

COUNTY GOVERNMENT OF BUSIA



COUNTY ASSEMBLY OF BUSIA

**OFFICE OF THE CLERK OF THE COUNTY ASSEMBLY P.O BOX 1018-50400,
BUSIA-KENYA, TEL: +254 721 675217
EMAIL: clerkbusiacountyassembly@yahoo.com**

**REQUEST FOR PROPOSAL
FOR
PROVISION OF PUBLIC PARTICIPATION SERVICES.
RFP NO. BSA/CA/13/2018/2020**

RFP SUBMISSION DEADLINE: WEDNESDAY, 31ST JULY 2019 AT 10:00 AM

?

SECTION I - LETTER OF INVITATION

TO: Interested eligible bidders

Date: 15/07/2019

Dear Sir/Madam,

RE: RFP FOR PUBLIC PARTICIPATION SERVICES

1.1 The county assembly of Busia service board invites proposals for Provision of public participation services

1.2 The request for proposals (RFP) includes the following documents:

- Section I - Letter of invitation
- Section II - Information to consultants
- Section III- Technical proposals
- Section V - Financial proposal

1.3 The completed Technical and Financial Proposals must be submitted to:-

The Clerk
County Assembly of Busia
P.O.Box 1018-50400
Busia

So as to reach the office of the county assembly or deposited in the tender box at the county assembly offices by **Wednesday, 31st July 2019 at 10:00 AM**

Yours sincerely

Clerk to County Assembly

SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 The County Assembly of Busia will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix.

2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only for consulting services required for the assignment named in the said Appendix.

2.1.3 Please note that

- (i) The costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and
- (ii) The Client is not bound to accept any of the proposals submitted.

2.2 Preparation of Technical Proposal

2.2.1 The Consultants proposal shall be written in English language

2.2.2 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.

2.2.3 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) 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 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.

2.2.4 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 detailed description of the proposed 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.

(vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment showing the time proposed for each professional staff team member.

(viii) Any additional information

2.2.5 The Technical Proposal shall not include any financial information.

2.3 Preparation of Financial Proposal

2.3.1 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) remuneration for staff and;

(b) reimbursable expenses such as subsistence (per diem, housing), transportation services, and equipment (office equipment, and supplies), insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.3.2 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.

2.3.3 Consultants shall express the price of their services in Kenya Shillings.

2.3.4 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.

2.3.5 The Proposal must remain valid for 120 days after the closing/opening 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.

2.4 Submission, Receipt, and Opening of Proposals

2.4.1 The original proposal (Technical Proposal and, if required, Financial Proposal) shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.4.2 The original copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**,” and the original copy of the Financial Proposal shall be placed in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed.

This outer envelope shall bear the submission address and RFP number.

2.4.3 The completed Technical and Financial Proposals must be submitted to:-

**The Clerk
County Assembly of Busia
P.O.Box 1018-50400
Busia**

So as to reach the office of the county assembly or deposited in the tender box at the county assembly offices by **Wednesday, 31st July 2019 at 10:00 AM**

Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.4.4 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for opening of financial proposals.

2.5. GENERAL CONDITIONS (CRITERIA FOR EVALUATION)

2.5.1 The Tender evaluation Committee shall evaluate the proposals on the basis of their responsiveness to the Mandatory Requirements of the RFP and Terms of Reference attached, applying the evaluation criteria as follows:

The following requirements must be met by the tenderer notwithstanding other requirements in the tender documents:-

NO	REQUIREMENT	RESPONSIVE/NON RESPONSIVE
MR1	Must Submit a copy of certificate of Registration/Incorporation	
MR2	Must Submit a copy of a valid Tax Compliance Certificate	
MR3	Must Fill the Price schedule in the format provided	
MR4	Must Fill the Form of Tender in the Format provided	
MR5	Proof for special groups-Youth, Women and Persons With Disabilities(Provide proof of certificate as per the appropriate group from Access to Government Procurement Opportunities)	
MR6	Must submit a dully filled up self- declaration form in format provided	
MR7	Must submit a dully filled up Confidential Business Questionnaire in format provided	
MR8	Must Submit a copy of valid and current Business Permit	
MR9	Submit audited accounts for the last three years Or Bank statements for the last 12 months ending 30 th April 2019 Or a valid financing commitment for this specific procurement issued by a recognized financial institution(Including SACCOS,Deposit taking micro-finance and Youth or Women Enterprise Fund	
MR11	Serialization/numbering of tender document(Printed not Handwritten)	

At this stage, the tenderer's submission will either be responsive in the entire mandatory (MR) requirements above or non-responsive. The non- responsive submissions will be eliminated from the entire evaluation process and will not be considered further

NO	REQUIREMENT	MAXIMUM SCORE
1	The expected mode of delivery of service and duration	25
2	<p>RELEVANT EXPERIENCE Experience offering public participation services or community development and social work</p> <p>i. Number of years in service 5 years and above: 5 Marks Others prorated at: $\frac{\text{Number of Years} \times 5}{5}$</p> <p>ii. Provide a list of clients and references to which the company has offered similar services in the last 3 years. 5 or more Clients with references – 5 marks Others prorated at: $\frac{\text{Number of Clients}' \times 5}{5}$</p>	<p>5</p> <p>5</p>

3	<p>MANAGEMENT PROFILE</p> <p>Managerial and Key Personnel Competency Profile ; Provide Details of any relevant certifications and/or accreditations by principals or members of staff and attach copies of such certification. The successful candidate will have a degree in social sciences/law/education or related field</p> <p>Details of at least 2 staff members (4 marks each Max. 8 marks).</p> <p>Organizational Chart (2 marks) not provided -0 provided-2marks</p>	8
4	A detailed description of the proposed methodology and work plan for performing the assignment	20
5	An understanding of the county electoral wards and the local community(Give a detailed description)	20
6	<p>Financial Strength:</p> <p>Submit audited accounts for the last three years Or</p> <p>Submit Bank Statements for the last 12 months ending 30th April 2019. Or</p> <p>A valid financing commitment for this specific procurement issued by a recognized financial institution(Including SACCOS,Deposit taking micro-finance and Youth or Women Enterprise Fund</p>	10

7 **PHYSICAL ADDRESS** 10

Physical Facilities: Provide details of physical address and contacts – attach evidence Details of physical address and contacts with copy of title or Lease documents with latest utility bill – 5marks

Only bidders who score 70% and above will be subjected to financial evaluation. Those who score below 70% will be eliminated at this stage from the entire evaluation process and will not be considered further.



Financial evaluation

The formulae for determining the Financial Score (Sf) shall be as follows:

$Sf = 100 \times Fm/F$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration.

2.25.6 Weighted Technical and financial score

Proposals will be ranked according to their combined weighted technical (**St**) and financial (**Sf**) scores using the weights (**T = 0.80**, is the weight given to the Technical Proposal; **P = 0.20**, is the weight given to the Financial Proposal; and $T + P = 1$)

The combined weighted technical and financial score, S, is calculated as follows:

$$S = (St \times T) + (Sf \times P)$$

Where **St** is the Marks obtained in the technical score example 75 or 80 etc and

Sf = 100 x Fm/F where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration.

Recommendation for award

The firm achieving the highest combined weighted technical and financial score, will be recommended for award of the tender

2.6 TERMS OF REFERENCE

Background Information

Busia County Assembly intends to conduct public participation on various legislations affecting its citizen

The entity targets all electorates at sub county level

To achieve those objectives the Assembly needs to build the capacity of community members in legislative development with a view of better representation and legislation

Overall Objectives

- The Assembly is seeking to engage a consultant to undertake public participation in order to build the capacity of the community and improve service delivery

Specific Objectives

- To get the involvement of public participation and their expectations on in legislative development
- To sensitize the community on proposed county bills, implementation of acts relevant to counties, petitions, and memoranda to the county assembly.
- To sensitize community on the role of County assembly
- Prepare a report on the public participation which should include but not limited to the following
 - a) A list of participants
 - b) Issues raised by the community in the public participation forum.

Expected Output

- Prepare a report on the public participation which should include but not limited to the following
 - c) A list of participants
 - d) Issues raised by the community in the public participation forum.

Scope of Work

The consultant is expected to provide the following requirements

1. sensitization program
2. hire of venue, public address, chairs and tents
3. facilitators
4. provision of basic refreshments ie water
5. preparation of training materials
6. hire of vehicles for publicity
7. provision of security at the venue
8. Registration of participants
9. delivery of content

10. report/feedback on public participation

Qualification

- Graduate degree in social sciences/law/education or related field

- Experience offering public participation services or community development and social work will be an added advantage.
- Provide academic and professional qualifications of the key personnel including experience
- An understanding of the county electoral wards and the local community

III- TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1** In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.

- 3.2** The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.

- 3.3** The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

To: _____ [*Name and address of Client*]

Ladies/Gentlemen:

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

_____ [*Title of 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].

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

We remain,

Yours sincerely,

_____ [*Authorized Signature*]:

_____ [*Name and Title of Signatory*]:

_____ [*Name of Firm*]:

_____ [*Address*]:

2. FIRM'S REFERENCES

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

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

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

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

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

On the Terms of Reference:

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

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

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

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

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

**6. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL Months(in
the Form of a Bar Chart)**

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of months

Reports Due: _____

Activities Duration: _____

Signature: _____

(Authorized representative)

Full Name: _____

Title: _____

Address: _____

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

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

SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents	Page
1. Form of Tender	
2. Confidential Business Questionnaire	
3. Declaration form	
4. Summary of costs	
5. Breakdown of price/per activity	

1. FORM OF TENDER

Date _____
Tender No. _____

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos..
[insert numbers,
the of which is hereby duly acknowledged, wed, the undersigned, offer to
provide.*[description of services]*in conformity with the said tender documents for the sum of
. *[total tender amount in*
*words and figures]*or such other sums as may be ascertained in accordancewith the Schedule
of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the services in accordance
with the services schedule specified in the Schedule of Requirements.

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

4. Until a formal Contract is prepared and executed, this Tender, together with your written
acceptance thereof and your notification of award, shall constitute a binding Contract
between us.

Dated this _____ day of _____ 20
[signature] [In the capacity of]

Duly authorized to sign tender for and on behalf of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

Must be filled by all applicants or Tenderers' who wish to participate in this tender.
Name of Applicant(s).....

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. Part 2(d) to 2(i/j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification of your tender or termination of your contract or debarment of your firm at your cost.

Part 1: General

Business Name
Location of Business premises
Physical Address.....
Town.....
Building.....
Floor.....
Street/Road.....
Plot No.
Postal Address
Postal Code.....
Fax No.....
Email address.....
Contact Person(Full
Names).....
Mobile No.....
Power of Attorney (Yes/No).....
If Yes, Attach Written Document
Nature of Business(Indicate whether manufacturer,
distributor).....
Current trade License..... Expiring date
KRA Pin No.....
Value of the largest single assignment you have undertaken to date(Ksh).....
Was this successfully undertaken?
Yes/No.....
(If Yes attach reference)
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	No. of Shar
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 Share

1.

2.

3.

4.

5.

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by the County Assembly of Busia and any other public or private institutions.

Full Names
.....

Signature.....

Dated thisday of2019.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Bankruptcy / Insolvency / receivership.

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names.....

Signature.....

Dated thisday of2019.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of

Part 2 (f) – Criminal Offence

I/We, (Name (s) of Director (s)):-

a)

b)

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

.....

In the capacity of

Dated thisday of2019.

Suppliers' / Company's Official Rubber Stamp

.....

Part 2 (g) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

a)

b)

For and on behalf of M/s

In the capacity of

Dated thisday of2015

Suppliers' / Company's Official Rubber Stamp

.....

Part 2 (h) – Interest in the Firm:

Is there any person/persons in County Assembly of Busia or any other public institution who has interest in the Firm?

Yes/No

.....

(Title) (Signature) (Date)

Part 2(j) – Manpower and Expertise

Attach company profile.

Part 2 (i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which County Assembly of Busia shall make payment has a youth or a woman or a PWD listed in the **CR12 form/partnership deed/sole proprietor certificate** as a MANDATORY signatory of that account,- **Sec.157 (11) of PPADA:**

**Account No:.....Name of the person(s) in the CR12 form OR in the partnership deed
OR in the sole proprietor certificate...../.....
ID No(s):...../.....Signature and stamp of the authorized Banker
Representative.....Date.....**

SECTION F
STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. Certificate of Registration/Incorporation (Attach copy)
2. Valid Trade License (Attach copy)
3. State VAT Registration No. (Attach copy)
4. Valid Business Permit..... (Attach copy)
5. Tax Compliance Certificate..... (Attach copy)

Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give County Assembly of Busia authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc. And any inaccuracy in the information provided herein may be used as grounds for disqualification from further proceedings

Full names.....

Position in the company

Signature.....

Dated thisday of2019.

Suppliers' / Company's Official Rubber Stamp

.....

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

ANY OTHER DECLARATION

.....

.....

.....

Name.....

Signature.....

2. SUMMARY OF COSTS

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

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity no: _____	Description _____
Price component	Amount(s)
<ol style="list-style-type: none"> 1. Hire of venue per day 2. Public address system (1) 3. Chairs approximately 100 4. Tents for a capacity of 100 people 5. Facilitators remuneration per person per day 6. Provision of basic refreshments ie water for approximately 100 people 7. Training materials 8. Hire of pick up per day 9. Remuneration per security guard per day 10. Any other costs(specify) 	
Subtotal	_____

