



## **KENYA URBAN ROADS AUTHORITY**

*Efficient and safe urban roads*

**IKM PLACE, Bishops Road, Tel: 254-020-8013844**

**Email: [info@kura.go.ke](mailto:info@kura.go.ke) Web: [www.kura.go.ke](http://www.kura.go.ke)**

**P.O. Box 41727-00100, GPO, NAIROBI**

### **REQUEST FOR PROPOSAL**

**FOR**

**PROCUREMENT OF CONSULTANCY SERVICES FOR PUBLIC RELATIONS**

**TENDER NO. KURA/RMLF/HQ/175/2018-2019**

**JUNE, 2019**

DIRECTORATE OF POLICY AND STRATEGY  
KENYA URBAN ROADS AUTHORITY  
P. O. BOX 41727 – 00100  
NAIROBI

DIRECTOR GENERAL  
KENYA URBAN ROADS AUTHORITY  
P. O. BOX 41727 – 00100  
NAIROBI

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SECTION I ~ LETTER OF INVITATION

To All Bidders

The KENYA URBAN ROADS AUTHORITY invites proposals for Provision of Consultancy Services for Public Relations.

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

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

See [www.kura.go.ke/tender](http://www.kura.go.ke/tender) notices for more details on this invitation.

Yours sincerely.

DIRECTOR GENERAL  
KENYA URBAN ROADS AUTHORITY

SECTION II - INFORMATION TO CONSULTANTS

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## SECTION II - INFORMATION TO CONSULTANTS

### 2.1 Introduction

- 2.1.1 The Kenya Urban Roads Authority will select a consultant among those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the PPADA, 2015 and regulations.
- 2.1.2 The consultants are invited to submit a technical proposal and a financial proposal for consulting services required for Public Relations.
- 2.1.3 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 Kenya Urban Roads Authority regarding any information that they may require before submitting a proposal.
- 2.1.4 The client will provide the inputs and services specified in the special conditions of contract needed to assist the consultant to carry out the assignment.
- 2.1.5 The cost of preparing the proposal and negotiating the contract including any visit to Kenya Urban Roads Authority are not reimbursable as a direct cost of the assignment. The Kenya Urban Roads Authority is not bound to accept any of the proposals submitted.
- 2.1.6 Kenya Urban Roads Authority 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 Consultants 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 or email to Kenya Urban Roads Authority address indicated in the special conditions of contract. The Kenya Urban Roads Authority will respond by post, 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 consultants invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, Kenya Urban Roads Authority may for any reason, either at its own initiative or in response to a clarification requested by an intended consultant amend the RFP. Any amendment shall be issued in writing or email to all invited consultants and will be binding on them. Kenya Urban Roads Authority 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 Kenya Urban Roads Authority not later than 7 days prior to the deadline for submission of tenders.
- 2.2.4 The Kenya Urban Roads Authority shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

### 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 (4) years.
  - (vi) Estimates of the total staff input (professional and support staff time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
  - (vii) Any additional information requested in Appendix "A".
- 2.3.5 The Technical Proposal shall not include any financial information.

## 2.4 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. It lists all costs associated with the assignment including; (a) hiring of equipment, transportation for mobilization and demobilization, services and office equipment, furniture, and supplies), insurance, printing of documents, surveys, and archiving. 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 90 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension

## 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 consultants. Any such corrections must be initialed by the consultant.
- 2.5.2 For each proposal the consultant s 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 (day, date and time of submission of the proposal)”
- 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 consultant unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the 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 consultant s 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 Kenya Urban Roads Authority 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 consultant wishes to contact the Kenya Urban Roads Authority 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 a 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 consultant proposal.

*Consultants must meet the following Mandatory Requirements (MR)*

S/No.	Completeness and Responsiveness Criteria	References	Requirement
1.	Form of Bid	Section IV	- Amount must be indicated - Properly stamped, filled and signed
2.	Confidential Business Questionnaire	Section III	- Properly filled, stamped and signed - Provide all required information
3.	Tax Compliance Certificate	Tender notice	- Provide valid tax compliance certificate
4.	Certificate of Incorporation	Tender notice	- Copy of certificate Certified by Commissioner for Oaths
5.	Eligibility	Section III	- Legible copies of National ID or passport for all directors - System generated Form CR12 (12 months)
6.	Conflict of interest	Section III	- to state explicitly
7.	Anti-corruption form	Section IV	- Properly filled, stamped and signed
8.	Copy of Bid Document	Clause 2.5.2	- Replica of the original
9.	Serialization of all pages in the bid document	Tender notice	- All pages of the tender documents must be serialized
		REMARKS	- Proposal to be complete, properly filled and signed.

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 Kenya Urban Roads Authority 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)	Specific experience of the consultant /consultancy related to the assignment	30
(ii)	Adequacy of methodology and work plan in response to the Terms of reference	30
(iii)	Qualification and competence of the key staff for the assignment	40
	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 consultant un-opened.

## 2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the Kenya Urban Roads Authority shall notify the consultants whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them un-opened after the completion of the selection process and contract award. At the same time, the Kenya Urban Roads Authority 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 Kenya Urban Roads Authority 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 Kenya Urban Roads Authority in the presence of the consultants who choose to attend the opening. The name of the 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:

$$Sf = 100 \times \frac{f_m}{f}$$
 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 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 formulae 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 consultant achieving the highest combined technical and financial score will be invited for negotiations.
- Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

## 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 Kenya Urban Roads Authority and the 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 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 Kenya Urban Roads Authority will invite the 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 Kenya Urban Roads Authority will promptly notify the other consultants that they were unsuccessful and return the financial proposals of the consultants who did not pass technical evaluation.

2.10.2 The selected 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 consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning consultant has been notified that he/she has been awarded the contract.

TERMS OF REFERENCE FOR PUBLIC RELATIONS CONSULTANCY

1. Background

Kenya Urban Roads Authority is a State Corporation established under the Kenya Roads Act, 2007 to develop and manage the National Urban Road Network. The Authority is under the State Department of Infrastructure in the Ministry of Transport, Infrastructure, Housing, Urban Development & Public Works.

The Authority intends to improve its image brand among all stakeholders through the development of a communication strategy for the next four years. In order to understand the communication needs and perception of the clients the Authority intends to carry out a baseline communication Audit to guide the communication strategies and identify areas of improvement.

It also intends to develop a comprehensive Corporate Identity Manual to be used by the Authority in all its works and communication to all stakeholders and that can be easily identified and associated with. It also intends to increase the number of quality photographs and graphics for its projects for use in its communication.

2. Objective of the Assignment

In the discharge of the Authority's mandate the Authority communicates with a wide range of stakeholders on various topical issues. Improved and proactive communication is imperative to public participation and appreciation of the projects and activities in all areas. In order to win public support, acceptance and understanding of the challenges facing the sector public communication and campaigns are very key. The chosen consultancy will assist the Authority in enhancing this achievement through various related activities. The purpose of this assignment is as detailed below;

1. Conduct a baseline Communication audit in the Authority to identify communication gaps, strengths, Weaknesses and Opportunities that the Authority can leverage on to promote effective communication.
2. To develop and recommend Communication Strategies and budget that will help the Authority to optimize Brand visibility and customer satisfaction for the next four years while safeguarding KURA's reputation and public perception amongst a broad range of stakeholders.
3. Design and Develop a branding strategy and Corporate Branding Manual/Corporate Identity Manual (CIM) that will guide the Authority in brand positioning and creation of a homogenous brand presence. The manual will form a base for all future branding in the Authority and cover all common user items and corporate IEC materials.
4. Provide an archive of 1000 high quality resolution professional photographs (including aerial) on a given list of projects undertaken by the Authority for use in communication activities. The photos and graphics will cover projects in Nairobi and its environs. In case outside Nairobi, the Authority will cover transport costs.

3. Scope of Work

1. To develop a Corporate Communication Strategy for the Authority for the next four years
2. To conduct a baseline Communication audit survey
3. To develop a branding strategy and Corporate branding/Identity Manual (CIM)
4. Undertake and present a gallery of 1000 high resolution and professional photographs and graphics for use in the Authority's various platforms.

4. Reporting Systems & time schedules

The successful consultancy will be reporting to the Head of Corporate Communication who will be representing the Authority and will be the key liaison and port of call regarding most inquiries and direction. The winning agency is expected to provide time and schedule for the

production and completion of each of the items listed above for the project which should take not more than two months.

On substantial completion of the assignment, the consultancy shall present its report and works to top management as part of the substantial completion process and for their input and concurrence.

5. Personnel, facilities & other requirements to be provided by KURA

KURA shall provide guidance, finer details and other related assistance as well as transport in case there will be need to undertake photography outside Nairobi Area. KURA will also provide list of 20 projects it wants to be recorded/photographed. The Authority will provide a list of major stakeholders and a strategic plan covering the four years as well as other literature required to make the exercise successful.

6. Terms of payment.

The authority shall make a 10% payment of the contract sum upon receipt of a satisfactory inception report. A further 30% payment after production of the preliminary /draft report. The final payment of 60% of the contract sum will be made after satisfactory completion and presentation of the deliverables of this Terms of reference to the Management.

7. Expected Deliverables

1. A comprehensive corporate Communication Strategy, budget and a monitoring tool to guide monitoring and evaluation of the communication Strategies deployed by the Authority. Consultant is expected to make 10 hard copies as well as provide a final soft copy.
2. A Branding Strategy & Corporate Identity Manual
3. A detailed report on the communication audit identifying communication gaps, Strengths, Weaknesses, and Opportunities in the Authority communication to various stakeholders.
4. 1000 high resolution professional photos for the Authority's projects and activities to be used in various productions/platforms.
5. The documents to be produced within this TOR will become the property of KURA.

Duration of the Assignment

This contract shall take Two months from the commencement date.

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies 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. .... Email address .....

Nature of business.....

Current Trade Licence No. ....Expiring date .....

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:

Give details of partners as follows:

Name	Nationality	Citizenship Details•	Shares
------	-------------	----------------------	--------

1. ....

2. ....

3. ....

4. ....

5. ....

Part 2(c) - Registered Company:

Private or Public .....

State the nominal and issued capital of the company-

Nominal Kshs. ....

Issued Kshs. ....

Give details of all directors as follows:

Name	Nationality	Citizenship Details•	Shares
------	-------------	----------------------	--------

1. ....

2. ....

3. ....

4. ....

5. ....

- *Attach proof of citizenship (Compulsory)*
- *Attach certified copy of Form CR12 (Compulsory)*

Part 3: Interest in the Firm:

Is there any person / persons in the Kenya Urban Roads Authority (KURA) who has interest in this firm? Yes /No\*\*.....

I certify that the information given above is correct.

.....

Date

Signature of Bidder

\*\* Delete as necessary

ANTI CORRUPTION DECLARATION / COMMITMENT / PLEDGE FORM

I/We ..... of Post Office Box ..... declare that I/ We recognize that Public Procurement is based on a free, fair and competitive tendering process which should not be open to abuse.

I/We ..... Declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with tender No. .... for or in the subsequent performance of the contract if I/We am/are successful.

Signed by ..... C.E.O. or Authorized Representative.

Name .....

Designation.....

Signature.....

Date.....

In case of sub-contracting

Signed by ..... CEO of the firm to be subcontracted

Name.....

Designation.....

Signature.....

Date.....

## 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 consultants 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 and times schedule.

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



(i). TECHNICAL PROPOSAL SUBMISSION FORM

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

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

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for \_\_\_\_\_

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

We understand you are not bound to accept any Proposal you receive. We remain,  
Yours sincerely,

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

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

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

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

(ii). CURRENT WORKLOAD

Using the format below, provide information on each assignment for which you are individually legally contracted to carry out.

Assignment Name:		Country:	
Location within Country:		Professional Staff provided	
Name of Client:		No. of Staff:	
Address:		No of Staff-Months; Duration of Assignment	
Start Date (Month/Year): (Month/Year): (Kshs)	Expected date of Completion Date	Approx. Value of Services	
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:			

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

Name and Title of Signatory; \_\_\_\_\_

(iii). REFERENCES

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

Using the format below, provide information on each assignment for which you either individually or as a corporate entity or in association, was legally contracted (include attachments of letters from Client awarding the contract and confirming successful completion of projects).

Assignment:	
Location within Country:	
Name of Client:	
Address:	No. of Staff-Months; Duration of
Start Date (Month/Year): Completion Date Approx. Value of Services (Kshs) (Month/Year):	
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:	
*Letter of Award: Ref. No.....Date:.....	
*Letter of Completion: Ref. No.....Date:.....	

*\* Attach Correspondences*

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

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

(iv) COMMENTS AND SUGGESTIONS OF CONSULTANT 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.

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

---

(vi) TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

(vii). 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.

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

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

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

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

(viii). TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	Number of Weeks

Weeks (in the Form of a Bar Chart)

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

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

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

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

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

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



(ix). ACTIVITY (WORK) SCHEDULE (a).

Field Investigation and Study Items

*[W1, W2, W3, W4, are Weeks from the start to end of the assignment)*

	W1	W2	W3	W4	W5	W6
Activity (Work)						
_____						
_____						
_____						
_____						

(b). Completion and Submission of Reports

Reports	Date
Inception Report	
Preliminary reports.	
Draft Report	
Final Report	
Progress Reports	

## 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)*

(i) FINANCIAL PROPOSAL SUBMISSION FORMS  
FORM OF BID

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

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

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for

PROVISION OF CONSULTANCY SERVICES FOR PUBLIC RELATIONS, TENDER NO.  
KURA/RMLF/HQ/175/2018-19 in accordance with your Request for Proposal dated  
( \_\_\_\_\_ ) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum  
of ( \_\_\_\_\_ )

( \_\_\_\_\_ )  
*[Amount in words and figures]* inclusive of the taxes.

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

Yours sincerely,

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

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

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

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

(ii) SUMMARY OF COSTS

Costs		Kshs. Amount(s)
1. Communication strategy 2. Communication Audit 3. Corporate identity manual/strategy 4. Photography/graphics		
Subtotal		
Add 10% Contingency		_____

(iii) BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
1. Communication strategy 2. Communication Audit 3. Corporate identity manual/strategy 4. Photography/graphics 5. Miscellaneous	
Expenses Subtotal	_____

(iv) BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No----- Activity Name-----			
	Names	Input(Staff days, remuneration or hours rate as appropriate)	Amount
Key Staff (Insert proposed position)			
1.			
2.			
3.			
4.			
<b>Grand Total</b>			

SECTION VI - STANDARD CONTRACT FORM

1. STANDARD CONTRACT FORM

CONSULTANT FIRMS  
(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 3.

5 Performance The Consultant undertakes to perform the Services

- Standards 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 Any studies, reports or other material, graphic, Material 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 Contract and Kenya 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 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

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

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For the Consultant

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

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



2.

REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED .....(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED

Board Secretary