

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF LAIKIPIA
DEPARTMENT OF AGRICULTURE, LIVESTOCK, AND FISHERIES



**CONSULTANCY SERVICES FOR CONDUCTING DETAILED FEASIBILITY
STUDIES FOR SMALL-SCALE IRRIGATION PROJECTS IN THE SELECTED
PRIORITY SITES IN LAIKIPIA**

LCG/B55/DALF/02/22/23

CLOSING DATE: 9TH MARCH 2023

CLOSING TIME: 10:00 AM

RE-ADVERTISMENT

MARCH 2023

Table of Contents

Section 1. Letter of Invitation.....	3
Section 3. Bid Data Sheet.....	17
Section 4. Evaluation Criteria.....	19
Section 5. Terms of Reference.....	23
BACKGROUND	23
Feasibility Study	23
Main objective of the feasibility study.....	23
Specific objectives	24
Project Area	24
SCOPE OF WORK.....	24
THE ROLE OF THE CONSULTANCY IN THE SPECIFIC PROJECTS SHALL BE AS FOLLOWS:	24
Munda smallholder irrigation project.....	24
Lobere, Ndindika, Nyakinyua, Nguu, Wangwacii, and Latia Small Community Earth Dams.....	25
Drip Irrigation and greenhouse integration.....	27
FEASIBILITY STUDY OUTPUTS AND DELIVERABLES	27
TIME FRAME	28
REPORTING REQUIREMENTS	28
COOPERATION	28
CONSULTANT'S PROFILE	28
Section 6: Returnable Bidding Forms / Checklist.....	31
Form A: Technical Proposal Submission Form	32
Form B: Bidder Information Form.....	34
Form C: Joint Venture/Consortium/Association Information Form.....	34
Form D: Qualification Form	36
Form E: Format of Technical Proposal.....	39
Form F: Financial Proposal Submission Form.....	45
Form G: Financial Proposal Form.....	46
Form H: Form of Proposal Security.....	48

SECTION 1. LETTER OF INVITATION

The **County Government of Laikipia** hereby invites you to submit a proposal to this request for Proposal (RFP) for the Bid Data Sheet (BDS)

Section 1: This Letter of Invitation

Section 2: instruction to bidders

Section 3: Bid data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association information
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form
- Form G: Form of Proposal Security

If you are interested in submitting a proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP, and submit it by the Deadline for Submission of Proposal set out in bid Data sheet.

Please acknowledge receipt of this RFP by sending an email to josphine.njoki@laikipia.go.ke indicating whether you intend to submit a proposal or otherwise. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data sheet as the focal point for queries on this RFP.

County Government of Laikipia looks forward to receiving Proposal and thank you in advance for your interest in the procurement opportunities

County Government of Laikipia looks forward to receiving your proposal and thank you in advance for your interest in the procurement opportunities

Issued by:

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Department of Agriculture, Livestock and fisheries Chief Officer

Date: MARCH 2023

Department of Agriculture, Livestock and fisheries

Mandatory site visits to be held on 6th March 2023 at all sites.

Meeting time: 9:00am.

Venue: County commissioners' compound, Laikipia, Nanyuki.

Contact Person: Chief Officer, Department of crops and irrigation, Laikipia (071119449).

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by County Government of Laikipia. This RFP is conducted in accordance with the County Government of Laikipia Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by County Government of Laikipia. County Government of Laikipia is under no obligation to award a contract to any Bidder as a result of this RFP.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 County Government of Laikipia strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of its vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to County Government of Laikipia staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, County Government of Laikipia; (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a County Government of Laikipia contract.</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by County Government of Laikipia. Vendors are therefore required to disclose to County Government of Laikipia whether they are subject to any sanction or temporary suspension imposed by County Government of Laikipia.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by County Government of Laikipia.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>a) Are found to be in conflict for any other reason, as may be established by, or at the discretion of County Government of Laikipia.</p>

	<p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to County Government of Laikipia, and seek County’s confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of County Government of Laikipia staff involved in the procurement functions and/or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to County’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the County Government of Laikipia.</p>
6. Cost of Preparation of Proposal	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. County Government of Laikipia shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and County Government of Laikipia, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to County Government of Laikipia

Bidder	satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by County Government of Laikipia, and at no expense to the County.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training program available for the maintenance and operation of the services and/or equipment offered as well as the cost to the County Government of Laikipia. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by County Government of Laikipia, County shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by County Government of Laikipia, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails to sign the Contract after County Government of Laikipia has issued an award; or

	<p>c) To furnish the Performance Security, insurances, or other documents that County Government of Laikipia may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	13.1 All prices shall be quoted in Kenya Shillings
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between County Government of Laikipia and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of County Government of Laikipia.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by County Government of Laikipia.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Number of Proposals	Bidders are allowed to bid for more than one job. However, the maximum jobs to be awarded will be 2 (Two). N/A

	The award criteria will be based on the evaluation criteria outlined by County Government of Laikipia.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by County Government of Laikipia and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, County Government of Laikipia may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a County Government of Laikipia staff member, County shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 County Government of Laikipia will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 County Government of Laikipia shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of County Government of Laikipia to extend the submission date of the Proposals, unless County Government of Laikipia deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, COUNTY GOVERNMENT OF LAIKIPIA may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, COUNTY GOVERNMENT OF LAIKIPIA may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. COUNTY GOVERNMENT OF LAIKIPIA shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications</p>

	<p>are clearly established, COUNTY GOVERNMENT OF LAIKIPIA reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the COUNTY GOVERNMENT OF LAIKIPIA General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to COUNTY GOVERNMENT OF LAIKIPIA as specified in</p>

	<p>the BDS</p> <p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, COUNTY GOVERNMENT OF LAIKIPIA shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of COUNTY GOVERNMENT OF LAIKIPIA. COUNTY GOVERNMENT OF LAIKIPIA will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through E-Tendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of COUNTY GOVERNMENT OF LAIKIPIA. COUNTY GOVERNMENT OF LAIKIPIA will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
eTendering submission	<ul style="list-style-type: none"> c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.

	d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available.
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by COUNTY GOVERNMENT OF LAIKIPIA in the manner, and no later than 9th March 2023 10:00AM. COUNTY GOVERNMENT OF LAIKIPIA shall only recognize the date and time that the bid was received by COUNTY GOVERNMENT OF LAIKIPIA</p> <p>23.2 COUNTY GOVERNMENT OF LAIKIPIA shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to COUNTY GOVERNMENT OF LAIKIPIA, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	25.1 There is no public bid opening for RFPs. COUNTY GOVERNMENT OF LAIKIPIA shall open the Proposals in the presence of an ad-hoc committee formed by COUNTY GOVERNMENT OF LAIKIPIA, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence COUNTY GOVERNMENT OF LAIKIPIA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at COUNTY GOVERNMENT OF LAIKIPIA's decision, result in the rejection of its Proposal and may be subject to the application of prevailing COUNTY GOVERNMENT OF LAIKIPIA's vendor sanctions procedures.</p>
27. Evaluation of	27.1 The Bidder is not permitted to alter or modify its Proposal in any way after

Proposals	<p>the proposal submission deadline except as permitted under Clause 24 of this RFP. COUNTY GOVERNMENT OF LAIKIPIA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 COUNTY GOVERNMENT OF LAIKIPIA shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. COUNTY GOVERNMENT OF LAIKIPIA reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are NOT included in COUNTY GOVERNMENT OF LAIKIPIA 's ineligible vendors' list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with COUNTY GOVERNMENT OF LAIKIPIA General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, COUNTY GOVERNMENT OF LAIKIPIA may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and</p>

e-tendering submissions, COUNTY GOVERNMENT OF LAIKIPIA will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.

30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.

30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g., 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

<p>31. Due Diligence</p>	<p>31.1 COUNTY GOVERNMENT OF LAIKIPIA reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that COUNTY GOVERNMENT OF LAIKIPIA may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, COUNTY GOVERNMENT OF LAIKIPIA may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 COUNTY GOVERNMENT OF LAIKIPIA's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by COUNTY GOVERNMENT OF LAIKIPIA in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by COUNTY GOVERNMENT OF LAIKIPIA, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 COUNTY GOVERNMENT OF LAIKIPIA's determination of a proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by COUNTY GOVERNMENT OF LAIKIPIA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Nonconformities, Reparable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, COUNTY GOVERNMENT OF LAIKIPIA may waive any non-conformities or omissions in the Proposal that, in the opinion of COUNTY GOVERNMENT OF LAIKIPIA, do not constitute a material deviation.</p> <p>34.2 COUNTY GOVERNMENT OF LAIKIPIA may request the Bidder to submit the necessary information or documentation, within a reasonable period of time,</p>

	<p>to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, COUNTY GOVERNMENT OF LAIKIPIA shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of COUNTY GOVERNMENT OF LAIKIPIA there is an obvious misplacement of the decimal point in the unit price; in which case the line-item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by COUNTY GOVERNMENT OF LAIKIPIA, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 COUNTY GOVERNMENT OF LAIKIPIA reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for COUNTY GOVERNMENT OF LAIKIPIA's action. COUNTY GOVERNMENT OF LAIKIPIA shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, COUNTY GOVERNMENT OF LAIKIPIA shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from COUNTY GOVERNMENT OF LAIKIPIA. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for COUNTY GOVERNMENT OF LAIKIPIA procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, COUNTY GOVERNMENT OF LAIKIPIA reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (20%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to COUNTY GOVERNMENT OF LAIKIPIA. Failure to do so may constitute sufficient

	<p>grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, COUNTY GOVERNMENT OF LAIKIPIA may award the Contract to the Second Ranked Bidder or call for new Proposals.</p>
40. Performance Security	<p>40.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance submission by COUNTY GOVERNMENT OF LAIKIPIA shall be a condition for rendering the contract effective.</p>
41. Bank Guarantee for Advanced Payment	<p>41.1 Except when the interests of COUNTY GOVERNMENT OF LAIKIPIA so require, it is COUNTY GOVERNMENT OF LAIKIPIA's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available.</p>
42. Liquidated Damages	<p>42.1 If specified in BDS, COUNTY GOVERNMENT OF LAIKIPIA shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
43. Payment Provisions	<p>43.1 Payment will be made only upon COUNTY GOVERNMENT OF LAIKIPIA's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in COUNTY GOVERNMENT OF LAIKIPIA with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
44. Vendor Protest	<p>44.1 COUNTY GOVERNMENT OF LAIKIPIA's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process.</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Data	Specific Instructions / Requirements
1	Language of the Proposal	English
2	Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not allowed
3	Alternative Proposals	Not allowed
4	Pre-proposal conference	Not applicable
5	Proposal Validity Period	60 days
6	Bid Security	1,520,000
7	Advanced Payment upon signing of contract	Not applicable
8	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.1% Max. Number of days of delay 14, after which COUNTY GOVERNMENT OF LAIKIPIA may terminate the contract.
9	Performance Security	10% of the contract sum
10	Currency of Proposal	Kenya Shillings
11	Deadline for submitting requests for clarifications/ questions	2 days before the submission deadline

12	Contact Details for submitting clarifications/questions	josphine.njoki@laikipia.go.ke
13	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website www.laikipia.go.ke
14	Deadline for Submission	9 th March 2023 10:00 am.
14	Allowable Manner of Submitting Proposals	Manual
15	Proposal Submission Address	County Government of Laikipia
17	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 80%-20% distribution for technical and financial proposals respectively The minimum score required to pass is 80%.
18	Expected date for commencement of Contract	After signing of contract
19	Maximum expected duration of contract	35 Days
20	COUNTY GOVERNMENT OF LAIKIPIA will award the contract to:	One Proposer Only
21	Type of Contract	Purchase Order

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by COUNTY GOVERNMENT OF LAIKIPIA.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form

	<p>Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of Kshs.12,500,000/= for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria.

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	30
2.	Proposed Methodology, Approach and Implementation Plan	40
3.	Management Structure and Key Personnel	30
	Total	100

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	5
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	10
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	10
1.4	Quality assurance procedures and risk mitigation measures	5
	Total Section 1	30

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	8
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	10
2.3	Details on how the different service elements shall be organized, controlled and delivered	5
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	5
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	7
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	5
	Total Section 2	40

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		6
3.2	Qualifications of key personnel proposed		
3.2 a	Lead Consultant		4
	- General Experience	1	
	- Specific Experience relevant to the assignment	1	
	- Regional/International experience	1	
	- Language Qualifications	1	
3.2 b	Agricultural economist		8
	- General Experience	1	
	- Specific Experience relevant to the assignment	4	
	- Regional/International experience	2	
	- Language Qualifications	1	
3.2 c	Technical Evaluation Expert		12
	- General Experience	3	
	- Specific Experience relevant to the assignment	5	
	- Regional/International experience	3	
	- Language Qualifications	1	
Total Section 3			30

CONSULTANCY SERVICES FOR CONDUCTING DETAILED FEASIBILITY STUDY FOR SMALL-SCALE IRRIGATION PROJECTS IN THE SELECTED PRIORITY SITES IN LAIKIPIA

BACKGROUND

Water for production concept, through water harvesting, storage and the use of drip irrigation technology is one of the main pillars outlined in Governor’s manifesto and is aimed at stirring development, wealth and job creation in the county. The County Government of Laikipia is planning to invest on water harvesting and irrigation infrastructure development targeting smallholders’ farmers. The aim is to increase agricultural production for food and nutrition security as well as household income for rural communities. In order to achieve the overall goal, water harvesting, storage and efficient use in irrigation is key now and, in the future. More than 80% of Laikipia farmers depend on rain fed agriculture. However, due to climate change and associated variability, reliance on rain fed is risky and unsustainable.

The County Government through the department of Crop and Irrigation has set aside money in the supplementary budget for conducting a feasibility study which will help in the planning of development of community smallholder irrigation projects, thus strengthening their resilience to climate change.

The feasibility study will take a value chain approach and will addressing risks posed across all the key stages in value chain development of selected crops. The project implementation and value chain development processes shall be enhanced through planning, designing, supervision, inputs supply, improved production and post production management. The project will make targeted interventions to capitalize on opportunities to strengthen and promote viable climate-resilient value chains relating to smallholders Irrigation projects.

In order to determine the best configuration to implement a modern permanent agriculture project and farm development program, the following four main steps should be adhered to:

1. Feasibility study
2. Pilot Small scale Irrigation Project
3. Funding
4. Up-Scale of the Project –Full Implementation

Feasibility Study

The feasibility study examines all of a project’s pertinent aspects, including economic, technical, Legal, environmental, social and scheduling issues. It is a data collection and analysis phase to create a specific plan for implementation of production at the field level, processing levels and the entire design and installation/construction of the project based on the results of the site survey and additional detailed data required for this purpose.

Main objective of the feasibility study

The overall objective of the feasibility study is to; identify the most technically, socially, economically and environmentally viable small scale irrigation projects through development of the necessary design documents

and bills of quantities and to provide advice to the County Government of Laikipia on the best implementation and funding modality.

Specific objectives

- ❖ Conduct a technical feasibility study on the construction of Munda irrigation project intake-works, 10-kilometer gravity water reticulation main, storage reservoir, storage tanks, distribution of water to beneficiaries, drip and green house integration.
- ❖ Conduct a technical feasibility study on the rehabilitation, expansion, design of solar water pumping system, water filtration system, water reticulation, Storage reservoir, Storage tanks, drip and greenhouse integration for Lobere, Ndindika, Nguu, Nyakinyua, Wangwachi and Latia, community earth dams.
- ❖ Examine the physical and environmental conditions of the target areas
- ❖ Study and summarize the existing situation, considering the development of integration.
- ❖ Suggest concept and methodology for maximum performance and productivity.
- ❖ Conduct an investment and economic analysis of the integration plan in terms of funding and implementation.
- ❖ Determine the Project Budget and Prepare a Business plan, Including ROI

Project Area

The 7 Sub-projects are spread across four Wards of; Marmanet, Githiga, Olmoran and Salama in Laikipia west Sub-County.

SCOPE OF WORK

The scope of work shall be limited to conducting a feasibility study for (7) separate small irrigation projects.

1. Munda irrigation project (Intake works and Water reticulation) Marmanet Ward
2. Lobere small community dam in Githiga ward
3. Ndindika Small community earth dam in Githiga ward
4. Nyakinyua Small community earth dam in Githiga ward
5. Nguu-Pesi Small Community earth dam in Salama ward
6. Wangwachi small Community earth dam in Ol'moran ward
7. Latia small Community earth dam in Ol'moran

THE ROLE OF THE CONSULTANCY IN THE SPECIFIC PROJECTS SHALL BE AS FOLLOWS :

Munda smallholder irrigation project

The Consultant shall:

- i. Review, verify and analyses all available primary and secondary data collected during the initial preparatory survey for the project.
- ii. Carry out a comprehensive assessment of the site, collect key parameters such as location, climate and soil variables, water availability as well as well as any other factor that will ensure success of the project
- iii. Analyze river flow and depth data for Ewaso Narok River.
- iv. Conducting Environmental and Social Impact Assessment

- v. Carry out all the required engineering surveys and investigations such as topographical survey, hydrological survey, soil analyses, River water flow and capacity analysis. Etc. as applicable to the concerned project components.
- vi. Carry out a detailed water quality analysis to determine physical and chemical properties including sediment load, whose results will inform the design of the appropriate pre-treatment/filtration system to meet the requirement for drip irrigation.
- vii. Carry out a detailed hydraulic and pipe flow analysis of the proposed reticulation system and prepare relevant hydraulic profiles.
- viii. Prepare detailed work plan, Gantt chart, progress reports and implementation schedule for the project to ensure effective monitoring, timely project outputs and regularly update the same.
- ix. Prepare the final detailed design documents and BOQs of the Project component including, storage reservoir, drip and green house integration in sufficient detail to ensure clarity and understanding by the County Government of Laikipia, contractors and other stakeholders. All the design should be in conformity with the Kenyan standards, or with appropriate International Standards.

The final detailed design will, as minimum, include.

- Design drawing of all project's components
- Topographical survey report of the proposed system layout and pipeline profiles
- Detailed cost estimates of the project components.
- Necessary calculations to determine and justify the engineering details and specifications for the project.

Such detail detailed specifications will contain those in relation to

- Quality control
- Mechanical, civil and other material specifications
- Associated contract documentation to include detailed specifications, bill of quantities and implementation schedule for the project.

Lobere, Ndindika, Nyakinyua, Nguu, Wangwachi, and Latia Small Community Earth Dams

- a. Carry out all the required engineering surveys and investigation such as topographical survey, hydrological survey and soil survey as applicable to the concerned project component
- b. Analyze and interpret long term climatic data and in areas where there is no climatic data to do data modelling using the satellite data interpretation software's.
- c. Build hydrological catchment model, run analysis of catchment model and determine the following:

hydrological characteristic

- Annual and monthly extreme flood event

- Flow duration
- Probability of extreme events occurring
- Probable maximum flood for a 50-year return period

Catchment features

- Catchment area(km²)
 - Longest path in the catchment area.
 - Maximum altitude (highest Elevation) Meters
 - Altitude at the dam site
- d. Conducting Environmental and Social Impact Assessment (ESIA for all the earth dams)
 - e. Carry out a detailed water quality analysis to determine physical and chemical properties including sediment load, whose result will inform the design of the appropriate pre-treatment/filtration system.
 - f. Calculate the crop water requirement and determine the irrigation water requirement.
 - g. Conduct soil testing and analysis.
 - h. Carry out a detailed design of the proposed water pre-treatment/filtration system, pumping system and storage, including recommendations for solar pump sizing and solar modules compare the solar pumping system with electrical pumps.
 - i. Prepare detailed work plan, progress reports and implementation schedule for the project to ensure effective monitoring and timely outputs, and regularly update the same.
 - j. Prepare the final detailed design of the project in sufficient detail and understanding by the County Government of Laikipia, Contractor s and other relevant stakeholders. All the design should be in conformity with the Kenyan Standards or with the appropriate international standards.

The final detailed design will, as a minimum, include:

- Design drawings of all project components
- Topographical survey report of the proposed system layout and pipeline profiles.
- Detailed cost estimates of the project's component.
- Necessary calculations to determine and justify the engineering design details for the project.

Such detailed specifications will contain those in relation to:

- Quality control of plant, materials and workmanship.
- Dam and overall safety
- Environment and social management plan
- Associated contract documentation to include detailed specifications, bill of qualities and implementation schedule for the projects.

The detailed design shall be prepared in close consultation with, and to meet the requirements of the COUNTY GOVERNMENT OF LAIKIPIA and will be incorporated into the detailed design report submitted for the approval of the COUNTY GOVERNMENT OF LAIKIPIA

- k. Perform the following based on the survey of the existing dam condition
 - Identify, design and quantify any necessary additional for rehabilitation and expansion of existing structures.
 - Assess the existing embankment condition and design and quantify all the necessary rehabilitation works.
 - Design and quantify any necessary protective works to the embankment and impoundment area.
 - Examine the existing spillway
 - Specify and design and new offtake and spill works where necessary.
- l. Assess the requirement for sediment control measures adjacent to the dam and recommend the most cost-effective remedy works.

- m. Assess the short- and long-term suitability and sustainability of the proposed water source for irrigation.
- n. The consultant shall provide all the experts, labour, materials, tools, equipment, and transportation for conducting the feasibility study.

Drip Irrigation and greenhouse integration

As part of the project to develop a complete water application system (drip irrigation) comprising of water source, water pumping system, water reticulation, water filtration, drip irrigation in both open field and greenhouses the consultant shall:

- i. Examine the present cropping pattern through site visit and interviewing the farmers and other stakeholders.
- ii. Conduct soil test (Soil types, soil texture and irrigation properties-field capacity, wilting point, bulk density allowable depletion level including infiltration)
- iii. Determine the peak crop water requirement to be used in the design of the irrigation system.
- iv. Select and recommend at least five most commercial profitable vegetables, herbs and spices. The target crops to be irrigated should be selected through a comprehensive examination of the following:
 - National government policies
 - Natural condition (Climate and Soils type)
 - Availability of water for irrigation
 - Social and economic condition such as profitability and marketability of the crop, farming technology level and financial capacity for investment and inputs required.
 - Local Farmers views and preference should also be considered
- v. Analyze the functioning of the existing market system and devise interventions to overcome bottlenecks and constraints in the value chains.
- vi. Provide detailed design option for high- tech solution for a durable commercial scale greenhouse for smallholder farmers (The design should accommodate the target area weather condition and geological condition)
- vii. Provide design for pumping and drip irrigation system for both open field and green house.
- viii. Estimate the cost for site preparation and all the corresponding civil works.
- ix. Provide a detailed list of material and labour required for installation for each beneficiaries' drip irrigation and greenhouse.
- x. Estimate the unit and total cost for materials and total labour cost.
- xi. Provide the implementation plan including technical drawings.

FEASIBILITY STUDY OUTPUTS AND DELIVERABLES

➤ Project Identification and conceptualization

- a. **Munda small scale Irrigation, Lobere, Ndindika, Nyakinyua, Nguu, Wangwachi & Latia Small Community Earth dam**
 - Conceptual ideas
 - Project structure
 - Project design document for intake works, 10 kilometers gravity main, storage tanks and distribution sub-mains.
 - Project Design document (for each earth dam)
 - Project budget/BOQ (for each earth dam)
 - Hydrological Survey report (for each earth dam)
 - Environmental and social Impact Assessment Report (for each earth dam)
 - Soil analysis (for each site)
 - Design network for the water reticulation, distribution, filtration, and pumping system (for each earth dam)

- b. **Drip Irrigation and green house integration for all the projects**
 - Conceptual ideas
 - Project structure
 - Project Design
 - Project Budget/BOQ
- County profile and Market research
 - Conduct sector value chain analysis for at least five most profitable and marketable vegetables, spice or herbs
 - Market research and target market recommendations.
- Agro-industrial production
 - Financial and economic analysis
 - Capital expenditures (CAPEX)
 - Operating Expenses (OPEX)
 - Revenue generation
 - Expert Stage of Economic growths and rates
 - Depreciation policies and working capital

TIME FRAME

The expected duration of the feasibility study is 35 working days and shall commence on contract signing. The target date is January..... and expected completion date is

REPORTING REQUIREMENTS

- The reports must be submitted within the agreed timeframe in electronic and paper format (2 hard copies and an electronic copy)
- The report must be approved by the Chief Officer Department of Crop and Irrigation, Laikipia County and will be the basis for final payment.
- The consultant shall transfer all the copyrights for development materials to the County Government of Laikipia.
- Where the report is delayed beyond the stipulated time of submission the consultant shall provide to the client explanation satisfactory to the County Government of Laikipia for the delay in submission and remedial measures to be undertaken

COOPERATION

The works should be carried out under close supervision of Laikipia County Department of Crop and irrigation.

CONSULTANT’S PROFILE

The Consultant will ensure that appropriately qualified experts are available, as required, for each of the different tasks outlined above. It is expected that the assignment will be led by an appropriately qualified Team Leader, accompanied by both key and supporting experts. Based on the fields of expertise and the tasks mentioned above.

The Consultant’s team will consist at least of the following keys experts;

ROLE	QUALIFICATION & EXPERIENCE
Lead Consultant	❖ With a senior level professional and management both in agriculture and rural development

	<ul style="list-style-type: none"> ❖ Preferably 10 years’ experience in agriculture development and business development. ❖ Experience in managing teams with project management skills. ❖ Experience of working in a team and collaboration with government projects.
Technical Evaluation Expert	<ul style="list-style-type: none"> ❖ Expert in irrigation and water supply with preferably, At least B.Sc. degree in Agricultural engineering, Water engineering or equivalent. ❖ At least 5 years of relevant experience in agricultural and irrigation development. ❖ Experience of working with installation of irrigation and farm equipment ❖ Experience in design of earth dams and community irrigation projects ❖ At least 5 years relevant experience in designing solutions of irrigation project (hydraulic calculations of pipelines, selection and sizing of irrigation pumps)
Agricultural Economist	<ul style="list-style-type: none"> ❖ B.Sc. degree in Agriculture, agricultural economics agribusiness development or related field from an accredited university. ❖ Minimum 5 years’ field experience in agriculture or value chain development particularly in targeted value chains in East Africa. ❖ Preferably 5 years in-depth understanding in areas of irrigation and public financing and modelling. Focusing on agriculture and rural food value chain in developing Countries and Emerging economies. ❖ Knowledge of livelihood and /or food security programs ❖ Knowledge of regional and international trade procedures, market information systems and quality standard requirements for agriculture. ❖ Experience in identifying opportunities for value chain development which promote market linkages, improve access to markets at the processor and household level, and positively impact the entire value chain.
Hydrologist	<ul style="list-style-type: none"> ❖ B.Sc. degree in civil engineering or similar ❖ at least 5 years of experience in designing and modeling of hydrological and hydraulic studies of surface and ground water.
Community Liaison Specialist	<ul style="list-style-type: none"> ❖ B.Sc. in community Development and social studies. At least 5 years’ demonstrated experience in community mobilization and stakeholder engagement for project planning and development

	<ul style="list-style-type: none"> ❖ At least 3 years in establishment and capacity building of community led project management committees
Environmental Specialist	<ul style="list-style-type: none"> ❖ B.Sc. in Environmental Management, Environmental Science or Equivalent. <ul style="list-style-type: none"> - Registered associate with NEMA ❖ Minimum five years' experience in environmental management of water supply and /or irrigation projects
GIS Expert	<ul style="list-style-type: none"> ❖ Graduate in Geospatial engineering. ❖ Minimum 5 years' experience in collection and analysis of geospatial data, development of geodatabase and generation of topographical maps

Prepare by:

Name:Sign.....Date.....

Approved by:

Name:Sign.....Date.....

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the COUNTY GOVERNMENT OF LAIKIPIA;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by COUNTY GOVERNMENT OF LAIKIPIA;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a COUNTY GOVERNMENT OF LAIKIPIA staff member within the last year;
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the COUNTY GOVERNMENT OF LAIKIPIA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the COUNTY GOVERNMENT OF LAIKIPIA.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the COUNTY GOVERNMENT OF LAIKIPIA.

We offer to provide services in conformity with the Bidding documents, including the COUNTY GOVERNMENT OF LAIKIPIA General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should COUNTY GOVERNMENT OF LAIKIPIA accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a COUNTY GOVERNMENT OF LAIKIPIA vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert COUNTY GOVERNMENT OF LAIKIPIA vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person COUNTY GOVERNMENT OF LAIKIPIA may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<p>Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	[Complete]
---	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to COUNTY GOVERNMENT OF LAIKIPIA for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in Kshs)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in Kshs)	Contract Identification	Total Contract Amount (current value in Kshs)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by **presenting copies of relevant documents and references** if so requested by COUNTY GOVERNMENT OF LAIKIPIA.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	Kshs
	Year	Kshs
	Year	Kshs
Latest Credit Rating (if any), indicate the source		

Financial information (in Kshs. equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			

	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.6 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

<p>NAME OF PERSONNEL</p>	<p>[INSERT]</p>
<p>POSITION FOR THIS ASSIGNMENT</p>	<p>[INSERT]</p>
<p>NATIONALITY</p>	<p>[INSERT]</p>
<p>LANGUAGE PROFICIENCY</p>	<p>[INSERT]</p>
<p>EDUCATION/ QUALIFICATIONS</p>	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p>

	<p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p>	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <hr/> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
<p>EMPLOYMENT RECORD/ EXPERIENCE</p>	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p> <hr/> <p>[INSERT]</p>

REFERENCES

[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: Kshs

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-site				
Others				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Accommodation	Hotel rate			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Inception Report				
Site Handover				
IPC 1				
.....				

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: COUNTY GOVERNMENT OF LAIKIPIA

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to COUNTY GOVERNMENT OF LAIKIPIA dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"); AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after COUNTY GOVERNMENT OF LAIKIPIA has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with COUNTY GOVERNMENT OF LAIKIPIA's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that COUNTY GOVERNMENT OF LAIKIPIA may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]