

EXPRESSION OF INTEREST DOCUMENT

FOR

**CONSULTANCY SERVICES FOR ROAD ACCIDENTS AND
ROAD SAFETY AWARENESS CAMPAIGN**

ROAD WORKS

TENDER NO: BGM/CNTY/RPW/EOI/47/2021-2022

**County Executive Committee Member
Roads, Infrastructure and Public Works
P.O Box 437 – 500 200
Bungoma**

**County Chief Officer
Roads, Infrastructure and Public Works
P.O Box 437 – 500 200
Bungoma**

SECTION 1:

CONSULTANCY SERVICES FOR ROAD ACCIDENTS AND SAFETY AWARENESS CAMPAIGN

WARD BASED ROAD WORKS

TENDER NO: BGM/CNTY/RPW/EOI/47/2021-2022

1. The County Government of Bungoma has a mandate to carry out rehabilitation and maintenance of County roads for which is financed through the various County Revenue streams and intends to apply part of the proceeds eligible payments under the contract for the **Consultancy Services for Road Accidents and Safety Awareness Campaign**

2. The Services include:
 - (i) To integrate road accidents risks in the road project through enhancing capacity of the laborers, supervisors, management staff and the local communities to initiate prevention measures.
 - (ii) To sensitize the local communities, road construction workers, transporters and other road users on road safety and create road safety awareness amongst the different stakeholders using the road.
 - (iii) To ensure that the local communities and road construction workers are safeguarded from being susceptible to road accidents and in-situ mitigation measures and response to safeguard life arising from road accidents of the project

3. The County Government of Bungoma, now invites eligible Consulting firms to indicate their interest in providing the above services.

Interested Consultants may download a complete set of tender document with evaluation criteria from the County Government of Bungoma website www.bungoma.go.ke and/ or the IFMIS tender portal www.supplier.treasury.go.ke / or PPIP portal: www.tenders.go.ke portal using the unique **IFMIS Negotiation Number indicated in the tender advert.**

Complete tender documents must be submitted through the **IFMIS SUPPLIER PORTAL** www.Supplier.treasury.go.ke as per the requirements contained in the document so as to be received on or before the date and time indicated in the IFMIS **Friday 29th of October 2021 at 10:00am**. bids shall be opened immediately thereafter in the presence of bidders or their representative who may choose to attend at Ministry of Roads, Infrastructure and Public Works conference hall.

NOTE: Bidders who May experience challenges in accessing and uploading their tenders in the IFMIS tender portal should contact the IFMIS Helpdesk (email <http://ifmis.go.ke>, [Tel:0800721477/0204801801](tel:0800721477/0204801801)) at the treasury or contact Supply Chain Management Office located behind H.E the Governor's office County Government of Bungoma for assistance during official working hours.(Monday-Friday 8:00am- 5:00Pm)

SECTION II: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

PART I - MANDATORY CRITERIA		Must meet
NO.	REQUIREMENTS	
1.	Duly completed Submission form	Properly fill and sign, providing all required information
2.	Duly completed and signed Confidential Business Questionnaire.	Properly fill and sign, Providing all required information in the Questionnaire
3.	A copy of the Certificate of Registration of the Consultant Firm.	Copy of Certificate of incorporation to show that the applicant is a registered company and legally authorized to do business in Kenya
4.	Dully completed Form for experience	Properly fill by providing all required information
5.	Audited Accounts for the last two (2) years (2018 and 2019).	Must submit
6.	Copy of Valid Tax Compliance Certificate.	Validity to be checked online by the TCC Checker on the KRA Website: www.kra.go.ke
7.	Copy of CR 12 Form.	<ul style="list-style-type: none"> • Issued within the last Six 6 months from the Tender Opening Date.
8.	Copy of valid single business permit related to the business from County Government	Must Submit
9.	Bidders shall sequentially serialize all pages of each Expression of Interest Document submitted	<ul style="list-style-type: none"> • The Serialization MUST be numerically sequential starting from Numeric 1. • Any written Pages or document attached or inserted Documents MUST be sequentially serialized.

Note:

- **Candidates are reminded that they are required to submit only one (1) original Expression of Interest Document.**
- **Firms or entities in a Joint Venture, Association or Sub Consultancy MUST individually meet all mandatory requirement of the preliminary requirements and attach a duly signed and registered agreement.**
- **Certificates/Licenses may be verified from or with the Issuing Authorities or Agencies.**

Section III

TECHNICAL EVALUATION CRITERIA

NO.	REQUIREMENTS	Max scores	Scores awarded
	General experience		
1	Have at least 5 years of experience in the field of Road Accidents and Safety Awareness Campaign	35	
2	Have worked for at least three years in Infrastructure projects and have local knowledge of the region as well as an understanding of the cultural, economic and social dynamics of the community;	25	
3	Core business of the Consultant and Successful completion of all the three (3) components	10	
4	Availability of appropriate staff		
5	Technical and Managerial capability		
5(a)	Staff should be fluent in English and Kiswahili, and local languages spoken in the project area.	10	
5(b)	Have experience working with public administration authorities and financing institutions (knowledge of procedures)	10	
6	Completeness of bid documents	10	
	Total scores	100	

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Criteria or if it fails to achieve the minimum technical score indicated. The pass mark shall be a minimum technical score of **70 points**.

SECTION IV

REGISTRATION SUBMISSION FORM

To:

Date: _____

Tender No.: _____

Chief Officer
Roads, Infrastructure and Public Works
County Government of Bungoma
Dear Sir,

We/I, the undersigned, offer to provide the required services in accordance with your instructions and we hereby submit our Registration Document.

Our Application is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory

Name of Tenderer

Address:

SECTION V.

CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business; and Part 3. You are advised that it is a serious offence to give false information on this form.

Part 1 – General
1.1 Business Name
1.2 Location of Business Premises.
1.3 Plot No..... Street/Road Postal Address
Tel No. Fax.....
E mail
1.4 Nature of Business
1.5 Registration Certificate No.
1.6 Maximum Value of Business which you can handle at any one time – Kshs.....
1.7 Name of your BankersBranch
Part 2 (a) – Sole Proprietor
2a.1 Your Name in Full
2a.2 Nationality
Country of Origin
• Citizenship Details

Part 2 (b) Partnership

2b.1 Given details of Partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			

Firm profile (attach).....

Part 2(c) Associate Firms

Kindly indicate whether your firm associates or collaborates with any international Consultant Firms. If so, kindly indicate the name(s) of the firm(s) and their expertise. This is for informational purposes and shall not be scored.

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 or corrupt acts with regard to this or any other tender by the County Government of Bungoma and any other public or private ~~it~~**its**

Full Names

Signature.....

Dated thisday of20.....

In the capacity of

Duly authorized to sign Tender for and on behalf of.....

Part 2 (e) – Criminal Offence

I / We, individually or jointly have not been convicted of any criminal offence relating to professional (mis) conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of five (5) years preceding the commencement of this Registration procurement.

Full Names.....

Signature.....

Dated thisday of20.....

In the capacity of

Duly authorized to sign Tender for and on behalf of.....

Part 3 – Conflict of Interest

3.1 I / We, the undersigned state that I/ we have no conflict of interest in relation to this Registration.

- 1.....
- 2.....
- 3.....

For and on behalf of M/s

Inthe capacity of

Dated this day of.....20.....

Firm's Official Rubber Stamp

3.2 Does any person/person in the County Government of Bungoma have interest in the firm? Yes_No_

3.3 If answer in '3.2' above is YES give details.

-
-
-

3.4 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES ____ No ____

3.5 If answer in '3.4' above is YES give details:

-
-
-

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give GDC authority to seek any other references concerning my/our firm from whatever sources deemed relevant.

Date Signature of Candidate.....

Part 4 – Interest in the Firm

Is there any person/persons in the County Government of Bungoma or any other public institution who has interest in the Firm? Yes /No? (Delete as necessary) Institution

(Title) *(Signature)* *(Date)*

**SECTION VI
EXPERIENCE**

Please list here similar assignments successfully completed in the last three (3) years.

No.	Duration	Assignment Name and brief description of main deliverable	Name of Client and Country	Contract Value

SECTION VII

DECLARATION

I/we the undersigned state that the above information is correct and that I/We give the County Government of Bungoma, authority to seek any other references concerning my/our firm from whatever sources deemed relevant e.g. Office of the Registrar of Companies, Bankers etc.

Full names

Signature

For and on behalf of M/s

In the capacity of

Date this day of

Firm's Rubber Stamp.

SECTION VIII

FORMS FOR STAFFS

TEAM COMPOSITION SUMMARY AND TASK ASSIGNMENTS

1. Proposed staff

No	Name	Position	Area of Practice
1.			
2.			
3.			
4.			
5.			

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Position: _____

Name of Staff: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____ *[Signature
of staff member]*

_____ Date: _____
[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____