



# **REQUEST FOR PROPOSAL TO PROVIDE CONSULTANCY SERVICES**

**FOR**

**THE SEWER TREATMENT PLANT**

**TENDER NO.UUT/02/2023**

Office of the Vice-Chancellor  
Umma University  
P.O. Box 713 - 01100  
**KAJIADO – KENYA**

**Tel:** 0739969021

**Email:** [vc@umma.ac.ke](mailto:vc@umma.ac.ke)

**Website:** [www.umma.ac.ke](http://www.umma.ac.ke)

**December 2022**

## SUMMARY INFORMATION

<b>1. Tender No.</b>	UUT/02/2023
<b>2. Date of Issue</b>	14/12/2022
<b>3. Tender Title</b>	Request for proposal for consultancy service for the sewer treatment plant
<b>4. Address for posting Sealed Proposals</b>	The Vice-Chancellor Umma University P.O. Box 713 - 01100 <b>KAJIADO – KENYA</b>
<b>5. Where to submit Sealed Proposals</b>	Tender box located at the Reception, Administration Block, Main Campus, Kajiado
<b>6. Closing Date for Questions and submission of email addresses</b>	28/12/2022
<b>7. Closing Date and Time for Receipt of Proposals</b>	10.00 am on 5/1/2023
<b>8. Eligibility</b>	Kenyan Nationals
<b>9. Site visit (Mandatory)</b>	20/12/2022
<b>10. Contact Person for Questions regarding office location or administrative details</b>	Nadhifo Haro Procurement Manager Email: <a href="mailto:procurement@umma.ac.ke">procurement@umma.ac.ke</a>

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## SECTION I: INVITATION TO TENDER

### Tender Notice

Umma University hereby invites proposals from interested eligible bidders for the following tenders:

No	Tender No.	Tender Name	Eligibility	Closing Date
1.	UUT/02/2023	Request for proposal for consultancy at the sewer treatment plant	Kenyan Nationals	5/1/2023
2.				
3.				
4.				
5.				

Tender documents with detailed information may be downloaded from the Umma University website [www.umma.ac.ke](http://www.umma.ac.ke) at cost of 1500/=. Those who download the document from the website must submit their contact details to [procurement@umma.ac.ke](mailto:procurement@umma.ac.ke) for use in case of further communication/addendum to the tender documents.

Duly completed Tender documents in plain sealed envelopes clearly marked the Tender Number and Tender Name and addressed to:

The Vice-Chancellor  
Umma University  
P.O. Box 713 - 01100  
**KAJIADO – KENYA**

Should be posted or be deposited in the Tender box located at the Reception, Administration Block, Main Campus, Kajiado, so as to be received on or before 5<sup>th</sup> January 2023 at 10.00 am. Tenders will be opened immediately thereafter in the Boardroom in the presence of bidders' representatives who wish to attend.

For further enquiries, contact the undersigned:

Nadhifo Haro  
Procurement Officer  
Email: [procurement@umma.ac.ke](mailto:procurement@umma.ac.ke)

## SECTION II: TERMS OF REFERENCE

### 2.1 Introduction

Umma University is an institution of higher learning whose philosophy is based on Islamic Values, and is accredited by Kenya's Commission for University Education (CUE). Its goal is to increase access to quality higher education, research and community service. The University endeavors to nurture innovative leaders with high moral uprightness and to intellectually contribute to development and the transformational agenda for the people of Kenya.

#### **Vision**

A globally competitive University devoted to academic excellence, innovative technology and high moral values.

#### **Mission**

To provide quality education and training through nurturing and promoting creative and innovative, transmission and integration of knowledge and technology in order to produce holistic graduates of high value and integrity.

#### **Guiding Philosophy**

Providing transformative leadership and stewardship based on the Islamic principles of justice, equity and fairness to ensure the successful delivery of the Umma University vision, mission and mandate.

#### **Mandates**

- i. To award degrees and diplomas to all students who fulfil the requirements as per the University Charter and Statutes;
- ii. To offer academic programmes tailored for the skills required by the market;
- iii. To provide high quality, relevant education and research training to the staff and students;
- iv. To undertake relevant and applicable research;
- v. To contribute to the national development of Kenya by producing graduates with the relevant innovative, competitive, entrepreneurial skills and high moral rectitude and values;
- vi. To contribute to the aspiration of Kenya as a knowledge-based society in all its facets: political, economic and social;
- vii. To engage in Community Service and Corporate Social Responsibility.

#### **Core Values**

- i. Integrity;
- ii. Moral rectitude;
- iii. Stewardship;
- iv. Accountability and Transparency;
- v. Team work and Team spirit;
- vi. Freedom of thought and speech;
- vii. Diversity and Equal opportunity regardless of gender, race or religion.

## **2.2 Objectives of the Consultancy at the Sewer Treatment Plant**

The current available system serves the university residents(students and staff) ,staff quarters, a primary school and a secondary school.

The overall objective of the rehabilitation is to make the existing plant sustainable and efficient for all the stakeholders without causing environmental hazards to the users and neighbours.

## **2.3 Terms of Reference**

1. Provide data on the existing station drawings, including tanks details and dimensions.
2. Provide Details and drawings of the water pipe network in the university campus and the two schools
3. Provide Details and drawings of the Campus Sewerage Network.
4. Provide the locations of the high lockers on the university campus and the two schools
5. Provide the accurate location of the 2 wells in the University.
6. Provide a general plan for the university and the two schools (AutoCAD file) showing the details of the buildings and facilities.

## **2.4 Expected Deliverables**

1. Station drawings including tanks, details and dimensions.
2. Drawings of the water pipe network
3. Details and drawings of the campus sewerage network
4. Drawings of Locations of the high lockers .
5. Drawing of the accurate location of the two wells
6. Autocad File showing the details of the buildings and facilities.

## **SECTION III: - INFORMATION TO ENGINEERS (ITE)**

### **3.1 Introduction**

- 3.1.1 Umma University will select a firm among those invited to submit a proposal;
- 3.1.2 The firms are invited to submit a Technical Proposal and a Financial Proposal. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm;
- 3.1.3 Must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, firms are encouraged to liaise with Umma University regarding any information that they may require before submitting a proposal and to attend to a site visit. Firms should contact the Umma University contact person to arrange for any visit or to obtain additional information on the site visit. Firms should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements;
- 3.1.4 Umma University will provide the necessary inputs and make available relevant project data and reports;
- 3.1.5 Please note that:
  - i. the costs of preparing the proposal and of negotiating the Contract, including any visit to Umma University are not reimbursable as a direct cost of the assignment; and
  - ii. Umma University is not bound to accept any of the proposals submitted.
- 3.1.6 Umma University's employees, Members of the University Council and their relatives (spouses and children) are not eligible to participate;
- 3.1.7 The tender price, where applicable, will be clearly communicated to the Tenderers.

### **3.2 Clarification and Amendment of RFP Documents**

- 3.2.1 Firms may request a clarification of any of the RFP documents only up to seven (7) days before the proposal submission date. Any request for clarification must be sent in writing by electronic mail to the Umma University contact person. Umma University will respond by electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals;
- 3.2.2 At any time before the submission of proposals, Umma University may for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by electronic mail to all invited consultants and will be binding on them;
- 3.2.3 Umma University may, at its discretion, extend the deadline for the submission of proposals;

### **3.3 Preparation of the Technical Proposal**

- 3.3.1 The Firms proposal shall be written in the English Language;

3.3.2 In preparing the Technical Proposal, consultants 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;

3.3.3 While preparing the Technical Proposal, Firms must give particular attention to the following:

- i. If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual firm(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Firms shall not associate with the other Firms invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified;
- ii. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it;
- iii. Proposed professional staff must have the necessary experience, preferably working under conditions similar to those prevailing in Kenya;
- iv. Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

3.3.4 The Technical Proposal shall provide the following information:

- i. A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate inter alia, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement;
- ii. Any comments or suggestions on the Terms of Reference;
- iii. A list of services and facilities to be provided by Umma University to the consultants;
- iv. A detailed description of the proposed methodology and approach;
- v. A detailed Work Plan for performing the assignment;
- vi. The list of the proposed staff members by specialty, the tasks that would be assigned to each member of the team;
- vii. Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member;
- viii. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last five (5) years;
- ix. The Technical Proposal shall not include any financial information.

### **3.4 Preparation of the Financial Proposal**

3.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should list all costs associated with the assignment including:

- i. remuneration for staff, and
- ii. reimbursable expenses such as subsistence (per diem), transportation and printing of documents;

3.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel;



- 3.4.3 Firms shall express the price of their services in Kenya Shillings;
- 3.4.4 The Proposal must remain valid for 90 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. Umma University will make its best effort to complete negotiations within this period. If Umma University wishes to extend the validity period of the proposals, the consultants shall agree to the extension;
- 3.4.5 Payments will be tied to the submission and acceptance of deliverables. The schedule of submission of deliverables and invoices for payment will be finalized during negotiations. It is expected that the initial payment of 10% of the contract price will be made on submission of the Inception Report with a detailed Work Plan.

### **3.5 Submission, Receipt, and Opening of Proposals**

- 3.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals;
- 3.5.2 For each proposal, the consultants shall prepare two copies. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern;
- 3.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL,” and the original and all copies 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, tender name and be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE”;
- 3.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened;
- 3.5.5 After the deadline for submission of proposals, the Technical Proposals shall be opened immediately by the opening committee. The Financial Proposals shall remain sealed and deposited with a responsible officer of Umma University up to the time for opening of Financial Proposals;

### **3.6 Proposal Evaluation**

- 3.6.1 From the time the bids are opened to the time the Contract is awarded, if any firm wishes to contact Umma University on any matter related to their proposal, they should do so in writing at the Umma University Contact Person. Any effort by the firm to influence Umma University in the proposal evaluation, proposal comparison or Contract award decisions will result in the rejection of the consultant’s proposal;
- 3.6.2 Evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded;

### **3.7 Evaluation of Technical Proposal**

- 3.7.1 The evaluation committee appointed by Umma University shall develop and document the evaluation criteria;
- 3.7.2 Using the evaluation criteria developed, the Evaluation Committee shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference;

### **3.8 Opening and Evaluation of Financial Proposals**

- 3.8.1 After the Technical Proposals evaluation, Umma University shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered Non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process;
- 3.8.2 The Evaluation Committee shall set a date and time for opening the Financial Proposals of the consultants who have secured the minimum qualifying mark;
- 3.8.3 After opening the Financial Proposals, the evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail;
- 3.8.4 The formula for determining the Financial Score ( $S_f$ ) shall, unless alternative formula is indicated, be as follows:
  - i.  $S_f = 100 \times F_m / F$  where  $S_f$  is the financial score;  $F_m$  is the lowest priced financial proposal and  $F$  is the price of the proposal under consideration.
  - ii. Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$  = the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + P = 1$ ). The values will be determined by the Tender Committee;
  - iii. The combined technical and financial score,  $S$ , is calculated as follows:
$$S = S_t \times T\% + S_f \times P\%$$
- 3.8.5 The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 3.8.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months);
- 3.8.7 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price;

### **3.9 Negotiations**

- 3.9.1 Umma University shall appoint a team for the purpose of the negotiations;
- 3.9.2 Negotiations will be held at Umma University. The aim is to reach agreement on all points and sign a contract;
- 3.9.3 Negotiations will include a discussion of the Technical Proposal, the proposed methodology and work plan, staffing and any suggestions made by the firm to improve the Terms of Reference. Umma University and firm will then work out final Terms of Reference, staffing and work plan indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final

Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from Umma University to ensure satisfactory implementation of the assignment;

- 3.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, Umma University expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, Umma University will require assurances that the experts will be actually available. Umma University will not consider substitutions during contract 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 assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified;
- 3.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations Umma University and the selected firm will sign the agreed Contract. If negotiations fail, Umma University will invite the firm whose proposal received the second highest score to negotiate a contract.

### **3.10 Award of Contract**

- 3.10.1 The Contract will be awarded following negotiations. After negotiations are completed, Umma University will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation
- 3.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in the negotiations;
- 3.10.3 Umma University may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination;
- 3.10.4 In case of termination of procurement proceedings before the award of contract, Umma University shall give prompt notice of the termination to the tenderers;
- 3.10.5 To qualify for contract awards, the tenderer shall have the following:
- i. Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured
  - ii. Legal capacity to enter into a contract for procurement
  - iii. 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

### **3.11 Confidentiality**

- 3.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants 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 Contract.

### **3.12 Corrupt or Fraudulent Practices**

- 3.12.1 Umma University requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices;

3.12.2 Umma University will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

## SECTION IV: MANDATORY REQUIREMENTS

### 4.1 Mandatory Documents

This section should be submitted as an annex to the Technical Proposal. To be responsive, all tenderers must submit all the mandatory documents listed below:

1. A brief profile of the firm including description of the firm. Include core competencies and strengths;
2. Kenyan Certificate of Firm Registration (copy);
3. Kenyan Consultancy Firm PIN Certificate (copy);
4. Kenyan Consultancy Firm Certificate of Tax compliance (copy);
5. Provide CVs of key technical personnel, as described below, intended to carry out work in the referenced area of interest. Provide brief description of their qualifications and CVs.
  - i. Lead Engineer
  - ii. Technical staff
  - iii. Support staff
6. Kenyan VAT Certificate showing the VAT No. (if applicable). (copy).

### 4.2 Relevant Past Experience

This section should be submitted as an annex to the Technical Proposal. Provide at least three (3) contracts of a similar scope and nature that your firm has handled in the past 5 years. Attach the relevant reference letters from the said clients. Use the template below to provide this information for all 3 contracts:

Name of Client :	
Description of Assignment:	
Contract Value in Kenya Shillings:	
Start Date:	
Completion Date:	
Country of Implementation:	
Client Name:	
Client Contact person:	
Contact person telephone & Email:	

### 4.3 Qualifications of the Consulting Team

The Lead Consultant should have at least a Master's degree in a relevant field. In addition, he/she should have at least three (3) years of relevant experience. All this should be clearly demonstrated in his/her CV. Other members of the consulting team should have relevant qualifications and experience for their proposed positions.

#### 4.4 CVs of Consulting Team

This section should be submitted as an annex to the Technical Proposal. Each CV should provide at least two (2) referees.

Name of Consultant:	
Nationality:	
Profession:	
Proposed Position:	
Name of Firm:	
Years with Firm:	
Membership in Professional Organizations:	
Detailed Tasks Assigned:	
Professional Qualifications:	
Educational Qualifications:	
Relevant Experience:	
Referees:	
Signature of the Consultant and date:	
Signature of authorized representative of the Firm and date:	

**APPENDICES**

**Appendix 1: Technical Proposal Submission Form**

**Date:** .....

The Vice-Chancellor  
Umma University  
P.O. Box 713 - 01100  
**KAJIADO – KENYA**

**Dear Sir,**

Request for Proposal for Consultancy work at the Sewer Treatment Plant

We, the undersigned, offer to provide Consultancy services at the Sewer Treatment Plant in accordance with your Request for Proposal (RFP). We hereby submit our Proposal, which includes both Technical and Financial Proposals.  
Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

Signature: .....

Name: .....

Title: .....

Name of Firm: .....

## Appendix 2: Financial Proposal Submission Form

**Date:** .....

The Vice-Chancellor  
Umma University  
P.O. Box 713 - 01100  
**KAJIADO – KENYA**

**Dear Sir,**

### **Financial Proposal for Request for Proposal for Consultancy work at the Sewer Treatment Plant**

We, the undersigned, offer to provide consultancy at the Sewer Treatment Plant in accordance with your Request for Proposal (RFP). We hereby submit our Financial Proposal.

The total cost is **Ksh..... (amount in words)** inclusive of the taxes. This amount is binding upon us and subject to adjustments resulting from Contract negotiations.

Signature: .....

Name: .....

Title: .....

Name of Firm: .....