



TENDER NO: KWS/RFP/MBD/09/2018-2019

**TENDER TO LEASE RENOVATE AND OPERATE RANGERS RESTAURANT
AT
THE NAIROBI NATIONAL PARK**

CLOSING DATE & TIME:

30th November 2018, AT 12.00 NOON

Kenya Wildlife Service, P.O Box 40241- 00100, Nairobi, Kenya

Tel +254 726610508/9

Email: hps@kws.go.ke

Website: www.kws.go.ke

1 LETTER OF INVITATION

TENDER TO LEASE, RENOVATE AND OPERATE RANGERS RESTAURANT AT THE NAIROBI NATIONAL PARK

Kenya Wildlife Service (KWS) in consultation with Gimco Limited invites Request for Proposal (RFP) experienced restaurateurs'/hoteliers to lease, renovate, operate and provide outstanding restaurant services at the "Rangers" site in the KWS Headquarters complex at the Nairobi National Park.

The location of the site provides revelers with a mix of recreation, leisure and entertainment with breathtaking scenery of flora and fauna. Proximity to Wilson Airport, the Southern Bypass and Jomo Kenyatta International Airport make the site ideal for breakfast, a morning game drive, meetings, incentive, family outings and recreation. The facility is being offered "As-is" and is available as a mixed use premises.

You are hereby requested to submit a detailed technical and financial proposal for management of the Rangers Restaurant.

A Lease will be awarded to renovate, refurbish, rebrand and operate the facility within a period of not more than six months (6) of lease signing date. The general terms of use of the site are as outlined below:

1. The lease period for Rangers will be for an initial term of ten (10) years subject to satisfactory performance including timely payments, adherence to hotel industry regulations and practice, and Park regulations, as will be further elaborated in the lease agreement.
2. The lessee will undertake to renovate, refurbish, rebrand, market and operate the restaurant as a mixed use facility.
3. The successful lessee will manage the facility in accordance with KWS's Parks/Reserves regulations and Restaurant Management best practices.
4. Eligible operators will be expected to provide proof of their capability and experience in operating similar restaurant facilities.
5. This document contains guidelines for submission of the Request for Proposal. Request for clarifications and enquiries by bidders should be in writing through email address hps@kws.go.ke with a copy to info@gimcoltd.com or gimco@africaonline.co.ke. All clarifications and/or amendments will be sent to the addresses provided in the EOI documents submitted to KWS.
6. Completed RFP documents in plain sealed envelope clearly marked, "REQUEST FOR PROPOSAL TO LEASE, RENOVATE AND OPERATE

Request for Proposal: Leasing and Operation of Rangers Restaurant at the Nairobi National Park.

RANGERS RESTAURANT, TENDER NO **KWS/RFP/MBD/09/2018-2019**” and addressed to the Director General, Kenya Wildlife Service, P.O. Box 40241-00100 Nairobi, shall be returned and deposited in the Tender Box located at the entrance of KWS Headquarters Main Reception not later than **12:00 Noon on 30th November 2018**.

7. A pre-bid meeting will be held on **30th October 2018** at KWS HQ on Langata road at 10.00am.
8. Returned RFPs will be opened immediately thereafter in the presence of bidders and/or their representatives who choose to attend.
9. Following an evaluation of the Proposals, the successful bidder will be invited for lease negotiations.
10. Selection of firms to be awarded the lease will be in accordance with guidelines set out in the Public Procurement and Asset Disposal Act, 2015.
11. Specific items that should be included in the document are tabulated in Section 8.2 of the RFP guidelines.
12. Those firms with outstanding rents for facilities within KWS parks or incomplete /ongoing hotel building projects with KWS, need not apply.

HEAD-SUPPLY CHAIN MANAGEMENT
FOR: AG. DIRECTOR GENERAL

2 TERMS OF REFERENCE

3.0 INTRODUCTION

Kenya Wildlife Service (KWS), a state corporation charged with conservation and management of wildlife and their habitats manages a countrywide network of over 63 protected areas including National Parks, National Reserves, Sanctuaries, Marine Parks and Reserves. Other than wildlife attractions, areas of natural beauty within these protected areas provide tourist attractions and form bases for various recreational activities.

In addition, the organisation constructed and leases Rangers Restaurant located within the Service Headquarters compound. The facility was constructed in 1995 to cater for visitors to Nairobi National Park and the Nairobi Safari Walk as well as KWS staff. The management of the facility has been outsourced since it was opened. The lease expired in the last 3 years and it has remained vacant since.

The location of the site provides revelers with mix of recreation, leisure and entertainment with breathtaking scenery of flora and fauna. Proximity to Wilson Airport, the Southern Bypass and Jomo Kenyatta International Airport make the site ideal for breakfast, a morning game drive, meetings, incentive, family outing and recreation.

KWS is seeking a successful restaurant/hotelier to operate the Rangers Restaurant on a lease basis. The facility will be leased on “as-is” basis and the tenant will be responsible for carrying out renovations, rebranding, refurbishments, marketing and operation.

3.1 SCOPE AND QUALIFICATIONS FOR THE ASSIGNMENT

The scope of the assignment includes but is not limited to:

1. Demonstrate capacity and experience to have successfully run and managed similar facilities for at least 3 years.
2. Demonstrate financial capacity to undertake renovation work and modifications to the premises.
3. Demonstrate architectural capability to project the facility as modern and restaurant with other related services (mixed use) while embedding green architecture and fauna and flora of the Nairobi National Park. Ability to demonstrate that the bidder can renovate and operate an eco-sensitive facility will be an added advantage.

4. Demonstrate capacity to provide your own modern kitchen equipment, furniture and fittings, and other appliances that make the facility acquire a modern status. The bidder should demonstrate capacity and ability to innovatively re-design and re-develop the Rangers as a family friendly facility suitable for the target market.
5. Demonstrate a viable marketing strategy and capacity that will help the operator generate its own sustainable revenues without relying entirely on the Park's visitors.

3.2 EXPECTED QUALIFICATION INFORMATION & DELIVERABLES

- i. Provide architectural drawings showing innovative designs for renovations of internal and external structures, electrical, plumbing, fitting of modern washrooms, landscaping among other repairs.
- ii. Provide documentary examples of the type of modern kitchen equipment, furniture and fittings and other appliances that will be used in the premises.
- iii. Financial statements or any other evidence that shows ability to raise an estimated amount of at least Kshs. 10 million to cater for refurbishment or renovation works.
- iv. Bankable business plan (maximum 10 pages)
- v. Evidence of having operated similar facilities.
- vi. Proposed rental rates per square foot per month (Financial Proposal)

3.3 PROJECT MANAGEMENT

Kenya Wildlife Service will appoint an officer to act as a Contract Manager and supervise the successful bidder during implementation of the renovation works.

3 TENDERING INSTRUCTIONS : INFORMATION TO TENDERERS

4.0 Introduction

Kenya Wildlife Service hereby issues tender documents to prospective tenderers interested in bidding for the assignment described generally as: *Tender to Lease and Operate Rangers Restaurant at the Nairobi National Park.*

4.1 Tenderers Eligibility and Qualifications

The tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to KWS's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract

An Applicant shall not have a conflict of interest or be under a declaration of ineligibility for corrupt and fraudulent practices

4.2 Contents of Tender Documents

Tenderers are advised to read and review the entire tender document. Clarifications on any aspects of the tender documents should be submitted as a written inquiry to the issuing authority - KWS.

4.3 Clarification and Amendment of RFP Documents

KWS accepts no responsibility for the completeness and correctness of the documents unless they are obtained directly from KWS.

Tenderers may request a clarification of any of the RFP documents only up to four [4] days before the proposal submission date. Tenderers shall contact KWS in writing at the address indicated in the "Letter of Invitation" Section 1. KWS will respond in writing to any request for clarification of the tender documents, which it receives no later than four (4) days prior to the deadline for the submission of tenders.

KWS shall reply to any clarifications sought by the tenderer within 2 days of receiving the request to enable the tenderer to make timely submission of its tender.

Request for Proposal: Leasing and Operation of Rangers Restaurant at the Nairobi National Park.

Written copies of KWS's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Tenderers who have received the tender documents.

At any time prior to the deadline for submission of tenders, KWS for any reason, whether by its own initiative or in response to a clarification may amend or modify the tender documents giving sufficient notice prior to the deadline for submission. Any addendum issued will become a part of the tender documents.

In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, KWS, at its discretion, may extend the deadline for the submission of tenders.

4.4 Preparation of Tenders

4.4.1 Costs and Language

There will be no cost for the tender. The tender document will be emailed to approved tenderers for free. The language for this tender shall be English.

Mandatory Documents (Must be attached)

Bidders are required to attach copies of the following documents as part of their proposal:

Mandatory Requirements

1. Copy of Certificate of Incorporation or Registration
2. Copy of a Valid Tax Compliance Certificate
3. Audited Accounts for the last two (2) years
4. Copy of Single Business License for existing facility or facilities
5. Copy of Registration from the relevant Hotel Regulatory Authority or equivalent recognition
6. At least two CVs of Director/s or Key Managers (in the format provided in the appendix).
7. Site Attendance Form.

Failure to submit any of the above will result in disqualification. Any proponent specifically exempted from any of the items listed above may provide written proof of the same.

Technical Proposal

As Highlighted in the guidelines in 5.0

4.4.2 Financial Proposal

- The tenderer shall indicate on the Price schedule the rate per square foot for the premises under the lease.
- Rate indicated shall be exclusive of VAT and other taxes payable
- The tenderer shall bear the costs of all utilities that are not limited to electricity, water, cleaning, security etc.
- Rate quoted by the tenderer shall be escalated annually at a percentage market rate agreed between the lessee and KWS.
- A three months security deposit will be required and rent will be paid quarterly in advance.

4.4.3 Tender Currency

Tenders shall be quoted in Kenya Shilling.

4.4.4 Deadline for Submission of Tenders

Tenders must be received by KWS at the tender box located at the Main Reception of KWS Headquarters along Langata Road on or before **30th November 2018** at 1200noon.

KWS may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the KWS and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

Bulky tenders, which will not fit in the tender box, shall be received by the KWS Procurement manager at the office located at KWS Langata Headquarters, Ndovu Court.

4.4.5 Modification and withdrawal of Proposal

The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by KWS prior to the deadline prescribed for the submission of tenders.

The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of sealing and marking of tenders. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

No tender may be modified after the deadline for submission of tenders. No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity.

KWS may at any time terminate procurement proceedings before lease award and shall not be liable to any person for the termination. KWS shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

4.4.6 Validity of Proposals

Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening, a tender valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, KWS may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A tenderer granting the request will not be required nor permitted to modify its tender.

4.4.7 Clarification of tenders

To assist in the examination, evaluation and comparison of tenders KWS may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

Any effort by the tenderer to influence KWS in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

KWS will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any consultancy if at any time determines that the firm has engaged in fraudulent or corrupt practice.

5.0 Preparation of Technical Proposal

In preparing the Technical Proposal, tenderers are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms;

- A brief description of the firm's organization and an outline of recent experience in operating similar facilities. For each facility, the outline should indicate *inter alia*, the profiles of the facility i.e. size, investment made, number of staff, duration of the lease, annual turnover and any accreditations.
- CVs recently signed by the key management staff and the authorized representative submitting the proposal. Key information should include number of years working in the restaurant or hospitality business and type of responsibility held in various establishments during the last three (3) years.
- Key staff competency profiles (project manager & Site agent, Foreman) Qualifications and experience of key site management and technical personnel proposed for the contract supported by academic and professional certificates in addition to signed curriculum vitae, Project manager, site agent and foreman
- A project manager with a minimum of 5 years specific experience in building construction supervision or works of an equivalent nature and volume, with a minimum of degree in - architecture/civil engineering/quantity surveying, field or equivalent from a recognised Institution
- A Site Agent with a minimum of 3 years specific experience in building construction works or works of an equivalent nature and volume, with a minimum of Higher National Diploma in buildings related course or equivalent from a recognized institution.
- A foreman with a minimum of 3 years specific experience in building (construction works or works of an equivalent nature and volume, with a minimum of An Ordinary Diploma in building related course or equivalent from a recognized institution
- Works Schedule for the renovation and launch

NOTE: THE TECHNICAL PROPOSAL SHALL NOT INCLUDE ANY FINANCIAL OFFER (PROPOSED RENTAL RATES)

6.0 Preparation of Financial Proposal

In preparing the Financial Proposal, tenderers are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D).

Request for Proposal: Leasing and Operation of Rangers Restaurant at the Nairobi National Park.

The Proposal must remain valid for **120 days** after the submission date. The Landlord will make his best effort to complete negotiations within this period. If the Landlord wishes to extend the validity period of the proposals, the tenderers who do not agree have the right not to extend the validity of their proposals.

7.0 Submission, Receipt, and Opening of Proposals

7.1 Submission

The original proposal (Technical Proposal and, Financial Proposal; shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copy of the proposal, the original shall govern.

The original and all copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL,**" and the original and copy of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in invitation to tender and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"

Both the inner and outer envelopes shall:-

- (a) Bear, tender number and name in the invitation to tender and the words: —**DO NOT OPEN BEFORE 30th November 2018 at 12.00 noon.**
- (b) Be addressed to KWS at the address given in the invitation to tender

The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared late. If the outer envelope is not sealed and marked as required above, KWS will assume no responsibility for the tender's misplacement or premature opening.

7.2 Receipt, and Opening of Proposals

After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department.

8.0 Evaluation and comparison of tenders

Kenya Wildlife Service (KWS) will select a firm among those who have submitted a proposal, in accordance with the method of selection detailed under this section. The tenderers are invited to submit a Technical Proposal and a Financial Proposal separately.

8.1 Evaluation criteria

The tenders submitted will be evaluated in two stages; Technical and Financial. Only Technical bids that attain a minimum score of 70% will be eligible for financial evaluation.

The evaluation criteria will be based on the following weights.

- I. Technical score weight - 70%
- II. Financial score weight - 30%

To be eligible for the financial evaluation, bidder must score at least seventy (70) out of one hundred (100) at the technical evaluation stage.

The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-
 $Sf = 100 \times F/F_m$ where Sf is the financial score; F_m is the highest priced financial proposal and F is the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + p = 1) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:- $S = St \times T \% + Sf \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

KWS's evaluation of a tender will take into account, in addition to the rental offer price, the following factors, in the manner and to the extent indicated below:

- (i) Architectural drawings showing innovative designs, renovations of internal and external structures, electricals, plumbing, construction of modern washrooms, among other repairs.
- (ii) Evidence of modern kitchen equipments, furniture and fittings and other appliances.
- (iii) Financial statements or any other evidence that shows ability to raise an estimated amount of Kshs. 20 million to cater for refurbishment or renovation works.

- (iv) Viable business plan (maximum 10 pages)
- (v) Evidence of having operated similar facilities.
- (vi) Proposed rental rates

8.2 Evaluation Criteria of Technical Proposals and scores

The evaluation committee appointed by Kenya Wildlife Service shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

Item	Expected Information	Required Format	Score
2.3.1 Recent experience in operating similar facilities	a) Evidence of existing or previously managed facilities. Copies of leases or tenancy agreements may support	Narrative indicating current size of operation (Location, square feet, capacity, current rent).	3
	b) Nature and size of existing or previous business	Invoices, receipts, photographs, or other relevant documentary evidence	2
		Sub total	5
2.3.2 Renovations, design and re-development concept	a) An interpretation of the Restaurant theme showing how the proposed facility will respond to needs and preferences of the target market and the natural environment of the Park	Narrative indicating	10
		<ul style="list-style-type: none"> • Design themes & concepts • Visitor amenities including washrooms, bar, lounge area. Etc 	5
		<ul style="list-style-type: none"> • Detailed technical drawings, illustrative sketches or artist impression of the proposed developments 	5
		Sub total	20
2.3.4. Kitchen equipment, décor, furniture and fittings	b) An interpretation of how the Restaurant décor, furniture and fittings and kitchen equipment will respond to needs	Narrative indicating	3
		<ul style="list-style-type: none"> • Materials, colour and layout to be used for the décor • Materials to be used for furniture and fittings • Equipment and appliances to be used 	3

Request for Proposal: Leasing and Operation of Rangers Restaurant at the Nairobi National Park.

Item	Expected Information	Required Format	Score
	and preferences of the target market and the restaurant theme	in the kitchen <ul style="list-style-type: none"> Innovative and Eco-friendly technologies eg lighting, waste disposal Illustrative sketches, brochures, samples, photographs and pictures should be provided.	3 5
		Sub total	14
2.3.5. Business Plan	a) A demonstration of business profitability b) An elaborate marketing plan to reach the target market	Narrative indicating <ul style="list-style-type: none"> Cash flow analysis Break even points, Payback period, ROI Projected cost of personnel Marketing and sales promotion strategies 	4 3 3 10
		Sub total	20
2.3.6. Human resource Capability	c) A demonstration of availability of Competent human resource to operate the restaurant	Narrative indicating <ul style="list-style-type: none"> Education Qualification Years of Experience Area of Expertise 	2 2 2
		Sub total	6
2.3.7. Works Schedule	d) Demonstrate an ability to complete the renovation and opening of the facility within the shortest time possible	Narrative indicating <ul style="list-style-type: none"> Estimated time for site mobilization Estimated time for completion of works Availability of equipments and personnel on site or subcontract 	1 2 2
		Sub total	5
		TOTAL	70

NOTE: Only bidders who **SCORE 70% AND ABOVE** shall be deemed to be technically responsive

The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

8.3 Evaluation of financial proposals

The Financial Proposals shall be opened to Technical bids that attain a minimum score of 70%. Responsive bidders or their representatives will be

called for the opening of their financial bids. The name of the consultant, the technical scores and the proposed rental prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

The evaluation committee will determine whether the financial proposals are complete.

NOTE: THE SUCCESSFUL TENDERER SHALL BE THE HIGHEST COMBINED TECHNICAL AND FINANCIAL SCORE as indicated in clause 8.1.

12.0 Negotiations, Award and Notification

9.1 Negotiations

Negotiations will be held with the successful tenderer. The aim of negotiations is to reach agreement on all points and may include a discussion of the Technical Proposal, Scope of works, works schedule for renovation, the proposed architectural drawings that will highlight innovative designs for family and fun, proposed kitchen equipments, furniture and fittings and other appliances, business plan with elaborate marketing plan, financing plan, human resources, technical aspects and an implementation matrix with a monitoring mechanism.

The agreed scope and schedule of works will then be incorporated to form part of the Lease agreement. Special attention will be paid to getting the most the firm can offer within the limited time and to clearly define the inputs required from the Landlord to ensure satisfactory operation of the Restaurant.

Having selected the firm on the basis of, among other things, an evaluation of proposed architectural designs, modern kitchen equipments, furniture and fittings and financial capability, the Landlord expects to negotiate a lease agreement on the basis of those capabilities demonstrated in the proposal.

The Landlord will not consider substitutions of architectural designs and other specifications of the kitchen equipments furniture and fittings during lease negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the lease.

The negotiations will conclude with an issue of an offer letter and a copy of draft lease. The successful bidder shall accept the offer letter within 14 days

and pay three (3) months security deposit as a performance guarantee. To complete negotiations the Landlord and the selected firm will sign a lease agreement.

If negotiations fail, the Landlord will invite the firm whose proposal received the second highest score in the Technical Proposal to negotiate a lease.

9.2 Award of Contract

The Lease will be awarded following negotiations. After negotiations are completed; KWS will promptly notify other tenderers on the shortlist that they were unsuccessful and return the Financial Proposals of those tenderers who did not pass the technical evaluation.

9.3 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the tenderers who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the lease.

9.4 Notification of award

Prior to the expiration of the period of tender validity, KWS will notify the successful tenderer in writing that its tender has been accepted. At the same time as KWS notifies the successful tenderer that its tender has been accepted, KWS will simultaneously inform the other tenderers that their tenders have not been successful.

Within fourteen (14) days of receipt of the offer letter, the successful tenderer shall sign and date the letter of offer and return it to KWS.

KWS reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for its action. If KWS determines that none of the tenderers is responsive; KWS shall notify each tenderer who submitted a tender.

The Landlord will prepare the Lease agreement based on the executed letter of offer.

APPENDIX TO TENDERING INSTRUCTIONS

Clause	Reference
1.1	The name of the Client is: Kenya Wildlife Service
1.2	The method of selection is: Quality and cost based selection.
1.3	Technical and Financial Proposals are requested: <u>Yes</u>
1.4	The name, objectives, and description of the assignment are: Lease, Renovate and Operation of Rangers Restaurant at the Nairobi National Park
1.5	The address of the Client's is: Director General KWS Headquarters, P.O. Box 40241 - 00100 Nairobi; Phone 0726610508/9.
1.6	The minimum technical score required to pass is 70 points

4 TECHNICAL PROPOSAL - STANDARD FORMS

These forms shall include;

- i) Technical Proposal submission form.
- ii) Team composition (Format of curriculum vitae (CV) for proposed key management staff.)
- iii) Firm's references.
- iv) Financial record
- v) Works schedule.
- vi) Declaration Form
- vii) Site visit/inspection certificate.

TECHNICAL PROPOSAL SUBMISSION FORMS

Business Questionnaire

Instructions:

Tenderers should give details in table part 1 and either 2 a, 2b or 2c whichever applies:

1. Contact Details

<p>Part 1 General Profile:</p> <p>Business name.</p> <p>Location of Business</p> <p>Plot No.Street/Road</p> <p>Postal Address.....Tel. No.....Emai.....</p> <p>Nature of Business.....</p> <p>Registration Certificate No.....</p>																
<p>Part 2 a - Sole Proprietorship</p> <p>Full name Age.....</p> <p>Nationality</p> <p>Citizenship.....</p>																
<p>Part 2 b - Partnership</p> <table> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship</th> <th>shares (%)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship	shares (%)	1.				2.				3.			
Name	Nationality	Citizenship	shares (%)													
1.																
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<p>Part 2 C - Registered Company</p> <p>Private Company <input type="checkbox"/> Public Company <input type="checkbox"/></p> <p>Give details of all director as follows:</p> <table> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship</th> <th>shares (%)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship	shares (%)	1.				2.							
Name	Nationality	Citizenship	shares (%)													
1.																
2.																

1. Technical/Managerial Staff

Profile of Personnel

Table 5: Profile of Personnel						
	Name	Education	Areas of Expertise	Key Qualifications	Number of years of experience in the field of expertise	Number of years with the firm
1						
2						
3						
4						
5						
6						
7						
8						

Tenderers are required to enclose copies of testimonials, certificates, and publicity material; they will be taken into account in the evaluation of qualifications.

The tenderer should furnish the key qualifications and demonstrate that he/she has experience and has been involved in managing similar facilities.

(ii). FIRM’S REFERENCES

Details of Similar Operations in the Last Five Years That Best Illustrate Qualifications

Use Separate sheet for each contract:

Using the format below, provide information on each facility for which your firm either individually as a corporate entity or in association was legally contracted.

Table 4: Qualification and Experience						
What is your main expertise? (Individual firm)						
Name of the facility	Physical Address	Type of facility	Narrative description of Facility	Years/ period of operation	Number of staff	Annual turnover
1.						
2.						
3.						
4.						
5.						
6.						

For each specific field, the tenderers should furnish necessary information on the restaurant business undertaken and executed in the past 3 years, indicating key professional staff under each facility, together with a brief description of each facility.

Firm’s Name: _____

Name and title of signatory; _____

WORK SCHEDULE

(a) Renovations

[1st, 2nd, etc, are months/weeks from the start of assignment)

	1 st	2 nd	3 rd	4 th	5 th
Activity (Work)					

Declaration Form for Non Corrupt Practices & Non-Debarrement

Date:

To:
DIRECTOR GENERAL
KENYA WILDLIFE SERVICE
P. O. BOX 40241-00100
NAIROBI

LADIES AND GENTLEMEN

The Tenderer i.e. (full name and complete physical and postal address)
_____ declare the
following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.
- e) That I/ We are not associated with any other Tenderer participating in this tender.

Yours sincerely,

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Designation of duly authorised person signing the Tender

Stamp or Seal of Tenderer

Request for Proposal: Leasing and Operation of Rangers Restaurant at the Nairobi National Park.

CERTIFICATE OF BIDDER'S PRE-BID SITE VISIT/INSPECTION

1. This is to certify that I,
.....
(Name of the Bidder's Authorized Representative),

being the Authorized Representative /Agents of
.....
(Name of the Bidder) has undertaken the inspection the site in accordance with the Instructions to Tenderers, for purposes of bidding for the proposed works tender no. KWS/RFP/MBD/...../2018-2019

2. Having studied the Tender Documents, I carefully examined the site to make myself familiar with the local conditions likely to influence the works and cost thereof.

3. I further certify that I am satisfied with the description of the works and that I understand perfectly the scope of the works as specified and implied in the performance of the Contract

Signed
Date
Bidders Representative

Signed
Date
KWS Officer presiding the pre-bid site visit



5 FINANCIAL PROPOSAL -STANDARD FORM

(i) FINANCIAL PROPOSAL SUBMISSION FORM

_____ *[Date]*

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the Pricing for (_____) *[Title of Tender]* in accordance with your Request for Proposal dated (_____) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (_____ per sq ft per month) *[Amount in words and figures]* exclusive of the taxes.

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

We remain,

Yours sincerely,

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

Request for Proposal: Leasing and Operation of Rangers Restaurant at the Nairobi National Park.

(ii) PRICING SCHEDULE

S/N^o	Item Description	Unit of Issue	Qty	Unit Cost per Sq ft (Kshs) per month	Total Cost per Month (Kshs)
1	Lettable Space	Sq.ft	2009		