



NATIONAL AIDS CONTROL COUNCIL

**CONSULTANCY FOR VIDEO CONTENT DEVELOPMENT FOR THE
UPGRADED MAISHA MAARIFA RESEARCH HUB**

RFP No. NACC/027/2020-2021

CLOSING DATE: MAY 7, 2021

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INTRODUCTION

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

SECTION I - LETTER OF INVITATION

To [name and address of consultant] Date APRIL 29, 2021

Dear Sir/Madam,

1.1 The National AIDS Control Council invites proposals for the following consultancy services **CONSULTANCY FOR VIDEO CONTENT DEVELOPMENT FOR THE UPGRADED MAISHA MAARIFA RESEARCH HUB**

1.2 More details of the services are provided in the terms of reference herein.

1.3 The request for proposal (RFP) includes the following documents;

- Section I - Letter of invitation
- Section II - Information to Consultants
- Section III - Terms of reference
- Section IV - Technical proposal
- Section V - Financial proposal
- Section VI - Standard Forms

1.4 On receipt of this RFP please inform us

- (a) that you have received the letter of invitation; and
- (b) whether or not you will submit a proposal for the assignment

Yours sincerely.

**Chief Executive Officer
National AIDS Control Council**

SECTION II - INFORMATION TO CONSULTANTS

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SECTION II - INFORMATION TO CONSULTANTS

2.1 Introduction

- 2.1.1 The National AIDS Control Council will select an individual consultant among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultants are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked individual consultant in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected individual consultant.
- 2.1.4 The consultants must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and amendment to the RFP documents

- 2.2.1 Individual consultant may request clarification of any of the RFP documents not later than Seven (7) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post, fax or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all individual consultants invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason, either at its own initiative or in response to a clarification requested by an intended individual consultant amend the RFP. Any amendment shall be issued in writing, fax or email to all invited individual consultants and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.
- 2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

- 2.3.1 The individual consultant's proposal shall be written in English language.
- 2.3.2 In preparing the Technical proposal, the individual consultants are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 2.3.3 While preparing the Technical proposal, the individual consultant must give particulars attention to the following:
 - (a) If an individual consultant considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. An individual consultant will not propose other individual consultants invited to submit proposals for the assignment. Any individual consultant in contravention of this requirement shall automatically be disqualified.
 - (b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.

- (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- (a) the individual consultants CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultants involvement.
- (b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- (c) A description of the methodology and work plan for performing the proposed assignment.
- (d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the Financial proposal and shall not include any Financial information.

2.4 **Financial proposal**

2.4.1 In preparing the financial proposal, the individual consultants are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursables.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 90 days after the submission date. During this period the individual consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4.5 The financial proposal must comply with the law governing the profession of the consultant.

2.5 **Submission, Receipt and opening of proposals**

2.5.1 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to

correct errors made by the individual consultants. Any such corrections must be initialed by the individual consultant.

- 2.5.2 For each proposal the individual consultants shall prepare the proposals in the number of copies indicated in the special conditions of contract. Each Technical proposal and Financial proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 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 duly marked "FINANCIAL PROPOSAL". Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to consultants and clearly marked "DO NOT OPEN before **May 7, 2021 at 10.00AM**
- 2.5.4 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to consultants. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the individual consultant unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the individual consultant submitting the proposals.
- 2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the individual consultants number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.

2.6 **Evaluation of the Proposal (General)**

- 2.6.1 From the time the proposals are opened to the time of the contract award, if any individual consultant wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by an individual consultant to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the individual consultant proposal.
- 2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

	<u>CRITERIA</u>	<u>POINTS</u>
(i)	CV of the individual consultant	30
(ii)	specific experience of the individual consultant related to the assignment	30
(iii)	adequacy of methodology and work plan in response to the Terms of reference	<u>40</u>
	Total points	100

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

2.7.3 Each responsive proposal will be given a technical score (ST). any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the individual consultants whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the consultants who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the individual consultants who choose to attend the opening. The name of the individual consultant, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

- 2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$Sf = 100 \times fm/f$ where
Sf is the financial score
Fm is the lowest fees quoted and
F is the fees of the proposal under consideration.

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

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

$$S = ST \times T\% + SF \times P\%$$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

- 2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.
- 2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the individual consultant to improve the Terms of reference. The agreed work plan and Terms of

reference will be incorporated in the description of the service or assignment and form part of the contract.

- 2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

- 2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other individual consultants that they were unsuccessful and return the financial proposals of the individual consultants who did not pass technical evaluation.

- 2.10.2 The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with the procuring entity.

2.11 Confidentiality

- 2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract.

SECTION III - TERMS OF REFERENCE (TOR)

1. Background

The National AIDS Control Council (NACC) has been implementing a web-based research repository referred to as the ***Maisha Maarifa Research Hub*** that captures studies conducted in Kenya on Human Immuno-deficiency Virus (HIV), Sexual and Reproductive Health (SRH) and Tuberculosis (TB). The Hub has interactive functionalities that facilitate online access to research studies and participation in webinars and online forums by registered users. Development of the Research Hub was a key recommendation by the Kenya HIV Prevention Revolution Roadmap, the Kenya AIDS Strategic Framework (KASF) 2014/15 – 2018/19 and the Kenya HIV Research Agenda 2014/15 – 2018/19. The Kenya AIDS Strategic Framework (KASF) 2020/21 – 2024/25 has been developed with a thematic area on strengthening the use of strategic information, research and innovation; and the Research Agenda is being reviewed.

The Specific Objectives of the Hub include:

- i) Availing current local knowledge (research findings and best practices in programming) in a coordinated manner.
- ii) Promoting evidence-based policy formulation and programming.
- iii) Providing an interactive forum for practitioners, implementers and researchers.

The key potential uses of the Research Hub include, but are not limited to:

- i) Accessing research studies in various categories such as ***published, unpublished and ongoing research***.
- ii) Uploading of research work by registered and authorized users, particularly Researchers and Secretariats of Ethical Review Committees (ERC) that are a key source of the research studies.
- iii) Access to information on funding opportunities and scholarships.
- iv) Access to webinars for learning and dissemination of strategic information.
- v) Access to communities of practice for focused discussions and exchange of knowledge.
- vi) Access to information on key upcoming events such as symposia and conferences.
- vii) Submission of reports on approved research studies by Secretariats of Ethical Review Committees.

2. Technical Overview of the Research Hub

The Research Hub is a website coded in the *ASP.NET programming language* and uses *Structured Query Language (SQL) databases* to hold its data and information. The website and databases are hosted in a *Microsoft Windows Server* provided by *GoDaddy Inc.* whereas the domain name “*maishamaarifa.or.ke*” is provided by *Safaricom PLC.* Further, it provides a back-end user interface for use by an administrator and a front-end interface for use by the site’s visitors and users. Functionalities of these interfaces are described in the section i) and ii) below on “*Information Input*” and “*Information Output and Presentation*” respectively.

i) Information Input

The Hub has an administrator’s panel where various types of information ranging from research studies, webinar schedules, events and down-loadable images and documents can be uploaded. The panel has data entry screens with text input boxes, drop-down menus and date selection menus. Data entry screens include *research, documents and downloads, news and events, user management, webinars and portal content (funding opportunities, scholarships and infographics)*. Some of the aforementioned data entry screens are also available for users registered on the platform, which allow them to upload their own work as well as utilize functionalities of the website such as engaging in Communities of Practice.

ii) Information Output and Presentation

Information output on the administrator’s panel is in the form of a dashboard showing basic statistics such as registered users, number of research studies uploaded, events and number of down-loadable documents. Data output on the users’ front end is in the form of pages with various display formats that include text, hyperlinks, images and buttons.

3. Overview of Upgrade of the Research Hub and Need for Visual Content

In order to expand the functionalities available on the Research Hub as well as improve its usability, an upgrade process is being undertaken. This process will create improvements on the look and feel and further define and improve functionalities available at various user tiers such as Administrators, Moderators, Secretariats of Ethical Review Committee and General Users. The Upgraded Research Hub will then require dissemination to users in order for them to be familiar with it as well as to attract new users and promote utilization of the research studies in informing policy and decision making and further strengthening coordination at national and county level. It is against this background that the NACC seeks a consultant to create visual content in the form of videos with narration in English that will be used in digital campaigns to sensitize users and publicize utilization of the Research Hub. These videos that will include a *call-to-action* for the public and potential users to visit and register on the Hub will be used online as content for digital campaigns to drive user traffic for the Research Hub.

4. Scope of Work

The consultant will plan, script and produce ten (10) quality videos in digital format with narration in English highlighting the following themes, among others, that may be determined under the guidance of the NACC:

- i) Importance of research on Human Immuno-deficiency Virus (HIV), Sexual and Reproductive Health (SRH) and Tuberculosis (TB) and other comorbidities in implementation of the Research Agenda of KASF.
- ii) The purpose of the Maisha Maarifa Research Hub and how it facilitates efficient, effective and well-coordinated research knowledge management in line with the Research Agenda of KASF.
- iii) The key potential users of the Hub at various levels and how users at the various levels can benefit from using the Hub.
- iv) Introduce and demonstrate the key features and functions of the Research Hub that facilitate interactivity and user-friendliness, including the functionalities on Navigation; Social Media Sharing; Linkage of Research Studies to Digital Geographical Maps; Search and Filter Studies by County (including using digital maps), topical areas, author, date of publishing, type of study; Moderator Admin functions; Research Study Uploading; Dashboards; Communities of Practice; E-mail Feedback; User Registration, Profiles and Login; Research Hub/HIV Situation Room Linkage; Hub responsive across Common Devices, Browsers and Operating Systems; Webinars Page; Researcher/Policy-maker Linkage and how research questions can be listed, categorized and accessed by researchers after logging in; and ERC Report Upload.

It is expected that about two (2) to three (3) videos should cover items i) to iii) above, while about seven (7) to eight (8) videos should cover item iv). The final distribution and length of each video will be determined in consultation with NACC as part of the Inception Report. The videos should include on-screen visuals of the Hub demonstrating how to use the selected features, accompanied by vocal narrations. Video development will be preceded by writing of scripts in English to be approved by NACC.

5. Specific Tasks

The consultant will be expected to undertake the following:

- i) Fully explore and understand how the Maisha Maarifa Research Hub website functions in close consultation with the NACC.
- ii) Liaise with the NACC on strategic selection of all features and functionalities to be included in the scripts and videos.
- iii) Write scripts covering all features and functionalities agreed with NACC in clear English for all videos including a call-to-action to the public and potential users to visit and register on the Research Hub website for approval by NACC.

- iv) Create the video content based on the approved scripts, which will include vocal narrations of the written copy.
- v) Present the video content created for review and feedback by NACC.
- vi) Finalise the videos based on the feedback received from NACC.

6. Deliverables

- i) Inception report demonstrating understanding of the assignment, identifying the selection of features and functionalities to be included in the various scripts and videos, length and distribution of videos among the key areas to be covered agreed with NACC and providing workplan/timelines for approval by NACC.
- ii) Written scripts to be used in creating the videos in English (Two Hard Copies) and Soft Copy in MS Word for review and approval by NACC.
- iii) Presentation of the videos for review and feedback from NACC.
- iv) Final videos in a digital and online-ready format taking into account feedback provided by NACC for approval by NACC.

7. Responsibility

The Consultant shall report to the NACC Chief Executive Officer through NACC Head of Research. Technical guidance will be provided by the Head, Communication.

8. Minimum Qualifications and Experience

- i) A Degree in Media and Communication, Animation, Film Production, Motion Graphics or related field from a recognized University.
- ii) Demonstrated capacity to Produce Audio-Visual Content following modern aesthetics and trends, using still graphics, motion graphics, written copy, audio and video formats.
- iii) Three (3) years of specific experience in Film and Video Production and Editing and demonstrate at least three (3) similar assignments of similar magnitude carried out in the last two (2) years.
- iv) Have strong practical knowledge in the use of state-of-the-art editing and design software.
- v) Have background in digital and social media content creation.
- vi) Language Requirements: Fluency in written and spoken English.

9. Timeframe

The consultant will be engaged for a period of twenty five (25) working days spread between the months of May and June , 2021.

EVALUATION OF PROPOSAL
STAGE 1: PRELIMINARY EVALUATION: MANDATORY REQUIREMENTS

STATUTORY REQUIREMENTS- MANDATORY CRITERIA

No	Requirements	YES /NO
1.	Duly Filled Confidential Business Questionnaire	
2.	Valid Tax Compliance Certificate	

ELIGIBILITY CRITERIA- MANDATORY

No	Requirements	PASS/FAIL
1.	Duly executed Self Declaration on Debarment	
2.	Duly executed Anti-Corruption f Declaration	

STAGE 2 Detailed Technical evaluation

	Item Description	Max Score
1	Adequacy and quality of the proposed methodology and work plan (10 marks)	40
	Methodology (10 Marks)	
	Work Plan and timelines (10 Marks)	
	Adequacy of proposed suggestions on the Terms of Reference (TORs) (10 points)	
2	Key Experts Qualifications, Experience and competence	
	<i>The consultant</i>	
	<p>I. (a) Have at least Degree/Diploma in Media and Communication, Animation, Film Production, Motion Graphics or related field from a recognized University (20 marks) Diploma and above (20 Marks) Certificate (10 Marks)</p> <p>(b) Relevant professional qualifications related to the assignment (10 Marks)</p> <p>Experience of the consultant related to the assignment</p> <p>II. Demonstrate capacity to Produce Audio-Visual Content following modern aesthetics and trends, using still graphics, motion graphics, written copy, audio and video formats (10 Marks)</p> <p>III. Three (3) years of specific experience in Film and Video Production and Editing and demonstrate at least three (3) similar assignments carried out in the last two (2) years (10 Marks)</p> <p>i. 3 years and above (10 Marks) ii. 2 years (5 marks) iii. Less than 2 years (2 marks)</p> <p>IV. Have strong practical knowledge in the use of video editing and design software.(10 Marks)</p>	30
		30
	Pass Mark 70 Points	100

Selection Method QCBS

SECTION IV - TECHNICAL PROPOSAL (TP)

Notes on the Preparation of Technical Proposal

The technical proposal shall be prepared and submitted by the consultants.

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Any proposed staff to assist in the assignment
- (f) Consultancy services activities times schedule.

(to be prepared by the consultant as appropriate)

SECTION V- FINANCIAL PROPOSAL (FP)

Notes on the Preparation Financial Proposal

The financial proposal shall be prepared and submitted by the consultants. It shall contain the following.

- (a) Submission letter indicating total fees
- (b) Summary of costs
- (c) Breakdown of fees per activity
- (d) Breakdown of reimbursable costs/expenses per activity
- (e) Miscellaneous expenses

(to be prepared by the consultant as appropriate)

SECTION VI - STANDARD CONTRACT FORM

**INDIVIDUAL PROFESSIONAL CONSULTANTS
(Lump-sum payment)**

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

SECTION VI - STANDARD CONTRACT FORM

1. STANDARD CONTRACT FORM

INDIVIDUAL PROFESSIONAL CONSULTANTS

(Lump-sum payments)

This Agreement, [hereinafter called "the Contract"] is entered into this _____
[insert starting date of assignment], by and between.

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

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

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

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:-

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

(Appendices A, B, and C to be prepared as appropriate)

2. **Term** The Consultant shall perform the Services during the period commencing on _____ [insert starting date] and through to _____ [insert completion date], or any other period(s) as may be subsequently agreed by the parties in writing.

3. **Payment**
- A. **Ceiling**
For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to Exceed _____ [insert amount]. This amount has been established based on the understanding that it includes all the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
- B. **Schedule of Payments**
The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)
- Kshs. _____ upon the Client's receipt of the Draft report, acceptable to the Client; and
- Kshs. _____ upon the Client's receipt of the Final report, acceptable to the Client.
- Kshs. _____ Total
- C. **Payment Conditions**
Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty (30) days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three Percentage points above the prevailing Central Bank of Kenya's average rate for base lending.
4. **Project Administration**
- A. **Coordinator**
The Client designates _____ [insert name] as Client's Coordinator; the Coordinator will be responsible for the Coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables, by the Client and for receiving and approving invoices for payment.

B. Reports
The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the Course of the assignment and will constitute the basis for the payments to be made under paragraph

5. **Performance Standards** 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 and any continuation thereof) for any project resulting from or closely related to the Services.
9. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
10. **Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
11. **Law Governing** The Contract shall be governed by the laws of

Contract and Language

Kenya and the language of the Contract shall be English language

12. **Dispute Resolution**

Any dispute arising out of the 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 _____

2.

REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
- 2. etc.

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

- 1.
- 2.etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day
of20.....

SIGNED
Board Secretary

3. CONFIDENTIAL BUSINESS QUESTIONNAIRE s.33

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.

Part 1 General

Business Name

Location of Business Premises

Plot No,..... Street/Road

Postal address Tel No. Fax Email.....

Nature of Business

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details.....

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
1.			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
1.			

Date..... Signature of Candidate.....

4. PERFORMANCE SECURITY FORM

To: [Name of NACC]

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 services](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 figures],

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 aforesaid, without your 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

Signature and seal of the Guarantors

[name
of bank or financial institution]

[address]

[date]

(Amend accordingly if provided by Insurance Company)

5. **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

6. REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD2: Self-Declaration Forms (r 62): 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

7.BANK DETAILS FORM-

Provide the following bank details for electronic transfer purposes

Name of the Bidder:.....

Bank Name :.....

Bank branch name ;.....

Bank code :.....

Bank account :.....

PIN Number :.....

VAT Number :.....

Bank signatory(s) :.....

.....

Signed/ date.....