



TENDER NO.: KWS//P&R/PREQ/63/2025-2026

TENDER NAME:

PREQUALIFICATION OF CONSULTANCY FIRMS FOR PROVISION OF ENVIROMENTAL AND SOCIAL
IMPACT ASSESSMENT (ESIA) SERVICES FOR CARBON PROJECT DEVELOPMENT

ELIGIBILITY: OPEN TO ALL

CLOSING DATE: 23TH FEBRUARY, 2026

CLOSING TIME: 1 1 3 0 H R S

**KENYA WILDLIFE SERVICE,
P.O.BOX 40241 – 00100,
NAIROBI.**
www.kws.go.ke; hps@kws.go.ke

NAME OF THE PROCURING ENTITY: KENYA WILDLIFE SERVICE

ASSIGNMENT OR CONTRACT TITLE: PREQUALIFICATION OF CONSULTANCY FIRMS FOR PROVISION OF ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (ESIA) SERVICES FOR CARBON PROJECT DEVELOPMENT

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1.0 INTRODUCTION AND BACKGROUND

1.1 Institutional Context

Kenya Wildlife Service (KWS) is a State Corporation mandated to conserve and manage Kenya's wildlife resources and to enforce the relevant provisions of the Wildlife Conservation and Management Act, 2013 (WCMA, 2013) for the benefit of the people of Kenya and the global community. Kenya Wildlife Service is responsible for the protection, management and administration of designated wildlife conservation areas, including national parks, reserves, sanctuaries and marine parks, and for ensuring compliance with applicable wildlife conservation and management laws, regulations and policy instruments.

In executing this mandate, Kenya Wildlife Service undertakes, inter alia, the protection of biodiversity and critical ecosystems; the maintenance of ecological integrity and connectivity across landscapes and seascapes; the promotion of human-wildlife coexistence; and the regulation of access and use of protected areas in accordance with national objectives. Kenya Wildlife Service also collaborates with other national and county government institutions, research and academic entities, community-based organizations, and development partners to advance conservation outcomes, strengthen governance of protected areas, and enhance sustainable utilization where permitted by law.

Kenya Wildlife Service recognizes that climate change and associated land-use and sea-use pressures increasingly affect protected areas through, among others, habitat degradation, increased frequency and intensity of droughts and floods, heightened wildfire risk, shifts in species distribution, and rising pressure on ecosystem services. These dynamics may constrain conservation effectiveness and increase management costs. At the same time, protected areas present strategic opportunities for climate mitigation and resilience, including the conservation and enhancement of natural carbon stocks, with associated benefits for key ecosystem services such as watershed protection, rangeland functionality, coastal resilience and biodiversity conservation that are directly linked to KWS's conservation mandate. The feasibility study will consider these ecosystem-service dimensions primarily as co-benefits of potential carbon and blue-carbon interventions, rather than as stand-alone payment for ecosystem services schemes.

Accordingly, Kenya Wildlife Service seeks to strengthen evidence-based decision-making on climate-related conservation finance opportunities that may contribute to improved and sustainable ecosystem stewardship, while ensuring full compliance with national laws and regulations, safeguarding biodiversity values, and supporting equitable outcomes for stakeholders and adjacent communities.

1.2 KWS invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the service. Interested bidders **SHALL** provide the following **MANDATORY**

requirements;

1.3 Mandatory requirements

#	PRELIMINARY EVALUATION-MANDATORY REQUIREMENT	YES/NO
MR 1	Copy of Certificate of Incorporation or Business Registration name under the Companies Act or Partnership Deed	
MR 2	A current copy of Form CR12 for limited companies issued by the Registrar of Companies that indicates the ownership of the company (not older than 12 months, as at the time of the tender Closing). Form CR12	
MR 3	Copy of a valid Tax Compliance Certificate from Kenya Revenue Authority (KRA) as at the time of tender opening/closing.	
MR4	Duly filled , Signed and stamped Self-Declarations of the tenderer Form (SD 1)	
MR5	Duly filled , Signed and stamped Self-declaration indicating that the person/tenderer will not engage in any corrupt or fraudulent practice Form (SD 2)	
MR6	Duly Completed, Signed and stamped Declaration and commitment to the code of ethics Form	
MR7	Duly filled Confidential Business Questionnaire	
MR8	Audited financial statements for the last three years(2023,2024 and 2025) or certified Bank Statement for the last 6 months.	
MR9	Valid NEMA License: Lead Expert(s) must possess a current, valid practicing license issued by NEMA.	
MR10	All the pages of the bid document MUST be chronologically serialized from cover page to the last page in THE FORMAT 1, 2, 3.... .And MUST be TAPE/BOOK BOUND (Spiral Bound or other forms of binding will not be accepted). Loose documents is not Accepted. Tenderers who fail to comply with this criterion will be disqualified	
Note:	<ul style="list-style-type: none"> • Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further for the Technical Evaluation. 	

Technical requirements

- **Registration as Experts:** Both individuals and firms must be registered with NEMA.
- **Experience:** A proven track record, typically 5+ years, in conducting EIA/EA studies in Kenya.
- **Team Composition:** Firms must provide CVs of a multidisciplinary team (Lead and Associate Experts).
- **Educational Background:** Minimum of a Bachelor's or Master's degree in Environmental Science, Environmental Engineering, Natural Resource Management, or related fields.

- **Evidence of similar assignments** (past contract letters/certificates).

4.0 Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

A. Address for Submission of Tenders.

Tenders are to be enclosed in plain sealed envelopes marked with Tender Reference Number and Description and deposited in the Tender Box, situated at the Main Reception Lobby, Main Entrance, KWS Headquarters, Langáta Road, P.O Box 40241- 00100, Nairobi

B. Address for Opening of Tenders. Kenya
Wildlife Service
Vet Boardroom
P.O Box 40241- 00100, Nairobi

5.0 Late tenders will be rejected.

6.0 Further information can be obtained at the address below during office hours from 8:00am to 5:00pm

NAME OF PROCURING ENTITY: Kenya Wildlife Service (KWS)

CONTACT PERSON/OFFICIAL: Deputy Director Supply Chain Management

KENYA WILDLIFE SERVICE
P.O. BOX 40241 - 00100 NAIROBI.
Email: hps@kws.go.ke Website:
www.kws.go.ke

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I of Post Office Box.being

g a resident of in the Republic of.....do hereby make a statement as follows: -

- 1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who isa Bidder in respect of Tender No. for (insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deboned to herein above is true to the best of my knowledge, information and belief.

..... (Title) (Signature) (Date)

Bidder Official Stamp

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O. Box..... being a resident of..... in the Republic of..... do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of **Tender No.** (*Insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deposed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....
(Person) on behalf of (**Name
of the Business/ Company/Firm**)

.....declare that I
have read and fully understood the contents of the Public
Procurement & Asset Disposal Act, 2015, Regulations and the
Code of Ethics for persons participating in Public Procurement
and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of
Ethics for persons participating in Public Procurement and Asset
Disposal.

Name of Authorized
signatory.....
.....

Sign.....
.....

Position.....
.....

Office address.....

Telephone.....

Email.....
.....

Name of the
Firm/Company.....
.....

Date.....
.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name
.....
.....

Sign.....
.....

Date.....
.....

APPENDIX 1- FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose
 - 1.1 The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.
2. Requirements
 - 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub- contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.
 - 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:
 - 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
 - 2) A person referred to under subsection (1) who contravenes the provisions of that subsection commits an offence;
 - 3) Without limiting the generality of the subsection (1) and (2), the person shall be—
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
 - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
 - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement: -
 - a) shall not take part in the procurement proceedings;

- b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.
- 23 In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:
- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) "obstructive practice" is:
 - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive

practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

- acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.

- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction order or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all

accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and

- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self- Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

²Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____

Age _____ Nationality _____

Country of Origin _____ Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company _____

- ii) State the nominal and issued capital of the Company-
- iii) Nominal Kenya Shillings (Equivalent)
- Issued Kenya Shillings (Equivalent)
- iv) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

- (i) Are there any person/persons in (*Name of Procuring Entity*) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

(ii) Conflict of interest disclosure

	Type of Conflict	Disclose YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		

5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
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6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business		

	Type of Conflict	Disclose YES OR NO	If YES provide details of the relationship with Tenderer
	or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name _____

Title or Designation _____

(Signature)

(Date)