-mail [insert e-mail address]:
  - (a) that you have received this Request for Proposals; 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) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).
9. Details on the proposal’s submission date, time and address are provided in the ITC 17.7 and ITC 17.9 of the Data Sheet.

Yours sincerely,

**Dr. Kipkirui Langat, PhD, FIETK**  
**DIRECTOR GENERAL**

Utalii House, Utalii Street, 8<sup>th</sup> Floor.

P. O. BOX 35625 – 00100

NAIROBI+254 20 2392140

## SECTION 2. INSTRUCTIONS TO CONSULTANTS AND DATA SHEET

### 1. Section 2(a). Instructions to Consultants (ITC)

*This part of Section 2, Instructions to Consultants, shall not be modified. Any necessary changes, to address specific issues, to supplement, but not over-write, the provisions of the Instructions to Consultants (ITC), shall be introduced through the Data Sheet only*

#### A. General Provisions

##### 1. Meanings

- (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) “Applicable Law” means the laws and any other instruments having the force of law in Kenya.
- (c) “Procuring Entity” means the entity that is carrying out the consultant selection process and signs the Contract for the Services with the selected Consultant.
- (d) “Procuring Entity” means the Procuring Entity that signs the Contract for the Services with the selected Consultant.
- (e) “Consultant” means a legally established professional consulting firm or an entity that may provide or provides the Services to the Procuring Entity under the Contract.
- (f) “Contract” means a legally binding written agreement signed between the Procuring Entity and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (g) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- (h) “Day” means a calendar day unless otherwise specified as "Business Day". A Business Day is any day that is an official working day in Kenya and excludes official public holidays.
- (i) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (j) “Government” means the Government of the Republic of Kenya.
- (k) “in writing” means communicated in written form such as by mail, e-mail, fax, including, if specified in the **Data Sheet**, distributed or received through the electronic-procurement system used by the Procuring Entity with proof of receipt;
- (l) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Entity for the performance of the Contract.

- (m) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Consultant’s proposal.
- (n) “ITC” (this Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
- (o) “Letter of RFP” means the letter of invitation being sent by the Procuring Entity to the Consultants.
- (n) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (p) “Proposal” means the Technical Proposal and the Financial Proposal of the Consultant.
- (q) “Public Procurement Regulatory Authority (PPRA)” means the statutory authority of the Government of Kenya that mandated with the role of regulating and monitoring compliance with the public procurement law and regulations.
- (r) “RFP” means the Request for Proposals to be prepared by the Procuring Entity for the selection of Consultants.
- (s) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (t) “Sub-consultant” means an entity to whom the Consultant intends to subcontract any part of the Services while the Consultant remains responsible to the Procuring Entity during the whole performance of the Contract.
- (v) “Terms of Reference (TORs)” means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Entity and the Consultant, and expected results and deliverables of the assignment.

## **2. Introduction**

2.1 The Procuring Entity named in the **Data Sheet** intends to select a Consultant from those listed in the Request for Proposals (RFP), in accordance with the method of selection specified in the **Data Sheet**.

2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.

2.4 The Procuring Entity will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified in the **Data Sheet**.

## **3. Conflict of Interest**

3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Entity’s interest’s paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.

3.2 The Consultant has an obligation to disclose to the Procuring Entity any situation of actual or potential conflict that impacts its capacity to serve the best interest of the Procuring Entity. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.

3.3 Without limitation on the generality of the foregoing, and unless stated otherwise in the **Data Sheet**, the Consultant shall not be hired under the circumstances set forth below:

**(i) Conflicting Activities**

Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Procuring Entity to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

**(ii) Conflicting Assignments**

Conflict among consulting assignments: A Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Entity.

**(iii) Conflicting Relationships**

Relationship with the Procuring Entity's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or personal relationship with senior management or professional staff of the Procuring Entity who has the ability to influence the bidding process and: (i) are directly or indirectly involved in the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from such relationship has been resolved in a manner that determines there is no conflict to affect this selection process.

**(iv) Others**

Any other types of conflicting relationships as indicated in the **Data Sheet**.

**4. Unfair Competitive Advantage**

4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

**5. Corrupt and Fraudulent Practices**

5.1 Consultant firms or any of its members shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. Consultant firms or any of its members that are proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.

## 5.2 Collusive practices

The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any Consultant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Consultants shall be required to complete and sign the “Certificate of Independent Proposal Determination” annexed to the Proposal Form.

5.3 In further pursuance of this policy, Consultants shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and their personnel, to permit the Government and its agencies to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors, investigators or compliance officers.

## 6. Eligibility

6.1 In selection of Consultants, shortlisting shall be composed of firms or individuals who belong to the same line of professional business and who are almost of the same capability.

6.2 Unless otherwise specified in the **Data Sheet**, the Procuring Entity permits Consultants including proposed experts, joint ventures and individual members from all countries and categories to offer consulting services. The maximum number of members of a JV shall be specified in the **TDS**.

6.3 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Act. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for submission of proposals, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke)

6.4 Public Officers, their spouses and children, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.

6.5 It is the Consultant’s responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements.

6.6 As an exception to the foregoing ITC 6.1 and 6.2 above:

**(a) Sanctions** - A firm or an individual sanctioned by the PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya, or any

international organization, shall be ineligible to be awarded a contract, or to benefit from the contract, financially or otherwise, during such period of time as the PPRA shall determine. The list of debarred firms and individuals is available at the electronic address specified in the **Data Sheet**.

**(b) Prohibitions** - Firms and individuals of a country or goods in a country may be ineligible if:

- (i) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
- (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or services from that country or any payments to any country, person, or entity in that country.

**(c) Restrictions for Government-owned Enterprises** - Government-owned enterprises or institutions in Kenya shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Procuring Entity.

**(d) Restrictions for public employees** - Government officials and civil servants and employees of public institutions shall not be hired for consulting contracts.

**6.7 Margin of Preference and Reservations** - no margin of preference shall be allowed in the selection of consultants. Reservations may however be allowed to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the **Data Sheets**. A procuring entity shall ensure that the invitation to submit proposals specifically includes only businesses or firms belonging to one group.

## **B. Preparation of Proposals**

### **7. General Considerations**

7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

### **8. Cost of Preparation of Proposal**

8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Entity is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.

### **9. Language**

9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Entity, shall be written in the English language.



## **10. Documents Comprising the Proposal**

10.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

10.2 The Consultant shall declare in the Financial Proposal Submission Form, that in competing for and executing a contract, it shall undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against anticompetitive practices including bid rigging.

10.3 The Consultant shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal Submission Form.

## **11. Only One Proposal**

11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.

11.2 Members of a joint venture may not also make an individual Proposal, be a subcontractor in a separate proposal or be part of another joint venture for the purposes of the same Contract.

11.3 Should a Joint Venture subsequently win the Contract, it shall consider whether an application for exemption from the Competition Authority of Kenya is merited pursuant to Section 25 of the Competition Act 2010.

## **12. Proposal Validity**

12.1 The **Data Sheet** indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.

12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation and may be subject to sanctions in accordance with ITC 5.

### **a. Extension of Validity Period**

12.4 The Procuring Entity will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Procuring Entity may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts, except as provided in ITC 12.7.

12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

#### **b. Substitution of Key Experts at Validity Extension**

12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Entity together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

12.8 If the Consultant fails to provide a substitute Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Entity, such Proposal will be rejected.

#### **c. Sub-Contracting**

12.9 The Consultant shall not subcontract the whole or part of the Services without reasonable justification and written approval of the Procuring Entity.

### **13. Clarification and Amendment of RFP**

13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Entity's address indicated in the Data Sheet. The Procuring Entity will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Consultants. Should the Procuring Entity deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

13.2 At any time before the proposal submission deadline, the Procuring Entity may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all invited Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.

13.3 If the amendment is substantial, the Procuring Entity may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

13.4 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

### **14. Preparation of Proposals – Specific Considerations**

14.1 While preparing the Proposal, the Consultant must give particular attention to the following:

- (a) If a Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so long as only one Proposal is submitted, in accordance with 11. Above. A Consultant can associate with either (a) non-shortlisted/non-invited Consultant(s), or (b)

shortlisted/invited Consultants if permitted in the **Data Sheet**. When associating with non-shortlisted/non-invited firms in the form of a joint venture or a sub-consultancy, the shortlisted/invited Consultant shall be a lead member. If shortlisted/invited Consultants associate with each other, any of them can be a lead member.

- (b) The Procuring Entity may indicate in the **Data Sheet** the estimated amount or Key Experts' time input (expressed in person-month), or the Procuring Entity's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same. This clause shall not apply when using Fixed Budget selection method.
- (c) For assignments under the **Fixed-Budget selection method**, the estimated Key Experts' time input shall not be disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget.
- (d) Key Experts shall not appear in more than one proposal unless so allowed in the **Data Sheet**. Invited firms must confirm and ensure their Key experts do not appear in proposal of other invited firms, otherwise proposals with Key experts appearing in other proposals will be rejected.

## **15. Technical Proposal Format and Content**

15.1 The Technical Proposal shall be prepared using the Standard Forms provided in Section 3 of the RFP and shall comprise the documents listed in the Data Sheet under ITC 10.1. The technical proposal shall be sent to [tenders@tveta.go.ke](mailto:tenders@tveta.go.ke). **The Technical Proposal shall not include any financial information.** A Technical Proposal containing material financial information shall be declared non-responsive.

15.2 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

## **16. Financial Proposal**

16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**. **(c) Send Password protected Financial Proposal to [tenders@tveta.go.ke](mailto:tenders@tveta.go.ke). The password shall be provided when opening the financial proposal.**

Irrespective of the consultant selection method, any Consultant that does not submit itemized and priced financial proposal, or merely refers the Procuring Entity to other legal instruments for the applicable minimum remuneration fees shall be considered nonresponsive.

### **a. Price Adjustment**

16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates apply if so stated in the **Data Sheet**.

### **b. Taxes**

16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in Kenya is provided in the **Data Sheet**.

### **c. Currency of Proposal**

16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in Kenya Shillings.

### **d. Currency of Payment**

16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

## **C. Submission, Opening and Evaluation**

### **17. Submission, Sealing, and Marking of Proposals**

17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as “CONFIDENTIAL” information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission can be done by mail or by hand. If specified in the **Data Sheet**, the Consultant has the option of submitting its Proposals electronically.

17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.

17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

17.5 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

### **18. Sealing and Marking of Proposals**

18.1 The firm shall deliver the Proposals in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the assignment, addressed to the Procuring Entity and a warning “DO NOT OPEN BEFORE..... (the time and date for proposal opening date)”. Within the single envelope, package or container.

18.2 In the single sealed envelope, or in a single sealed package, or in a single sealed container the following documents shall be enclosed and shall be addressed as follows:

- (i) in an envelope or package or container marked “ORIGINAL”, all documents comprising the Technical Proposal, as described in ITC 11; and
- (ii) in an envelope or package or container marked “COPIES”, all required copies of the Technical Proposal; and

- (iii) in an envelope or package or container marked “ORIGINAL”, all required copies of the Financial Proposal; and

18.3 The inner envelopes or packages or containers shall:

- (a) bear the name and address of the Procuring Entity.
- (b) bear the name and address of the Firm; and
- (c) bear the name and Reference number of the Assignment.

18.3 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the proposal.

18.4 If the envelopes and packages with the Proposals are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

18.5 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Procuring Entity no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Entity after the deadline shall be declared late and rejected, and promptly returned unopened.

## **19. Confidentiality**

19.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Procuring Entity on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

19.1 Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Entity in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal and may be subject to the application of prevailing PPRA’s debarment procedures.

19.1 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Contract award publication, if a Consultant wishes to contact the Procuring Entity on any matter related to the selection process, it should do so only in writing.

## **20. Opening of Technical Proposals**

20.1 The Procuring Entity’s opening committee shall conduct the opening of the Technical Proposals in the presence of the Consultants’ authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored by the Procuring Entity or with a reputable public auditor or independent authority until they are opened in accordance with ITC 22.

20.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

## **21. Proposals Evaluation**

21.1 Subject to provision of ITC 15.1, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and after the Procuring Entity notifies all the Consultants in accordance with ITC 22.1.

21.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under ITC 12.7. While evaluating the Proposals, the Evaluation Committee will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

## **22. Evaluation of Technical Proposals**

22.1 The Procuring Entity's evaluation committee shall evaluate the Technical Proposals that have passed the eligibility and mandatory criteria, on the basis of their responsiveness to the Terms of Reference and the RFP. The eligibility and mandatory criteria shall include the following and any other that may include in the **Data sheet**.

- (a). Firm has submitted the required number of copies of the Technical Proposals.
- (b) Firm has submitted a sealed financial proposal.
- (c) The Proposal is valid for the required number of days.
- (d) The Technical Proposal is signed by the person with power of attorney, without material deviation, reservation, or omission.
- (e) The Technical Proposal is complete with all the forms and required documentary evidence submitted.
- (f) Tax Compliance Certificate for Kenyan firms.
- (g) Key Experts are from eligible countries.
- (h) Key Experts do not appear in more than one proposal, if so required.
- (i) A shortlisted firm has not participated in more than one proposal, if so required.
- (j) The Consultant is not insolvent, in receivership, bankrupt or in the process of being wound up.
  
- (k) The Consultant, its sub consultants and experts have not engaged in or been convicted of corrupt or fraudulent practices.
- (l) The Consultant is neither precluded from entering into a Contract nor debarred by TVETA
- (m) The firm has not proposed employing public officials, civil servants and employees of public institutions.
  
- (n) The Consultant, its sub consultants and experts have no conflicts of interest.

22.2 Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

## **23. Public Opening of Financial Proposals 23.1**

### **Unsuccessful Proposals**

After the technical evaluation is completed, the Procuring Entity shall notify those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, advising them the following: (i) their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score; (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and

sub-criterion; (iii) their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and (iv) notify them of the date, time and location of the public opening of the Financial Proposals and invite them to attend.

### **23.2 Financial Proposals for QBS, CQS and SSS**

Following the ranking of the Technical Proposals, when the selection is based on QBS or CQS, the top-ranked Consultant is invited to negotiate the Contract. Only the Financial Proposal of the technically top-ranked Consultant is opened by the opening committee. All other Financial Proposals shall be returned unopened after the Contract negotiations are successfully concluded and the Contract is signed with the successful Consultant.

When the selection is based on the SSS method and if the invited Consultant meets the minimum technical score required to pass, the financial proposal shall be opened and the Consultant invited to negotiate the contract.

### **23.3 Financial Proposals for QCBS, FBS, LCS**

Following the ranking of the Technical Proposals, and after internal approvals, the Procuring Entity shall simultaneously notify in writing those Consultants whose Proposals were considered responsive to the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following: (i) their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score; (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion; (iii) their Financial Proposal will be opened at the public opening of Financial Proposals; and (iv) notify them of the date, time and location of the public opening and invite them for the opening of the Financial Proposals.

### **23.4 Opening of Financial Proposals**

The opening date should allow the Consultants sufficient time to decide for attending the opening and shall be no less than five (5) Business Days from the date of notification of the results of the technical evaluation, described in ITC 22.1 and 22.2.

23.5 The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Consultant's choice.

23.6 The Financial Proposals shall be opened publicly by the Procuring Entity's opening committee in the presence of the representatives of the Consultants and anyone else who chooses to attend. Any interested party who wishes to attend this public opening should contact the Procuring Entity as indicated in the Data Sheet. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals.

## **24. Correction of Errors**

24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

### **24.2 Time-Based Contracts**

If a Time-Based contract form is included in the RFP, the Procuring Entity's evaluation committee will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or

(ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Entity's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

### **24.3 Lump-Sum Contracts**

If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITC 24 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.

### **25. Taxes**

25.1 Subject to ITC 24.2, all taxes are deemed to be included in the Consultant's Financial proposal as separate items, and, therefore, included in the evaluation.

25.2 All local identifiable taxes levied on the contract invoices (such as sales tax, VAT, excise tax, or any similar taxes or levies) and income and withholding tax payable to Kenya on the remuneration of non-resident Experts for the services rendered in Kenya are dealt with in accordance with the instructions in the **Data Sheet**.

### **26. Conversion to Single Currency**

26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the **Data Sheet**.

### **27. Abnormally Low Prices**

27.1 An Abnormally Low Price is one where the financial price, in combination with other constituent elements of the proposal, appears unreasonably low to the extent that the price raises material concerns with the Procuring Entity as to the capability of the Consulting firm to perform the Contract for the offered price.

27.1 In the event of identification of a potentially Abnormally Low Price by the evaluation committee, the Procuring Entity shall seek written clarification from the firm, including a detailed price analyses of its price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risks and responsibilities and any other requirements of the RFP document.

27.2 After evaluation of the price analyses, in the event that the Procuring Entity determines that the firm has failed to demonstrate its capability to perform the contract for the offered price, the Procuring Entity shall reject the firm's proposal.

### **28. Abnormally High Prices**

28.1 An Abnormally High Price is one where the price, in combination with other constituent elements of the proposal, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) is not getting value for money or paying too high a price for the services within the market prices or its available budget or that genuine competition between Consultants is compromised.

28.2 In the event of identification of a potentially Abnormally High Price, the Procuring Entity shall make a quick survey of the market prices and review the RFP documents to check whether the scope



of services, specifications, TOR and conditions of contract are contributory to the abnormally high price. The Procuring Entity may also seek written clarification from the firm on the reason for the high price.

28.3 After the above considerations have been completed, in the event that the Procuring Entity determines that the Price is abnormally too high and it undermines the achievement of value for money, the Procuring Entity may reject all the proposals and may retender for the services on basis of, if need be, revised RFP, including scope of services and conditions of contract.

## **29. Combined Quality and Cost Evaluation**

### **a. Quality and Cost Based Selection (QCBS) Method**

29.1 In the case of Quality and Cost Based Selection (QCBS), the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Consultant that achieves the highest combined technical and financial score will be notified and invited for negotiations.

### **b. Fixed Budget Selection (FBS) Method**

29.2 In the case of FBS, those Proposals that exceed the budget indicated in ITC 14.1.4 of the Data Sheet shall be rejected. The Procuring Entity's evaluation committee will select the Consultant with the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, notify and invite such Consultant to negotiate the Contract.

### **29.3 Least Cost Selection (LCS) Method**

In the case of Least-Cost Selection (LCS), the Procuring Entity's evaluation committee will select the Consultant whose Proposal is the lowest evaluated total price among those Proposals that achieve the minimum technical score required to pass, notify the Consultant and invite the Consultant to negotiate the Contract.

## **29.4 Combined Technical and Evaluation Report**

The evaluation committee shall prepare a combined technical and financial evaluation report, with specific recommendations for award or otherwise and subject to the required approvals within the Procuring Entity prior to notifications and invitation of Consultant for negotiations.

## **30. Notification of Intention to Award**

30.1 The Procuring Entity shall send to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract to the successful Consultant. The Notification of Intention to Award shall contain, at a minimum, the following information: (i) the name and address of the Consultant with whom the Procuring Entity successfully negotiated a contract; (ii) the contract price of the successful Proposal; the names of all Consultants included in the short list, indicating those that submitted Proposals; (iii) where the selection method requires, the price offered by each Consultant as read out and as

evaluated; (iv) the overall technical scores and scores assigned for each criterion and sub-criterion to each Consultant; (v) the final combined scores and the final ranking of the Consultants; (vi) a statement of the reasons why the recipient's Proposal was unsuccessful, unless the combined score in (v) above already reveals the reason; and (vii) the expiry date of the Standstill Period.

## **31. Standstill Period**

31.1 The Standstill Period shall be the number of days stated in the **Data Sheet**. The Standstill Period commences the day after the date the Procuring Entity has transmitted to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. The Contract shall not be signed earlier than the expiry of the Standstill Period. This period shall be allowed for aggrieved Consultants to lodge an appeal. The procedure for appeal and the authority to determine the appeal or complaint is as indicated in the **Data Sheet**.

## **D. Negotiations and Award**

### **32. Negotiations**

32.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

32.2 The evaluation committee shall prepare minutes of negotiations that are signed by the Procuring Entity and the Consultant's authorized representative.

### **32.3 Availability of Key Experts**

The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with ITC 12. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Procuring Entity proceeding to negotiate the Contract with the next-ranked Consultant.

32.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

### **32.5 Technical negotiations**

The technical negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Entity's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

### **32.6 Financial negotiations**

The financial negotiations include the clarification of the Consultant's tax liability in Kenya and how it should be reflected in the Contract. All applicable taxes shall be itemized separately and included in the contract price.

32.7 If the selection method included cost as a factor in the evaluation (that is QCBS, FBS, LCS), the unit rates and the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

32.8 Where QBS or CQS methods was used for a *Lump-sum Contract* as indicated in the RFP, the unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by consultants in similar contracts or the professional practice. In such case, the Procuring Entity may ask for clarifications and, if the fees are very high, ask to change the rates. The format for (i) providing information on remuneration rates in the case of QBS and CQS; and (ii) clarifying remuneration rates' structure under this Clause, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates. If after the clarifications, the price is still considered too high, the Procuring Entity may terminate the negotiation and invite the next ranked Consultant to open its financial proposal and negotiate the contract.

32.9 In the case of a *Time-Based contract*, negotiation of unit rates shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by consultants in similar contracts. In such case, the Procuring Entity may ask for clarifications and, if the fees are very high, ask to change the rates. The format for (i) providing information on remuneration rates in the case of QBS and CQS; and (ii) clarifying remuneration rates' structure under this Clause, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates. If after the clarifications, the price is still considered too high, the Procuring Entity may terminate the negotiation and invite the next ranked Consultant for negotiations.

32.10 Where SSS method was used as indicated in the RFP, both the unit rates and total price shall be negotiated. If the negotiations fail, the Procuring Entity shall terminate the Consultant selection process. In that event, the Procuring Entity shall review the consultancy requirements and market conditions prior to deciding to use an appropriate selection method to again procure the consulting services.

### **33. Conclusion of Negotiations**

33.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Entity and the Consultant's authorized representative and minutes prepared to record the outcome of the negotiations.

33.2 If the negotiations fail, the Procuring Entity shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Entity shall terminate the negotiations informing the Consultant of the reasons for doing so. The Procuring Entity will invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Entity commences negotiations with the next-ranked Consultant, the Procuring Entity shall not reopen the earlier negotiations.

### **34. Notification of Award**

34.1 Upon expiry of the Standstill Period, specified in ITC 28.1, after satisfactorily addressing any appeal that has been filed within the Standstill Period, and upon successful negotiations, the Procuring Entity shall send a Notification of Award to the successful Consultant. The notification shall confirm the Procuring Entity's award of Contract to the successful Consultant and requesting the Consultant to sign and return the draft negotiated Contract within eight (8) Business Days from the date of receipt of such notification.

### **35. Signing of Contract**

35.1 The Contract shall be signed prior to the expiration of the Proposal Validity Period and promptly after expiry of the Standstill Period, specified in ITC 28.1 and upon satisfactorily addressing any complaint that has been filed within the Standstill Period.

35.2 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

**36. Contract Award Notice**

36.1 Within the period specified in the **Data Sheet**, the Procuring Entity shall publish the Contract Award Notice which shall contain, at a minimum, the following information: (a) name and address of the Procuring Entity; (b) name and reference number of the contract being awarded, (c) the selection method used; (d) names of the consultants that submitted proposals; (e) names of all Consultants whose Proposals were rejected or were not evaluated; (f) the name of the successful consultant, the final total contract price, the contract duration and a summary of its scope.

Consider carefully the information on Consultants to be published, particularly evaluation by the Procuring Entity, to avoid disclosing information which can facilitate bid-rigging formation going forward. Suggest amendment as follows:

36.2 The Contract Award Notice shall be published on the Procuring Entity's website with free access if available and in the official procurement tender portal.

## 2. Section 2(B). Data Sheet

| A. General Provisions   |  |
|-------------------------|--|
| Reference to ITC Clause |  |
| 1                       | <p><b>Name of the Procuring Entity:</b><br/>TVETA</p> <p><b>The consultant selection method is:</b></p> <p>(a) Quality and Cost Based Selection Method (QCBS) [ ]</p>  |
| 2.2                     | <p><b>Electronic procurement system shall be used:</b> (a) Yes</p> <p><b>Send the Technical proposal and Financial proposal to:</b><br/><a href="mailto:tenders@tveta.go.ke">tenders@tveta.go.ke</a></p> <p><b>The Financial Proposal shall be password protected and the password shall be requested when opening the financial proposal.</b></p> <p><b>Financial Proposal to be submitted together with Technical Proposal in separate envelopes:</b> No</p> <p><b>The name of the assignment is:</b> Provision of consultancy service for Mapping TVET National Standards</p> |
| 2.3                     | <p><b>A pre-proposal conference will be held:</b> Yes</p> <p><i>[If “Yes”, fill in the following:]</i></p> <p>Date of pre-proposal conference: To be provided after evaluation process</p> <p>Time: As above</p> <p>Address:</p> <p>Telephone:</p> <p>E-mail:</p> <p>Title of contact person:</p>  |
| 2.4                     | <p>The Procuring Entity will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: ___ <i>[list or state “N/A” if none]</i> ___</p>  |
| 3.3. (iv)               | <p>[Insert any other conflicting relationships] _____</p>  |
| 4.1                     | <p>[If “Unfair Competitive Advantage” applies to the selection, explain how it is mitigated, including listing the reports, information, documents, etc. and indicating the sources where these can be downloaded or obtained by the Consultants]</p>  |
| 6.2                     | <p>Maximum number of members in the Joint Venture (JV) shall be: [<i>insert a number</i>].</p>   |
| 6.6 (a)                 | <p>The list of debarred firms and individuals is available at the PPRA’s website <a href="http://www.ppoa.go.ke">www.ppoa.go.ke</a> or email <a href="mailto:complaints@ppoa.go.ke">complaints@ppoa.go.ke</a></p>  |

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| 6.7  | The business will be registered with _____  |
| <b>B. Preparation of Proposals</b>             |   |
| 10.1   | <p>The Proposal shall comprise the following:</p> <p><b>1<sup>st</sup> Inner Envelope with the Technical Proposal:</b></p> <ol style="list-style-type: none"> <li>1) Power of Attorney to sign the Proposal</li> <li>2) TECH-1: Technical Proposal Submission Form</li> <li>3) TECH-2: Consultant’s Organization and Experience</li> <li>4) TECH-3: Comments and Suggestions</li> <li>5) TECH-4: Description of Approach, Methodology and Workplan</li> <li>6) TECH-5: Work Schedule and Planning for Deliverables</li> <li>7) TECH-6: Team Composition, Assignment, and Key Experts’ Input</li> <li>8) TECH-7: Mandatory Documentary Evidence</li> </ol> <p>AND</p> <p><b>2<sup>nd</sup> Inner Envelope with the Financial Proposal:</b></p> <ol style="list-style-type: none"> <li>1) FIN-1: Financial Proposal Submission Form</li> <li>2) FIN-2: Summary of Costs</li> <li>3) FIN-3: Breakdown of Remuneration</li> <li>4) FIN-4: Breakdown of Reimbursable Expenses</li> </ol> |
| 11.1   | <p><b>Participation of Sub-consultants, and Key Experts in more than one Proposal is permissible: [select one option]</b></p> <p>Yes ___ or No ___</p>  |
| 12.1   | <p><b>Proposals must remain valid for [insert a number: normally between 60 and 120] days after the proposal submission deadline.</b></p>   |
| 13.1   | <p><b>Clarifications may be requested no later than [insert number] days prior to the submission deadline.</b></p> <p>The contact information for requesting clarifications is: _____</p> <p>E-mail: _____</p> <p>(c) For assignments under the Fixed-Budget selection method, the estimated Key Experts’ time input shall not be disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.</p> <p>(d) Key Experts shall not appear in more than one proposal unless so allowed in the Data Sheet. Invited firms must confirm and ensure their Key experts do not appear in proposal of other invited firms, otherwise proposals with Key experts appearing in other proposals will be rejected.</p>  |
| 14 (a)   | <p>Shortlisted/invited Consultants may: Yes ___ or No ___</p>   |
| 14 (b)<br>(do not use for Fixed Budget method) | <p>[If not used, state “Not applicable”. If used, insert the following:</p> <p><b>Estimated input of Key Experts’ time-input: _____person-months.</b></p> <p>[OR]</p> <p><b>Estimated total cost of the assignment: _____</b></p> <p>[Indicate only either time input (in person-month) or total cost, but not both!]</p>   |

|   |   |
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| <p><b>14 (c) and 26.2</b><br/>[use for Fixed Budget method]</p> | <p><i>[If Fixed Budget Selection Method is not used, state “Not applicable”. If Fixed Budget Selection method is used, insert the following:</i><br/> <b>The total available budget for this Fixed-Budget assignment is:</b><br/> _____ <i>[insert currency]</i> <i>(choose one: inclusive or exclusive of taxes).</i><br/> <b>Proposals exceeding the total available budget will be rejected.</b><br/><br/> <i>[If inclusive, indicate tax estimates separately]</i></p>  |
| <p><b>14 (d)</b></p>  | <p>Key Experts shall not appear in more than one proposal: YES.....<br/>/NO.....</p>  |
| <p><b>16.1 (b)</b></p>  | <p><i>[A sample list of reimbursable expenses is provided below for guidance. Items that are not applicable should be deleted, others may be added. If the Procuring Entity wants to set up maximum ceilings for unit rates of certain type of expenses, such ceilings should be indicated in the FIN forms]</i></p> <p>The Financial Proposal will include (but not limited to) the following reimbursable expenses:</p> <ol style="list-style-type: none"> <li>(1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</li> <li>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) cost of office accommodation, including overheads and back-stop support;</li> <li>(4) communications costs;</li> <li>(5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</li> <li>(6) cost of reports production (including printing) and delivering to the Procuring Entity;</li> <li>(7) other allowances where applicable and provisional or fixed sums (if any)]</li> <li>(8) [insert relevant type of expenses, if/as applicable]</li> </ol> |
| <p><b>16.2</b></p>  | <p><b>A price adjustment provision applies to remuneration rates:</b></p> <p>Yes _____ or No _____</p> <p><i>[The price adjustment applies to <b>Time-Based contracts</b> with a duration exceeding 18 months. In exceptional circumstances, price adjustment can also apply to Lump-Sum contracts assignments longer than 18 months in duration with prior agreement with the Procuring Entity]</i></p> <p><i>[If “Yes”, specify whether it applies to foreign and/or local inflation]</i></p>   |
| <p><b>16.3</b></p>  | <p>[If the Procuring Entity has obtained a tax exemption applicable to the Contract, insert: “<b>The Procuring Entity has obtained an exemption for the Consultant from payment of _____</b> <i>[insert the tax description such as VAT,</i></p>  |

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|  | <p><i>withholding tax, duties, etc.] in Kenya as per [insert reference to the applicable official source that issued an exemption].</i></p> <p><i>[If there is no tax exemption in Kenya, insert the following:</i></p> <p><b>“Information on the Consultant’s tax obligations in the Procuring Entity’s country can be found on the Kenya Revenue Authority website: <a href="http://www.kra.go.ke">www.kra.go.ke</a></b></p>  |
| 16.4   | <p><b>The Financial Proposal shall be stated in the following currencies:</b></p> <p>Consultant may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies.</p> <p><b>The Financial Proposal should state local costs in Kenya Shillings:</b><br/>Yes_____</p>  |
| <b>C. Submission, Opening and Evaluation</b> |   |
| 17.1   | <b>The Consultants [“shall not”] have the option of submitting their Proposals electronically.</b>  |
| 17.5   | <p><b>The Consultant must submit:</b></p> <p><b>(a) Technical Proposal:</b> one (1) original and _____ [1] copy;</p> <p><b>(b) Financial Proposal:</b> one (1) original.</p>  |
| 18.5   | <p><b>The Proposals must be submitted no later than:</b></p> <p><b>Date:</b> 27th April 2020</p> <p><b>Time:</b> 12.00PM</p> <p><b>The Proposal submission address is: Director General/TVETA</b></p>   |
| 20.1   | <p><b>In addition, the following information will be read aloud at the opening of the Technical Proposals _____ [insert “Not Applicable” or state what additional information will be read out and recorded in the opening minutes]</b></p> <p>Other eligibility and mandatory criteria shall be:</p> <p>The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals: <i>[Note to Procuring Entity: Allocation of points shall be within the range provided for each criteria and sub-criteria]</i></p> <p>Points</p> <ol style="list-style-type: none"> <li>1. <b>Specific experience of the Consultant, as a firm, relevant to the Assignment:</b> [0 - 10]</li> <li>2. <b>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):</b> <ol style="list-style-type: none"> <li>a) Technical approach and methodology [Insert points]</li> <li>b) Work plan [Insert points]</li> <li>c) Organization and staffing [Insert points]</li> </ol> <p><b>Total points for criterion (ii):</b> [20 - 50]</p> <p><i>[Notes to Consultant: The Procuring Entity will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts]</i></p> </li> <li>3. <b>Key Experts’ qualifications and competence for the Assignment:</b></li> </ol> |



*{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}*

- (a) Position K-1: [Team Leader] [Insert points]
  - (b) Position K-2: [Insert position title] [Insert points]
  - (c) Position K-3: [Insert position title] [Insert points]
- Total points for criterion (iii):** [30 - 60]

The number of points to be assigned to each of the above Key Experts positions shall be determined considering the following three sub-criteria and relevant percentage weights:

1. General qualifications (general education, training, and experience): [insert weight between 10 and 30 %]
2. Adequacy for the Assignment (relevant education, training, experience in the sector or similar assignments): [insert weight between 60 and 70%]
3. Relevant experience in the Kenya (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.): [insert weight between 0 and 10 %]

**Total weight: 100%**

**(iv) Transfer of knowledge and training program**  
(relevance of approach and methodology):

*[Normally not to exceed 10 points. When transfer of knowledge is a particularly important component of the assignment, more than 10 points may be allocated; the following sub-criteria may be provided]*

|   |                        |
|---|------------------------|
| <i>(a) Relevance of training program</i>          | <i>[Insert points]</i> |
| <i>(b) Training approach and methodology</i>      | <i>[Insert points]</i> |
| <i>(c) Qualifications of experts and trainers</i> | <i>[Insert points]</i> |
| <b>Total points for criterion (iv):</b>           | <b>[0 – 10]</b>        |

- (v) **Participation by Kenya citizens among proposed Key Experts** [0 – 10] [not to exceed 10 points] [Sub-criteria shall not be provided. Calculated as a ratio of the Kenyan Key Experts’ time-input (in person-months) to the total number of Key Experts’ time-input (in person-months) in the Consultant’s Technical Proposal]

**Total points for the five criteria: 100**

**The minimum technical score (St) required to pass is: \_\_\_** [Insert number]  
*[Notes to Procuring Entity: the indicative range for the minimum technical score required to pass is 80 on a scale of 1 to 100]*

**25.2**

For the purpose of the evaluation, the Procuring Entity will include separate items of: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract’s invoices; and (b) all additional local indirect tax on the remuneration of services rendered by experts.

If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized using the itemized list and included in the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Procuring Entity on behalf of the Consultant.

|                                  |  |
|----------------------------------|--|
| 26.1                             | <p><b>The single currency for the conversion of all prices expressed in various currencies into a single one is:</b> _____ <i>[indicate Kenya Shillings or another fully convertible foreign currency]</i></p> <p><b>The official source of the selling exchange rate is:</b></p> <p><b>The date of the exchange rate is:</b></p> <p><i>[The date may be the same as the that for deadline for submission of proposals, or a date that is five business days prior to the submission deadline]</i></p>   |
| 29.1<br>(QCBS only)              | <p><b>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</b> _____</p> <p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b><br/> <math>Sf = 100 \times Fm / F</math>, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p><b>The weights given to the Technical (T) and Financial (P) Proposals are:</b></p> <p>T = [Insert weight between 0.70 and 0.85], and</p> <p>P = _____ [Insert weight between 0.15 and 0.30]</p> <p>Proposals are 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) as following: <math>S = St \times T\% + Sf \times P\%</math>.</p> |
| 31                               | <p>The Standstill Period shall be: ___ days <i>[insert the minimum number of days legally allowed for appeals to Administrative Review Board]</i></p> <p>The procedures for making a procurement related complaint are detailed in the Public Procurement and Asset Disposal Act and Regulations. If a Consultant wishes to make a procurement related complaint or appeal, the Consultant shall submit its complaint to the Public Procurement Administrative Review Board.</p>   |
| <b>D. Negotiations and Award</b> |  |
| 32.1                             | <p><b>Expected date and address for contract negotiations:</b></p> <p><b>Date:</b> _____ day/month/year <i>[for example, 15 January 2018]</i></p> <p><b>Address:</b> _____</p>   |
| 35.2                             | <p><b>Expected date for the commencement of the Services:</b></p> <p><b>Date:</b> <i>[insert date, month and year]</i> <b>at:</b> <i>[insert location]</i></p>   |
| 36.1                             | <p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:<br/> The publication will be done within _____ days after the contract signing <i>[Insert the legally recognized days for publishing the Contract Award Notice]</i></p>   |

## SECTION 3. TECHNICAL PROPOSAL – STANDARD FORMS

{Notes to Consultant shown in brackets {\_\_} throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

### 1. FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

---

{Location, Date}

---

To: *[Name and address of Procuring Entity]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your RFP dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

*{If the Consultant is a joint venture, insert the following: We are submitting our Proposal in association/as a consortium/as a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.*

OR

*{If the Consultant’s Proposal includes Sub-consultants, insert the following:} We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}*

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Entity or may be sanctioned by the PPRA.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.

(c) We have no conflict of interest in accordance with ITC 3.

(d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Government's policy in regard to corrupt, fraudulent and prohibited practices as per ITC 5.

(e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, as well as laws against anticompetitive practices, including bid rigging in force in Kenya; we hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption or anticompetitive practices.

(a) We confirm that we are not insolvent, in receivership, bankrupt or on the process of being of being wound up.

(b) The Consultant shall declare in the Technical Proposal Submission Form, that in competing for and executing a contract, it shall undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against anticompetitive practices including bid rigging.

(c) We are not guilty of any serious violation of fair employment laws and practices. We undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against collusive and anticompetitive practices, including bid rigging. To this effect we have signed the "Certificate of Independent Proposal Determination" attached below. We also undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from \_\_\_\_\_ (*specify website*) during the procurement process and the execution of any resulting contract.

(d) We, along with any of our subconsultants are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA.

(e) Except as stated in the ITC 12 and Data Sheet, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 29.3 and 29.4 may lead to the termination of Contract negotiations.

(f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

(g) We understand that the Procuring Entity is not bound to accept any Proposal that it receives.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 32.2 of the Data Sheet.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant (company's name or JV's name):

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

## 2. CERTIFICATE OF INDEPENDENT PROPOSAL DETERMINATION

I, the undersigned, in submitting the accompanying TECHNICAL PROPOSAL SUBMISSION FORM to the \_\_\_\_\_ [Name of Procuring Entity]

for: \_\_\_\_\_ [Name and number of tender] in response to the request for tenders made by: \_\_\_\_\_ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - (a) has been requested to submit a Tender in response to this request for tenders;
  - (b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - (a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - (b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) methods, factors or formulas used to calculate prices;
  - (c) the intention or decision to submit, or not to submit, a proposal; or
  - (d) the submission of a proposal which does not meet the specifications of the request for proposals; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or

services to which this RFP relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;

8. the terms of the RFP have not been, and will not be, knowingly disclosed by the Consultant, directly or indirectly, to any competitor, prior to the date and time of the official proposa opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*[Name, title and signature of authorized agent of Consultant and Date]*

### 3. FORM TECH-2: CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

#### A - Consultant's Organization

Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.

#### B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last [.....] years.
2. List only those assignments for which the Consultant was legally contracted by the Procuring Entity as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their Curriculum Vitae (CV).
3. The Consultant shall substantiate their claimed experience by presenting copies of relevant documents such as the form of contract (not the whole contract), purchase order, service order, performance certificate, etc; which shall be included in the proposal as part of *Form Tech 7 Mandatory Documentary Evidence*.

|  |  |
|--|--|
| Assignment name:   | Approx. value of the contract [KES, US\$ etc.]:                                  |
| Country:   | Duration of assignment (months):   |
| Name of Procuring Entity:  | Total N <sup>o</sup> of staff-months of the assignment:                          |
| Contact Address:<br>Email:   | Approx. value of the services provided by your firm under the contract:          |
| Start date (month/year):<br>Completion date:                                     | N <sup>o</sup> of professional staff-months provided by associated Consultants:  |
| Role on Assignment:<br>(E.g. <i>Lead Member in ABC JV, or Sole Consultant</i> ): | Name of senior professional staff of your firm involved and functions performed: |

Narrative description of Assignment:

Description of actual services provided by your staff within the assignment:

**Name of Consulting Firm:**  
**Signatory:**



#### **4. FORM TECH-3: COMMENTS AND SUGGESTIONS**

Form TECH-3: The Consultant to provide comments and suggestions on the Terms of Reference, counterpart staff and facilities to be provided by the Procuring Entity that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Procuring Entity, including: administrative support, office space, local transportation, equipment, data, etc.

##### **A - On the Terms of Reference**

*{Improvements to the Terms of Reference, if any}*

##### **B - On Counterpart Staff and Facilities**

*{Include comments on counterpart staff and facilities to be provided by the Procuring Entity. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}*

## 5. FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN

Form TECH-4: a description of the approach, methodology and work plan in responding to the terms of reference for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{The structure of your Technical Proposal:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing }

- a) **Technical Approach and Methodology.** *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*
- b) **Work Plan.** *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Entity), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}*
- c) **Organization and Staffing.** *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*

**6. FORM TECH-5: WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

| N°         | Deliverables <sup>1</sup> (D-..)                 | Months |   |   |   |   |   |   |   |   |       | TOTAL |  |
|------------|--|--------|---|---|---|---|---|---|---|---|-------|-------|--|
|            |  | 1      | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ....n |       |  |
| <b>D-1</b> | {e.g., Deliverable #1: Report A                  |        |   |   |   |   |   |   |   |   |       |       |  |
|            | 1) data collection                               |        |   |   |   |   |   |   |   |   |       |       |  |
|            | 2) drafting                                      |        |   |   |   |   |   |   |   |   |       |       |  |
|            | 3) inception report                              |        |   |   |   |   |   |   |   |   |       |       |  |
|            | 4) incorporating comments                        |        |   |   |   |   |   |   |   |   |       |       |  |
|            | 5) .....   |        |   |   |   |   |   |   |   |   |       |       |  |
|            | 6) delivery of final report to Procuring Entity} |        |   |   |   |   |   |   |   |   |       |       |  |
|            |  |        |   |   |   |   |   |   |   |   |       |       |  |
| <b>D-2</b> | {e.g., Deliverable #2:.....}                     |        |   |   |   |   |   |   |   |   |       |       |  |
|            |  |        |   |   |   |   |   |   |   |   |       |       |  |
| <b>N</b>   |  |        |   |   |   |   |   |   |   |   |       |       |  |
|            |  |        |   |   |   |   |   |   |   |   |       |       |  |

FINAL DOCUMENT


- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Procuring Entity’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
- 3 Include a legend, if necessary, to help read the chart.

6. FORM TECH-6A: TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

| N°                     | Name              | Expert's input (in person/month) per each Deliverable (listed in TECH-5) |         |           |       |       |       |       |  |  |                 | Total time-input<br>(in Months) |       |       |
|------------------------|-------------------|--|---------|-----------|-------|-------|-------|-------|--|--|-----------------|---------------------------------|-------|-------|
|                        |                   | Position   |         | D-1       | D-2   | D-3   | ..... | D-... |  |  |                 | Home                            | Field | Total |
| <b>KEY EXPERTS</b>     |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
| K-1                    | {e.g., Mr. Abbbb} | [Team Leader]  | [Home]  | [2 month] | [1.0] | [1.0] |       |       |  |  |                 |                                 |       |       |
|                        |                   |  | [Field] | [0.5 m]   | [2.5] | [0]   |       |       |  |  |                 |                                 |       |       |
| K-2                    |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
| K-3                    |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
|                        |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
| N                      |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
|                        |                   |  |         |           |       |       |       |       |  |  | <b>Subtotal</b> |                                 |       |       |
| <b>NON-KEY EXPERTS</b> |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
| N-1                    |                   |  | [Home]  |           |       |       |       |       |  |  |                 |                                 |       |       |
|                        |                   |  | [Field] |           |       |       |       |       |  |  |                 |                                 |       |       |
| N-2                    |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
|                        |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
| N                      |                   |  |         |           |       |       |       |       |  |  |                 |                                 |       |       |
|                        |                   |  |         |           |       |       |       |       |  |  | <b>Subtotal</b> |                                 |       |       |
|                        |                   |  |         |           |       |       |       |       |  |  | <b>Total</b>    |                                 |       |       |

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the ITC Data Sheet 21.2
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty-two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.

- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in Kenya, or outside the normal residence of the Expert in Kenya or any other country outside the expert’s country of residence.

 Full Time input



Part time Input

**7. FORM TECH-6B: CURRICULUM VITAE (CV)**

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Position Title and No.</b> | <i>{e.g., K-1, Team Leader}</i> |
| <b>Name of Expert:</b>        | <i>{Insert full name}</i>       |
| <b>Date of Birth:</b>         | <i>{day/month/year}</i>         |
| <b>Country of Citizenship</b> |                                 |

**Education:** *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

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**Employment record relevant to the assignment:** *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Entity's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

| <b>Period</b>            | <b>Employing organization and your title/position. Contact Infor for references</b>   | <b>Country</b> | <b>Summary of activities performed relevant to the Assignment</b> |
|--------------------------|---|----------------|---|
| [e.g., May 2011-present] | [e.g., Ministry of ....., advisor/consultant to...<br><br>For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy manager] |                |   |
|                          |   |                |   |
|                          |   |                |   |

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

---

**Adequacy for the Assignment:**

|  |   |
|--|---|
| Detailed Tasks Assigned on Consultant's Team of Experts:                         | Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks |
| {List all deliverables/tasks as in TECH- 5 in which the Expert will be involved} |   |
|  |   |
|  |   |

**Expert's contact information :** (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Procuring Entity, and/or sanctions by the PPRA.

{ day/month/year }

Name of Expert

Signature

Date

{ day/month/year }

Name of authorized

Signature.

Date

Representative of the Consultant  
(the same who signs the Proposal

## **8. FORM TECH-7: MANDATORY SUPPORT DOCUMENTS**

*[The Consultant shall use this form to submit all the required support documentary evidence as required in the RFP, especially the mandatory and eligibility criteria specified in the Data Sheet ITC 21.1]*

### **(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 or similar body in the case of foreign consulting firms}*

### **(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, 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).*



**9. TECH-8 -SELF-DECLARATION FORM -SELF DECLARATION OF THE CONSULTANT**

We the Consultant -----Submitting our Proposal in respect of Request for Proposal No.....For ..... Proposal Title Description..... For .....Name of Procuring Entity

**DECLARE AS FOLLOWS:**

That, We the Consultant including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subconsultants, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above Proposal:

i) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above Proposal as defined and/or described in the following: i) Request for Proposal document for the above Proposal; ii)

Kenya’s public procurement and asset disposal act (*no. 33 of 2015*) and its related regulation; iii) Kenya’s anti-corruption and economic crimes act; and iv) any such other acts or regulations of government of Kenya;

ii) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of .....(name of the procuring entity);

iii) have not engaged/will not engage in any collusive or corrosive practice with other Consultants participating in the subject Proposal;

iv) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya

That, what is deponed to hereinabove is true to the best of our knowledge, information and belief.

**Name of the Consultant:** \*[insert complete name of Consultant signing the Proposal]

**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]

## **SECTION 4. FINANCIAL PROPOSAL - STANDARD FORMS**

*{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Reimbursable expenses

**FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM**

{ Location, Date }

To: [Name and address of Procuring Entity]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount currency} {Insert amounts in words and figures}, including of all taxes in accordance with ITC 24.2 in the Data Sheet. The estimated amount of local taxes is {Insert currency} {Insert amount in words and figures}. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the ITC 12.1 Data Sheet.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

| Name and Address<br>of Agents | Amount and<br>Currency | Purpose of Commission<br>or Gratuity |
|-------------------------------|------------------------|--------------------------------------|
| _____                         | _____                  | _____                                |
| _____                         | _____                  | _____                                |

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

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

We remain,

Yours sincerely,

---

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name or JV's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Physical Address: {insert the authorized representative's address}

Phone: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address}

*{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}*

**FORM FIN-2: SUMMARY OF COSTS**

| Item   | Cost  |  |  |  |
|--|---|--|--|--|
|  | {Consultant must state the proposed Costs in accordance with ITC 16.4 of the Data Sheet; delete columns which are not used} |  |  |  |
|  | {Insert Foreign Currency # 1}   | {Insert Foreign Currency # 2, if used} | {Insert Foreign Currency # 3, if used} | {Insert Local Currency, if used and/or required (16.4 Data |
| <b>Cost of the Financial Proposal</b>  |   |  |  |  |
| Including:   |   |  |  |  |
| (1) <b>Remuneration</b>  |   |  |  |  |
| (2) <b>Reimbursables</b>   |   |  |  |  |
| Subtotal [Remuneration + Reimbursables]  |   |  |  |  |
| <b>Taxes:</b>  |   |  |  |  |
| (i) {insert type of tax' e.g., VAT or sales tax }  |   |  |  |  |
| (ii) {e.g., withholding tax on experts' remuneration}                                    |   |  |  |  |
| (iii){insert type of tax }   |   |  |  |  |
| Total Taxes  |   |  |  |  |
| <b>Total Cost of the Financial Proposal:</b><br>{Should match the amount in Form FIN-1 } |   |  |  |  |

**FORM FIN-3A: BREAKDOWN OF REMUNERATION**

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Procuring Entity. This Form shall not be used as a basis for payments under Lump-Sum contracts.

| <b>A. Remuneration</b> |      |                               |                                      |  |                                    |                                    |                                   |  |
|------------------------|------|-------------------------------|--------------------------------------|--|------------------------------------|------------------------------------|-----------------------------------|--|
| No.                    | Name | Position<br>(as in<br>TECH-6) | Person-month<br>Remuneration<br>Rate | Time Input in<br>Person/Month<br>(from TECH-<br>6) | { Currency<br># 1- as in<br>FIN-2} | { Currency<br># 2- as in<br>FIN-2} | { Currency#<br>3- as in<br>FIN-2} | { Local<br>Currency-<br>as in FIN-<br>2} |
| <b>Key Experts</b>     |      |                               |                                      |  |                                    |                                    |                                   |  |
| —                      |      |                               |                                      |  |                                    |                                    |                                   |  |
| K-1                    |      |                               | [Home]                               |  |                                    |                                    |                                   |  |
|                        |      |                               | [Field]                              |  |                                    |                                    |                                   |  |
| K-2                    |      |                               |                                      |  |                                    |                                    |                                   |  |
|                        |      |                               |                                      |  |                                    |                                    |                                   |  |
|                        |      |                               |                                      |  |                                    |                                    |                                   |  |
|                        |      |                               |                                      |  |                                    |                                    |                                   |  |
|                        |      |                               |                                      |  |                                    |                                    |                                   |  |
| <b>Non-Key Experts</b> |      |                               |                                      |  |                                    |                                    |                                   |  |
| N-1                    |      |                               | [Home]                               |  |                                    |                                    |                                   |  |
| N-2                    |      |                               | [Field]                              |  |                                    |                                    |                                   |  |

|  |             |  |  |  |  |  |  |  |
|--|-------------|--|--|--|--|--|--|--|
|  |             |  |  |  |  |  |  |  |
|  |             |  |  |  |  |  |  |  |
|  |             |  |  |  |  |  |  |  |
|  |             |  |  |  |  |  |  |  |
|  | Total Costs |  |  |  |  |  |  |  |

**FORM FIN 3B: CONSULTANT’S REPRESENTATIONS REGARDING COSTS AND CHARGES**

*{This Form FIN 3B shall be used for Time-Based contracts only.*

*If Lumpsum Contract is used, the Procuring Entity shall delete the FORM FIN-3B, FORM FIN-3C and FORM FIN-3D from the RFP before issuance to Consultants}*

Consultant:  
Assignment:

Country:  
Date:

We hereby confirm that:

- a) the basic fees indicated in the attached table are taken from the firm’s payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant’s Experts;
- b) attached are true copies of the latest pay slips of the Experts listed;
- c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- d) the factors listed in the attached table for social charges and overhead are based on the firm’s average cost experiences for the latest three years as represented by the firm’s financial statements; and
- e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
[Name of Consultant]

\_\_\_\_\_  
Signature of Authorized Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Form 3C: Form for Consultant's Representations Regarding Costs and Charges** *{This Form FIN 3C shall be used for Time-Based contracts only}*

(Expressed in {insert name of currency\*})

| Personnel          |          | 1  | 2                           | 3                     | 4        | 5                   | 6                               | 7  | 8   |
|--------------------|----------|--|-----------------------------|-----------------------|----------|---------------------|---------------------------------|--|---|
| Name               | Position | Basic Remuneration Rate per Working Month/Day/Year | Social Charges <sup>1</sup> | Overhead <sup>1</sup> | Subtotal | Profit <sup>2</sup> | Away from Home Office Allowance | Proposed Fixed Rate per Working Month/Day/Hour | Proposed Fixed Rate per Working Month/Day/Hour <sup>1</sup> |
| Home Office        |          |  |                             |                       |          |                     |                                 |  |   |
|                    |          |  |                             |                       |          |                     |                                 |  |   |
|                    |          |  |                             |                       |          |                     |                                 |  |   |
|                    |          |  |                             |                       |          |                     |                                 |  |   |
| Procuring Entity's |          |  |                             |                       |          |                     |                                 |  |   |
|                    |          |  |                             |                       |          |                     |                                 |  |   |
|                    |          |  |                             |                       |          |                     |                                 |  |   |
|                    |          |  |                             |                       |          |                     |                                 |  |   |

{\* If more than one currency is used, use additional table(s), one for each currency}

1. Expressed as percentage of 1
2. Expressed as percentage of 4

## Form FIN 3D: Breakdown of Remuneration Rates [for Time Based Contracts Only]

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### 1. Review of Remuneration Rates

1.1 The remuneration rates are made up of salary or a base fee, social costs, overheads, profit, and any premium or allowance that may be paid for assignments away from headquarters or a home office. Form FIN 3C can be used to provide a breakdown of rates.

1.2 The Form FIN 3C shall be completed and attached to the Financial Form-3. As agreed at the negotiations, breakdown sheets shall form part of the negotiated Contract and included in its Appendix D or C.

1.3 At the negotiations the firm shall be prepared to disclose its audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. The Procuring Entity is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds.

1.4 Rate details are discussed below:

i) Salary is the gross regular cash salary or fee paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus, except where these are included by law or government regulations.

ii) Bonuses are normally paid out of profits. To avoid double counting, any bonuses shall not normally be included in the "Salary" and should be shown separately. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

iii) Social Charges are the costs of non-monetary benefits and may include, inter alia, social security (including pension, medical, and life insurance costs) and the cost of a paid sick and/or annual leave. In this regard, a paid leave during public holidays or an annual leave taken during an assignment if no Expert's replacement has been provided is not considered social charges.

iv) Cost of Leave. The principles of calculating the cost of total days leave per annum as a percentage of basic salary is normally calculated as follows:

$$\text{Leave cost as percentage of salary} = \frac{\text{total days leave} \times 100}{[365 - w - \text{ph} - v - s]}$$

Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

Please note that leave can be considered as a social cost only if the Procuring Entity is not charged for the leave taken.

v) Overheads are the Consultant's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (non-billable time, time of senior

Consultant's staff monitoring the project, rent of headquarters' office, support staff, research, staff training, marketing, etc.), the cost of Consultant's personnel not currently employed on revenue-earning projects, taxes on business activities, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Entity does not accept an add-on margin for social charges, overhead expenses, etc. for Experts who are not permanent employees of the Consultant. In such case, the Consultant shall be entitled only to administrative costs and a fee on the monthly payments charged for sub-contracted Experts.

vi) Profit is normally based on the sum of the Salary, Social costs, and Overheads. If any bonuses paid on a regular basis are listed, a corresponding reduction shall be made in the profit amount. Profit shall not be allowed on travel or any other reimbursable expenses.

vii) Away from Home Office Allowance or Premium or Subsistence Allowances. Some Consultants pay allowances to Experts working away from headquarters or outside of the home office. Such allowances are calculated as a percentage of salary (or a fee) and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately.

**FORM FIN-4 BREAKDOWN OF REIMBURSABLE**

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Procuring Entity. This form shall not be used as a basis for payments under Lump-Sum contracts. This form shall be filled for Time-Based Contracts to form the basis of contract negotiations.

| <b>B. Reimbursable Expenses</b> |   |          |           |          |                             |                             |                            |                               |
|---------------------------------|---|----------|-----------|----------|-----------------------------|-----------------------------|----------------------------|-------------------------------|
| N°                              | Type of Reimbursable Expenses                                       | Unit     | Unit Cost | Quantity | {Currency # 1- as in FIN-2} | {Currency # 2- as in FIN-2} | {Currency# 3- as in FIN-2} | {Local Currency- as in FIN-2} |
|                                 | {e.g., Per diem   | {Day}    |           |          |                             |                             |                            |                               |
| —                               | {e.g., International flights}                                       | {Ticket} |           |          |                             |                             |                            |                               |
| —                               | {e.g., In/out airport transportation}                               | {Trip}   |           |          |                             |                             |                            |                               |
|                                 | {e.g., Communication costs between Insert place and Insert place}   |          |           |          |                             |                             |                            |                               |
|                                 | { e.g., reproduction of reports}                                    |          |           |          |                             |                             |                            |                               |
|                                 | {e.g., Office rent}   |          |           |          |                             |                             |                            |                               |
|                                 | .....   |          |           |          |                             |                             |                            |                               |
|                                 | {Training of the Procuring Entity’s personnel – if required in TOR} |          |           |          |                             |                             |                            |                               |
| Total Costs                     |   |          |           |          |                             |                             |                            |                               |

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Procuring Entity can set up a ceiling.

## **SECTION 5. TERMS OF REFERENCE**

### **NOTES:**

- 1. OPEN TO: FIRMS REGISTERED AND HAVING OPERATIONS IN KENYA (LOCAL CONSULTANCY)**
- 2. ASSOCIATION AMONG FIRMS IS ALLOWED IN THE FORM OF A CONSORTIUM**

## **TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR MAPPING NATIONAL TVET STANDARDS**

### **BACKGROUND**

The Technical and Vocational Training Authority (TVETA) was established through the TVET Act, 2013, and a Board appointed in June 2014 to implement the functions provided in section 7 of the Act.

The following provisions of the Act concerns the Board's mandate in assuring quality and standards in all aspects of training:

- a. Regulate and coordinate training under TVET Act
- b. Accredite and inspect programmes and courses
- c. Prescribe the minimum criteria for admission to training institutions and programmes in order to promote access, equity and gender parity
- d. Recognize and equate qualifications awarded by local or foreign technical and vocational education institutions' in accordance with the standards and guidelines set out by the Authority from time to time
- e. Develop plans and guidelines for the effective implementation of the provisions of TVET Act
- f. Inspect, license, register and accredit training institutions
- g. Assure quality and relevance in programmes of training
- h. Undertake, or cause to be undertaken, regular monitoring, evaluation and inspection of training and institutions to ensure compliance with set standards and guidelines
- i. Ensure the maintenance of standards, quality and relevance in all aspects of training, including training by or through open, distance and electronic learning
- j. Approve the process of introduction of new training programmes and review existing programmes in Technical and Vocational Education and Training Board institutions

The Vision 2030 places new demands on Technical and Vocational Education and Training (TVET) as a leading engine for socio-economic development. The economy essentially relies upon TVET to produce adequate levels of middle level work force needed to drive the economy towards the attainment of the vision. TVET institutions offer opportunity for many young people to gain technical skills both for self and formal employment.

A quality and relevant TVET system is, therefore, critical for national economic growth and global competitiveness as well as holding a strategic position in the effective implementation of Vision 2030.

Standards in TVET, therefore, shall contribute to the transformation and quality of skill development programs in Kenya. The standards shall also form benchmarks for quality of TVET trainers, institutions, training delivery and assessment.

TVETA has developed some critical foundational standards to operationalize TVET regulation that shall be reviewed in this consultancy tasks.

After the establishment of TVETA, TVET Regulations were developed in 2015 in order to unpack and expound on the TVET Act of 2013.

In accordance with Section 31(1)(a) and 57(1) of the TVET Act,2013 (Amended 2014) the following fundamental standards and guidelines have been developed and gazetted through the Cabinet Secretary;

- I. TVETS 01:2019 TVET Standard — Competence-Based Education, Training and Assessment (CBETA) — Requirements and Guidelines
- II. TVETS 02:2019 TVET Standard — Prior Learning Assessment and Recognition (PLAR) — Requirements and Guidelines
- III. TVETS 03:2019 TVET Standard — CBET Trainers Qualification Framework — Part 1: General Requirements and Guidelines
- IV. TVETS 04:2019 TVET Standard — National Polytechnics — Requirements and Guidelines
- V. TVETS 05:2019 TVET Standard — Open, Distance and E-Learning (ODEL) — Requirements and Guidelines
- VI. TVETS 06:2019 TVET Standard — Centre of Excellence — Requirements and Guidelines

The specific standards were developed later and taken through the stakeholders in May 2019.

- i. Crop Production Level III;
- ii. Mechatronics Level III;
- iii. Masonry Level III;
- iv. Community Health Level III;
- v. level IV
- vi. TVET Trainers methodology and
- vii. Curriculum Developers.

The following eight (8) standards are being developed in the current financial year 2019/2020:

- 1 . Assessment tools standards and guidelines

- 2 . Assessment Centre Standards and guidelines.
- 3 . TVC and VTC standards and guidelines
- 4 . TVET Manager Training Standards
- 5 . TVET Verifiers Training Standards
- 6 . TVET Instructor Training Standards
- 7 . Entrepreneurship level 5 Training Standards
- 8 . Entrepreneurship level 6 Training Standard

## **OBJECTIVES**

The objectives of the consultancy are to engage with TVETA to:

- a. Identify the major national occupation sectors and align them to international classifications
- b. Carry out needs analysis to prioritize the training standards development
- c. Review existing standards for TVET in Kenya and conduct a stakeholder's validation of training standards priorities
- d. Provide a report with recommendations for TVET standards development.

## **SCOPE OF SERVICES**

The scope of work for this consultancy is to conduct mapping of national training standards and review existing standards in TVET; determine standards deficiencies or gaps that may hinder quality of TVET delivery in the country; further identify needs and provide recommendations for addressing these gaps and needs.

The consultancy will be carried out in accordance with industry standards and international best practices, as the consultant considers necessary, in consultation with the TVETA Board.

## SPECIFIC ACTIVITIES

The proposed consultancy services shall include working with TVETA to produce a comprehensive report.

| No. | Deliverables/ Outputs Review  | Estimated Duration to Complete | Review and Approvals Required  |
|-----|---|--------------------------------|--------------------------------|
| 1.  | Inception Report and Debrief on Legislative framework, Standards Policies and regulations   | 2 Weeks                        | TVETA Board                    |
| 2.  | Conduct a survey of National occupations standards and benchmark to international standards | 6 Weeks                        | TVETA Board                    |
| 3.  | Review the existing TVET standards and conduct gap analysis                                 | 2 weeks                        | TVETA Board                    |
| 4.  | Conduct a stakeholders workshop to identify priority standards requirements                 | 6 Weeks                        | Stakeholders ballot and report |
| 5.  | Develop the Standards mapping report and recommendation on priority areas                   | 4 weeks                        | TVETA Board                    |

## EXPECTED OUTPUTS

A comprehensive report on guiding standards in TVET in Kenya with recommendations.

The list of deliverables includes:

- a. Inception report - Overview of how the project will be completed, including timelines, scope, methodology etc.
- b. Draft report - Based on research and consultations with TVETA staff and stakeholders.
- c. Workshops - For consultation, feedback and validation.
- d. Final report - In English, in hard and soft copy.

## TIME FRAME

- a. The consultant will commence the assignment immediately after signing the contract.
- b. The consultant must strive to ensure that the assignment is completed within a period not exceeding 5 months.

## QUALIFICATION AND SKILLS

The consulting firm should have at least 4 key experts with the following qualifications and experience:

- a. Masters in Management, Education, Development studies, Social Sciences or related areas of study with at least five years' experience in TVET sector.
- b. Should have worked on similar assignments with government / international development agencies.



- c. Experience of having developed or participated in the development of standards and quality assurance frameworks is desirable.

Firm's experience:

- a. At least 3 years of experience in the field of TVET in Kenya.
- b. Experience in development of standards / CBET tools and understanding of Kenyan context of TVET and CBET.
- c. International experience in similar projects is desirable.

Eligible potential consultant firms should provide the following mandatory documents:

- Certificate of incorporation
- KRA PIN
- Valid business permit
- Valid tax compliance certificate

### SCORING MATRIX

| No. | Area of Assessment        | Score      |
|-----|---------------------------|------------|
| 1.  | Firm's experience         | 10 marks   |
| 2.  | Approach and methodology  | 25 marks   |
| 3.  | Work plan                 | 15 marks   |
| 4.  | Organization and staffing | 10 marks   |
| 5.  | Key experts               | 40 marks   |
| 6.  | <b>Total Score</b>        | <b>100</b> |
| 7.  | <b>Pass marks:</b>        | <b>80%</b> |

## SECTION 6. CONDITIONS OF CONTRACT AND CONTRACT FORMS

### Preface

1. This Section includes two types of standard contract forms for: A Lump-Sum Contract and a Time-Based Contract. Each type includes General Conditions of Contract (“GCC”) that shall not be modified, and Special Conditions of Contract (“SCC”). The SCC include clauses specific to each contract to supplement, but not over-write or otherwise contradict, the General Conditions of Contract.

2. **Lump-Sum Contract.** This type of contract is used mainly for assignments in which the scope and the duration of the Services and the required output of the Consultant are clearly defined. Payments are linked to outputs (deliverables) such as draft or final reports, drawings, bill of quantities, bidding documents, or software programs. Lump-sum contracts are easier to administer because they operate on the principle of a fixed price for a fixed scope, and payments are due on clearly specified outputs and milestones. Nevertheless, quality control of the Consultant’s outputs by the Procuring Entity is paramount.

3. **Time-Based Contract.** This type of contract is appropriate when it is difficult to define or fix the scope and the duration of the services, either because they are related to activities carried out by others for which the completion period may vary, or because the input of the consultants required for attaining the objectives of the assignment is difficult to assess. In time-based contracts the Consultant provides services on a timed basis according to quality specifications, and Consultant’s remuneration is determined on the basis of the time actually spent by the Consultant in carrying out the Services and is based on (i) agreed upon unit rates for the Consultant’s experts multiplied by the actual time spent by the experts in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of contract requires the Procuring Entity to closely supervise the Consultant and to be involved in the daily execution of the assignment.

4. The templates are designed for use in assignments with consulting firms and shall not be used for contracting of individual experts. In some consultancy assignments such as design and construction supervision, both Lump-Sum and Time-Based Contracts are used and signed with the Consultant. In that case, the Lump-Sum Contract would apply for the design part of the Services while the construction supervision part would be based on a Time-Based Contract. In such event, both types of contracts shall be signed at the same time.

---

**CONTRACT FOR CONSULTANT'S SERVICES**

**Lump-Sum Contract**

**Consulting Services for:**

**Contract No.:** \_\_\_\_\_

**Contract Description:** \_\_\_\_\_

**between**

*[Name of the Procuring Entity]*

**and**

*[Name of the Consultant]*

**Date:**

## I. FORM OF CONTRACT

### LUMP-SUM

*(Text in brackets [ ] is optional; all notes should be deleted in the final text)*

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Entity]* (hereinafter called the “Procuring Entity”) and, on the other hand, *[name of Consultant]* (hereinafter called the “Consultant”).

*[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “... (hereinafter called the “Procuring Entity”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Procuring Entity for all the Consultant’s obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the “Consultant”).]*

### WHEREAS

a) the Procuring Entity has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);

b) the Consultant, having represented to the Procuring Entity that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

c) the Procuring Entity has set aside a budget and funds toward the cost of the Services and intends to apply a portion of these funds towards payments under this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The General Conditions of Contract;
  - (b) The Special Conditions of Contract;
  - (c) Appendices:
    - Appendix A: Terms of Reference
    - Appendix B: Key Experts
    - Appendix C: Breakdown of Contract Price
    - Appendix D: Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: The Special Conditions of Contract; the General Conditions of Contract; Appendix A; Appendix B; Appendix C; Appendix D. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Procuring Entity and the Consultant shall be as set forth in the Contract, in particular:
- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Procuring Entity shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Procuring Entity]*

*[Authorized Representative of the Procuring Entity– name, title and signature]*

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

*[Authorized Representative of the Consultant – name and signature]*

*[Note: For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]*

For and on behalf of each of the members of the Consultant *[insert the Name of the Joint Venture]*

*[Name of the lead member]*

*[Authorized Representative on behalf of a Joint Venture]*

*[add signature blocks for each member if all are signing]*

## **II: GENERAL CONDITIONS OF CONTRACT**

### **A. General Provisions**

#### **1. Definitions**

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) “Applicable Law” means the laws and any other instruments having the force of law in Kenya.
- b) “Consultant” means a legally-established professional consulting firm or entity selected by the Procuring Entity to provide the Services under the signed Contract.
- c) “Contract” means the legally binding written agreement signed between the Procuring Entity and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
- d) “Procuring Entity” means the Procuring Entity that signs the Contract for the Services with the selected Consultant.
- e) “Day” means a working day unless indicated otherwise.
- f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- g) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
- h) “Foreign Currency” means any currency other than the currency of Kenya.
- i) “GCC” means these General Conditions of Contract.
- j) “Government” means the government of Kenya.
- k) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Entity for the performance of the Contract.
- l) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- m) “Local Currency” means the Kenya Shillings, the currency of Kenya.
- n) “Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- o) “Party” means the Procuring Entity or the Consultant, as the case may be, and “Parties” means both of them.

- p) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- q) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- r) “Sub-consultants” means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- t) “Third Party” means any person or entity other than the Government, the Procuring Entity, the Consultant or a Sub-consultant.

## **2. Relationship between the Parties**

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Procuring Entity and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

## **3. Law Governing Contract**

3.1 This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of Kenya.

## **4. Language**

4.1 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## **5. Headings**

5.1 The headings shall not limit, alter or affect the meaning of this Contract.

## **6. Communications**

6.1 Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the English Language. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2 A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.

## **7. Location**

7.1 The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

## **8. Authority of Member in Charge**

8.1 In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant’s rights and

obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.

## **9. Authorized Representatives**

9.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Entity or the Consultant may be taken or executed by the officials specified in the **SCC**.

## **10. Corrupt and Fraudulent Practices**

10.1 The Government requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth in its laws and policies.

### **A. Commissions and Fees**

The Procuring Entity requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract by the Procuring Entity and/or sanctions by the PPRA.

### **B. Commencement, Completion, Modification and Termination of Contract**

#### **11. Effectiveness of Contract**

11.1 This Contract shall come into force and effect on the date (the “Effective Date”) of the Procuring Entity’s notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the **SCC** have been met.

#### **12. Termination of Contract for Failure to Become Effective**

12.1 If this Contract has not become effective within such time period after the date of Contract signature as specified in the **SCC**, either Party may, by not less than twenty-two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

#### **13. Commencement of Services**

13.1 The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC**.

#### **14. Expiration of Contract**

14.1 Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC**.

#### **15. Entire Agreement**



15.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

## **16. Modifications or Variations**

16.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

## **17. Force Majeure**

### **a. Definition**

17.1 For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder.

17.3 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### **b. No Breach of Contract**

17.4 The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

### **c. Measures to be Taken**

17.5 A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.6 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.7 During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Procuring Entity, shall either:

- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring Entity, in reactivating the Services; or
- (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.8 In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 44 & 45.

## **18. Suspension**

18.1 The Procuring Entity may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

## **19. Termination**

19.1. This Contract may be terminated by either Party as per provisions set up below:

### **a. By the Procuring Entity**

19.1.1. The Procuring Entity may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence, the Procuring Entity shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 45.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

- (e) If the Procuring Entity, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. Furthermore, if the Procuring Entity determines that the Consultant has engaged in corrupt, fraudulent, collusive, coercive [or obstructive] practices, in competing for or in executing the Contract, then the Procuring Entity may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

**b. By the Consultant**

19.1.3. The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Entity, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- (a) If the Procuring Entity fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GCC 45.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
- (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- (c) If the Procuring Entity fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 45.1.
- (d) If the Procuring Entity is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Procuring Entity of the Consultant's notice specifying such breach.

**c. Cessation of Rights and Obligations**

19.1.4. Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25, and (iv) any right which a Party may have under the Applicable Law.

**d. Cessation of Services**

19.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Entity, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

### **e. Payment upon Termination**

19.1.6. Upon termination of this Contract, the Procuring Entity shall make the following payments to the Consultant:

- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
- (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

### **C. Obligations of the Consultant**

#### **20. General**

##### **a. Standard of Performance**

- 20.1 The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with the third parties.
- 20.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.
- 20.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Procuring Entity. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

##### **b. Law Applicable to Services**

- 20.4. The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.
- 20.5. Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in Kenya when
  - (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
  - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.
- 20.6. The Procuring Entity shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

#### **21. Conflict of Interests**

21.1. The Consultant shall hold the Procuring Entity's interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

**a. Consultant Not to Benefit from Commissions, Discounts, etc.**

21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 38 through 42) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Procuring Entity on the procurement of goods, works or services, the Consultant shall at all times exercise such responsibility in the best interest of the Procuring Entity. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Procuring Entity.

**b. Consultant and Affiliates Not to Engage in Certain Activities**

21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

**c. Prohibition of Conflicting Activities**

21.1.4 The Consultant shall not engage and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

**d. Strict Duty to Disclose Conflicting Activities**

21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Procuring Entity, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

**22. Confidentiality**

22.1 Except with the prior written consent of the Procuring Entity, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information

acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

### **23. Liability of the Consultant**

- 23.1 Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

### **24. Insurance to be Taken out by the Consultant**

- 24.1 The Consultant (i) shall take out and maintain and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage specified in the **SCC**, and (ii) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause **GCC 13**.

### **25. Accounting, Inspection and Auditing**

- 25.1 The Consultant shall keep and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.
- 25.2 The Consultant shall permit and shall cause its Sub-consultants to permit, the PPRA and/or persons appointed by the PPRA to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PPRA if requested by the PPRA. The Consultant's attention is drawn to Clause **GCC 10** which provides, inter alia, that acts intended to materially impede the exercise of the PPRA's inspection and audit rights provided for under this Clause **GCC25.2** constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the PPRA's prevailing sanctions procedures.)

### **26. Reporting Obligations**

- 26.1 The Consultant shall submit to the Procuring Entity the reports and documents specified in Appendix A, in the form, in the numbers and within the time periods set forth in the said Appendix.

### **27. Proprietary Rights of the Procuring Entity in Reports and Records**

- 27.1 Unless otherwise indicated in the **SCC**, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Procuring Entity in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Entity. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Entity, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Entity.
- 27.2 If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Procuring Entity's prior written

approval to such agreements, and the Procuring Entity shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

## **28. Equipment, Vehicles and Materials**

- 28.1 Equipment, vehicles and materials made available to the Consultant by the Procuring Entity or purchased by the Consultant wholly or partly with funds provided by the Procuring Entity, shall be the property of the Procuring Entity and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Entity an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Procuring Entity's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Procuring Entity in writing, shall insure them at the expense of the Procuring Entity in an amount equal to their full replacement value.
- 28.2 Any equipment or materials brought by the Consultant or its Experts into Kenya for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

## **D. Consultant's Experts and Sub-Consultants**

### **29. Description of Key Experts**

- 29.1 The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Consultant's Key Experts are described in Appendix B.

### **30. Replacement of Key Experts**

- 30.1 Except as the Procuring Entity may otherwise agree in writing, no changes shall be made in the Key Experts.
- 30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

### **31. Removal of Experts or Sub-consultants**

- 31.1 If the Procuring Entity finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Procuring Entity determine that Consultant's Expert of Sub-consultant have engaged in corrupt, fraudulent, collusive, coercive [or obstructive] practice while performing the Services, the Consultant shall, at the Procuring Entity's written request, provide a replacement.
- 31.2 In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Procuring Entity to be incompetent or incapable in discharging assigned duties, the Procuring Entity, specifying the grounds therefore, may request the Consultant to provide a replacement.

31.3 Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Procuring Entity.

31.4 The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

## **E. Obligations of the Procuring Entity**

### **32. Assistance and Exemptions**

32.1 Unless otherwise specified in the **SCC**, the Procuring Entity shall use its best efforts to:

a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in Kenya while carrying out the Services under the Contract.

c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.

d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.

e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in Kenya according to the applicable law in Kenya.

f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in Kenya, of bringing into Kenya reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.

g) Provide to the Consultant any such other assistance as may be specified in the **SCC**.

### **33. Access to Project Site**

33.1 The Procuring Entity warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Procuring Entity will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the



willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

#### **34. Change in the Applicable Law Related to Taxes and Duties**

- 34.1 If, after the date of this Contract, there is any change in the applicable law in Kenya with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 38.1

#### **35. Services, Facilities and Property of the Procuring Entity**

- 35.1 The Procuring Entity shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A.

#### **36. Counterpart Personnel**

- 36.1 The Procuring Entity shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Procuring Entity with the Consultant's advice, if specified in Appendix A.
- 36.2 Professional and support counterpart personnel, excluding Procuring Entity's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Entity shall not unreasonably refuse to act upon such request.

#### **37. Payment Obligation**

- 37.1 In consideration of the Services performed by the Consultant under this Contract, the Procuring Entity shall make such payments to the Consultant for the deliverables specified in Appendix A and in such manner as is provided by GCC F below.

### **F. Payments to the Consultant**

#### **38. Contract Price**

- 38.1 The Contract price is fixed and is set forth in the SCC. The Contract price breakdown is provided in Appendix C.
- 38.2 Any change to the Contract price specified in Clause 38.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in Appendix A.

### **39. Taxes and Duties**

39.1 The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

### **40. Currency of Payment**

40.1 Any payment under this Contract shall be made in the currency(ies) of the Contract.

### **41. Mode of Billing and Payment**

41.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 38.1.

41.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in Appendix A. The payments will be made according to the payment schedule stated in the SCC.

41.2.1 *Advance payment:* Unless otherwise indicated in the SCC, an advance payment shall be made against an advance payment bank guarantee acceptable to the Procuring Entity in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in Appendix D, or in such other form as the Procuring Entity shall have approved in writing. The advance payments will be set off by the Procuring Entity in equal portions against the lump-sum installments specified in the SCC until said advance payments have been fully set off.

41.2.2 *The Lump-Sum Installment Payments.* The Procuring Entity shall pay the Consultant within sixty (60) days after the receipt by the Procuring Entity of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Procuring Entity does not approve the submitted deliverable(s) as satisfactory in which case the Procuring Entity shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.

41.2.3 *The Final Payment:* The final payment under this Clause shall be made only after the final report has been submitted by the Consultant and approved as satisfactory by the Procuring Entity. The Services shall then be deemed completed and finally accepted by the Procuring Entity. The last lump-sum installment shall be deemed approved for payment by the Procuring Entity within ninety (90) calendar days after receipt of the final report by the Procuring Entity unless the Procuring Entity, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. 41.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

41.2.4 With the exception of the final payment under 41.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

### **42. Interest on Delayed Payments**

42.1 If the Procuring Entity had delayed payments beyond thirty (30) days after the due date stated in Clause GCC 41.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

## **G. Fairness and Good Faith**

### **43. Good Faith**

43.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **H. Settlement of Disputes**

### **44. Amicable Settlement**

44.1 The Parties shall seek to resolve any dispute amicably by mutual consultation.

44.2 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 45.1 shall apply.

### **45. Dispute Resolution**

45.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.

### III: SPECIAL CONDITIONS OF CONTRACT

*[Notes in brackets are for guidance purposes only and should be deleted in the final text of the signed contract]*

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract  |
|---------------------|---|
| 1.1(a)              | <p><b>The Contract shall be construed in accordance with the law of Kenya</b></p> <p><i>[Where the Parties may designate the law of another country, in which case the name of the respective country should be inserted, and the name of Kenya should be removed.]</i></p>   |
| 4.1                 | <p><b>The language is:</b> English</p>  |
| 6.1 and 6.2         | <p><b>The addresses are</b> <i>[fill in at negotiations with the selected firm]:</i></p> <p>Procuring Entity: _____</p> <p>Attention: _____</p> <p>Facsimile: _____</p> <p>E-mail: _____</p> <p>Consultant: _____</p> <p>Attention: _____</p> <p>Facsimile: _____</p> <p>E-mail: _____</p>  |
| 8.1                 | <p><i>[If the Consultant consists only of one entity, state “N/A”;</i><br/> <i>OR</i><br/> <i>If the Consultant is a Joint Venture consisting of more than one entity, the name of the JV member whose address is specified in Clause SCC6.1 should be inserted here.]</i></p> <p><b>The Lead Member on behalf of the JV is</b> _____ <i>[insert name of the member]</i></p>        |
| 9.1                 | <p><b>The Authorized Representatives are:</b></p> <p><b>For the Procuring Entity:</b> _____ <i>[name, title]</i> __</p> <p><b>For the Consultant:</b> <i>[name, title]</i> _____</p>  |
| 11.1                | <p><b>The effectiveness conditions are the following:</b><br/> <i>[Note: If there are no effectiveness conditions, state “N/A”]</i></p> <p><i>OR</i></p> <p><i>List here any conditions of effectiveness of the Contract, e.g., receipt by the Consultant of an advance payment, and by the Procuring Entity of an advance payment guarantee (see Clause SCC45.1(a)), etc.]</i></p> |
| 12.1                | <p><b>Termination of Contract for Failure to Become Effective:</b></p>  |

|       |  |
|-------|--|
|       | <p><b>The time period shall be ____ [insert time period, e.g.: four months].</b></p>   |
| 13.1  | <p><b>Commencement of Services:</b></p> <p><b>The number of days shall be _____ [e.g.: ten].</b></p> <p>Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Procuring Entity in writing as a written statement signed by each Key Expert.</p>  |
| 14.1  | <p><b>Expiration of Contract:</b></p> <p><b>The time period shall be ____ [insert time period, e.g.: twelve months].</b></p>   |
| 21 b. | <p><b>The Procuring Entity reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3</b></p> <p>Yes: ____ No: ____</p>   |
| 23.1  | <p><b>No additional provisions.</b></p> <p><i>[OR</i></p> <p>The following limitation of the Consultant's Liability towards the Procuring Entity can be subject to the Contract's negotiations:</p> <p>"Limitation of the Consultant's Liability towards the Procuring Entity:</p> <p>(a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Procuring Entity's property, shall not be liable to the Procuring Entity:</p> <p>(i) for any indirect or consequential loss or damage; and</p> <p>(ii) for any direct loss or damage that exceeds <b>two times</b> the total value of the Contract;</p> <p>(b) This limitation of liability shall not</p> <p>(i) affect the Consultant's liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services;</p> <p>(ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the Applicable Law.</p> <p><i>[Notes to the Procuring Entity and the Consultant:</i></p> |

*Any suggestions made by the Consultant in the Proposal to introduce exclusions/limitations of the Consultant's liability under the Contract should be carefully scrutinized by the Procuring Entity prior to accepting any changes to what was included in the issued RFP.*

*To be acceptable to the Procuring Entity, any limitation of the Consultant's liability should at the very least be reasonably related to (a) the damage the Consultant might potentially cause to the Procuring Entity, and (b) the Consultant's ability to pay compensation using its own assets and reasonably obtainable insurance coverage. The Consultant's liability shall not be limited to less than a multiplier of the total payments to the Consultant under the Contract for remuneration and reimbursable expenses. A statement to the effect that the Consultant is liable only for the re-performance of faulty Services is not acceptable to the Procuring Entity. Also, the Consultant's liability should never be limited for loss or damage caused by the Consultant's gross negligence or willful misconduct.*

*The Procuring Entity does not accept a provision to the effect that the Procuring Entity shall indemnify and hold harmless the Consultant against Third Party claims, except, of course, if a claim is based on loss or damage caused by a default or wrongful act of the Procuring Entity to the extent permissible by the law applicable in Kenya.]*

**24.1**

**The insurance coverage against the risks shall be as follows:**

*[Delete what is not applicable except (a)].*

**(a) Professional liability insurance, with a minimum coverage of**

*[insert amount and currency which should be not less than the total ceiling amount of the Contract];*

**(b)** Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Procuring Entity's country by the Consultant or its Experts or Sub-consultants, with a minimum coverage of *[insert amount and currency or state "in accordance with the applicable law in the Procuring Entity's country"]*;

**(c)** Third Party liability insurance, with a minimum coverage of *[insert amount and currency or state "in accordance with the applicable law in Kenya"]*;

**(d)** employer's liability and workers' compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the Applicable Law in Kenya, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and

**(e)** insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.

|                               |   |
|-------------------------------|---|
| 27.1                          | <p>The additional rights to the use of the documents are:<br/> <i>[If applicable, insert any exceptions to proprietary rights provisions]</i></p>   |
| 27.2                          | <p><i>[If there is to be no restriction on the future use of these documents by either Party, this Clause SCC 27.2 should be indicated as Not Applicable.</i><br/> <i>If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, could be used:</i></p> <p><b>[The Consultant shall not use these <i>[insert what applies..... documents and software.... ]</i> for purposes unrelated to this Contract without the prior written approval of the Procuring Entity.]</b></p> <p><i>[OR]</i></p> <p><b>[The Procuring Entity shall not use these <i>[insert what applies..... documents and software.....]</i> for purposes unrelated to this Contract without the prior written approval of the Consultant.]</b></p> <p><i>[OR]</i></p> <p><b>[Neither Party shall use these <i>[insert what applies..... documents and software.....]</i> for purposes unrelated to this Contract without the prior written approval of the other Party.]</b></p> |
| 32.1<br>(a)<br>through<br>(e) | <p><i>[List here any changes or additions to Clause GCC 32.1. If there are no such changes or additions, indicate Not Applicable.]</i></p>  |
| 32.1(f)                       | <p><i>[List here any other assistance to be provided by the Procuring Entity. If there is no such other assistance, indicate Not Applicable for this Clause SCC 32.1(f).]</i></p>   |
| 38.1                          | <p><b>The Contract price is: _____ <i>[insert amount and currency for each currency as applicable]</i> <i>[indicate: inclusive or exclusive]</i> of local taxes.</b></p> <p><b>Any local taxes chargeable in respect of this Contract for the Services provided by the Consultant shall <i>[insert as appropriate: “be paid” or “reimbursed”]</i> by the Procuring Entity <i>[insert as appropriate: “for “or “to”]</i> the Consultant.</b></p>   |

|                             |  |
|-----------------------------|--|
|                             | <p>The amount of such taxes is _____ [insert the amount as finalized at the Contract’s negotiations on the basis of the tax amounts provided by the Consultant in Form FIN-2 of the Consultant’s Financial Proposal.</p>   |
| <p><b>39.1 and 39.2</b></p> | <p><i>[The Procuring Entity, depending on the source of funds and tax exemptions already granted by the Government, shall decide whether the Consultant (i) should be exempted from local tax, or (ii) should be reimbursed by the Procuring Entity for any such tax they might have to pay (or that the Procuring Entity would pay such tax on behalf of the Consultant)]</i></p> <p><b>The Procuring Entity warrants that</b> <i>[choose one applicable option consistent with the ITC 16.3 and the outcome of the Contract’s negotiations (Form FIN-2)]</i></p> <p><i>If ITC16.3 indicates a tax exemption status, include the following: “the Consultant, the Sub-consultants and the Experts shall be exempt from”</i></p> <p><i>OR</i></p> <p><i>If ITC16.3 does not indicate the exemption and, depending on whether the Procuring Entity shall pay the withholding tax or the Consultant has to pay, include the following:</i></p> <p><b>“the Procuring Entity shall pay on behalf of the Consultant, the Sub-consultants and the Experts,” OR “the Procuring Entity shall reimburse the Consultant, the Sub-consultants and the Experts”]</b></p> <p><b>any taxes, duties, fees, levies and other impositions imposed, under the applicable law in the Procuring Entity’s country, on the Consultant, the Sub-consultants and the Experts in respect of:</b></p> <ul style="list-style-type: none"> <li><b>(a) any payments whatsoever made to the Consultant, Sub-consultants and the Experts (other than nationals or permanent residents of Kenya), in connection with the carrying out of the Services;</b></li> <li><b>(b) any equipment, materials and supplies brought into Kenya by the Consultant or Sub-consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn by them;</b></li> <li><b>(c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the Procuring Entity and which is treated as property of the Procuring Entity;</b></li> <li><b>(d) any property brought into Kenya by the Consultant, any Sub-consultants or the Experts (other than nationals or permanent residents of Kenya), or the eligible dependents of such experts for their personal use and which will subsequently be withdrawn by them upon their respective departure from the Procuring Entity’s country, provided that:</b> <ul style="list-style-type: none"> <li><b>(i) the Consultant, Sub-consultants and experts shall follow the usual customs procedures of Kenya in importing property into Kenya; and</b></li> </ul> </li> </ul> |



|                      |   |
|----------------------|---|
|                      | <p><b>(ii) if the Consultant, Sub-consultants or Experts do not withdraw but dispose of any property in the Procuring Entity’s country upon which customs duties and taxes have been exempted, the Consultant, Sub-consultants or Experts, as the case may be, (a) shall bear such customs duties and taxes in conformity with the regulations of Kenya, or (b) shall reimburse them to the Procuring Entity if they were paid by the Procuring Entity at the time the property in question was brought into the Procuring Entity’s country.</b></p>  |
| <p><b>41.2</b></p>   | <p><b>The payment schedule:</b></p> <p><i>[Payment of installments shall be linked to the deliverables specified in the Terms of Reference in Appendix A]</i></p> <p><b>1<sup>st</sup> payment:</b> <i>[insert the amount of the installment, percentage of the total Contract price, and the currency. If the first payment is an advance payment, it shall be made against the bank guarantee for the same amount as per GCC 4].2.1]. E.g. “Twenty (20) percent of the lumpsum contract price shall be paid upon submission and approval of the Inception Report</i></p> <p><b>2<sup>nd</sup> payment:</b> <b>Example: Sixty (60) percent of the lumpsum Contract Price shall be paid upon submission of an acceptable Draft Report.</b></p> <p><b>3<sup>rd</sup> and Final Payment:</b> <b>Example: Twenty (20) percent of the lumpsum Contract Price shall be paid upon submission and approval of the Final Report.</b></p> <p><i>[Total sum of all installments shall not exceed the Contract price set up in SCC38.1. Every Payment shall be subject to (i) submission to the Procuring Entity of the prerequisite Report and/or payment request documents, and, (ii) approval and acceptance of the said reports and documents by the Procuring Entity]</i></p> |
| <p><b>41.2.1</b></p> | <p><i>[The advance payment could be in either the foreign currency, or the local currency, or both; select the correct wording in the Clause here below. The advance bank payment guarantee should be in the same currency(ies)]</i></p> <p>The following provisions shall apply to the advance payment and the advance bank payment guarantee:</p> <ol style="list-style-type: none"> <li>(1) An advance payment [of <i>[insert amount]</i> in foreign currency] [and of <i>[insert amount]</i> in Kenya Shillings] shall be made within <i>[insert number]</i> days after the receipt of an advance bank payment guarantee by the Procuring Entity. The advance payment will be set off by the Procuring Entity in equal portions against [list the payments against which the advance is offset].</li> <li>(2) The advance bank payment guarantee shall be in the amount and in the currency of the currency(ies) of the advance payment.</li> <li>(3) The bank guarantee will be released when the advance payment has been fully set off.</li> </ol>   |

|        |  |
|--------|--|
| 41.2.4 | <p><b>The accounts are:</b></p> <p>for foreign currency: <i>[insert account]</i>.<br/> for local currency: <i>[insert account]</i>.</p>  |
| 42.1   | <p><b>The interest rate is:</b> <i>[insert rate]</i>.</p>  |
| 45.1   | <p><b>Disputes shall be settled by arbitration in accordance with the following provisions:</b></p> <p>1. <u>Selection of Arbitrators.</u> Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:</p> <p>(a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to <i>[name an appropriate international professional body, e.g., the Federation Internationale des Ingenieurs-Conseil (FIDIC) of Lausanne, Switzerland]</i> for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, <i>[insert the name of the same professional body as above]</i> shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> <p>(b) Where the Parties do not agree that the dispute concerns a technical matter, the Procuring Entity and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by <i>[name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.]</i>.</p> <p>(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the <i>[name the same appointing authority as in said paragraph (b)]</i> to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p> |

|  |   |
|--|---|
|  | <p>2. <u>Rules of Procedure</u>. Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators</u>. If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators</u>. The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant's home country <i>[If the Consultant consists of more than one entity, add: or of the home country of any of their members or Parties]</i> or of the Government's country. For the purposes of this Clause, "home country" means any of:</p> <p>(a) the country of incorporation of the Consultant <i>[If the Consultant consists of more than one entity, add: or of any of their members or Parties];</i> or</p> <p>(b) the country in which the Consultant's [or any of their members' or Parties'] principal place of business is located; or</p> <p>(c) the country of nationality of a majority of the Consultant's [or of any members' or Parties'] shareholders; or</p> <p>(d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.</p> |
|  | <p>5. <u>Miscellaneous</u>. In any arbitration proceeding hereunder:</p> <p>(a) proceedings shall, unless otherwise agreed by the Parties, be held in <i>[select a country which is neither the Procuring Entity's country nor the Consultant's country];</i></p> <p>(b) the <i>[type of language]</i> language shall be the official language for all purposes; and</p> <p>(c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.</p>  |

## **APPENDICES**

### **APPENDIX A – TERMS OF REFERENCE**

*[Note: This Appendix shall include the final Terms of Reference (TORs) worked out by the Procuring Entity and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Procuring Entity’s input, including counterpart personnel assigned by the Procuring Entity to work on the Consultant’s team; specific tasks or actions that require prior approval by the Procuring Entity.]*

Insert the text based on the Section 5 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 of the Consultant’s Proposal. Highlight the changes to Section 5 of the RFP]

.....

### **APPENDIX B - KEY EXPERTS**

*[Insert a table based on Form TECH-6 of the Consultant’s Technical Proposal and finalized at the Contract’s negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]*

.....

### **APPENDIX C – BREAKDOWN OF CONTRACT PRICE**

*{Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant’s Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.}*

**APPENDIX D - FORM OF ADVANCE PAYMENT GUARANTEE**

[*Note:* See Clause GCC 41.2.1 and SCC 41.2.1]

**Bank Guarantee for Advance Payment**

\_\_\_\_\_ [*Bank's Name, and Address of Issuing Branch or Office*]

**Beneficiary:** \_\_\_\_\_ [*Name and Address of Procuring Entity*]

**Date:** \_\_\_\_\_

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_

We have been informed that \_\_\_\_\_ [*name of Consultant or a name of the Joint Venture, same as appears on the signed Contract*] (hereinafter called "the Consultant") has entered into Contract No. \_\_\_\_\_ [*reference number of the contract*] dated \_\_\_\_\_ with you, for the provision of \_\_\_\_\_ [*brief description of Services*] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of \_\_\_\_\_ [*amount in figures*] ( \_\_\_\_\_ ) [*amount in words*] is to be made against an advance payment guarantee.

At the request of the Consultant, we \_\_\_\_\_ [*name of bank*] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of \_\_\_\_\_ [*amount in figures*] ( \_\_\_\_\_ ) [*amount in words*]<sup>1</sup> upon receipt by us of your first demand in writing accompanied by a written statement stating that the Consultant are in breach of their obligation under the Contract because the Consultant have used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number \_\_\_\_\_ at \_\_\_\_\_ [*name and address of bank*].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultant has made full repayment of the amount of the advance payment, or on the \_\_\_ day of \_\_\_\_\_,<sup>2</sup> whichever is earlier. Consequently,

<sup>1</sup> The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

<sup>2</sup> Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Procuring Entity's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

any demand for payment under this guarantee must be received by us at this office on or before that date.

*[signature(s)]*

*Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.*

## APPENDIX E – REMUNERATION COST ESTIMATES

### 1. Monthly rates for the Experts:

{Insert the table with the remuneration rates. The table shall be based on [Form FIN-3] of the Consultant’s Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3] at the negotiations or state that none has been made. }

### 2. *[When the Consultant has been selected under **Quality-Based Selection method**, or the Procuring Entity has requested the Consultant to clarify the breakdown of very high remuneration rates at the Contract’s negotiations also add the following:*

*“The agreed remuneration rates shall be stated in the attached Form: Breakdown of Agreed Fixed Rates in Consultant’s Contract. This form shall be prepared on the basis of Appendix*

*A to Form FIN-3 of the RFP “Consultants’ Representations regarding Costs and Charges” submitted by the Consultant to the Procuring Entity prior to the Contract’s negotiations.*

*Should these representations be found by the Procuring Entity (either through inspections or audits pursuant to Clause GCC 25.2 or through other means) to be materially incomplete or inaccurate, the Procuring Entity shall be entitled to introduce appropriate modifications in the remuneration rates affected by such materially incomplete or inaccurate representations. Any such modification shall have retroactive effect and, in case remuneration has already been paid by the Procuring Entity before any such modification, (i) the Procuring Entity shall be entitled to offset any excess payment against the next monthly payment to the Consultants, or (ii) if there are no further payments to be made by the Procuring Entity to the Consultants, the Consultants shall reimburse to the Procuring Entity any excess payment within thirty (30) days of receipt of a written claim of the Procuring Entity. Any such claim by the Procuring Entity for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Entity of a final report and a final statement approved by the Procuring Entity in accordance with Clause GCC 45.1(d) of this Contract.”*

**Breakdown of agreed fixed rates in consultant's contract**

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

(Expressed in [insert name of currency]) \*

| Experts       |          | 1  | 2                           | 3                     | 4        | 5                   | 6                               | 7  | 8   |
|---------------|----------|--|-----------------------------|-----------------------|----------|---------------------|---------------------------------|--|---|
| Name          | Position | Basic Remuneration rate per Working Month/Day/Year | Social Charges <sup>1</sup> | Overhead <sup>1</sup> | Subtotal | Profit <sup>2</sup> | Away from Home Office Allowance | Agreed Fixed Rate per Working Month/Day/Hour | Agreed Fixed Rate per Working Month/Day/Hour <sup>1</sup> |
|               |          |  |                             |                       |          |                     |                                 |  |   |
|               |          |  |                             |                       |          |                     |                                 |  |   |
|               |          |  |                             |                       |          |                     |                                 |  |   |
| Home Office   |          |  |                             |                       |          |                     |                                 |  |   |
|               |          |  |                             |                       |          |                     |                                 |  |   |
| Work in Kenya |          |  |                             |                       |          |                     |                                 |  |   |
|               |          |  |                             |                       |          |                     |                                 |  |   |

1 Expressed as percentage of 1

2 Expressed as percentage of 4

\* If more than one currency, add a table

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name and Title: \_\_\_\_\_



## **APPENDIX F: REIMBURSABLE EXPENSES COST ESTIMATES**

1. {Insert the table with the Reimbursable Expenses rates. The table shall be based on [Form FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-4] at the negotiations or state that none has been made. }

2. All reimbursable expenses shall be reimbursed at actual cost, unless otherwise explicitly provided in this Appendix, and in no event shall reimbursement be made in excess of the Contract amount.

## SECTION 7. NOTIFICATION FORMS

### 1. NOTIFICATION OF INTENTION TO AWARD

***[This Notification of Intention to Award shall be sent to each Consultant whose Financial Proposal was opened. Send this Notification to the authorized representative of the Consultant].***

For the attention of Consultant's authorized representative

Name: *[insert authorized representative's name]*

Address: *[insert authorized representative's address]*

Telephone/Fax numbers: *[insert authorized representative's telephone/fax numbers]*

Email Address: *[insert authorized representative's email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to all Consultants. The Notification must be sent to all Consultants simultaneously. This means on the same date and as close to the same time as possible.]***

**DATE OF TRANSMISSION:** This Notification is sent by: *[email/fax]* on *[date]* (local time)

#### **Notification of Intention to Award**

**Procuring Entity:** *[insert the name of the Entity]*

**Contract title:** *[insert the name of the contract]*

**RFP No:** *[insert RFP reference number]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) request a debriefing in relation to the evaluation of your Proposal, and/or
- b) submit a Procurement-related Complaint in relation to the decision to award the contract.

**1. The successful Consultant**

|                        |  |
|------------------------|--|
| <b>Name:</b>           | [insert name of successful Consultant]               |
| <b>Address:</b>        | [insert address of the successful Consultant]        |
| <b>Contract price:</b> | [insert contract price of the successful Consultant] |

**2. Short listed Consultants [INSTRUCTIONS: insert names of all short-listed Consultants and indicate which Consultants submitted Proposals. Where the selection method requires it, state the price offered by each Consultant as read out, and as evaluated. Include overall technical scores and scores assigned for each criterion and sub-criterion.]**

|               | Submitted Proposal | Overall technical score   | Financial Proposal Price | Evaluated Financial Proposal Price (If applicable) | Combined Score and ranking (if applicable)  |
|---------------|--------------------|---|--------------------------|--|---|
| [insert name] | [yes/no]           | <p><b>Criterion (i):</b> [insert score]</p> <p><b>Criterion (ii):</b> [insert score]</p> <p><b>Criterion (iii):</b> [insert score]</p> <p><u>Sub-criterion a:</u><br/>                     1: [insert score]<br/>                     2: [insert score]<br/>                     3: [insert score]</p> <p><u>Sub-criterion b:</u><br/>                     1: [insert score]<br/>                     2: [insert score]<br/>                     3: [insert score]</p> <p><u>Sub-criterion c:</u><br/>                     .....etc.</p> <p><b>Criterion (iv):</b> [insert score]</p> <p><b>Criterion (v):</b> [insert score]</p> <p><b>Total score:</b> [insert score]</p> | [Proposal price]         | [evaluated price]                                  | <p><b>Combined Score</b> _____ : _____</p> <p>[combined score]</p> <p><b>Ranking:</b> [ranking]</p> |
| [insert name] | [yes/no]           | <p><b>Criterion (i):</b> [insert score]</p> <p><b>Criterion (ii):</b> [insert score]</p> <p><b>Criterion (iii):</b> [insert score]</p> <p><u>Sub-criterion a:</u><br/>                     1: [insert score]<br/>                     2: [insert score]<br/>                     3: [insert score]</p>  | [Proposal price]         | [evaluated price]                                  | <p><b>Combined Score</b> _____ : _____</p> <p>[combined score]</p> <p><b>Ranking:</b> [ranking]</p> |

|               |          |   |                  |                   |  |
|---------------|----------|---|------------------|-------------------|--|
|               |          | <u>Sub-criterion b:</u><br>1: [insert score]<br>2: [insert score]<br>3: [insert score]<br><u>Sub-criterion c:</u><br>.....etc.<br><b>Criterion (iv):</b> [insert score]<br><b>Criterion (v):</b> [insert score]<br><b>Total score:</b> [insert score] |                  |                   |  |
| [insert name] | [yes/no] | <b>Criterion (i):</b> [insert score]<br><b>Criterion (ii):</b> [insert score]<br><b>Criterion (iii):</b> [insert score]<br><u>Sub-criterion a:</u><br>1: [insert score]<br>2: [insert score]  | [Proposal price] | [evaluated price] | <b><u>Combined Score</u></b><br>_____ :<br><br>[combined score]<br><b><u>Ranking:</u></b><br>[ranking] |

|               |      |  |      |      |      |
|---------------|------|--|------|------|------|
|               |      | 3: [insert score]<br><u>Sub-criterion b:</u><br>1: [insert score]<br>2: [insert score]<br>3: [insert score]<br><u>Sub-criterion c:</u><br>.....etc.<br><b>Criterion (iv):</b> [insert score]<br><b>Criterion (v):</b> [insert score]<br><b>Total score:</b> [insert score] |      |      |      |
| [insert name] | .... | ....   | .... | .... | .... |

**3. Reason/s why your Proposal was unsuccessful [Delete if the combined score already reveals the reason]**

*[INSTRUCTIONS; State the reason/s why this Consultant's Proposal was unsuccessful. Do NOT include: (a) a point by point comparison with another Consultant's Proposal or (b) information that is marked confidential by the Consultant in its Proposal.]*

**4. How to request a debriefing [This applies only if your proposal was unsuccessful as stated under point (3) above]**

**DEADLINE:** The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Proposal. If you decide to request a debriefing your written request must be made within five (5) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Consultant, contact details; and address the request for debriefing as follows:

**Attention:** [insert full name of person, if applicable]

**Title/position:** [insert title/position]

**Agency:** [insert name of Procuring Entity]

**Email address:** [insert email address]

**Fax number:** [insert fax number] *delete if not used*

If your request for a debriefing is received within the 5 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fourteen (14) Business Days from the date of publication of the Contract Award Notice.

## 5. How to make a complaint

**DEADLINE: The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, [insert date] (local time).**

Provide the contract name, reference number, name of the Consultant, contact details; and address the Procurement-related Complaint as follows:

**Attention:** [insert full name of person, if applicable]

**Title/position:** [insert title/position]

**Agency:** [insert name of Procuring Entity]

**Email address:** [insert email address]

**Fax number:** [insert fax number] *delete if not used*

[At this point in the procurement process] [Upon receipt of this notification] you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Consultant who has submitted a Proposal in this selection process and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the deadline stated above.
4. You must include, in your complaint, all of the information required by the Procuring Entity.

## 6. Standstill Period

**DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).**

The Standstill Period lasts ----(specify the number of business days as per Data Sheet 30.1) Business Days as specified in the Data Sheet after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended. This may happen where we are unable to provide a debriefing within the five (5) Business Day deadline. If this happens, we will notify you of the extension.

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of [insert the name of the Procuring Entity]:

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title/position:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**2. NOTIFICATION 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 hereby accepted by our agency.

You are requested to: (i) sign and return the draft negotiated Contract attached herewith 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.

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Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name of Agency: \_\_\_\_\_

**Attachment: Draft Negotiated Contract**

### 3. 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<sup>1</sup>. 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 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*

**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 hereby provide the following beneficial ownership information.

#### Details of beneficial ownership

| Identity of Beneficial Owner  | Directly or indirectly holding 25% or more of the shares<br>(Yes / No) | Directly or indirectly holding 25 % or more of the Voting Rights<br>(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<br>(Yes / No) |
|---|--|--|---|
| <i>[include full name (last, middle, first), nationality, country of residence]</i> |  |  |   |

**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]\_\_\_\_\_

\* In the case of the Proposal submitted by a Joint Venture specify the name of the Joint Venture as Consultant.

In the event that the Consultant is a joint venture, each reference to “Consultant” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

\*\* Person signing the Proposal shall have the power of attorney given by the Consultant. The power of attorney shall be attached with the Proposal Schedules.