



Tender No. KWS/RFP/M&BD/08/2018-2019

**CONSTRUCTION, OPERATION & MANAGEMENT OF
ECO-TOURISM FACILITIES & ADVENTURE ACTIVITIES IN
KWS PARKS**

30TH NOVEMBER 2018

Kenya Wildlife Service, Headquarters, PO Box 40241- 00100, Nairobi, Kenya

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Website: www.kws.go.ke

GENERAL INFORMATION

Background Information

Kenya Wildlife Service (KWS) wishes to invite qualified and experienced private investors and developers to submit written formal proposals to lease develop and manage tourism facilities and experiences within National Parks and Reserves.

The sites and other opportunities are clearly outlined in a separate Prospectus document that is downloadable from the KWS website www.kws.go.ke

Successful developers will be identified from their Formal Detailed Technical and Financial proposals in line with regulations reserved in the Public Procurement and Disposal Act. KWS will then award commercial leases for development of Lodges, Ecolodges or Tented Camps on these sites. Operational Licenses will be issued for adventure sports and activity developers.

SITE DESCRIPTION

KWS will award third party commercial leases to suitable investors to develop Ecolodges ,Luxury Tented Camps or lodges well as Adventure activities as described in the detailed Prospectus as follows:

	NATIONAL PARK	SITE NAME	TYPE OF DEVELOPMENT	COMMENT
1.	Chyullu Hills	Kithasyu gate Chyulu,	24-bed tented camp or ecolodge	Greenfield site
2.	Tsavo West	Manda hill	24 bed ecolodge/tented camp	Green field site
3.	Tsavo West	Main Gate Gift Shop	Gift Shop and Information centre	Existing facility
4.	Tsavo West	Old Rombo	24 bed ecolodge tented camp	Greenfield site
5.	Tsavo West	Old SOB camp lodge/Former Hippo Safari Lodge	80-bed lodge	Some Existing Structures
6.	Tsavo West	Kanjaro site	24-30 bed tented camp or ecolodge	Greenfield site
7.	Tsavo East	Thabagunji	24-bed tented camp or ecolodge	Greenfield site
8.	Tsavo East	Bachuma Gate Gift shop	Gift shop and Information centre	Existing Facility
9.	Tsavo East	Nthalakana site	10-bed camp	Greenfield site

	NATIONAL PARK	SITE NAME	TYPE OF DEVELOPMENT	COMMENT
10.	Tsavo East	Patterson area	40-bed tented camp	Greenfield site
11.	Tsavo East	Ndololo campsite	40-bed tented camp	Greenfield site
12.	Tsavo East	Lugard's Falls Stop-over	Visitor rest area- Cafe, information centre, toilets	Greenfield site
13.	Meru	Kenmere	60-bed ecolodge	Greenfield site
14.	Meru	Meru Mulika	60-bed ecolodge	Greenfield site
15.	Meru	Fig Tree	24-bed ecolodge	Greenfield site
16.	Mt Elgon	Kasawai Gate	30 bed ecolodge	Exact location is subject to change
17.	Mt. Elgon	Peak climbers base camp	30-bunk bed house , rest area, toilets	Green field site
18.	Kakamega Forest	Tree top lodge	24 bed ecolodge/ tented camp	Greenfield site
19.	Sibiloi	Camp Turkana	24 bed-Tented camp or traditional huts	Green field site
20.	Aberdares	Tusk Camp	2 cottages (10 beds)	Replace existing prefab cabins
21.	Aberdare	Satima climbers base camp	30-bunk bed house, toilets, sheds	Greenfield
22.	Ndere Island	Utalii site	24-bed tented camp	Greenfield site
23.	Nairobi N.Park	Kisembe forest site	24 – bed tented camp	Greenfield site
24.	Ruma N.Park	Nyati campsite	24-bed tented camp	Greenfield site
25.	Marsabit	Sokorta Diko (crater Lake) Former Marsabit Lodge	40-bed lodge	Existing structures
26.	Marsabit	Self-catering cottages	2no. 3-bedroom forest cottages	Partially rehabilitated
27.	Malindi Marine	Malindi Cafeteria	Beachfront restaurant and conference hall	Existing facility
28.	KWSTI	Game farm	60-bed Tourist resort	Green field site
29.	Mt. Kenya	Sirimon Glade	30-bed mountain lodge	Greenfield site.
30.	Mt. Kenya	Mintos hut	30- bunk bed cabin	Greenfield site
31.	Mt. Kenya	Liki north hut	30-bunk bed cabin	Greenfield site

NB: Greenfield - A type of venture where finances are employed to create a new physical facility for a business in a location where no existing facilities are currently present.

**A) PROPOSED ADVENTURE AND RECREATION EXPERIENCES FOR
DEVELOPMENT AND MANAGEMENT BY PRIVATE SECTOR INVESTORS**

	NATIONAL PARK/RESERVE	PROPOSED ACTIVITY/EXPERIENCE	Comments
1	Kakamega Forest	Forest Canopy cable bridge & zip line	Enrich the forest habitat visitor experience
2	Kisumu Impala Sanctuary	Children’s Playground & cafeteria	For snacks and retail and family entertainment
3	Oi Donyo Sabuk	Mountain summit team building site – ropes course, zipline, camping and rest area	Increase visitation to Sabuk N. Park and add value to the product.
4	Hells Gate	Team Building & recreation at Olkaria hill.	Ziplines and adventure sports
5	Eldama Ravine Station	Small cafeteria, retail and children’s amusement park	Targeting local families and residents.
6	Tsavo West	Mzima Springs Recreation area. Expand underwater viewing tunnel, suspended bridge over river, walking trail, observation platform, information centre	Broaden the visitor product offering at Mzima Springs.

KWS expects investment from tourism investor(s) that are capable of using their extensive marketing network and established brand to promote visitation to the areas.

TENDERING PROCESS

Section 1: Invitation to Submit Formal Proposals

16th October 2018

Dear Sir/Madam:

RE: Tender No. KWS/RFP/M&BD/08/2018-19: Construction, Operation & Management of Eco-tourism facilities & Adventure activities in KWS Parks

Kenya Wildlife Service wishes to invite you to submit a detailed Technical and Financial proposal for Lease, development and Management of Ecolodge, luxury tented camp, tourism facility or service at either one of the above sites:

Kindly submit your formal application in accordance with the requirements set forth in the attached **Request for Proposal (RFP)**. Suitable investors will be identified on the basis of their responsiveness to the requirements for the scope of the tasks and contract conditions.

Kenya Wildlife Service and will award commercial leases for operation of facilities in their respective Parks or Reserves in accordance with procedures set out in the Public Procurement and Disposal Act, 2005 and the Public Procurement and Disposal Regulations, 2006.

Completed proposals made in Plain English language packaged in plain sealed envelopes and clearly marked "*Tender No. KWS/RFP/M&BD0/08/2018-19*, Construction, Operation & Management of Eco-Tourism Facilities & Adventure Activities in KWS Parks and addressed to the: **Director General, Kenya Wildlife Service, P.O Box 40241 00100 Nairobi**

Should be returned and deposited in the tender box at the KWS reception area so as to be received **NOT later than 30th November, 2018 at 12.00 noon.**

A bidders' conference will be held with all firms who will participate in the tender on 23rd October 2018 at 10.00am at KWS HQ on Langata road.

Proponents or their appointed representatives who chose to attend will be allowed to witness the tender opening to take place at the Boardroom located at KWS Headquarters, Langata Road immediately after submission deadline. Proposals shall remain valid for 120 days after date of proposal opening.

Head – Supply Chain Management
For DIRECTOR GENERAL

Section 2: Instructions to Proponents

2.0 General

2.0.1 Scope of Tendering:

Kenya Wildlife Service (herein after referred to as the Issuing Authority) hereby invites Formal Detailed Technical and Architectural Proposals from qualified Investors for Lease for Development of Tourist Accommodation & Adventure Facilities in Various National Parks, **Tender No. KWS/RFP/M&BD/08/2018-19**.

Detailed information on the scope of works and lease terms are given in the detailed Prospectus and Section 6 Development Terms and Site Use Definition of this RFP.-

2.1 Eligibility

- 2.1.1 The tender is open to all firms who have the necessary qualifications and experience.
- 2.1.2 Firms with prior experience with development of hotels within protected areas are encouraged to apply.
- 2.1.3 Proponents shall not have a conflict of interest or be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Contents of RFP documents

- 2.2.1 Proponents are advised to read and review the entire Request for Proposal (RFP) document. Clarifications on any aspects of the RFP documents should be submitted as a written inquiry to the principal procuring authority – KWS. The documents for tender consist of:

(a) A Request for Proposals, which include:

Part A: Tendering Process

- Section 1: Invitation to Submit Formal Proposals
- Section 2: Instructions to Proponents
- Section 4: Format for submission of proposals
- Section 5 Proposal Evaluation Criteria
- Section 6: Development Terms and Site Use Definitions
- Section 7: Form of Tender
- Section 8: Project Implementation Timetable.

2.3 Amendments and Clarifications

- 2.3.1 KWS, the principal procuring authority accepts no responsibility for the completeness and correctness of other documents related to this tender unless they are obtained directly from KWS.
- 2.3.2 Proponents requiring any clarification on the RFP documents shall contact KWS in writing at the address indicated in the “Invitation to Submit Proposals” Part A, Section 1. KWS will respond in writing to any request for clarification of the RFP documents, which it receives no later than seven (7) days prior to the deadline for the submission of completed proposals.
- 2.3.3 KWS shall reply to any clarifications sought by the proponent within 3 days of receiving the request to enable the proponent make timely submission of its proposal.
- 2.3.4 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 proponents who have received the RFP documents.
- 2.3.5 At any time prior to the deadline for submission of proposals, KWS for any reason, whether by its own initiative or in response to a clarification may amend or modify the RFP documents giving sufficient notice prior to the deadline for submission. Any addendum issued will become a part of the RFP documents.
- 2.3.6 In order to allow prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, KWS, at its discretion, may extend the deadline for proposal submission.

2.4 Preparation of Proposals

2.4.0 Costs and Language

- 2.4.1 The proponent shall bear all costs associated with the preparation and submission of its proposal no claims for any expenses incurred will be entertained by KWS, regardless of the conduct or outcome of the tendering process.
- 2.4.2 KWS Kenya shall furnish investors with the RFP documents free of charge.
- 2.4.3 Foreign applicants and joint ventures should answer the RFP in Plain English Language. Where information is provided in another language, it shall be accompanied by a translation of its pertinent parts into English. This translation will govern and will be used for interpreting the information.
- 2.4.4 All correspondence exchanged between KWS and the proponent shall be in the language specified above.

2.5 Proposal Prices

- 2.5.1 Rent payment terms including amounts and schedules of payment proposed by investors shall not form part of the competitive criteria to be used for selection of suitable developers.
- 2.5.2 Successful proponents shall be required to pay mandatory rent amounts in the manner specified in the rent payment terms and conditions (Section 6: Development Terms and Site Use Definitions).
- 2.5.3 Financial proposals shall be reviewed for their responsiveness to set financial parameters and conformity with the other plans proposed by the investor.

2.6 Proposal Currency

- 2.6.1 Financial proposal shall be denominated in Kenya Shilling. Where other currencies are used, KWS will convert those currencies to Kenya shillings using the selling exchange rate on the date of proposal opening provided by the Central Bank of Kenya.

2.7 Form of Proposals

- 2.7.1 The Proponents shall complete the RFP in the format and manner described in Part A; Section 4, Format for submission of proposals in the RFP document, indicating all financial assumptions, projections and information related to the project's development and operation.

2.8 Format and Signing of Request For Proposal

- 2.8.1 The proponent shall prepare two copies of the completed response to the RFP, clearly / marking each —ORIGINAL REQUEST FOR PROPOSAL RESPONSES and — COPY OF THE REQUEST FOR PROPOSAL RESPONSES, as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.8.2 The original and all copies of the completed RFP responses shall be typed or written in indelible ink and shall be signed by the proponent or a person or persons duly authorized to bind the proponent to the lease. The person or persons signing the completed proposals shall initial all pages of the returned documents, except for unamended printed literature.
- 2.8.3 The proposal shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Proponents, in which case such corrections shall be initialed by the person or persons signing the documents.

2.9 Sealing and Marking of Proposals

- 2.9.1 The proponent shall seal the original and each copy of the proposal in separate envelopes, duly marking the envelopes as —ORIGINAL and —COPY. The

envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:

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

2.9.2 The **inner envelopes** indicate the name and address of the proponent to enable the tender to be returned unopened in case it is declared late.

2.9.3 If the outer envelope is not sealed and marked as required above, KWS will assume no responsibility for the proposal's misplacement or premature opening.

2.10 Deadline for Submission of Proposals

2.10.1 Completed proposals must be received by KWS at the tender box located at the Langata Headquarters Reception not later than **30th November 2018 at 1200 hours.**

2.10.2 KWS may, at its discretion, extend this deadline for the submission of proposals by amending the RFP documents in accordance with paragraph 2.3- Amendment and clarification of RFP, 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.

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

2.11 Modification and Withdrawal of Proposals

2.11.1 The proponent may modify or withdraw its proposal after the proposal's submission, provided that written notice of the modification, including substitution or withdrawal of the proposal is received by KWS prior to the deadline prescribed for the submission of formal proposals.

2.11.2 The Proponent's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.9 - Sealing and marking of Proposals. 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 proposals.

2.11.3 No proposal may be modified after the deadline for submission.

2.11.4 No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

2.11.5 KWS may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

- 2.11.6 KWS shall give prompt notice of the termination to the Proponents and on request give its reasons for termination within 14 days of receiving the request from any proponent.

2.12 Opening of Proposals

- 2.12.1 KWS will open all proposals in the presence of Proponents' representatives who choose to attend on **30th November 2018 at 12.00 noon.** in the **Chui Court Board room at The KWS Headquarters on Langata Road.** The Proponents' representatives who are present shall sign a register evidencing their attendance.
- 2.12.2 The proponents' names, proposal modifications or withdrawals and such other details as KWS, at its discretion, may consider appropriate, will be announced at the opening.
- 2.12.3 KWS will prepare minutes of the proposal opening, which will be submitted to the Proponents that signed the proposals opening register and will have made the request.

2.13 Validity of Proposals

- 2.13.1 Proposals shall remain valid for 120 days or as specified in the invitation to submit proposal after date of proposal opening, a proposal valid for a shorter period shall be rejected as non-responsive.
- 2.13.2 In exceptional circumstances, KWS may solicit the proponent's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A proponent granting the request will not be required nor permitted to modify its proposal.

2.14 Proponents Eligibility and Qualifications.

- 2.14.1 The proponent shall furnish, as part of its proposal, documents establishing the Proponents eligibility to tender and its qualifications to perform the contract if its proposal is accepted.
- 2.14.2 The documentary evidence of the proponents qualifications to perform the contract if its proposal is accepted shall establish to KWS's satisfaction that the proponent has the financial and technical capability necessary to perform the contract

2.15. Clarification of Proposals

- 2.15.1 To assist in the examination, evaluation and comparison of proposals KWS may at its discretion, ask the proponent for a clarification of its proposal. The request for clarification and the response shall be in writing, and no change in substance shall be sought, offered, or permitted.

2.15.2 Any effort by the proponent to influence KWS in the proposal evaluation comparison or lease award decisions may result in the rejection of the Proponents proposal.

2.16 Preliminary Examination and Responsiveness

2.16.1 KWS will examine the proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order.

2.16.2 KWS may waive any minor informality or non-conformity or irregularity in a proposal that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any proponent.

2.16.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, the tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

2.16.4 If a proposal is not substantially responsive, it will be rejected by the Kenya Wildlife Service and may not subsequently be made responsive by the proponent by correction of the nonconformity

2.17 Evaluation and Comparison of Proposals.

2.17.1 KWS will evaluate and compare the proposals, which have been determined to be substantially responsive.

2.17.2 The evaluation committee will carry out the evaluation of proposals on the basis of their responsiveness to the terms and conditions of development and management of tourist facilities in KWS Parks. Applying a point system, each proposal will be ranked and the best selected.

2.17.3 The determination will take into account the proponent's financial, experience, technical development, and management capabilities. It will be based upon an examination of the documentary evidence of the investors' qualifications submitted in the proposal and such other information as the Kenya Wildlife Service deems necessary and appropriate

2.17.4 KWS's evaluation of proposal will take into account responsiveness to the requirement for the lease as outlined in the RFP document. A component evaluation criteria will be adopted:

- a) Evaluation of **Detailed technical proposals** including; Marketing Plans, Design and operation of facility, Environmental management, Marketing Plans, Construction

and development plans and New Tourism Products & Services Delivery.

b) Financial Projections

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

2.17.6 To qualify for contract awards, the proponent shall have the following: -

- (a) Gain a minimum score of 75% in the **Detailed Technical and Financial Evaluation** will have their proposals considered for award of lease.
- (b) Necessary qualifications, capability experience, services and facilities to provide the service being procured.
- (c) Legal capacity to enter into a contract for procurement
- (d) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing
- (e) Shall not be debarred from participating in public procurement.
- (f) Any company currently having rent arrears or in litigation with KWS, need not apply. Any company that was awarded a site by KWS or Kenya Forest Service but failed to develop it, need not apply.
- (g) A bid security equivalent to 3-month rent per facility will be required from the successful bidders.

2.18 Award of Contract

2.18.1 As the principal procuring entity, KWS will determine to its satisfaction whether the proponent that is selected as having submitted the most responsive proposal is qualified to perform the contract satisfactorily.

2.18.2 The determination will take into account the proponent's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Proponents qualifications submitted by the proponent as well as such other information as deemed necessary and appropriate.

2.18.3 An affirmative determination will be a prerequisite for award of the contract to the proponent. A negative determination will result in rejection of the proponent's tender, in which event KWS will proceed to the next best-evaluated proposal to make a similar determination of that proponent's capabilities to perform satisfactorily.

2.19 Award Criteria

2.19.1 KWS will award leases to the successful proponent(s) whose proposal has been determined to be substantially responsive and has been determined to be the best evaluated tender, provided further that the proponent is determined to be qualified to perform under the lease satisfactorily.

2.19.2 KWS reserves the right to accept or reject any proposal and to annul the tendering process and reject all proposals at any time prior to lease award, without thereby incurring any liability to the affected proponent or proponents or any obligation to inform the affected proponent or proponents of the grounds for its action. If KWS determines that none of the proponents is responsive, KWS shall notify each proponent who submitted a proposal.

2.20 Notification of Award

2.20.1 Prior to the expiration of the period of proposal validity, KWS will notify the successful proponent in writing that its proposal has been accepted.

2.20.2 The notification of award will signify the formation of the Contract subject to the signing of the Lease between the proponent and KWS.

2.21. Signing of Contract

2.21.1 At the same time as KWS notifies the successful proponent that its proposal has been accepted, KWS will simultaneously inform the other proponents that their proposals have not been successful.

2.21.2 Within fourteen (14) days of receipt of the Notification letter, the successful proponent shall sign and date the notification and return it to KWS as a way of acceptance of the offer.

2.21.3 KWS will send the selected investor a **letter of offer** with the terms for the site for consideration and execution. Upon acceptance of the terms, a lease will be drawn up.

2.21.4 The parties to the lease shall have it signed within sixty (60) days from the date of notification of lease award unless there is an administrative review request.

2.22 Corrupt Fraudulent Practices

2.22.1 KWS requires that proponents observe the highest standard of ethics during the tendering process and execution of the lease. In pursuance of this policy, KWS defines, for the purposes of this provision, the terms set forth below as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the tendering process or in lease execution; and
- ii. "Fraudulent practice" means a misrepresentation of facts in order to influence a tendering process or the execution of a contract to the detriment of KWS, and includes collusive practice among Proponents (prior to or after bid submission) designed to establish tender prices at artificial non-competitive levels and to deprive KWS of the benefits of free and open competition;

- 2.22.2 KWS will reject a proposal for award if it determines that the proponent recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.22.3 KWS will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for the contract in question.

Section 4: Format for Submission of Proposals

Preliminary Qualification

MANDATORY DOCUMENTS

Mandatory Documents

Bidders will be required to submit copies of the following:

- **Business Registration/Incorporation Certificate**
- **Valid Tax compliance Certificate**
- **Last 3 Years Audited Accounts or 3 years certified bank statements (Most recent)**

Any bidder who fails to attach any of the above THREE mandatory documents will be disqualified.

Instructions:

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

Contact Details

1.	<p>Part 1 General Profile:</p> <p>Business name.</p> <p>Location of Business</p> <p>Postal Address.....Tel. No......Fax.....</p> <p>Email.....</p> <p>Nature of Business.....</p> <p>Registration Certificate No.....</p>																				
2.	<p>Part 2 a – Sole Proprietorship</p> <p>Full name Age.....</p> <p>Nationality</p> <p>Citizenship.....</p>																				
3.	<p>Part 2 b – Partnership</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship</th> <th style="width: 25%;">shares (%)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship	shares (%)	1.	2.	3.
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1.																	
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4.	<p>Part 2 C – Registered Company</p> <p>Private Company <input type="checkbox"/> Public Company <input type="checkbox"/></p> <p>Give details of all directors as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship</th> <th style="width: 25%;">shares (%)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship	shares (%)	1.	2.					
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5.	Part 2 D – CVs of directors or senior managers with relevant experience Brief CV and testimonials of the key directors or managers showing capability to handle the project.
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FORM 2 A PROPOSED DESIGN & OPERATION OF FACILITY

Instructions:

Applicants **are not** expected to provide **KWS** with detailed working drawings or plans (drawn to scale) and specifications, but the information on designs and operations should be sufficient for the Proposal Evaluation Committee to form an opinion of how the facility will look like and how it will be operated. Applicants are urged, therefore, to provide their design plans in following prescribed format: -

Item	Requirement	Format
2.1 Design Concept	All built and surrounding environment: <ul style="list-style-type: none"> • Architectural design, • Ambience, • Interior décor of built environments • Landscaping – source of soil, plants etc • Materials, color, walls walkways etc And thematic interpretation of the natural environment reflecting how the facility will: <ul style="list-style-type: none"> • Be camouflaged. • Enhance visitor enjoyment of the natural environment • Minimize other environmental impacts 	<ul style="list-style-type: none"> • Artist’s impressions. • Architectural drawings. • Pictures • brochures • Description
2.2 Number of accommodation units	Number of units onsite: <ul style="list-style-type: none"> • Visitor beds, • Drivers accommodation • Staff accommodation 	<ul style="list-style-type: none"> • Description
2.3 Materials	Type of materials used for: <ul style="list-style-type: none"> • Construction • Furnishing and Interior décor 	<ul style="list-style-type: none"> • Samples/pictures • Descriptions

2.4 Other Facilities	<p>Other visitor amenities and facilities proposed to be constructed on site:</p> <ul style="list-style-type: none"> • Swimming pools (if any) • Water features (if any) • Waterholes (if any) • Conference rooms • Spa & gym (if any) • Viewing decks (if any) 	<ul style="list-style-type: none"> • Artist's impressions. • Draft Architectural drawings. • Pictures • Description
2.5 Road and Access systems	<ol style="list-style-type: none"> a) Proposed roads, structures, patterns b) Measures to minimize visual impact c) Locations for cut and fill d) Culverts bridges, drifts etc e) Rationale for surface treatment of roads f) Estimated volume daily traffic – visitors, supplies and staff g) Parking area – size and location 	<ul style="list-style-type: none"> • Artist's impressions. • Architectural drawings. • Description

Supplies and Amenities

Item	Requirement	Format
2.6 Supply sources	a) Indicate type of fuel to be used for cooking, lighting by both guest and staff facilities sources. b) Fuel and chemical storage – <ul style="list-style-type: none"> • Types, amounts • Disposal, storage of containers • Cooking fuel, source, storage (staff and lodge) 	<ul style="list-style-type: none"> • Description • Artist's impressions. • Architectural drawings or • pictures
2.7 Water supply	a) Indicate source and sufficiency of <ul style="list-style-type: none"> • Potable water for the facility • Water for other uses b) Water quality management- <ul style="list-style-type: none"> • Indicate methods of water treatment • Pipe reticulation - indicate pipe-running lengths and trench dimensions. 	<ul style="list-style-type: none"> • Description • Artist's impressions. • Architectural drawings • pictures
2.8 Delivery of Supply for operations	a) Estimate of the expected number of supply vehicles and other vehicles stationed at the Lodge site in any one-week b) Workshops, stores etc size, number, description	<ul style="list-style-type: none"> • Description

2.9 Security	<p>a) Indicate provision for staff and visitor security while on site. Including safety of visitors and their possession?</p> <p>b) Will you require KWS Park staff to provide security and guiding at the lodge site? Please note that a fee will be required for these services. KWS encourages the lodge operator to hire private security firms for their premises. KWS provides general park security.</p> <p>c) Indicate measure for emergencies management in case of need for:</p> <ul style="list-style-type: none"> • Fire and fire prevention • First Aid, medical and emergency situations • Communication with both park headquarters and outside the park • Public information and park interpretation. 	<ul style="list-style-type: none"> • Description
<p>You may provide any additional information on design, supplies and amenities that supports your bid.</p> <p style="text-align: center;">Total Score for design & operation of the facility is 15 Marks</p>		

FORM 3 A ENVIRONMENTAL ISSUES

	Requirement	Format
3.1	<p>Waste Disposal:</p> <ul style="list-style-type: none"> • Specify system and method of solid waste disposal • Specify system and method of liquid waste disposal, size, location and maintenance • Combustible waste and non-biodegradable waste (bottle, plastic) 	<ul style="list-style-type: none"> • Descriptions/ pictures • Garbage collection schedules and methods • Vermin/baboon proofing
3.2	<p>Indicate measures to control the following forms of Pollution by your facility:</p> <ul style="list-style-type: none"> • Ground and surface water pollution • Noise pollution • Visual intrusion 	<ul style="list-style-type: none"> • Description • Artist's impressions. • Architectural drawings/pictures.
3.3	<p>Indicate the measures to be taken to mitigate impact on park environment and habitat. Note that building</p>	<ul style="list-style-type: none"> • Description

	<p>materials should not be sourced from the park:</p> <ul style="list-style-type: none"> • Site regeneration program for the construction area. • Extent of vegetation clearing. • minimization of Introduction and use of exotic plants for landscaping • Minimization of animal disturbance during construction and operational stages 	
3.4	Indicate number and type of construction staff housing:	<ul style="list-style-type: none"> • Description
Total score for Environmental Issues is 15 Marks		

Instructions

Carefully provide your proposal regarding the following marketing considerations:

Requirement		Format	
4.1	General	Outline your facility's proposed marketing objectives	<ul style="list-style-type: none"> • Description • Figures and illustrations
4.2	Product design and service delivery	<p>What theme will your designed concept and operations carry?</p> <p>This ought to be reflected in your interior decor, furnishing and general appearance and fresh layout of site</p>	<ul style="list-style-type: none"> • Description
4.3	Market	Target markets and measures of tapping into these markets to archive projected marketing objectives	<ul style="list-style-type: none"> • Description
4.4	Launch	Describe your Launch strategy to popularizing the facility with the target market.	<ul style="list-style-type: none"> • Description
4.5	Promotion	Describe the facility's key promotional strategies	<ul style="list-style-type: none"> • Description • Figures and illustrations
4.6	Distribution	Describe network of distribution and linkages with other suppliers and retailers in the international and domestic tourism trade	<ul style="list-style-type: none"> • Description • Evidence of existing and future contacts
4.7	Domestic tourism	<p>Proposed policy on domestic tourism?</p> <p>What plans do you intend to employ to attract this sector</p>	<ul style="list-style-type: none"> • Description
<p>You may provide any other additional information you may deem relevant in support of your bid.</p> <p style="text-align: center;">Total score for Marketing Strategy & Plans 20 Marks</p>			

Instructions

Carefully provide your proposal regarding

A description of what regard as the ultimate and ideal optimal operational level for this lodge /tented camp in terms of:

- | | |
|-----|--|
| 5.1 | <ul style="list-style-type: none">a) Type and Standard of catering, bar and accommodation servicesb) Equipment and facilities to enhance visitor enjoyment of natural attraction and tourist experience in the parkc) Quality and standard of customer serviced) Use of technology to enhance visitor satisfactione) Quality and level of visitor education, information and Interpretation.f) Proposal on new tourist activities based at the facility.g) Staff training and morale |
|-----|--|

Total score for the Tourism Products and Service Delivery is 10 Marks

Instructions

Give information on how you intend to handle the following:

Requirement		Format	
6.1	Schedule	Provide tentative schedule of works indicating time frames for attainment of major milestones	<ul style="list-style-type: none"> • Description • Chart
6.2	Impact on park infrastructure and wildlife habitat	a) Describe foreseen/anticipated impact of your facility's construction activity on park road. b) Outline mitigation and/or rehabilitation measures. c) Outline measures to manage and control adverse impacts on wildlife and their habitats during construction.	<ul style="list-style-type: none"> • Description • Illustrations
6.3	Workforce/labor	Indicate size of expected workforce	<ul style="list-style-type: none"> • Description
6.4	Waste Management and pollution control	a) How will waste disposal (human, construction and other waste) be handled during the construction Period? b) Measures to control identified pollution types	<ul style="list-style-type: none"> • Description
6.5	Supplies	Indicate source and adequacy of the following during construction of the facility: <ul style="list-style-type: none"> • Water • Fuels/energy 	<ul style="list-style-type: none"> • Description
Total score for Construction Management Information 10 marks			

FORM 7 A SOCIO-ECONOMIC PROPOSAL

Instructions

To assess economic viability of your project, the evaluation committee requires information on the following:

Requirement		Format
7.1	Community benefits	How will the local communities benefit from the project? • Statement/Description

Total score on Socio-Economic Proposal Information 10 marks

FORM 8 A FINANCIAL PROJECTIONS

Instructions

To assess financial viability of your project, KWS requires information on the following covering a projected five (5) years period from commencement of the lease:

8.1 Kindly state your source of investment funds and attach any evidence of the same for example:

- a) Letter from your bank
- b) Letter of commitment from partners
- c) Joint venture agreement
- d) Others

8.2 Please state key assumptions used in developing your projections and rationale underpinning the assumptions. Assumptions should include but not limited to the following:

- a) Bed Capacity
- b) Number of Bed nights per year
- c) Projected tariff structure for residents and non-residents
- d) Projected inflation rate and trends
- e) Exchange rates

Please note that your financial projections should take cognizance of proposed rent payment rates and terms and lease duration as given parameters (*see Development terms and site use conditions*).

The above assumption your proposal should yield the following projected financial statements

8.2 Profit & Loss Projections to be submitted in the format of the audited accounts

- a) Projected profit and loss accounts should show the following:
- i. Revenue from room rates, restaurants, safaris and other sales
 - ii. Operational costs by rooms, administration, utilities, transport, rent, marketing, maintenance, interest rates etc.
 - iii. Cost of facilities to include cost of Construction, refurbishment and needed improvement of the buildings, furniture, re-furbishing, re-equipping the facility, water treatment plant, generator, vehicles, and any other operating equipment.
 - iv. Include as costs any debt negotiation fee, depreciation of assets, and interest associated with the above costs

8.3 Cost projection of key operating factors

- b) Schedules of key operating costs should show the following:
- i. Other overheads not specified above
 - ii. Reservations/bookings agents
 - iii. Housekeeping and laundry
 - iv. Management staff salaries and remuneration
 - v. Non-management staff salaries and remuneration

8.4 Provide the evaluation committee with your projected statement of accounts in the format of audited accounts including the following

- a) Balance Sheet projections.
- b) Cash flow forecasts for 5 years.
- c) Cash flow information used in assessing the liquidity of the project
Sources of funding for proposed investment i.e. debt vs. equity.
- d) Projected Internal Rate of Return and Net Present Value over the expected lease period.
- e) Debt projections: state and reflect period of moratorium if any.

Total score on Financial Projection/proposal Information 20 marks

Please note that the procuring Authorities do not undertake to select any or all proponents should a suitable developer, as defined by the Evaluation Committee not be found.

Section 5: Proposal Evaluation Criteria & Scores

Evaluation criteria	Score Awarded
<p>Design, construction and development of the facility- (Detailed working drawings an or plans are not required at this stage) The investors are expected to provide proposals that reflect the type of facility as envisaged in the site use specification in the proposal document. Experience of the firm or directors will provide a distinct advantage.</p>	15
<p>Environmental issues From the questionnaire responses, the prospective developer should adequately demonstrate that he/she has undertaken an initial site appraisal to access the proposed project site's Topography, Climate, Vegetation, soil, hydrology and general scenery. His/her proposal should address the proposed lodge's waste disposal, Impact of lodge on park's vegetation and wildlife, If vegetation will be cleared and the extent of this clearing and introduction of exotic plants</p>	15
<p>Marketing strategy and Plans The Investor should demonstrate a clear understanding of the Parks' current tourism trend in terms of supply and demand of the product to offer. This is to enable him clearly identify the facility's target market and how to maximize on this market. The evaluation committee will be examining responses on the basis of the following; Marketing objectives/ or general strategy, Policy on domestic Tourism; Marketing Mix; Promotion and launch program and Pricing strategy</p>	20
<p>Tourism Products & Service Delivery The Investor should proposal should demonstrate how the facility will enhance the touristic value of the park, promote visitor enjoyment of the natural habitats, wildlife and areas of scenic beauty and add innovative new visitor experiences.</p>	10
<p>Construction and Development The questionnaire responses should prescribe satisfactory approaches to be adopted in the project's implementation during the construction and development stage. The investor should be able to propose competitive and feasible; Construction schedule; Roads construction and access maintenance, Optimal size of workforce; Impacts on environment and measure to minimize; Construction waste disposal and water to be used etc</p>	10
<p>Socio-Economic Proposal Ideal proposals should demonstrate the net benefit of the project to the firm, community and the general public as a whole</p>	10
<p>Financial Proposal: Ideal proposals should demonstrate the firm's financial capacity, the project financial feasibility as indicated in its projections, which should be based on sound and</p>	20

Evaluation criteria	Score Awarded
reasonable assumptions on key parameters.	
Total	100

Section 6: DEVELOPMENT TERMS AND SITE USE DEFINITIONS

Successful investors will be awarded leases for development and management of Luxury Tented Camps, Ecolodges and adventure activities in any of the sites described above and fully in the prospectus (KWS website: www.kws.go.ke).

The developers will undertake to:

- i. Develop at own cost 24-30 bed Ecolodge, Luxury Tented camp or specified facility with usual amenities and services at the site allocated.
- ii. Complete construction works within a period of not more than 18 months or as specified in the prospectus from the date of commencement of the lease.
- iii. All developers will be required to undertake an Environmental Impact Assessment upon award of the site.
- iv. Adopt all measures necessary to mitigate against adverse impacts on the natural habitats, park infrastructure and wildlife during the construction and commissioning of the facility as described and required in the Environmental Impact Assessment report approved by the National Environmental Management Authority (NEMA).
- v. Operate and manage the Ecolodge/Tented Camp in accordance with KWS regulations governing operation of such facilities in Protected Areas including waste disposal, refuse management, impact on wildlife and natural habitats.
- vi. Provide tourist catering, accommodation and other visitor activities and services of a standard equivalent to three to five star tourist facilities in KWS parks and reserves depending on the facility or service..
- vii. Pay rents amounts and levies due to occupation and operation of the facility and tourism activities at the site in the manner prescribed in the lease agreements.

General terms of site uses and development are as below:

Ec lodges

Design and Construction	One-level structures on temporary foundation such as on elevated wooden decks and with semi-permanent solid walls of natural materials that blend well with the environment, minimum concrete is recommended.
Area	Ec lodge shall be allocated a maximum of 15 acres.
Capacity	A maximum of 24- 40 beds shall be allowed depending on location.
Visitor amenities and Service	Approved amenities include, reception area, bars, and restaurants Swimming pools (optional), spa, gift shop (optional) and parking area
Lease Period	An initial 20-year term renewable for a further 6 years subject to satisfactory performance. Duration depends on type of facility.

Permanent Tented Camps

Design and Construction	Constructed to one level largely using canvas walls, together with other materials such as thatch, wood, and natural stone that blend with the environment. A key construction theme is the minimum use of cement. Any of the structures can be located on elevated wooden “decks”.
Area	A maximum of 15 acres is allocated
Capacity	A maximum of 30-40 beds
Visitor amenities and Service	Swimming pools (optional), swimming pools (optional), spa, gift shop (optional), and a parking area are permissible.
Lease Period	An initial 20-year period, renewable for a further 6 years, subject to satisfactory performance.

Rent Payment Terms and Financial Incentives

Leases shall be awarded for development and operations of Ec lodge, Tented Camps under the following annual rent guidelines payable quarterly in advance in equal installments.

Tsavo West , Tsavo East, Meru

Number of Beds	<20	21-30	31-40	41-50	51-60
Initial Annual Rent US\$	33,051	50,589	68,351	86,001	100,166
Per month	2,754	4,216	5,696	7,167	8,347
In Kshs	275,429	421,575	569,595	716,678	834,719

Mt Kenya & Aberdares

Number of Beds	<20	21-30	31-40	41-50	51-60
Initial Annual Rent US\$	33,051	50,589	68,351	86,001	100,166
Per Month	2,754	4,216	5,696	7,167	8,347
In Kshs	275,429	421,575	569,595	716,678	834,719

Marsabit, Ruma, Sibilo, Central & South Island, Kakamega, Ndere Island, Chyullu

Number of Beds	<20	21-30	31-40	41-50	51-60
Lease Fees @ 6%	24,789	37,942	51,264	64,501	75,125
Per month	2,066	3,162	4,272	5,375	6,260
In Kshs	206,572	316,181	427,196	537,508	626,039

Hells Gate & Mt Elgon Parks

Number of Beds	<20	21-30	31-40	41-50	51-60
Initial Annual Rent US\$	28,920	44,265	59,807	75,251	87,645
Per month	2,410	3,689	4,984	6,271	7,304
In KSh	241,000	368,878	498,395	627,093	730,379

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 private investor or developer 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 proposal is accurate, factual and true to the best of our knowledge.
- e) That I/ We are not associated with any other private investor or developers 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

Section 7: Form of Tender

FORM 5A FORM OF TENDER

Date _____

Tender No. _____

**Director,
Kenya Wildlife Service,
P.O Box 40241 00100 Nairobi**

Dear Sir,

Having examined the RFP documents including Addenda, which is hereby duly acknowledged, we, the undersigned propose to lease site described as <insert Site name> located in (Insert Site Park name) for the purpose of developing and operating an Ecolodge/Luxury Tended Camp/Adventure activity in conformity with the said RFP documents.

We agree to abide by this Tender for a period of **120** days from the date fixed for tender opening of the Instructions to proponents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Lease is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ Day of _____ 2018

Signed _____ Name _____ DIRECTOR

Duly authorized to sign tender for and on behalf of _____

Section 8: Project Timetable

Complete RFP documents in plain sealed envelopes clearly marked; Tender No. **KWS/HQS/RFP/00/2018-19, Lease for Development of Tourist Accommodation Facilities & Services In the Various Parks** and addressed to the: **Director, Kenya Wildlife Service, P.O Box 40241 00100 Nairobi** should be returned and deposited in the tender box at the entrance of KWS HQ on or before **30TH November, 2018 at 12.00 noon**

ID	Task Name	Start	Finish	Oct 2008		Nov 2008				Dec 2008				Jan 2009				Feb 2009				
				10/19	10/26	11/2	11/9	11/16	11/23	11/30	12/7	12/14	12/21	12/28	1/4	1/11	1/18	1/25	2/1	2/8	2/15	
1	Request For Proposals	10/16/2008	10/16/2008																			
2	Preparation of proposals	10/16/2008	11/6/2008	█																		
3	Deadline For Submission Proposal & proposal opening	11/10/2008	11/10/2008	.18w																		
4	Evaluation of Proposals, selection and notification	11/11/2008	12/3/2008	3.38w █																		
5	Confirmation of acceptance of Award	12/5/2008	12/18/2008	1.96w █																		
6	Institution of Site EIA and certification, Site survey	12/19/2008	2/12/2009	8w █																		
7	Submission and approval of detailed project Architectural plans	12/22/2008	1/12/2009	3.2w █																		
8	Lease terms review and signing	12/19/2008	12/29/2008	1.24w █																		
9	Site handover	2/19/2009	2/19/2009	.18w																		
10	Commencement of works	2/19/2009	2/19/2009	.18w																		