



NATIONAL AIDS CONTROL COUNCIL

**RFP NO. NACC/RFP/023/2019/2020**

**CONSULTANCY SERVICE FOR  
PRODUCTION OF VIDEOS AND CREATIVE PRODUCTION FOR THE ADOLESCENT  
AND YOUNG PEOPLE APP**

**CLOSING DATE: February 17, 2020 at 10.00AM**

**National AIDS Control Council (NACC)**

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## **SECTION I - INTRODUCTION**

TO:

*Date January 31, 2020*

Dear Sir/Madam,

RE: RFP NO. **NACC/RFP/023/2019/2020- Consultancy Service for Production of Videos and Creative Production for the Adolescent and Young People App**

This Standard Tender Document has been prepared for use by public entities in Kenya

- 1.1 The following general directions should be observed when using the document.
  - (a) Specific details should be furnished in the Invitation to Tender and in the special conditions of contract. The final documents to be provided to the tenderers should not have blank spaces or give options
  - (b) The Instructions to Tenderers and the general conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and the appendix to instructions to tenderers.
- 1.2
  - (a) Information contained in the Invitation to Tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate and shall indicate any important tender requirements.
  - (c) The Invitation to Tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following the invitation for expression of interest for which the invitation is issued to:
- 1.4 The request for proposals document (RFP) includes the following documents:

|             |   |                                     |
|-------------|---|-------------------------------------|
| Section I   | - | Letter of Invitation                |
| Section II  | - | Information to consultants          |
|             |   | Appendix to Consultants information |
| Section III | - | Terms of Reference                  |
| Section IV  | - | Technical proposal                  |
| Section V   | - | Financial proposal                  |
| Section VI  | - | Standard Contract Form              |
- 1.5 Upon receipt, please inform us
  - (a) that you have received the letter of invitation
  - (b) whether or not you will submit a proposal for the assignment

Yours sincerely

**Chief Executive Officer  
National AIDS Control Council**

## **SECTION I – INVITATION TO TENDER**

**Date January 31, 2020**

### **NACC/RFP/ 023/2018/2019- Consultancy Service for Production of Videos and Creative Production for the Adolescent and Young People App**

The National AIDS Control Council invites sealed tenders from eligible candidates for the Consultancy Service to Support the **Consultancy Service for Production of Videos and Creative Production for the Adolescent and Young People App**.

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents at Landmark Plaza, Opposite Nairobi Hospital on 8th floor at the office of **Procurement Division**.
- 1.2 A complete tender document may be obtained by interested candidates by downloading for free from NACC website [www.nacc.or.ke](http://www.nacc.or.ke) or [www.tenders.go.ke](http://www.tenders.go.ke) or upon payment of a non- refundable fee of Kshs. 1,000 in cash or bankers cheque payable to The Chief Executive Officer, NACC for hard copy documents.
- 1.3 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings, and shall remain valid for period of (120) days from the closing date of the tender.
- 1.4 Completed tender document marked with the tender name and reference number to be submitted in the Tender Box on 9<sup>th</sup> Floor or be delivered to the Chief Executive Officer, National AIDS Control Council **on 9<sup>th</sup> Floor of Landmark Plaza situated on Argwings Kodhek Rd Opposite Nairobi Hospital or before February 17, 2020, 10.00am**
- 1.5 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at **6<sup>th</sup> Floor Boardroom of Landmark Plaza situated on Argwings Kodhek Rd Opposite Nairobi Hospital**

**Chief Executive Officer  
National AIDS Control Council**

## **SECTION II – INFORMATION TO CONSULTANTS (ITC)**

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## **SECTION II: - INFORMATION TO CONSULTANTS (ITC)**

### **2.0 Introduction.**

- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The procuring entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document shall not exceed Kshs. 1,000/=
- 2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.2 Clarification and Amendment of RFP Documents**

- 2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in the Appendix "ITC". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an



explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

- 2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

### **2.3 Preparation of Technical Proposal**

2.3.1 The Consultants proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

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

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.

- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

2.3.5 The Technical Proposal shall not include any financial information.

## **2.4 Preparation of Financial Proposal**

- 2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.
- 2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.
- 2.4.3 Consultants shall express the price of their services in Kenya Shillings.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal Submission Form.

- 2.4.5 The Proposal must remain valid for **120 days** after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

## **2.5 Submission, Receipt, and Opening of Proposals**

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

## **2.6 Proposal Evaluation General**

- 2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.
- 2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## **2.7 Evaluation of Technical Proposal**

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

- (i) Specific Experience of the firm Related to the Assignment  
Reference/award letters/contracts/LPOs from the said organizations shall be attached as proof of having carried out the assignment.
- (ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference

The firm shall give details on the approach and methodology to ensure development of web portal. A clear work plan should be provided. Bidders must demonstrate a clear understanding of NACC's operations, the TORs of the assignment and clearly indicate how the objectives will be achieved.

- (iii) Qualifications and competence of the key staff for the assignment

The Consultant will present a lead consultant and three others who will be involved in the assignment. The lead consultant must provide a description of relevant assignments of a similar nature conducted within the last five years which should include number of institutions the firm has provide consultancy service for. The support consultants will comprise of a team of experts with the necessary skill sets who shall be adequately qualified and experienced to undertake the assignment.

*Signed CVs and copies of academic and professional certificates of all the staff to be assigned should be attached.*

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee.

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

## **2.8 Public Opening and Evaluation of Financial Proposal**

2.7.2.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.
- 2.8.5 The formulae for determining the Financial Score ( $S_f$ ) shall, unless an alternative formula is indicated in the Appendix "ITC", be as follows: -  

$$S_f = 100 \times \frac{F_m}{F}$$
where  $S_f$  is the financial score;  
 $F_m$  is the lowest priced financial proposal and  
 $F$  is the price of the proposal under consideration.  
Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$ =the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + P = 1$ ) indicated in the Appendix. The combined technical and financial score,  $S$ , is calculated as follows: -  $S = S_t \times T\% + S_f \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 2.8.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.
- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price
- 2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## **2.9 Negotiations**

- 2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of

Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

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

## **2.10 Award of Contract**

- 2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix “A”.
- 2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.10.4 The Procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 The Procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.10.6 To qualify for contract awards, the tenderer shall have the following:
  - (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
  - (b) Legal capacity to enter into a contract for procurement
  - (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
  - (d) Shall not be debarred from participating in public procurement.

## **2.11 Confidentiality**

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

## **2.12. Corrupt or fraudulent practices**

2.12.1 The Procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 The Procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## Appendix to information to consultants

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

| Clause Reference |   |
|------------------|---|
|                  | The name of the Client is: <b>NATIONAL AIDS CONTROL COUNCIL</b>   |
|                  | The method of selection is: <b>QUALITY AND COST BASED SELECTION</b>   |
| 2.1.2            | Technical and Financial Proposals are requested: <b>YES</b><br>The name, objectives, and description of the assignment are:<br><b>Consultancy Service for Production of Videos and Creative Production for the Adolescent and Young People App</b>  |
| 2.1.3            | A pre-proposal conference will be held: <b>NO</b>   |
|                  | The name(s), address (es) and telephone numbers of the Client's official(s) are:-<br><b>National AIDS Control Council (NACC)</b><br><b>Landmark Plaza, 9th Floor</b><br><b>Argwings Kodhek Road</b><br><b>P. O. Box 61307 – 00200</b><br><b>NAIROBI (KENYA) TEL: +254-020-2715109/2711261/2715144</b><br>E-mail: <a href="mailto:communication@nacc.or.ke">communication@nacc.or.ke</a> Website: <a href="http://www.nacc.or.ke">www.nacc.or.ke</a>   |
|                  | The estimated number of professional staff months required for the assignment is: <b>FY 2019/20</b>   |
| 2.4.2            | Taxes: The Financial Proposal should include VAT, Consultancy tax, and any other taxes, fees, levies and charges imposed under the law on consultants, the sub consultants and their personnel  |
| 2.5.2            | Consultants must submit an original and One (1) additional copies of each proposal.   |
| 2.5.4            | The proposal submission address is<br><b>National AIDS Control Council (NACC)</b><br><b>Landmark Plaza, 9th Floor</b><br><b>Argwings Kodhek Road</b><br><b>P. O. Box 61307 – 00200</b><br><b>NAIROBI (KENYA) TEL: +254-020-2715109/2711261/2715144 FAX: +254-20- 2711072</b><br>E-mail: <a href="mailto:communication@nacc.or.ke">communication@nacc.or.ke</a> Website: <a href="http://www.nacc.or.ke">www.nacc.or.ke</a><br>Information on the outer envelope should also include<br><b>NACC/RFP/.../2019/202- Consultancy Service for Production of Videos and Creative Production for the Adolescent and Young People App</b> |
|                  | Proposals must be submitted no later than the following date and time <b>February 17, 2020 at 10.00 a.m.</b>  |
|                  | <i>The minimum technical score required to pass: 70 POINTS</i>  |



|  |   |
|--|---|
|  | <p><i>Alternative formulae for determining the financial scores is the following:</i></p> <p style="text-align: center;"><i>The weights given to the Technical and Financial Proposals are:</i></p> <p style="text-align: center;"><i>T= 0.8</i></p> <p style="text-align: center;"><i>P= 0.2</i></p> |
|  | <i>The assignment is expected to commence on: <b>Immediately after contract signing</b></i>   |

**SHORT LISTING CRITERIA- MANDATORY CRITERIA**

**STATUTORY REQUIREMENTS- MANDATORY CRITERIA**

| No | Requirements                                      | YES /NO |
|----|---|---------|
| 1. | Certificate of Registration / Incorporation       |         |
| 2. | Duly Filled Confidential Business Questionnaire   |         |
| 3. | Valid Tax Compliance Certificate                  |         |
| 4. | The Business trade license from County Government |         |
| 5. | Certificate of Compliance on NHIF and NSSF        |         |

**ELIGIBILITY CRITERIA- MANDATORY**

| No | Requirements  | PASS/FAIL |
|----|---|-----------|
| 1. | Duly executed Self Declaration on Debarment   |           |
| 2. | Duly executed Anti-Corruption f Declaration   |           |
| 3. | Power of attorney authorizing person to sign tender documents on behalf of the firm |           |

## QUALIFICATION CRITERIA

### EVALUATION CRITERIA FOR REQUEST FOR PROPOSALS FOR CONSULTANCY SERVICE FOR PRODUCTION OF VIDEOS AND CREATIVE PRODUCTION FOR THE ADOLESCENT AND YOUNG PEOPLE APP

|  | Preliminary Evaluation Criteria                         | Requirements |
|--|---|--------------|
|  | Registration certificate for the firm                   | Mandatory    |
|  | Valid KRA PIN and VAT Certificate for the firm          | Mandatory    |
|  | Tax Compliance Certificate for the firm                 | Mandatory    |
|  | Valid Trading License for the firm                      | Mandatory    |
|  | Curriculum Vitae of Production Crew and Company Profile | Mandatory    |

| A        | Past Experience   | Marks               | Marks Attained |
|----------|---|---------------------|----------------|
|          | Lead Producer must have at least five years demonstrable experience in video production and / or digital content creation (2 Marks each)          | <b>Max Marks</b> 10 |                |
| <b>B</b> | Lead Producer must demonstrate evidence of having produced content of similar magnitude   | <b>Max Marks</b> 20 |                |
|          | (i) Five (5) video productions and above (3Marks each)  |                     |                |
|          | (ii) Three (3) video productions and above (3 Marks each)   |                     |                |
|          | (iii) Two (2) video productions and above (3 Marks each)  |                     |                |
|          | (iv) Evidence of at least three (3) referees (5 Marks)  |                     |                |
| <b>C</b> | Proof of CV and profile of producer with an undertaking to be available for the duration of the production  | <b>Max Marks</b> 30 |                |
|          | Bachelor's degree in in Communication, Journalism, Mass Communication or Public Relations incorporating broadcast and video production (Marks 10) |                     |                |
|          | Demonstrable skills in creative scripting and directing (Max 6 marks)   |                     |                |
|          | Excellent skills in the generation of content that is widely shareable (Max 6 Marks)  |                     |                |
|          | Have working knowledge of HIV and AIDS issues (5 Marks)   |                     |                |
|          | Demonstrable experience in leading multi-camera production teams (3 Marks)  |                     |                |
| <b>D</b> | <b>Creative Production by Lead Producer</b>   | <b>Max Marks</b> 10 |                |
|          | (i) Advanced knowledge of HD video camera and / or DSLR operations  | 4 Marks             |                |
|          | (ii) Advanced knowledge of the local entertainment industry in Kenya  |                     |                |

|   |   |                  |           |
|---|---|------------------|-----------|
|   | (iii) Advanced knowledge of digital video editing software (e.g. Adobe Premiere Pro, Final Cut Pro, Avid) | 4 Marks          |           |
|   | (iv) Mini demo of previous assignment in high quality video formats including HD, AVI, MP4, etc           | 2Marks           |           |
| E | <b>Methodology and Work Plan</b>  | <b>Max Marks</b> | <b>30</b> |
|   | (a) Understanding the TOR (Max. 5 marks)  |                  |           |
|   | (b) Technical Approach and Methodology including proposed concept (max 20 marks)                          |                  |           |
|   | (c) Work plan (max 5 marks)   |                  |           |
|   | Minimum Score 70%   |                  |           |

## **SECTION III: - TECHNICAL PROPOSAL**

### **Notes on the preparation of the Technical Proposals**

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

**SECTION III - TECHNICAL PROPOSAL**

**Table of Contents**

|  | <b>Page</b> |
|--|-------------|
| 1. Technical proposal submission form  |             |
| 2. Firms references  |             |
| 3. Comments and suggestions of consultants on the Terms of reference and on data, services and facilities to be provided by the Procuring entity |             |
| 4. Description of the methodology and work plan for performing the assignment  |             |
| 5. Team composition and Task assignments   |             |
| 6. Format of curriculum vitae (CV) for proposed Professional staff   |             |
| 7. Time schedule for professional personnel  |             |
| 8. Activity (work schedule)  |             |

**1. TECHNICAL PROPOSAL SUBMISSION FORM**

[\_\_\_\_\_ *Date*]

To: \_\_\_\_\_ [*Name and address of Client*]

Ladies/Gentlemen:

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

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

We remain,

Yours sincerely,

\_\_\_\_\_ [*Authorized Signature*]:

\_\_\_\_\_ [*Name and Title of Signatory*]

:

\_\_\_\_\_ [*Name of Firm*]

:

\_\_\_\_\_ [*Address:*]

## 2. FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Ten Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

|  |  |
|--|--|
| Assignment Name:   | Country  |
| Location within Country:   | Professional Staff provided by Your Firm/Entity(profiles):             |
| Name of Client:  | Clients contact person for the assignment.                             |
| Address:   | No of Staff-Months;<br>Duration of Assignment:                         |
| Start Date (Month/Year):   | Completion Date (Month/Year):<br>Approx. Value of Services (Kshs)      |
| Name of Associated Consultants. If any:  | No of Months of Professional Staff provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: |  |
| Narrative Description of project:  |  |
| Description of Actual Services Provided by Your Staff:   |  |

Firm's Name: \_\_\_\_\_

Name and title of signatory; \_\_\_\_\_

*(May be amended as necessary)*

**3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.**

---

On the Terms of Reference:

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

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

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

**4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

---



**5. TEAM COMPOSITION AND TASK ASSIGNMENTS**

**1. Technical/Managerial Staff**

| Name | Position | Task |
|------|----------|------|
|      |          |      |
|      |          |      |
|      |          |      |
|      |          |      |
|      |          |      |

**2. Support Staff**

| Name | Position | Task |
|------|----------|------|
|      |          |      |
|      |          |      |
|      |          |      |
|      |          |      |

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

Proposed Position: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Staff: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_  
Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

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

---

**Education:**

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

---

**Employment Record:**

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

---

**Certification:**

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

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]*

Date; \_\_\_\_\_  
*[Signature of authorized representative of the firm]*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

Months (in the Form of a Bar Chart)

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

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

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

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

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

**8. ACTIVITY (WORK) SCHEDULE**

**(a). Field Investigation and Study Items**

*[1<sup>st</sup>, 2<sup>nd</sup>, etc, are months from the start of assignment)*

|                 | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> | 9 <sup>th</sup> | 10 <sup>th</sup> | 11 <sup>th</sup> | 12 <sup>th</sup> |  |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|--|
| Activity (Work) |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |  |
| _____           |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |  |
| _____           |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |  |
| _____           |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |  |
| _____           |                 |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |  |

**(b). Completion and Submission of Reports**

| Reports   | Date |
|---|------|
| 1. Inception Report   |      |
| 4. Interim Progress Report<br>(a) First Status Report<br>(b) Second Status Report |      |
| 3. Draft Report   |      |
| 4. Final Report   |      |

## **SECTION IV: - FINANCIAL PROPOSAL**

### Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the Procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this part

**SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS**

**Table of Contents**

|   | Page |
|---|------|
| 1. Financial proposal submission Form     |      |
| 2. Summary of costs                       |      |
| 3. Breakdown of price/per activity        |      |
| 4. Breakdown of remuneration per activity |      |
| 5. Reimbursables per activity             |      |
| 6. Miscellaneous expenses                 |      |

**1. FINANCIAL PROPOSAL SUBMISSION FORM**

\_\_\_\_\_ [ Date]

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*[Name and address of Client]*

Ladies/Gentlemen:

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

We remain,

Yours sincerely,

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

**2. SUMMARY OF COSTS**

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

**3. BREAKDOWN OF PRICE PER ACTIVITY**

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



**4. BREAKDOWN OF REMUNERATION PER ACTIVITY**

**5. REIMBURSABLES PER ACTIVITY**

Activity No: \_\_\_\_\_ Name: \_\_\_\_\_

| No. | Description           | Unit | Quantity | Unit Price | Total Amount |
|-----|-----------------------|------|----------|------------|--------------|
| 1.  | Air travel            | Trip |          |            |              |
| 2   | Road travel           | Kms  |          |            |              |
| 3.  | Rail travel           | Kms  |          |            |              |
| 4.  | Subsistence Allowance | Day  |          |            | _____        |
|     | Grand Total           |      |          |            |              |

| Activity No. _____ |  | Name: _____ |       |
|--------------------|--|-------------|-------|
|                    |  |             |       |
| Regular staff      |  |             |       |
| (i)                |  |             |       |
| (ii)               |  |             |       |
| Consultants        |  |             |       |
| Grand Total        |  |             | _____ |

**6. MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

| No. | Description   | Unit | Quantity | Unit Price | Total Amount |
|-----|---|------|----------|------------|--------------|
| 1.  | Communication costs____<br><hr/> (telephone, telegram, telex) |      |          |            |              |
| 2.  | Drafting, reproduction of reports                             |      |          |            |              |
| 3.  | Equipment: computers etc.                                     |      |          |            |              |
| 4.  | Software  |      |          |            |              |
|     | Grand Total   |      |          |            | <hr/>        |

## **SECTION V: - TERMS OF REFERENCE**



### **TERMS OF REFERENCE FOR THE ENGAGEMENT OF A QUALIFIED CONSULTANT TO UNDERTAKE PRODUCTION OF VIDEOS AND CREATIVE PRODUCTION FOR THE ADOLESCENT AND YOUNG PEOPLE APP**

#### **1.0 BACKGROUND**

The National AIDS Control (NACC) with support from Global Fund is developing an Application that will act as a portal connecting all youth and youth run organizations that are working in the health and non-health sectors. The App will be looking at the Adolescents and Young People to realize benefits commensurate with the significant investments made in the provision of HIV services, including prevention, care and treatment.

The App will target young people from the age of 15 – 24 years old and partners working with and for young people, teachers and parents. In order to maximize the use of the Application, the NACC and partners will make use of short, informative video clips that will be distributed across digital platforms. These will ensure large audience reach thereby enhancing positive behavior change over time. Further, use of these digital information materials will build and sustain traffic and conversations on the App, with a ripple effect of enhanced HIV awareness, as well as integration of AYP data from partners feeding into the App, making the NACC App a one stop shop for AYP data. It is thus imperative that the content produced is not only available on the App, but also of high entertainment and information value warranting watching, sharing, engagement and retention by the targeted audience.

It is against this background that the NACC seeks to obtain the services of a competent consultant or firm to undertake development of the creative videos (including testimonials, tutorials, etc.) and animations that will feed into the content of the App.

#### **2.0 OBJECTIVE OF THE CONSULTANCY**

The purpose of the assignment is to develop relevant and informative videos and animations in digital format that would ensure maximum audience reach for the App. Specifically, the objective of the consultancy is to develop material that would achieve the following:

- Increase HIV risk perception among the youth
- Enhance uptake of HIV services
- Enhance conversations about HIV
- Link young people to information care and services

### **3.0 SPECIFIC TASKS**

The proposed consultant will carry out the following roles:

- Develop a brief synopsis and script setting out specific issues as described in the functionalities of the App and messages to be passed
- Establish a plan and schedule to conduct interviews with key stakeholders and film clips and images of key meetings/interviews with the AYP/staff
- Narrate, edit and produce a high-quality video and animations in line with functionalities of the App and related key messages
- Accompany staff on visits to selected filming sites and film any other relevant clips and images based on the approved synopsis that are in line with functionalities of the App
- Provide the production in Digital Video Disk (DVD) of the final, approved creative production with adequate background music in finest and high quality video formats including HD, AVI and MP4
- In addition to the creative video productions, capture at least 50 high quality pictures during interviews and selected programs

### **4.0 EXPECTED DELIVERABLES**

The main outcome of the consultant's work is to direct, edit and produce 30 – 60 seconds audio visual productions in areas related to functionalities of the APP, suitable for applications and digital media.

#### ***Deliverables***

- Submission of Twenty (20) final high quality videos of 30-60 seconds in HD, AVI and MP4 formats
- Raw footage captured
- At least 50 still pictures during interviews and selected programs with name of subject in picture, brief description of activity, location, and the date picture is captured.

### **5.0 REQUIREMENTS/ QUALIFICATIONS**

The proposed consultant must:

1. Hold a Degree in Communication, Journalism, Mass Communication or Public Relations incorporating broadcast and video production.
2. Have experience in audiovisual production for digital platforms.
3. Excellent skills and creativity post production editing.
4. Have working knowledge of HIV and AIDS issues.
5. Excellent script writing and directing skills.
6. Proven record to have successfully undertaken any related assignment
7. Be familiar with the mandate and operations of the NACC

**6.0 TIMELINES:**

The duration for this task is **30 Days**.

**7.0 TERMS OF PAYMENT**

The identified consultant will be paid at the end of the contract and submission of the deliverables.

**8.0 RESPONSIBILITY:**

The identified consultant will report to the Head, Communication.

## **SECTION VIII - STANDARD FORMS**

### **Notes on the sample Forms**

1. Form of Tender;  
The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Confidential Business Questionnaire Form:  
This form must be completed by the tenderer and submitted with the tender documents.
3. Tender Security Form :  
When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. Contract Form :  
The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
1. Performance Security Form:  
The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. Bank Guarantee for Advance Payment Form :  
When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
2. Manufacturers Authorization Form:  
When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

**1 FORM OF TENDER**

Date \_\_\_\_\_

Tender No. \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... [insert numbers].the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission ( ..... (insert equipment description) in conformity with the said tender documents for the sum of ..... (total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract , in the form prescribed by .....( Procuring entity).

4. We agree to abide by this Tender for a period of ..... [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

**2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business  
 You are advised that it is a serious offence to give false information on this form

| <p><i>Part 1 – General:</i></p> <p>Business Name .....</p> <p>Location of business premises. ....</p> <p>Plot No..... Street/Road .....</p> <p>Postal Address ..... Tel No. .... Fax ..... E mail .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Kshs. ....</p> <p>Name of your bankers ..... Branch .....</p>  |       |             |                     |        |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
|---|-------|-------------|---------------------|--------|------|-------------|---------------------|--------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|
| <p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>Citizenship details .....</p>   |       |             |                     |        |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| <p><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>   |       |             |                     |        | Name | Nationality | Citizenship Details | Shares | 1. | ..... | ..... | ..... | ..... | 2. | ..... | ..... | ..... | ..... | 3. | ..... | ..... | ..... | ..... | 4. | ..... | ..... | ..... | ..... |
|   | Name  | Nationality | Citizenship Details | Shares |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 1.  | ..... | .....       | .....               | .....  |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 2.  | ..... | .....       | .....               | .....  |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 3.  | ..... | .....       | .....               | .....  |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 4.  | ..... | .....       | .....               | .....  |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| <p><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs. ....</p> <p style="padding-left: 20px;">Issued Kshs. ....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> |       |             |                     |        | Name | Nationality | Citizenship Details | Shares | 1. | ..... | ..... | ..... | ..... | 2. | ..... | ..... | ..... | ..... | 3. | ..... | ..... | ..... | ..... |    |       |       |       |       |
|   | Name  | Nationality | Citizenship Details | Shares |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 1.  | ..... | .....       | .....               | .....  |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 2.  | ..... | .....       | .....               | .....  |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 3.  | ..... | .....       | .....               | .....  |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| <p>Date ..... Signature of Candidate .....</p>  |       |             |                     |        |      |             |                     |        |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.



**3.SELF DECLARATION FORMS (r 62)**  
**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**Form SD1**

Self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015.

I, ..... of P. O. Box ..... being a resident of

..... in the Republic of ----- do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of **Tender No.**  
..... for ..... (insert tender title/description) for ..... (insert name of  
the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

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

Bidder Official Stamp

**4.FORM SD2**

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**Self-Declaration That the Person/Tenderer Will Not Engage in Any Corrupt or Fraudulent Practice.**

I, ..... of P. O. Box ..... being a resident of

..... in the Republic of ----- do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of **Tender No.**  
..... for ..... (insert tender title/description) for ..... (insert  
name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....( insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date)  
Bidder's Official Stamp

**5. BANK DETAILS FORM- MANDATORY**

Provide the following bank details for electronic transfer purposes

Name of the Bidder.....

Bank Name .....

Bank Branch Name .....

Bank Code .....

Bank Account .....

Bank Signatory(s) .....

.....

PIN Number .....

VAT Number .....

VALID KRA TCC No.....

Signed/ date.....

## 6 TENDER SECURITY FORM

Whereas ..... [name of the tenderer](hereinafter called “the tenderer”) has submitted its tender dated ..... [date of submission of tender] for the supply, installation and commissioning of .....[name and/or description of the equipment] (hereinafter called “the Tender”) ..... KNOW ALL PEOPLE by these presents that WE ..... of ..... having our registered office at ..... (hereinafter called “the Bank”), are bound unto ..... [name of Procuring entity] (hereinafter called “the Procuring entity”) in the sum of ..... for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank] \_\_\_\_\_  
(Amend accordingly if provided by Insurance Company)

## 7 CONTRACT FORM

### SAMPLE CONTRACT FOR CONSULTING SERVICES SMALL ASSIGNMENTS TIME-BASED PAYMENTS

#### CONTRACT

This Agreement [hereinafter called "the Contract"] is entered into this \_\_\_\_\_ [Insert starting date of assignment], by \_\_\_\_\_ and \_\_\_\_\_ between

\_\_\_\_\_  
[Insert Client's name] of [or whose registered office is situated at/ \_\_\_\_\_ [insert Client's address]/(hereinafter called "the Client") of the one part AND

\_\_\_\_\_  
[Insert Consultant's name] of [or whose registered office is situated at/ \_\_\_\_\_ [insert Consultant's address]/(hereinafter called "the Consultant") of the other part.

WHEREAS, the Client wishes to have the Consultant perform the Services [hereinafter referred to as "the Services", and

WHEREAS, the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
- (i) The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract.
  - (ii) The Consultant shall provide the reports listed in Appendix B, "Consultant's Reporting Obligations," within the time periods listed in such Appendix and the personnel listed in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

**2. Term** The Consultant shall perform the Services during the period commencing \_\_\_\_\_ [Insert start date] and continuing through to \_\_\_\_\_ [Insert completion date] or any other period(s) as may be subsequently agreed by the parties in writing.

**3. Payment** A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed a ceiling of \_\_\_\_\_ [Insert

*ceiling amount*]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph (B) below and of the reimbursable expenditures as defined in sub-paragraph (C) below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates".

C. Reimbursable

The Client shall pay the Consultant for reimbursable expenses which shall consist of and be limited to:

- (i) normal and customary expenditures for official road and air travel, accommodation, printing and telephone charges; air travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.

D. Payment Conditions.

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

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation

**4. Project Administration**

A. Coordinator

The Client designates \_\_\_\_\_

*[Insert name]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment and for acceptance of the deliverables by the Client.

B. Timesheets.

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services which will clearly identify all charges and expenses. The Client reserves the right to audit or to nominate a reputable accounting firm to audit the Consultant's records relating to amounts claimed under this Contract during its term and any extension and for a period of three months thereafter.

**5. Performance Standard**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

**6. Confidentiality**

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

**7. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

**8. Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

**9. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage.

- 10. Assignment**                      The Consultant shall not assign this Contract or Subcontract any portion thereof without the Client’s prior written consent.
- 11. Law Governing Contract and Language**                      The Contract shall be governed by the Laws of Kenya and the language of the Contract shall be English Language.
- 12. Dispute Resolution**                      Any dispute arising out of this Contract which cannot be amicably settled between the parties, shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

FOR THE CLIENT

FOR THE CONSULTANT

Full name; \_\_\_\_\_

Full name \_\_\_\_\_

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

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

Signature;\_\_\_\_\_

Signature;\_\_\_\_\_

Date;\_\_\_\_\_

Date;\_\_\_\_\_



**8 PERFORMANCE SECURITY FORM**

To .....  
[name of Procuring entity]

WHEREAS ..... [name of tenderer] (hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 20 \_\_\_\_\_ to supply ..... [Description of goods] (Hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ..... [amount of the guarantee in words and figure] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ..... [Amount of guarantee] as previously mentioned, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

**9 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[name of Procuring entity]

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called "the tenderer") shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

**10 MANUFACTURER’S AUTHORIZATION FORM**

To *[name of the Procuring entity]* .....

WHEREAS .....*[ name of the manufacturer]* who are established and reputable manufacturers of ..... *[name and/or description of the goods]* having factories at ..... *[address of factory]* do hereby authorize ..... *[name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... *[reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

---

*[Signature for and on behalf of manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

**11 LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**12. FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

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

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

**REQUEST FOR REVIEW**

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

---

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of .....20.....

SIGNED  
Board Secretary

**13. TENDER-SECURING DECLARATION FORM- MANDATORY FOR AGPO FIRMS (r.22)**

[The Bidder shall complete in this Form in accordance with the instructions indicated]

Date: ----- of Bid Submission] Tender No. -----

To: Name of Procuring Entity-----

We, the undersigned, declare that:

1. We understand that, according to your conditions, a Bid-Securing Declaration must support bids.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of **12 months** - starting date of notification of award if we are in breach of our obligation(s) under the bid conditions, because we –

(a) Have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or

(b) Having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,

(i) Fail or refuse to execute the Contract, if required, or

(ii) Fail or refuse to furnish the Performance Security, in accordance with the ITT.

3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

(i) Our receipt of a copy of your notification of the name of the successful Bidder; or

(ii) twenty-eight days after the expiration of our Tender.

4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed by : ----- Signature -----

Position ----- Duly authorized to sign the bid for and on behalf of:

Dated: -----]

