

CONTRACT NOTICE

CALL FOR TENDER: GENERAL INFORMATION

1. Buyer

Official name: The Italian Agency for Development Cooperation (AICS) – Nairobi Office.

Registration in Kenya: DEV COOP SEC OF EMB OF ITALY - Italian Agency for Development Cooperation (P051098709H).

Postal address: Eaton Place - United Nations Crescent Road – Gigiri

Town: Nairobi

Postal Code: P.O. Box 63389-00619 Muthaiga (Nairobi)

E-mail: segreteria.nairobi@aics.gov.it;

Internet address: <https://nairobi.aics.gov.it/>

2. Procedure

2.1. Procedure

Title: Service Contract: “Employment of specialized and support staff under the program - Strengthening Climate Resilience in the Lake Baringo Watershed – ACT-61897: Green Deal #TeamEuropeKenya – Part II”.

AICS Publication Reference: CIG B8EDA049BA

Short description of the contract: The purpose of this contract is to provide employment services through an outsourcing company for the recruitment and management of six (6) local staff members to support the technical and administrative implementation of the Programme “Strengthening Climate Resilience in the Lake Baringo Watershed” in Baringo County, Kenya funded by the European Union - Delegation to The Republic of Kenya. The selected Employment Agency will be responsible for hiring, contracting, and administering the employment of the designated staff in compliance with Kenyan labour legislation and AICS Nairobi’s operational requirements. The recruited personnel will include profiles such as Project Manager Assistant, Administrative Assistant, Logistician/Driver, Civil Engineer, Agronomist, and Hydrologist. The service aims to ensure timely and efficient deployment of qualified staff to support programme activities in the field, in accordance with EU PRAG procurement procedures. The maximum duration of the contract shall be forty-five (45) months, covering the related salaries of the personnel provided.

Type of procedure: **Restricted**

2.1.1. Purpose

Nature of the contract: **Services**

*Main classification (**CPV¹ code**): 79620000 - Supply services of personnel including temporary staff*

2.1.3. Estimated total value

The estimated total value of the contract is EUR 583,425.00 (VAT excluded).

The contract will be implemented on a global price basis, with payments made in proportion to the actual number of staff provided and the period of service effectively delivered.

The total amount represents the maximum budget available.

(AICS NAIROBI has VAT zero rating status for being a section of the Embassy of Italy in Kenya, in accordance with the Kenya VAT Act 2013, Second Schedule Part B Par.2. With the signing of the contract with the selected supplier, the letter of exemption will be shared).

2.1.4. General information

Legal basis:

Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union².

Local Law - Procurement award procedure applying to European Union external actions financed from the general budget of the European Union and the European Development Fund (EDF).

2.1.6. Grounds for exclusion

Description: Please consult the procurement documents.

5. Lot

This contract is divided into lots: no

5.1.2. Place of performance

Country/Geographical zone: Baringo County, Kenya

5.1.3. Estimated duration

Duration: The maximum duration of the contract shall be forty-five (45) months, covering the related salaries of the personnel provided, with an indicative implementation period from 01 March 2026 to 30 November 2029. Both the start and end dates, as well as the overall duration, may be subject to adjustments based on programme needs and in accordance with the contractual provisions to be defined with the awarded company.

5.1.6. General information

¹ The Common Procurement Vocabulary (CPV) is the mandatory reference nomenclature applicable to procurement contracts. The list of CPV codes is available on: <https://ted.europa.eu/en/simap/cpv>.

² Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast), PE/99/2023/REV/1, OJ L, 2024/2509, 26.9.2024, ELI: <http://data.europa.eu/eli/reg/2024/2509/oj>.

Reserved participation: none.

Procurement Project fully financed with EU Funds.

5.1.9. Selection criteria

Criterion:

Type: suitability to pursue the professional activity

Description: Please consult procurement documents.

Type: economic and financial standing

Description: Please consult procurement documents.

Type: technical and professional ability

Description: Please consult procurement documents.

5.1.10. Award criteria

Criterion:

Best price-quality ratio

Type: Quality

Description: Please consult procurement documents

Weight: 80%

Type: Price

Description: Please consult procurement documents

Weight: 20%

5.1.11. Procurement documents

Languages in which the procurement documents are officially available: English

5.1.12. Terms of procurement

Terms of submission: see article 19 of Additional information about the Contract Notice.

Electronic submission: Not allowed

Languages in which tenders or requests to participate may be submitted: English

Deadline for receipt of requests to participate/tenders:

Date: 05/12/2025

EAT Time: 14.00.

Deadline until which the tender must remain valid: 3 months from the date stated for receipt of tender.