



**Kenya National Highways Authority**

**Quality Highways, Better Connections**

**EXPRESSION OF INTEREST DOCUMENT**

**FOR**

**CONSULTANCY SERVICES FOR HIV/AIDS, STIS, GENDER,  
REPRODUCTIVE HEALTH, ROAD SAFETY AWARENESS  
AND SENSITIZATION FOR**

**OF**

**KENOL - SAGANA - MARUA ROAD (A2) HIGHWAY  
IMPROVEMENT PROJECT**

**TENDER NO: KeNHA/2348/2020**

**Director (Highway Planning & Design)  
Kenya National Highways Authority  
P.O. Box 49712-00100  
NAIROBI**

**Director General  
Kenya National Highways  
Authority P.O. Box 49712-00100  
NAIROBI**

## SECTION 1: SPECIFIC PROCUREMENT NOTICE

### CONSULTANCY SERVICES FOR HIV/AIDS, STIS, GENDER, REPRODUCTIVE HEALTH, ROAD SAFETY AWARENESS AND SENSITIZATION FOR

### KENOL - SAGANA - MARUA ROAD (A2) HIGHWAY IMPROVEMENT PROJECT

#### TENDER NO KeNHA/2348/2020

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1. The Government of the Republic of Kenya applied for financing from the African Development Bank (AfDB) to finance the **Kenol - Sagana - Marua Highway Improvement Project** and intends to apply part of the proceeds for this loan to make eligible payments under the contract for the **Consultancy Services for HIV/AIDS, STIs, Gender, Reproductive Health, Road Safety Awareness and Sensitization**.
  2. The Services include: (i) to integrate HIV/AIDS, STIs prevention and gender mainstreaming in the road project through enhancing capacity of the labourers, supervisors, management staff and the local communities to address STIs, HIV/AIDS, Reproductive Health issues and gender empowerment.(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 and (iii) to ensure that the local communities and road construction workers are safeguarded from being susceptible to HIV/AIDS and STI infections, gender based abuses and road accidents as a result of the road project.
  3. The Kenya National Highways Authority, herein referred to as the Client, being an authorized agent of the Government of the Republic of Kenya, now invites eligible Consulting firms to indicate their interest in providing the above services.
  4. A complete set of Expression of Interest Document may be obtained free of charge from the Kenya National Highways website: [www.kenha.co.ke](http://www.kenha.co.ke) or the Public Procurement Information Portal (PIIP): [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)
  5. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with Public Procurement and Asset Disposal Act 2015 (PPADA, 2015) and the Public Procurement and Asset Disposal Act 2015 Regulation 2020 which are available in the Public Procurement Regulatory Authority (PPRA) website at <http://www.pprb.go.ke>.
  6. The Expression of Interest enclosed in plain packages and clearly marked with the Tender Reference Number and Description for identification as appropriate, sealed and transmitted by courier or delivered by hand so as to be received at the address below, not later than **1100hrs local time on Thursday, 5<sup>th</sup> November, 2020**.
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**Deputy Director, (Supply Chain Management)**  
Kenya National Highways Authority (KeNHA)  
2<sup>nd</sup> Floor, South Wing, Block C, Barabara Plaza, Jomo Kenyatta  
International Airport (JKIA), Nairobi  
Off Mazao Road (Opposite Aviation House)  
P.O. Box 49712-00100, NAIROBI

so as to be received on or before **Thursday 5<sup>th</sup> November, 2020 at 1100hrs** local time and thereafter opened in the presence of the bidders' representatives.

7. Interested Consultants may obtain further information at the address given below during office hours (weekdays from 0800hr to 1700hr local time, excluding public holidays).
8. Electronic bidding will NOT be permitted. Late Bids will be rejected. Opening of the Bids will take place immediately thereafter at the KeNHA Boardroom, 2<sup>nd</sup> Floor, Block C, Barabara Plaza, on **Thursday 5<sup>th</sup> November, 2020 at 1100hrs** local time in the presence of bidder's representatives who choose to attend.
9. All interested bidders are required to continually check the Kenya National Highways Authority website: [www.kenha.co.ke](http://www.kenha.co.ke) for any tender addendums or clarifications that may arise before the submission date.

**Deputy Director (Supply Chain Management)**  
**For: DIRECTOR GENERAL**

## SECTION 11: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

<b>PART I - MANDATORY CRITERIA</b>		<b>Must meet</b>
<b>NO.</b>	<b>REQUIREMENTS</b>	
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: <a href="http://www.kra.go.ke">www.kra.go.ke</a>
7.	Copy of CR 12 Form.	<ul style="list-style-type: none"> <li>• Issued within the last Six 6 months from the Tender Opening Date.</li> </ul>
8.	Copy of valid single business permit related to the business from County/Municipal Council	Must Submit
9.	Bidders shall sequentially serialize all pages of each Expression of Interest Document submitted	<ul style="list-style-type: none"> <li>• The Serialization MUST be numerically sequential starting from Numeric 1.</li> <li>• Any written Pages or document attached or inserted Documents MUST be sequentially serialized.</li> </ul>

**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
	<b>General experience</b>		
<b>1</b>	Have at least 5 years of experience in the field of HIV/AIDS, STIs, Gender, Reproductive Health, Road Safety Awareness and Sensitization and public awareness and must have undertaken similar assignments;	<b>35</b>	
<b>2</b>	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;	<b>25</b>	
<b>3</b>	Core business of the Consultant and Successful completion of all the four (4) components	<b>10</b>	
<b>4</b>	Availability of appropriate staff		
<b>5</b>	<b>Technical and Managerial capability</b>		
<b>5(a)</b>	Staff should be fluent in English and Kiswahili, and local languages spoken in the project area.	<b>10</b>	
<b>5(b)</b>	Have experience working with public administration authorities and financing institutions (knowledge of procedures)	<b>10</b>	
<b>6</b>	Completeness of bid documents	<b>10</b>	
	Total scores	<b>100</b>	

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 **75 points**.

**SECTION IV**

**REGISTRATION SUBMISSION FORM**

To:

Date: \_\_\_\_\_

Tender No.: \_\_\_\_\_

Director General  
Kenya National Highways Authority  
Blue Shield Towers  
Hospital Road, Uperhill  
P.O. Box 49712-00100  
**NAIROBI, KENYA**

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,

Authorised Signature: .....

Name and Title of Signatory .....

Name of Tenderer .....

Address: .....

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**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.

<b>Part 1 – General</b>
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 Bankers .....Branch .....
<b>Part 2 (a) – Sole Proprietor</b>
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:

<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
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 KeNHA and any other public or private institutions.

Full Names

Signature.....

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

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

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 In

the capacity of

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

Firm's Official Rubber Stamp .....

3.2 Does any person/person in KeNHA 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 KeNHA 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.

<b>No.</b>	<b>Duration</b>	<b>Assignment Name and brief description of main deliverable</b>	<b>Name of Client and Country</b>	<b>Contract Value</b>

**SECTION VII**

**DECLARATION**

I/we the undersigned state that the above information is correct and that I/We give the Kenya National Highways Authority, 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**

<b>No</b>	<b>Name</b>	<b>Position</b>	<b>Area of Practice</b>
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].*

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**Education:**

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

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**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:**

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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: \_\_\_\_\_