ADVERTISEMENT

REQUEST FOR PROPOSAL
FOR
CONSTRUCTION OF CONSERVANCY OFFICE FOR THE ALOCA CONSERVANCY
RFP NO. WWF K/LTK/077

To be received on or before 5.00 P.M.

On Monday 13\textsuperscript{th} May 2024.

E mail: tenders@wwfkenya.org
1.0 Letter of invitation

World Wide Fund for Nature Kenya (WWF-Kenya) is a locally registered non-governmental conservation organization; an affiliate of WWF International. WWF has been working in Kenya since 1962 alongside the government, civil society, private sector organizations, and local communities to contribute towards providing an enabling environment for the achievement of a healthy natural environment supporting people and sustainable development in Kenya.

WWF Kenya is in the process of sourcing for proposals for Construction of Conservancy Office for the ALOCA Conservancy.

Prices quoted should be net inclusive of all costs and taxes, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the tender.

Eligible candidates should submit completed Proposal Documents marked with the Tender Name and Number addressed to the Procurement Coordinator and sent via email to tenders@wwfkenya.org to be received on or before Monday 13th May 2024.

For any clarifications, please email your query to kenya.procurement@wwfkenya.org no later than 10th May 2024 at 5pm.

2.0 General Requirements

2.1 Eligible Applicants

2.1.1 This Request for Proposal is open to all suppliers eligible as described in the application documents. Successful applicants shall later be contacted for the provision of services as required by WWF-KENYA.

2.1.2 Applicants shall adhere to WWF-KENYA Prevention of Fraud, Bribery and Corruption (Revised).

Please find the link where this policy is located:


2.1.3 Applicants shall bear all costs associated with the preparation and submission of their application and WWF-KENYA will not be responsible or liable for those costs regardless of the conduct or outcome of the application process.

2.1.4 The applicants shall furnish, as part of the application, documents establishing the applicant’s eligibility to apply and their tender to perform the contract if accepted.

2.1.5 The documentary evidence of the applicant’s tender to perform the contract if the application is accepted:

a) That the applicant has requisite financial and technical capability necessary to execute the contract

b) That the applicant has an established physical and postal address for ease of contact and is accredited by the Kenyan Government to trade in the category applied for.

c) That the applicant is willing to do business with WWF-Kenya and shall allow credit facilities as per WWF Kenya’s terms and conditions of contract.

d) That the questionnaire is to be fully and comprehensively completed in all respects and all
documents must be submitted in English Language

e) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets

f) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, WWF-Kenya reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.

g) Applicants will meet all costs associated with preparation and submission of their applications

h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant

i) The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided

j) Canvassing will lead to automatic disqualification of the Applicant.

k) Late submission will not be accepted. Any application (s) received after the date of closure will be considered as late and disqualified.

l) Applicant is not listed on the UN and other Global Watchlists

2.2 Goods/Services eligibility and conformity

2.2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application documents of all goods/services which the applicant proposes to supply if accepted.

2.2.2 The documentary evidence of the eligibility of goods and services shall consist of a statement in the price schedule, brochures, catalogues of the goods and services offered; which in some case shall be confirmed against the certificate of origin issued at the time of shipment.

2.3 Corrupt and Fraudulent practices


a) Defines for the purpose of this provision, the terms set forth below as follows

i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of WWF-Kenya officers in the procurement process or in contract execution including acceptance of this application.

ii. “Fraudulent practice” means a misinterpretation of facts in order to influence a procurement process of execution of a contract to the detriment of WWF-Kenya and includes collusive practices among suppliers (prior to or after application submissions) designed to establish item
prices, artificial noncompetitive levels and to deprive WWF-Kenya the benefit of free and open competition.

b) Will reject a proposal for award if it determines that the applicant recommended for award (acceptance) has engaged in corrupt or fraudulent practices in competing for the application (acceptance in question)

c) Will declare an applicant ineligible either indefinitely or for a stated period of time to be awarded any contract if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for the contract.

2.4 Special Provisions
All suppliers should comply with WWF’S ESSF and statement of principles. Refer to the link below: https://wwf.panda.org/discover/people_and_conservation/advancing_social_policies_and_principles/

3.0 Requirements in response to the Scope of Works

3.1 Mandatory Statutory Documents
Bidders that do not submit the following documents will not be considered for evaluation.

- Company Profile
- Company PIN certificate
- Certificate of Registration
- Valid Tax Compliance Certificate
- Bank details
- CR12
- Industry Accreditation NCA, EPRA etc, licenses or registration letters from the relevant regulatory authority for these services.
- Application form duly signed by the authorized signatory and Completed Business Questionnaire

3.2 Technical Proposal
Refer to the BoQ and Evaluation Matrix

3.3 Financial Proposal (Fill in the Bill of Quantities (BoQs) document
*Note: The contractor should submit a separate financial and technical proposal.*

3.4 Taxes
The Contractor is responsible for government taxes and insurance. WWF-Kenya shall retain gross fee withholding tax as per the Income Tax Act, Cap. 470, Laws of Kenya, and subsequently make remissions to the Kenya Revenue Authority.
## 4.0 Evaluation Matrix

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Evaluation Details</th>
<th>Maximum Score</th>
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</thead>
</table>
| Experience                        | -Proof of a minimum of 5 years of experience similar works  
  -Attach 3 reference/recommendation letters of similar works  
  -Attach 3 contracts/PO’s for similar works  
  -Schedule of ongoing contracts;                                                                                                                                   | 30%           |
| Capacity/ Skills and Organizational Structure | -The project manager CV [Min 5 Years in relevant field]  
  -Qualifications and CV of Proposed key personnel  
  -Organization structure and company profile  
  -Proposed equipment and machinery- indicate whether owned or leased (copies of agreements)                                                                      | 30%           |
| Schedule of Services              | -Attach work plan  
  -Indicate delivery period                                                                                                                                                                                                      | 10%           |
| Financial Statement               | 2 Years audited financial statement                                                                                                                                                                                             | 5%            |
| Financial Proposal                | (Lowest Evaluated Bid/Bidders Price*20)                                                                                                                                                                                          | 25%           |
| **Total Score**                   |                                                                                                                                                                                                                               | **100%**      |
## 5.0 Completed Business Questionnaire and trade references

<table>
<thead>
<tr>
<th></th>
<th>Name of Organization</th>
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<tbody>
<tr>
<td>2</td>
<td>Postal Address</td>
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<tr>
<td>3</td>
<td>Physical location of Business Premises</td>
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<td>4</td>
<td>Contacts</td>
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<td>5</td>
<td>Nature of Organization (e.g. Sole Proprietorship, Public Limited Company, Partnership etc.)</td>
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<tr>
<td>6</td>
<td>Names of the Proprietor, Directors or Partners</td>
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<td>- Proprietor</td>
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<td></td>
<td>- Partnership</td>
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<td>7</td>
<td>Business Operations</td>
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<td></td>
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<tr>
<td>8</td>
<td>Company Registration No. (Attach)</td>
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<td>9</td>
<td>VAT Registration No. (Attach Copy)</td>
</tr>
<tr>
<td></td>
<td>PIN</td>
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</tbody>
</table>
| 10 | State Credit Period Proposed is (30 days Minimum)  
NB: WWF K will not make any advance payments. |  |
| 11 | State Tender Validity Period (Minimum Proposed is 120 days)  
State Tender Validity Period (Minimum Proposed is 120 days) |  |
| 12 | **Performance Bond**  
The Contractor shall procure and deliver to WWF Kenya a performance bond for an amount equivalent to 10% of the total amount payable. If the total cost is equivalent or more than Ksh 3,000,000 |  |
| 13 | **Contact**  
Person……………………………………… | **Job Title………………………………………** |
| 14 | **Registration with Regulatory relevant bodies**  
Registration Body……………………………………… | **Category of Registration………………………………………** |

Provide contact details for three referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further reference to you. (Attach documentary evidence of existence of the contract)

| A | Have you previously been contracted by WWF-Kenya? (Tick one) | YES | NO |
|  | Describe the contract and nature of works  
…………………………………………………  
…………………………………………………  
And for how long…………………………When…………… |
| B | **Others Organizations or Companies**  
Organization Name……………………………………………………… |  |
<p>|  | Contact Name and Position Office &amp;……………………………………………………… |  |
|  | Mobile Tel No.……………………………………………………… |  |
|  | Email Address……………………………………………………… |  |
|  | Service provided……………………………………………………… |  |
|  | Organization Name…………………………………………………………………… |  |
|  | Contact Name and Position Office &amp;…………………………………………………………………… |  |
|  | Mobile Tel No.…………………………………………………………………… |  |
|  | Email Address…………………………………………………………………… |  |
|  | Service provided…………………………………………………………………… |  |
|  | Organization Name…………………………………………………………………… |  |
|  | Contact Name and Position Office &amp;…………………………………………………………………… |  |</p>
<table>
<thead>
<tr>
<th>Mobile Tel No</th>
<th>Email Address</th>
<th>Service provided</th>
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</table>

**TRADE REFERENCES**

Do any of the following apply to your Organization, or to (any of) the Director(s)/Partners/Proprietor(s)...

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?</td>
<td>Yes/No</td>
<td>If Yes give details</td>
</tr>
<tr>
<td>Has been convicted of a criminal offence related to business or professional conduct</td>
<td>Yes/No</td>
<td>If Yes give details</td>
</tr>
<tr>
<td>Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client?</td>
<td>Yes/No</td>
<td>If Yes give details</td>
</tr>
<tr>
<td>Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?</td>
<td>Yes/No</td>
<td>Attach certificate of Tax compliance</td>
</tr>
</tbody>
</table>
Application Form
(To be submitted in the letterhead of the tenderer)

Date: ____________________

To: P.O. BOX 62440-00200
NAIROBI.

Property no.118, Along
Dagoretti Road, Karen

1. Having examined the tender documents including, Ref. No……………. (insert number), the receipt of which is hereby duly acknowledged, we the undersigned, submit our tender for………………………………………………

……………………………………………… (Description of Goods and Services)
…………………..at a total cost of Kshs ..........................including VAT…………..and WHT……………………………………………………………………………………………
in conformity with the said application documents all or part of the items that may be required and are within our capability to supply.

2. We undertake, if our application is accepted, to deliver services in accordance with the delivery schedule and credit terms specified in the schedule of requirements or official order, signed by authorized staff of WWF-KENYA.

3. We agree to abide by this application for the period of processing, preparation and execution of the tender application together with acceptance thereof which together shall constitute a binding agreement between us.

4. We agree to abide by and uphold WWF-KENYA’s general terms and conditions of contract

5. We agree to abide by and uphold WWF-KENYA policy on Prevention of Fraud & Corruption and WWF’S ESSF and statement of principles.

6. We understand:

a) That this is a tender/quotation application for consideration to supplier for goods/services.

b) That WWF-KENYA is not bound to accept this application or any other that it may receive.

Details of Authorised Signatories

Should award of this tender be made to us, the following person is authorized to execute the contract (Director/CEO/Manager).

Name............................................................
Designation..............................................
Email............................................................
Phone............................................................

Dated this________________ day of_____________20__________________________

__________________________________________
(Signature) (In the capacity of)  

Duly authorized to sign tender for and on behalf of __________________

Rubber Stamp/Company Seal
TERMS OF REFERENCE
CONSTRUCTION OF CONSERVANCY OFFICE FOR THE ALOCA CONSERVANCY

1. Background Information

1.1. About WWF Kenya

World Wide Fund for Nature Kenya (WWF-Kenya) is a locally registered non-governmental conservation organization; an affiliate of WWF International. WWF has been working in Kenya since 1962 alongside the government, civil society, private sector organizations and local communities to contribute towards providing an enabling environment for the achievement of sustainable natural resource management.

1.2. About BMZ II Project

WWF-Germany partnered with WWF-Kenya and WWF-Tanzania to implement a masterplan large scale project: Unganisha master plan and model for a large-scale landscape program for sustainable development and nature conservation (BMZ II Project). The project is supported by the Germany Federal Ministry for Economic Cooperation and Development. Unganisha region is of outstanding importance for the conservation of global biodiversity. The project goal is to contributing to a well-managed, transboundary model landscape in the Unganisha region where ecosystem connectivity and functionality are maintained or restored, resources are used sustainably and there is a sustainable balance between development and conservation ensuring the livelihoods of local communities

In Kenya, the project is being implemented in southern Kenya, area defined by a drainage system associated with Mt. Kilimanjaro. It is within Kajiado County and in Loitokitok sub-county, a landscape defined by the land mosaic of natural forest (Loitokitok forest), farmland and rangeland (dominated by livestock and wildlife). Within those areas, suitable BMZ II project intervention measures determined during Restoration Opportunity Assessment Mapping and Baseline Studies are implemented. The project aims at bringing together implementing partners and stakeholders for synergies in restoration of the landscape.

2. Justification

Kitirua/ALOCA conservancy currently does not have an office for the day to day operational and management of the conservancy affairs. Since the conservancy do not currently have the requisite resources to build an office, construction of an office will suffice their needs at the conservancy headquarters.

3. Duration of the assignment

The assignment should be completed in three months from the time of contract signing.

4. Reporting

The Awarded contractor shall be supervised by the Kajiado County public works engineer the originator of the BQs and the structural designs and the WWF-Kenya project officer in charge of the implementing project.

5. Filling of outpost BQs

Below is the BQs to be filled
How to apply
Interested Contractors should submit their separate technical and financial proposals to tenders@wwfkenya.org and clearly indicate the title and number of the tender on the subject by 5 pm on Monday 13th May 2024.

Only shortlisted applicants will be contacted for further engagement.

PLEASE NOTE: that WWF-KENYA reserves the right to accept or reject applications made pursuant to the tender at its own discretion without assigning any reason thereof.