

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KIAMBU  
WATER, ENVIRONMENT, ENERGY, NATURAL  
RESOURCES & CLIMATE CHANGE

P.O BOX 2344-00900,

KIAMBU.

TENDER NO: KCG/WENRECC/PQR/001/2024/2026

**REGISTRATION OF CONSULTANTS FOR ENVIRONMENTAL  
AND SOCIAL IMPACT ASSESSMENTS (ESIAs) AND  
ENVIRONMENTAL AUDIT (EA).  
(OPEN TO ALL BIDDERS)**

PUBLICATION DATE: FRIDAY 20<sup>TH</sup>, SEPTEMBER 2024

SUBMISSION DEADLINE: MONDAY 30<sup>TH</sup>, SEPTEMBER 2024 AT 12.00 NOON.

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**TENDER NAME: REGISTRATION OF CONSULTANTS FOR ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENTS (ESIAs) AND ENVIRONMENTAL AUDIT (EA)**

TENDER NO: KCG/WENRECC/PGR/001/2024/2026

The County Government of Kiambu hereinafter referred as “Procuring entity “intends to invite candidates for Registration of Consultants for Environmental and Social Impact Assessments (ESIAs) and Environmental Audits (EA). Invitation is open to all eligible bidders.

1. Interested eligible candidates may obtain further information from and inspect the registration documents at County Government of Kiambu, P.O Box 2344-00900 Kiambu at Ag. Director Supply Chain Management Tel: 0202540022/0113326142 in the procurement office during normal office working hours.
2. A complete set of registration documents may be downloaded by interested candidates in the County Government of KIAMBU website: [www.Kiambucounty.go.ke](http://www.Kiambucounty.go.ke) and PPIP Portal.
3. Applications for Registration must be submitted in one hardcopy enclosed in plain sealed envelope marked with the tender name, reference number and deposited in the tender box at County Government of Kiambu Headquarter Ground Floor, Main Reception Governors Office Kiambu Town, Kiambu Road so as to be received on or before Monday 30<sup>th</sup>, September 2024 at 12.00 Noon.
4. Only candidates prequalified under this Registration process will be invited to tender as and when need arises.

## SECTION 11: INSTRUCTION TO TENDERERS

### 2.1 Scope of Tender

- 2.1.1 The County Government of Kiambu hereinafter referred to as the procuring entity intends to register consultants for Environmental and Social Impact Assessments (ESIAs) and Environmental Audits (EA) in a period of three years
- 2.1.2 It is expected that Registration applications will be submitted to be received by the procuring entity not later than Monday 30<sup>th</sup>, September 2024 at 12:00 Noon.
- 2.1.3 Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

### 2.2 Submission of Application

- 3 Applications for Registration must be submitted in one hardcopy enclosed in plain sealed envelope marked with the tender name, reference number and deposited in the tender box at County Government of Kiambu Headquarter Ground Floor, Main Reception Governor's Office Kiambu Town, Kiambu Road So as to be received on or before Monday 30<sup>th</sup>, September 2024 at 12.00 Noon.

- 3.1.1 The name and mailing address of the applicant may be marked on the envelope.
- 3.1.2 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 3.1.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.
- 3.1.4 Questions arising from the registration documents should be directed to the County Secretary whose address is in the Invitation Notice.

## 3.2 Eligible Candidates

- 3.2.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 3.2.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 (6) of the Act.
- 3.2.3 All terms found capable of performing the contract satisfactorily in accordance to the set Registration criteria shall be prequalified.

## 3.3 Qualification Criteria

- 3.3.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 3.3.2 Litigation history of the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 3.4 Joint Venture

- 3.4.1 Joint ventures must comply with the following: -
  - a. Following are the minimum qualification requirements.
    - i. The lead partner shall meet not less than 60% of all the qualifying criteria in paras's 2.4.3 and 2.4.6 above (24).
    - ii. The other partners shall meet individually not less than 30% of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above
    - iii. The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint venture's total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.

- b. The formation of a joint venture after registration and any change in a registered joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.
- c. Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

3.4.2 The Registration of a joint venture does not necessarily register any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may Register if it meets all the Registration requirements, subject to a written approval of the procuring entity

### 3.5 Public Sector companies

3.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

### 2.7. Conflict of Interest

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other Registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

### 2.8. Updating Registration Information

2.8.1 Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## 2.9. Essential Criteria for Registration

- ✓ (a); Experience: Prospective consultant should have at least three Minimum years of experience in conducting ESIA's for medium scale projects according to international environmental and social safeguards standards (e.g. World Bank, International Finance Corporation (IFC.)) AGPO Groups are exempt from this requirement;
- ✓ Prospective consultancy requires special experience and must be registered by NEMA/DOSHS with a valid practicing license.

(b); County Government of Kiambu reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.

2.9.2 Personnel: The consultant/contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVS of the key personnel or individual or group to execute the contract must be indicated.

## 2.10. Financial Condition

2.10.1 Where applicable, Supplier's financial position will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding supplier's/contractor's credit position. Potential suppliers/ contractors will be registered on the basis of satisfactory information given.

## 2.11. Registration document

2.11.1 This document includes questionnaire forms and documents required of prospective constantans. In order to be considered for registration, prospective consultants must submit all the information herein requested.

## 2.12. Reserved and Open Category

2.12.1 Categories marked "RESERVED" have been specifically set aside for enterprises owned by the Youth, Women and Persons Living with Disabilities. Categories marked "OPEN" are accessible to all interested and competent suppliers.

## 2.13. Contract Price

2.13.1 The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Clients Accounting Officer. Prices quoted should be inclusive of all delivery charges.



SECTION 11I: APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CLAUSE	INSTRUCTION TO BIDDERS			
2.12	The tender is Open to all eligible bidders			
2.1.2	Only one tender document should be submitted			
2.2.1	Monday 30 <sup>th</sup> , September 2024 at 12:00 Noon.			
2.4.1	Evaluation criteria: The tenders/Applications will be evaluated in two stages as follows: A. STAGE ONE MANDATORY REQUIREMENTS (TO BE EVALUATED ON A „YES OR NO“ BASIS:			
		NO.	REQUIREMENT	YES/NO
		MR 1	Copy of Certificate of Incorporation/ business registration	
		MR 2	Copy of KRA PIN certificate	
		MR 3	Copy of VAT Certificate	
		MR 4	Copy of Valid Tax Compliance Certificate	

	MR 5	Evidence that the firm /consortium satisfy all relevant licensing (NEMA registration as firm of experts) with current practicing license and/or registration bodies in their domicile countries	
	MR 6	Current EIA practicing license	
	MR 7	Certified Current CR 12/13 form from Registrar of Companies showing names of directors/ owners of the business for all limited companies/	
	MR 8	VAT Registration Certificate of firm /company/individual (where applicable)	
	MR 9	Copy of valid trading license /valid single business permit.	
	MR 10	AGPO Certificate where applicable	
	MR 11	Proof of the experience in EIAs in similar projects {Experience in World Bank funded projects is an added advantage}	
		N/B: ALL THE ABOVE MUST BE MET TO QUALIFY FOR THE 2 <sup>ND</sup> STAGE	

B. STAGE TWO: TECHNICAL REQUIREMENTS

TECHNICAL EVALUATION

NO.	EVALUATION CRITERIA	REQUIREMENTS	MAXIMUM SCORES
1.	Registration Document	Well bound and properly filled with mandatory requirements. Properly Filled... .....20 Not Properly Filled... .....0	20

	2.	ESIA expert for Environmental & Occupational Health issues (Associate Experts)	Education: 1) Bachelor's degree in environmental management, biology, geography, occupational health & safety or a related discipline 2) Professional experience: Minimum 3 years of experience in conducting ESIA's for medium scale projects according to international environmental and social safeguard standards (e.g. World Bank, IFC. (10 marks)	10
	3.	Number of years in Business/ Practice	Two years & above.....20 Less than two years..... 10	20
	4.	Specific Experience	Provide at least three (3) evidences of Past experience in similar business inform of LSO, LPOS, Contracts, completion certificates etc.  (5marks for Each Evidence attached)	15
	5.	Lead Expert	At least 5 years of professional experience in environmental and social impact studies as a Lead Expert	20
	6.	Litigation History	Filled..... 15 Not Filled.....0	15
		Total Scores		100%
The pass mark for the Technical Evaluation will be 80%. Candidate will have attained those points will have their Applications Considered for Registration/Framework Contracts.				

## **TERMS OF REFERENCE:**

The following Terms of Reference (TOR) presents the basic guidelines, which the Environmental consultant must comply with while carrying out the ESIA. These are not exhaustive and serve as a quick reference aid.

### **Scope of work**

The Scope of work shall entail the undertaking of the following tasks by the prospective consultant:

#### **Task 1: Inception Meeting**

Hold inception meeting with the proponent to agree on the methodology and work plan for the execution of the assignment and prepare an inception report

#### **Task 2: Data Collection**

The consultant shall undertake visits and comprehensive desktop reviews of relevant literature and documents related to the proposed development project aimed at gathering baseline information of the project area. This will also ensure compliance of the proposed project with regulations guiding planning and development processes

#### **Task 2: Description of the Baseline Environment**

The consultant will be required to collect, collate and present baseline information relating to the physical, biological, economic and social environment of the area and its surroundings

#### **Task 3: Description of proposed Project (s)**

Provide a detailed description of the project in terms of its objectives, design, technology, processes, and activities that will be executed throughout the project cycle. Equally a description of the materials that will be in use, products and by products that will result from the implementation of the project shall be presented.

#### **Task 4: Legislative and Regulatory Framework**

The Consultant shall review policies, legal and institutional framework at international, regional, national and county levels guiding the ESIA process. The consultant shall also identify the application or relevance of each of the frameworks in the implementation of the proposed investment projects.

#### **Task 4: Identification of Potential Impacts and Proposed Mitigation Measures**

The consultant will be expected to assess and describe both the positive and negative impacts as well as risks that will be associated with the implementation of the planned activities throughout the projects cycle. An assessment of the magnitude of their impacts shall be determined. The impacts shall be classified as direct or indirect positive or negative, short-term, medium-term, long-term, and cumulative in nature. The consultant will also be expected to recommend remedial measures to be implemented

#### **Task 5: Formulation of an Environmental and Social Management Plan (ESMP)**

The prospective consultant shall prepare an actionable comprehensive management plan

recommending feasible and cost-effective measures to be implemented in order to mitigate or reduce the significant/adverse/negative impacts or maximize on the social economic benefits that will emanate from the implementation of the project. The plan should also outline the monitoring parameters/indicators, cost, timeline/frequency and institutional measures required to implement the proposed measures.

**Task 6: Occupational Health and Safety Issues**

The Consultant shall examine and describe the occupational health and safety concerns that will be associated with the implementation of the project throughout the project cycle. This will be key in ensuring that all risks that may arise from the implementation of the project are effectively managed thus safe guard the health and safety of the workers and neighboring communities in the project cycle

**Task 6: Public Participation and Stakeholders' Engagement and Consultation**

Conduct adequate all-inclusive public and stakeholders' consultations in order to seek the views of the public in regard to the proposed projects and provide evidence of the engagement in terms of e.g. minutes attendance lists and pictures

**Task 7: Evaluation of Projects' Alternatives**

The consultants shall undertake an analysis of projects' alternatives in terms of site, technology outlining their pros and cons and compare them with the proposed projects.

**Task 8: Preparation of ESIA Report**

The prospective client shall prepare the report in prescribed format and submit to the proponent for signing and forward them to NEMA for review and consideration for issuance of licenses. He/she shall pay the requisite 0.1% license processing fee and present an acknowledged copy of the report to the client (both insoft and hard copy).

**Task 9: ESIA Update Report Presentation and Peer Review**

The consultant shall present the draft report which may be subject to a peer review. In the event that any rectification is to be made on the report, the consultant shall bear any applicable costs.

**Task 10: Approval**

The Consultant shall present the report prepared under Task 8 for approval by the relevant authorities. The Consultant shall be responsible for making any modifications that the authorities may demand before approval of the report.

**Task 11: Counterpart Staff for the Purpose of Capacity Building**

The consultant shall undertake the study together with counterpart staff seconded by the proponent.

## **DELIVERABLES**

- a) Inception report outlining the methodology to be adopted while undertaking the assignment and report on initial field visits and consultation with stakeholders
- b) Data collection tools which should be reviewed and approved by the proponent prior to being used in the field
- c) Four (4) copies of Summary Project Reports (SPR) or eight (8) copies of Comprehensive Project Report for review and comments by the review team at the County
- d) Copies of soft and hard copies of the submitted ESIA reports, acknowledgement letters and licenses/certificates

## **METHODOLOGY OF STUDY**

The undertaking of this exercise shall be in accordance with the general environmental impact assessment guidelines stipulated in the Environmental (Impact Assessment and Audit) Regulations, 2003 Legal Notice No. 101, Environmental (Impact Assessment and Audit) Amendment Regulations, 2019 and the World Bank Environmental and Social Standards.

## **DURATION OF THE CONSULTANCY**

The consultant is expected to take a maximum period of 30 days including the statutory days required for processing of the ESIA report by NEMA. The ESIA consultant should be available to start the work within three days after signing of the contract

## **MANDATORY AND TECHNICAL REQUIREMENTS**

Mandatory Requirement;

- i. Contact details – physical address – Email addresses
- ii. Certificate of Incorporation/ Registration in Kenya certified by an advocate or equivalent for foreign firms Notary Public for foreign firms.
- iii. Tax Compliance or equivalent for foreign countries valid at the time of opening. The validity of the Tax certificate shall be confirmed from KRA Tax Checker or equivalent for foreign firms Notary Public for foreign firms.
- iv. Certificate of Confirmation of Directors and Shareholding (CR12) or equivalent for foreign firms Notary Public for foreign firms.
- v. Evidence that the firm/consortium satisfy all relevant licensing (NEMA Registration as Firm of Experts) with Current Practicing License and / or registration bodies in their domicile countries.

## TECHNICAL COMPOSITION OF THE CONSULTANTS' TEAM

Required Expertise due to the limited time period to carry out the assignment, the following team of experts would be required providing at minimum the following expertise.

S/N	Designation	Minimum qualification
1.	Team leader (Lead Expert)	<ul style="list-style-type: none"> <li>➤ Education: Postgraduate education with direct relevance for this assignment.</li> <li>➤ Professional experience: Long term and international expertise in carrying out environmental and social impact assessments and establishing environmental and social management plans, documented experience in the application of international ESIA standards, namely of IFCPs and IFC EHS Guidelines</li> <li>➤ At least 5 years of professional experience in environmental and social impact studies as a Lead Expert</li> <li>➤ Must be registered by NEMA with a valid practicing licence</li> <li>➤ Leadership experience: Experience as Team Leader preferably as Lead Expert of at least 5 comprehensive impact studies</li> <li>➤ Donor experience: Experience for projects financed by international donors; experience as team leader for Donor funded projects would be a strong asset</li> </ul>
2.	ESIA expert for environmental & Occupational Health Issues (Associate Expert)	<ul style="list-style-type: none"> <li>➤ Education: Bachelor's degree in environmental management, biology, geography, occupational health &amp; safety or a related discipline</li> <li>➤ Professional experience: Minimum 3 years of experience in conducting ESIA's for medium scale projects according to international environmental and social safeguard standards (e.g. World Bank, IFC.)</li> <li>➤ Must be registered by NEMA/DOSHS with a valid practicing licence</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Donor experience: Experience with ESIA studies (expert should have at least three reference projects of similar nature within the past 3 years and an ESIA for at least two Donor funded projects within the past 2 years)</li> </ul>
3.	Expert gender, and livelihood restoration (Sociologist)	<ul style="list-style-type: none"> <li>➤ Education: -University degree in anthropology / sociology or related disciplines</li> <li>➤ Professional experience: Minimum 4 years of experience in developing Land Acquisition, Compensation, Resettlement and Livelihood Restoration Frameworks and Resettlement and Livelihood Restoration Plan according to international environmental and social safeguard standards (e.g. World Bank, IFC)</li> <li>➤ Experience in developing ARAP, RAP, LRP (the expert should have developed such plans for at least three projects of a similar nature within the past 3 years)</li> </ul>

## LETTER OF APPLICATION

### Notes on letter of application

- a) The letter of application will be prepared by the applicant and will follow the form presented herein.
- b) The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.
- c) The letter of application will be signed by duly authorized representatives of the applicant.
- d) Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.



LETTER OF APPLICATION

Date .....

To .....  
.....

(Name and address of the procuring entity) Ladies  
and/or Gentlemen.

1. Being duly authorized to represent and act on behalf of .....  
(name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name

2. Attached to this letter are copies of original documents defining
  - a. The Applicant’s legal status
  - b. The principal place of business and
  - c. The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

This application is made with the full understanding that:

- a) Bids by registered applicants will be subject to verification of all information submitted for Registration at the time of bidding.
  - b) Your Agency reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the Registration process, and reject all applications
  - c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
5. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
6. We confirm that if we bid, that bid, as well as any resulting contract, will be:
- a. Signed so as to legally bind all partners, jointly and severally; and
  - b. Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
7. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail:

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner).	For and on behalf of (name of partner)

SECTION IV: STANDARD FORMS

FORM 1: 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 o ..... Street/Road .....
Postal Address .....
Tel No. ....Fax.....
E mail.....
Nature of Business .....
Registration Certificate No. ....
Maximum value of business which you can handle at any one time – Kshs. .....
Name of your bank ..... 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	.....			.....
2	.....			.....
3	.....			.....
4	.....			.....
	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	.....			.....
2	.....			.....
3	.....			.....
4	.....			.....

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

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

FORM 2: PAST EXPERIENCE

NAMES OF THE APPLICANT CLIENTS IN THE LAST TWO YEARS, NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS.

1. Name of 1<sup>st</sup> Client (Organization).

- (i) Name of client (Organization).....
- (ii) Address of Client (Organization).....
- (iii) Name of Contact Person at the client (Organization).....
- (iv) Telephone No. of Client.....
- (v) Value of Contract.....
- (vi) Duration of Contract (date) .....  
(Attach documentary evidence of existence of contract).

2. Name of 2<sup>nd</sup> Client (Organization).

- (vii) Name of client (Organization).....
- (viii) Address of Client (Organization).....
- (ix) Name of Contact Person at the client (Organization).....
- (x) Telephone No. of Client.....
- (xi) Value of Contract.....
- (xii) (xii) Duration of Contract (date) .....  
(Attach documentary evidence of existence of contract).

3. Name of 3<sup>rd</sup> Client (Organization).

(xiii) Name of client (Organization).....

(xiv) Address of Client (Organization).....

(xv) Name of Contact Person at the client (Organization).....

(xvi) Telephone No. of Client.....

(xvii) Value of Contract.....

(xviii) Duration of Contract (date) .....

(Attach documentary evidence of existence of contract).

4. Others

(Please note that documentary evidence could be in form of L.P. O' s, L.S. O' s, Copies of Contract Agreements etc.).

NB: County Government of KIAMBU reserves the Right to conduct due diligence to verify the above information.



FORM 3: TENDER-SECURING DECLARATION FORM

Date.....

Tender No.....

To.....

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
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 [insert number of months or years] starting on....., 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
  - a) Our receipt of a copy of your notification of the name of the successful Bidder; or
  - b) 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: .....

Name: ..... Dated

on ..... day of .....

FORM 4: LITIGATION HISTORY Name of Contract Supplier

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Applicants should however indicate if no such litigation.

Year	Award for or Against	Name of the Client Cause of Litigation and Matter in Dispute	Disputed Amount (Current Value, Kshs. Equivalent).

Name of the Tenderer..... Signature.....Date.....