



COUNTY GOVERNMENT OF KIAMBU

NOTICE FOR EXPRESSION OF INTEREST (EOI)

For the consortium of Consultancy Services for the Provision of Architectural Services, Quantity Surveying Services, Civil/Structural Engineering Services, Mechanical Engineering (Building Services), Electrical Engineering, Landscaping Architectures, and Project Management.

Leading to a Request for Proposal (RFP) which will only be issued to the shortlisted Consortia on a need basis for a period of 1 year with a possible extension of one year.

EOI Ref: CGK/EOI/RTPW&U/030/2024-25

Issue date: 1st April 2025

CLOSING DATE: 9th April 2025 AT 12.00 PM.

Tenderers who download the EOI document may forward their particulars immediately to procurement@kiambu.go.ke to facilitate any further clarification or addendum.

Late submissions of the EOI shall be rejected.

Address for obtaining further information on tender documents

Name of Procuring Entity: County Government of Kiambu

Physical Address: Supply Chain Management Office at Red Nova Offices Block B, 2nd Floor, Room B-03

Postal Address: P. O. Box 2344-00900 Kiambu

Contact Person: A.g Director, Supply Chain

Management.Email Address: tenders@kiambu.go.ke

Address for Submission of Tenders.

Name of Procuring Entity: County Government of Kiambu

Attention: Chief Officer- Public Works and Utilities

Postal Address: P. O. Box 2344-00900 Kiambu

Drop-off sealed bid envelopes in the tender box located at County Government of Kiambu Headquarters ground floor, main reception-governor's office

Address for Opening of Tenders.

COUNTY GOVERNMENT OF KIAMBU HEADQUARTERS - Boardroom

SUBMISSION OF EOLRESPONSES

One original and one copy of the Expression of Interest to be submitted manually by dropping-off sealed envelopes of the Expression of Interest in the Tender box located at the address above on or before Wednesday, 9th April 2025 before 1200hrs East African Time.

VIRGINIA KAHONGE

Chief Officer- Department of Public Works and Utilities

DESCRIPTION OF REQUIREMENTS

The County Government of Kiambu seeks to acquire an innovative *consortium of Consultancy Services for the Provision of Architectural Services, Quantity Surveying Services, Civil/Structural Engineering Services, Mechanical Engineering (Building Services), Electrical Engineering, Landscaping Architectures, and Project Management* to assist the County works departments draw, design and give estimates on various constructions so as to achieve value for money as well as efficient service delivery.

1. The scope of work will be as follows:

a. Architectural Services:

- Conceptualization of the project's architectural design.
- Development of detailed architectural plans, elevations, and sections.
- Materials selection and coordination with other disciplines.
- Compliance with relevant building codes and regulations.

b. Quantity Surveying Services:

- Preparation of cost estimates, budgets, and financial analysis.
- Quantity take-offs for materials and resources.
- Evaluation of tenders and contractor bids.
- Cost control and project cost tracking.

c. Civil/Structural Engineering Services:

- Site analysis and feasibility studies.
- Design of site infrastructure, drainage, utilities, and roads.
- Structural design and calculations.
- Environmental impact assessment and mitigation strategies.

d. Mechanical Engineering -Building Services:

- Design of HVAC (Heating, Ventilation, and Air Conditioning) systems.
- Specification of plumbing and electrical systems.
- Coordination with architectural and structural aspects.

e. Landscaping Architectural Services:

- Creation of landscape design concepts.
- Plant selection, hardscape design, and outdoor amenities.
- Integration of ecological and environmental factors.
- Long-term maintenance planning.

f. Electrical Engineer

- To design lighting systems
- To ensure there is Energy efficiency and sustainability considerations
- Any other electrical works as may be prescribed on site

g. Project Manager:

- At inception, deliver a complete Feasibility Study for the project covering the initial Cost Benefit analysis for this project, the preliminary project cost and Financing plan, the Marketing Strategy, and the Implementation Strategy. Prepare the overall milestone schedule to guide the pre-construction phase. Make recommendations following the feasibility study.
- Identify land use constraints, and together with the Project Architectural, prepare preliminary concepts together with a site analysis which will be forwarded/ presented to the Client.
- Prepare project brief for the design consultants to aid in the development of the outline proposal and preliminary budget.
- Prepare the initial business case to allow client to visualize the projected financial inputs and outputs of the Project. It should also include a sales and marketing strategy.
- Prepare requisite technical documentation to enable access to funding or investors for the Project.
- Guide the development of the concept design from the outline proposals considering amendments requested by Clients; prepare sufficient information for a cost estimate, where applicable give an indication of possible start and completion dates for the building contract. The concept design will illustrate the size and character of the Project in sufficient detail for one to agree on the spatial arrangements, materials, and appearance. Submit the plans to the relevant Local Authority for approval.
- Advise on the implications of any subsequent changes on the cost of the Project and on the overall program.
- Guide and manage the preparation information including technical design from the architectural, drawings, schedules, and specification of materials and workmanship including Bills of Quantities.
- Arrange for other contracts to be let prior to the contractor commencing work (where relevant).
- Engage an Environment expert where necessary and to carry out an Environmental Impact Assessment and other Project Consultants. Administer the terms of the building contract during operations on site with full consideration of the project risks.
- Schedule and conduct regular site meetings and consultants' meetings to access and review the progress of works. Visit the site as appropriate to inspect generally the progress and quality of the work and to report any delays to progress with reasons. Make weekly and monthly Reports and circulate to the client.
- Produce periodic financial reports including the effect of any variations on the construction cost and overall investment proposition. The Consultant will also advise on mitigating measures in the event of cost overruns.
- Administer the terms of the building contract relating to the completion of the works. This will entail the preparation of a project close-out report.
- Give general guidance on maintenance to carry out a final defects inspection after six months from practical completion and to issue in conjunction with the Quantity Surveyor where applicable the final account.
- During the construction phase, have a full-time on-site Project Manager whose appointment shall be approved by the client

2. **Deliverables:** Enumerate the expected deliverables for each consultancy discipline:

a. Architectural Services:

- Conceptual architectural drawings.
- Detailed architectural plans, sections, and elevations.
- Material and finishes specifications.
- Any other assignment as prescribed

b. Quantity Surveying Services:

- Cost estimates, budgets, and financial reports.
- Tender evaluation reports.
- Periodic cost tracking reports.
- Any other assignment as prescribed

c. Civil/Structural Engineering Services:

- Site analysis and feasibility reports.
- Infrastructure and drainage design.
- Structural calculations and specifications.
- Any other assignment as prescribed

d. Mechanical Engineering Services:

- HVAC system designs and specifications.
- Plumbing and electrical system specifications.
- Energy efficiency recommendations
- Any other assignment as prescribed

e. Landscaping Architectural Services:

- Landscape design proposals.
- Planting and hardscape plans.
- Maintenance and sustainability guidelines
- Any other assignment as prescribed

f. Electrical Engineering

- Energy efficiency and sustainability considerations
- Any other assignment as prescribed

g. Project Management services

- Feasibility Study report for the proposed project
- Environmental Impact Assessment Report
- Progress reports
- Any other assignment as may be prescribed

In addition, to the above deliverables the Consortia of the described Consultancy Services shall provide

- i. Schematic Design Services: site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models. Typically, the drawings include overall dimensions, and a construction cost is estimated.
- ii. Design Development Services: floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications.
- iii. Construction Document Services: set of drawings that include all pertinent information required for the contractor to price and build the project

3. Duration of the project: To be as indicated in the RFP issued to the successfully shortlisted candidates

EXAMINATION FOR ELIGIBILITY

The Applicants will be examined for eligibility on the following basis. Those who do not qualify will not be subjected to more detailed evaluation.

ELIGIBILITY CRITERIA		
1	The Firm has provided copy of the certificate of Incorporation/ Business Registration (<i>applicable to lead and partnering firms</i>)	
2	Be registered with relevant Professional Body. That is: a. Board of Registration of Architects and Quantity Surveyors (BORAQS) or equivalent b. Engineers Board of Kenya (EBK) or equivalent c. Architectural Association of Kenya (AAK) or equivalent d. Certificate from Institution of Surveyors of Kenya (ISK) or equivalent e. Certificate from Kenya Association of Project Managers (KAPM), Certificate from Institute of Construction Project Managers of Kenya (ICPMK) or equivalent (<i>applicable to lead and partnering firms</i>)	
3	Copy of CR 12/CR13 for the last six (6) months- (<i>applicable to lead and partnering firms</i>)	
4	The Lead firm is not debarred from participating in procurement by PPRA or by any National agency or International Organization. (FORM SD1)- (<i>applicable to lead and partnering firms</i>)	
5.	Self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice. (FORM SD2)- (<i>applicable to lead and partnering firms</i>)	
6.	Attach a written agreement that clearly specifies (for joint ventures and consortia); ✓ The lead partner and their roles ✓ Partnering firms and their roles (<i>The agreement Must incorporate all professionals in, Architectural Services, Quantity Surveying Services, Civil/Structural Engineering Services, Mechanical Engineering (Building Services), Electrical Engineering, Landscaping Architectures and Project Management signed by all the partnering firms</i>)	
7.	The Firm has provided a copy of the certificate of valid tax compliance certificate. (<i>applicable to lead and partnering firms</i>)	
8.	Firm to declare and commit to the code of ethics- (<i>applicable to lead and partnering firms</i>)	
	RESULT - RESPONSIVE OR NOT RESPONSIVE (R or NR)	

ONLY FIRMS THAT MEET THE ELIGIBILITY CRITERIA WILL BE ISSUED WITH A REQUEST FOR PROPOSAL ON A NEED BASIS FOR A PERIOD OF ONE YEAR WITH A POSSIBLE EXTENSION OF ONE YEAR

SELF-DECLARATION FORMS

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 Post Office Boxbeing 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 proceedings under Part IV of the Act.

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

..... (Title) (Signature)

Bidder Official Stamp

FORM SD2

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 herein above is true to the best of my knowledge information and belief.

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

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(person) on behalf of (*Name of the Business/ Company/Firm*)declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....Date.....

FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

Beneficiary: _____

Request for Expression of Interest No:

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of _____ under Request for Tenders No. _____ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provide by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[signature(s)]

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of _____ under Request for Tenders No. _____ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE of..... [**Name of Insurance Company**] having our registered office at(hereinafter called “the Guarantor”), are bound unto..... [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents. Sealed with the Common Seal of the said Guarantor this ___ day of _____ 20__.
3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity’s Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Signature of the Guarantor]

[Witness]