



National Government Constituencies Development Fund

Endebess Constituency

P.O Box 29-30201. Endebess, Kenya

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Email: cdfendebess@ngcdf.go.ke | Website: ngwww.ngcdf.go.ke

LETTER OF INVITATION

Date: 17th August, 2023

Reference No.: NG-CDF/END/SP/1/8/2022-2023

Name of Assignment: **CONSULTANCY SERVICES FOR DEVELOPMENT OF ENDEBESS CONSTITUENCY STRATEGIC PLAN FOR THE PERIOD 2023/2024 – 2027/2028**

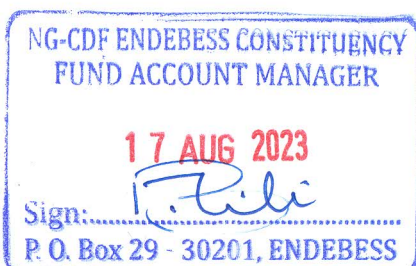
To: All Eligible Bidders

Dear Messrs.

1. Endebess **NG-CDF** has set aside funds in its budget towards the cost of the subject consulting services.
2. The Procuring Entity now invites proposals to provide the following consulting services (here in after called “the services”): **CONSULTANCY SERVICES FOR DEVELOPMENT OF ENDEBESS CONSTITUENCY STRATEGIC PLAN FOR THE PERIOD 2023/2024 – 2027/2028**. (More details on the Services are provided in Section 5: Terms of Reference).

The following are mandatory requirements that **must** be submitted together with the proposal: -

- a) Certificate of Incorporation/Certificate of Registration
- b) Valid copy of CR12 form issued by registrar of companies (Issued within the last 6months before the Tender Opening Date).
- c) The tender is valid for the period required.
- d) Firm has submitted a sealed financial proposal in accordance with Clause 18: Sealing and Marking of Proposals (Section 2 (A). Instructions to Consultants (ITC)).
- e) The Technical Proposal is complete with all the forms and required documentary evidence submitted.
- f) Firm has submitted original Technical Proposal.
- g) Details of Current work load.
- h) **Must be pre-qualified by the NG-CDF Endebess Constituency.**
- i) Client satisfaction on previous and current assignments. Evidence of having successfully carried out related consultancies as a firm.
- j) Copy of **valid** Tax Compliance Certificate or tax exemption certificate



Celebrating 20 years of positively impacting lives



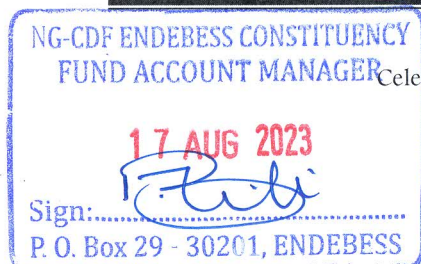
issued by the Kenya Revenue Constituency in accordance with IIT 3.14 for Kenyan firms.

- k) Curriculum vitae (CVs) of the proposed key staff **duly signed** by the proposed individual.
- l) The Consultant is not insolvent, in receivership, bankrupt or in the process of being wound up (Form Tech-1: Technical Proposal Submission Form).
- m) The Consultant is neither precluded from entering into a Contract nor debarred by PPRA (Dully filled Form Tech - 8: Self-Declaration forms (Form SD1).
- n) The Consultant, its sub-Consultants and experts have not engaged in or been
Convicted of corrupt or fraudulent practices (Dully filled Form Tech - 8: self-declaration forms (Form SD2).
- o) The firm has not proposed employing public officials, civil servants and employees of public institutions.
- p) The Consultant, its sub-Consultants and experts have no conflicts of interest.
- q) Copies of certificates and testimonial of the proposed key staff.
- r) Letters of availability for the assignment signed by the proposed key staff
- s) The Technical Proposal is signed by the person with power of attorney, without material deviation, reservation, or omission.
- t) Original Tender document must be duly serialized sequentially from page one up to the last including attachments/appendices.

Note:

- **Firms or entities in a joint venture, association or sub-consultancy shall individually meet the mandatory requirements above and attach a duly signed agreement.**
- **Certificates/licenses may be verified from the issuing Authorities or Agencies.**
- **Any firm having two or more ongoing assignments with ENDEBESS NG-CDF need not apply.**

3. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The nature of association, whether it is joint venture or a sub-consultancy should clearly be stated. In case of joint ventures, the firm leading the joint venture should be mentioned.
4. Eligibility criteria for contract award shall be in accordance with the Quality \$ Cost-based selection [QCBS] method set out in the public procurement and asset disposal Act 2015 which is available in the Public Procurement Authority website: <http://www.ppoa.go.ke>
5. Interested Consultant may obtain the tender document or further information from Endebeess NG-CDF offices during office hours from 8.00 to 17.00 hours East African Time.
6. This Request for Proposals (RFP) has been addressed to all Eligible Bidders.
7. If a Consultant is a Joint Venture (JV), the full name of the JV shall be used and all members, starting with the name of the lead member. Where sub-



Consultants have been proposed, they shall be named. The maximum number of JV members shall be specified in the TDS.

8. It is not permissible to transfer this RFP to any other firm.
9. A firm will be selected under Request for proposal method and in a format as described in this RFP, in accordance with the Public Procurement and Asset Disposal Act 2015, a copy of which is found at the following website: www.ppra.go.ke.
10. Section 1: Letter of Request for Proposals
Section 2: Instructions to Consultants and Data Sheet
Section 3: Technical Proposal Standard Forms
Section 4: Financial Proposal Standard Forms
Section 5: Terms of Reference
Section 6: Standard Forms of Contract
11. Details on the proposal's submission date, time and address are provided in the ITC 18.5 of the Data Sheet.

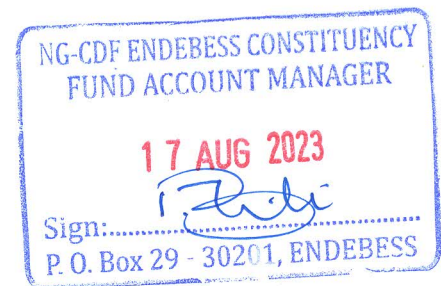
Completed Technical and Financial proposal documents MUST be submitted in plain sealed envelopes marked with proposal number NG-CDF/END/SP/1/8/2023 containing both the Technical and Financial proposals (separate envelopes as per ITC 2.5.3) to be deposited in the tender box at the entrance of EndebeSS NG-CDF office and addressed to:

The Fund Account Manager,
National Government Constituency Development Fund

EndebeSS Constituency

P.O BOX 29-30201 ENDEBESS.

Email address: cdfendebeSS@ngcdf.go.ke



So as to be received on or before **31st August, 2023 at 11.00 am** East African time clearly marked 'Provision of Five Year Strategic Plan Services for National Government Constituency Development Fund, EndebeSS Constituency'