



COUNTY GOVERNMENT OF MOMBASA

TENDER DOCUMENT

**REQUEST FOR EXPRESSION OF INTEREST TO DEVELOP AND PUBLISH A PROMOTIONAL
HANDBOOK FOR THE MOMBASA COUNTY.**

TENDER NO. CGM/PRO/EOI/004/2021-2022

**THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE
COUNTY GOVERNMENT
OF MOMBASA P.O. BOX
390440 - 80100
MOMBASA.**

JANUARY, 2022

TENDER NO. CGM/PRO/EOI/004/2021-2022: REQUEST FOR EXPRESSION OF INTEREST TO DEVELOP AND PUBLISH A PROMOTIONAL HANDBOOK FOR THE MOMBASA COUNTY.

The county invites sealed bids from eligible tenderers for the Expression of Interest for the development and publication of a special promotional HandBook for the Mombasa County dubbed "*Tukutane Mombasa*".

Interested candidates may view / obtain the tender document by downloading it from the County's website: <https://www.mombasa.go.ke>. All Clarifications and/or addendums will be posted on the County. Any request for clarifications must be made in writing.

There will be a Pre-Bid Conference on **Thursday 20th January 2022** at 1000hrs at the Department of Finance offices at the Treasury Square, second floor Boardroom (or as may be advised). All eligible and interested bidders are encouraged to attend. The tenders must be paginated and serialized sequentially pursuant to Public Procurement and Asset Disposal Act, 2015.

Each Expression of Interest documents shall be submitted in two separate envelopes, one marked ORIGINAL and one marked COPY. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope, bearing no indication of the bidder and clearly marked with the tender number and name: **EOI/2021-2022 EXPRESSION OF INTEREST FOR DEVELOPING AND PUBLISHING A PROMOTIONAL HANDBOOK FOR THE MOMBASA COUNTY** and be deposited in the Tender Box provided at the Department of Finance Building at the Treasury Square, Mombasa and addressed to:

THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE COUNTY GOVERNMENT OF MOMBASA

P.O. BOX 390440 - 80100 MOMBASA. to be received on or before **27th January, 2022** at 10.00hrs.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend at the Boardroom located at the 2nd floor, Department of Finance Building or as may be advised by the client.

JOAB TUMBO Ag. COUNTY SECRETARY & HEAD OF PUBLIC SERVICE COUNTY GOVERNMENT OF MOMBASA

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1. INTRODUCTION

The County Government of Mombasa is established under Article 6 and Fourth Schedule of the Constitution of Kenya 2010. The County Governments are corporate entities/bodies with perpetual succession, capacity to enter into contracts, capable of suing and being sued in their corporate name. The County Governments as new structure of devolved governance started their operations precisely on 2013.

2. THE KENYA DEVOLVED SYSTEM OF GOVERNANCE AND THE COUNTY GOVERNMENT ADMINISTRATION STRUCTURE

2.1 Objects and Principles of Devolved Government

The objects of the devolution of government are provided for under article 174 of the constitution as indicated hereunder—

- a) To promote democratic and accountable exercise of power;
- b) To foster national unity by recognizing diversity;
- c) Give powers of self-governance to the people and enhance the participation of the people in the exercise of the powers of the State and in making decisions affecting them;
- d) To recognize the right of communities to manage their own affairs and to further their development;
- e) To protect and promote the interests and rights of minorities and marginalized communities;
- f) To promote social and economic development and the provision of proximate, easily accessible services throughout Kenya;
- g) To ensure equitable sharing of national and local resources throughout Kenya;
- h) To facilitate the decentralization of State organs, their functions and services, from the capital of Kenya; and
- i) To enhance checks and balances and the separation of powers.

2.2 Principles of devolved government

Article 175 of the constitution provide that County governments established under this Constitution shall reflect the following principles—

- a) County governments shall be based on democratic principles and the separation of powers;
- b) County governments shall have reliable sources of revenue to enable them to govern and deliver services effectively; and

- c) No more than two-thirds of the members of representative bodies in each county government shall be of the same gender.

2.3 County executive committees

Article 179 of the Constitution provides for the County Executive Committee which is the top decision making for the county executive and which vests with all the authority of the County Executive.

Article 179 provides the following in regard to the authority, composition and leadership of the County Executive:-

- (1) The executive authority of the county is vested in, and exercised by, a county executive committee.
- (2) The county executive committee consists of—
 - a) The county governor and the deputy county governor; and
 - b) Members appointed by the county governor, with the approval of the assembly, from among persons who are not members of the assembly.
- (4) The number of members appointed under clause (2) (b) shall not exceed—
 - a) one-third of the number of members of the county assembly, if the assembly has less than thirty members; or
 - b) Ten, if the assembly has thirty or more members.
- (5) The county governor and the deputy county governor are the chief executive and deputy chief executive of the county, respectively.
- (6) When the county governor is absent, the deputy county governor shall act as the county governor.
- (7) Members of a county executive committee are accountable to the county governor for the performance of their functions and exercise of their powers.

3. AN OVERVIEW OF THE TUKUTANE MOMBASA HANDBOOK

The –Tukutane Mombasa handbook will be the County’s premier handbook which will be a platform for knowledge sharing and a marketing tool for the county’s investment portfolio for effective governance and service delivery. The handbook will serve as an important documentary sharing opportunities, milestones, innovations and the county’s local solutions on the County’s devolution journey. In addition, it will document and record

interactions, exchanges and engagements between the County Government, National Government, National Government Entities and private partners among others

4. OBJECTIVE OF THE ASSIGNMENT

The key objective of this agreement is for the tenderer to develop and publish the “*TUKUTANE MOMBASA*” *Handbook* for the County Government of Mombasa.

5. SCOPE OF WORK

The following outlines the scope of work for the assignment: -

- a) Generate articles for the Handbook. This will comprise conducting interviews, writing articles, editing them, and submitting them for approval to the principal.
- b) Undertake photography for the Handbook as part of the Content
- c) Undertake design and layout of the Handbook
- d) Undertake printing of the handbook, and delivery of copies to the principal on progress
- e) Keep the Principal regularly updated on the progress
- f) Document Mombasa County comprehensive history, including its political and socio-economic background, culture, economy and industry;
- g) Feature housing and accommodation facilities, transportation, financial services, public services, medical services, education and employment in Mombasa County;
- h) Feature Instrumental players behind the County’s success, including county government’s leaders, leading public and private institutions, manufacturing companies, governments’ agencies and development partners
- i) Feature travel and tourism destinations sites, broadcasting and telecommunication facilities as well as shopping and traditional markets within the county.
- j) Provide a dedicated directory for leading business ventures as well as Small and Medium Enterprises (SMEs) in the county and share details and contacts within the publication.
- k) The Specifications of the Handbook are as follows:-
Size: 280 x 280 mm (Square)
Extent: 270 pages + End paper + PLC + Jacket

Paper : 150 gsm matt paper for inside pages & End paper 150 gsm art matt paper for PLC 170 gsm art matt paper for Jacket Case made of 3 mm grey board

Printing: Inside paper & End paper: 4c x 4c + water base varnish PLC: 4c x 0c+ Matt lamination & Spot UV on outer side + Gold foiling on title Jacket

Binding: Thread sewn case bound square back with head & tail bands

6. OUTPUT/DELIVERABLES

The following outlines the key deliverables for the consulting assignment:-
The tenderer is expected to deliver the –Tukutane Mombasall Handbook which will be an integrated and unified information tool for improvement of the institutions corporate efficiency.

7. REPORTING AND COORDINATION OF THE ASSIGNMENT

The tenderer shall report to the Chief Officer, Trade, Tourism and Investment but shall work closely with the project implementation committee that will be appointed by the Chief Officer Trade, Tourism and Investment.

8. DURATION AND TIME-FRAME

The assignment is expected to be carried out within Sixty (60) calendar days.

9. MANDATORY DOCUMENTS

The consulting firm must attach the following key documents;

- a) Certificate of incorporation
- b) Company profile
- c) CVs of the team leader and co-consultants.

10. REQUIRED PERSONNEL SKILLS AND EXPERIENCE

Team Leader/Editor

The Team Leader/Chief Editor will be in charge of leading the entire team in executing agreed activities and projects as per the approved schedule, execute strategies, goal and objectives for the timely delivery of the publication. The team leader must have the following qualifications;

- a) Bachelor's Degree in Communication, Personal Relations, Journalism, Business Administration or Mass communication of 3 to 5 years' relevant experience in Corporate Communications for a well-established brand.
- b) Good analytical skills to identify design and implement practical recommendations.
- c) Commercially adept.
- d) High personal standards and goal oriented with a desire to excel.
- e) A team player with excellent interpersonal skill.
- f) Good leadership skills coupled with proactive nature, creativity and problem solving skills.
- g) Excellent and effective communications skills, both oral and written with keen attention to detail.
- h) Good networking skills especially with governments, community leaders, NGOs.
- i) Cultural sensitivity: aware and adept at working across multiple demographics.
- j) Good negotiation skills and commercial awareness.

Graphic Designer

The graphic designer will be required to design graphics and signage for the publication. The graphic designer must have the following qualifications;

- a) Bachelor's Degree in Graphic Design or its equivalent from a recognized institution
- b) At least 2 years' experience in graphic design work;
- c) Excellent Information Technology skills, especially with design and photo editing software;
- d) Exceptional creativity, innovation; and
- e) Excellent time management and organizational skills.

Senior Reporter/ Associate Editor

Reporter/ An Associate Editor should be an avid reader with ability to writing and editing articles for publishing. Proofread and check articles for accuracy suggest possible sources and improvements for pieces choose supporting material, like images and illustrations Interview Key people and write feature stories. They must have the following qualifications;

- a) Excellent writing and editing skills and be good in conducting interviews.
- b) Strong writing and proofreading skills.

- c) Experience with MS Office, Design, or other publishing tools.
- d) Familiarity with SEO and social media platforms.
- e) Proficiency in English.
- f) Attention to detail.
- g) Excellent communication skills.
- h) Ability to prioritize and multitask.
- i) BSc degree in journalism, communications, or related field.

Resource Person (Photographer and Videographer)

Resource Person Assist in developing and implementing a schedule of videography and photography activities to implement the project. Continuously work with the team in compiling digital video and photographic data for use for the publication and corporate documentary series for the publication. Assist in developing editorial captions for publications and digital productions to enhance the quality of the publication. They should have the following experience and Key Competencies:

- a) A Bachelor degree in communications or relevant field; Diploma in photojournalism or equivalent will be an added advantage.
- b) Minimum of one (1) year working experience in Photojournalism or Mass Communication;
- c) Proven Audio-Visual Production experience and Graphic Design experience will;
- d) Strong understanding of user-generated content management, content communication and reputation management;
- e) Strong written and verbal communication skills;
- f) Strategic content creation and excellent writing skills;
- g) Proficiency in MS Office applications and editing skills.

Assistant Reporter/ Assistant Editor

Associate Reporter/ Assistant Editor should be an avid reader with ability to writing and editing articles for publishing. Proofread and check articles for accuracy suggest possible sources and improvements for pieces choose supporting material, like images and illustrations Interview Key people and write feature stories. They must have the following key competencies;

- a) Excellent writing and editing skills and be good in conducting interviews
- b) Strong writing and proofreading skills
- c) Experience with MS Office, InDesign, or other publishing tools
- d) Familiarity with SEO and social media platforms
- e) Proficiency in English
- f) Attention to detail

- g) Excellent communication skills
- h) Ability to prioritize and multitask
- i) BSc degree in journalism, communications, or related field

11. COVER

The tender documents must be in a sealed envelope legibly indicating the EOI Number, title page, project title, assignment name, firm name, logo, and contact information. The bid document must be bound and duly paginated sequentially on all the pages (both sides of a leaf).

12. COVER LETTER

The document must have a one page signed and stamped cover letter from the firm as an acknowledgement and submission statement.

13. GENERAL BACKGROUND AND OVERVIEW OF FIRM

Narrative description of the firm, number of employees, history, affiliates (partners/ joint ventures), main areas of business and awards. These should demonstrate the primary purpose, integrity and credibility of the firm. If a joint venture or consortia approach, consider separate sub-sections identifying each partner firm or member organization.

14. UNDERSTANDING OF THE ASSIGNMENT

A section that describes the firm's understanding of the purpose, objective, and development context of the project as well as a brief discussion of key issues, opportunities, and challenges.

15. TEAM COMPETENCE AND LOCAL PARTNERS

Where the firm has partnered with other firms, a joint venture agreement must be attached. In 1-2 paragraphs identify and describe local partners or local experts. When selecting local partners, it is essential to select a partner that has technical qualifications.

A certified local partner with technical skills and capacity will contribute to a more effective EOI and subsequent proposal.

The firm should also provide the details on all the experts who will be engaged on this assignment. Please provide a summary bio of all the experts using the template (Annex 2) attached. Copies of all relevant academic and professional certificates should also be attached.

Each expert should be clearly identified for all technical experts required as per the designations under the technical requirements.

16. OTHER GUIDELINES

- a) Ensure that you have thoroughly researched all of the relevant information from the county government, and all the relevant key players of the county in this assignment.
- b) Make the document attractive and legible with a professional look and submitted in the prescribed format above.
- c) Ensure that the EOI is written in English and be clear, concise, and logical format. The language of the EOI must be the same language as the published request for EOI's.
- d) Confirm that you have included relevant information pertaining to your sector-specific expertise, country/region and, key staff information (mini-bios vs. CVs), and information about local partners. Brochure can be attached but should not be an alternative to writing a response to the EOI. The county will make its decision based upon the written information contained in the text of the EOI.
- e) Indicate the contact point within the firm for receiving subsequent correspondence and requests for proposals.
- f) Ensure that a sufficient number of copies are submitted as stated in the request for EOIs.
- g) Submit a hardcopy and an **electronic copy (provide in USB Flash in sealed envelope)** as indicated in the EOI request. Ensure that your submission arrives on time.
- h) Follow-up: Contact the County to confirm receipt of the EOI.

17. EVALUATION PROCESS

Stage 1; Preliminary Evaluation

Documentary evidence in form of copies must be provided for the requirements stated below. 100% compliance will be required to proceed to the next evaluation stage. Failure to provide ANY of the requirements leads to disqualification. The bidder has to pass ALL the criteria.

STAGE 1: PRELIMINARY/MANDATORY REQUIREMENT SCORE SHEET

SN	REQUIRED ITEMS	YES/NO
	Copy of certificate of Registration/Incorporation under the Companies Act.	
	A Copy of Current/Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (for all local partners)	
	Must provide Form CR12 or equivalent as proof of Directorship of all the firms. The CR12 or equivalent must be less than one-year-old.	
	Copies of any applicable Joint Venture partners agreements or signed contracts with subcontractors as appropriate	

Stage 2; Technical Evaluation

The county shall evaluate Expression of Interest according to specific criteria based on the guidelines provided in this document. The bidders will require **TO SCORE A TOTAL OF 80 MARKS** to progress to the Financial evaluation. The bidders who do not qualify for the Technical Evaluation will not be considered any further in the process.

At this stage, bidders are expected to comply with all the requirements by attaining the **total maximum score of 80 Marks** failure to which they shall be automatically disqualified from further evaluation.

STAGE 2: TECHNICAL EVALUATION SCORE SHEET

SN	Subject of Interest	Maximum Score
A	Firm Experience	
	General Experience of the firm in provision of goods and services in the last 5 years (2015-2021). Attach copies of contract/LPO/LSO clearly showing the scope, value and date of the projects. Five of the projects must be with a public organization in Kenya.	15
	Experience in development and production of publications	15
	Experience in mass media production	5
	<p>Adequacy of the proposed methodology and work plan in responding to the Terms of Reference, including the proposed capacity building and knowledge transfer plan:</p> <ul style="list-style-type: none"> a) Demonstration of understanding of key issues to be addressed in successfully delivering the assignment (10 points) b) Technical approach and methodology (15 points) c) Project Implementation Plan, of which to include work programme and personnel schedule (5 points) <p>Note 1: In drafting their Technical Approach and Methodology bidders are expected to demonstrate their understanding of the background and context for the project, the key issues and challenges which will be faced in carrying out the assignment, and how they propose to address those challenges. Credit will be given for well thought through, comprehensive and innovative approaches.</p>	30
	<p>Specified Key Personnel - professional staff qualifications and competence for the assignment</p> <ul style="list-style-type: none"> a) Team Leader/ Editor (15 points) b) Graphic Designer (5 points) c) Senior Reporter/ Associate Editor (5 points) d) Resource person (photographer and videographer) (5 points) e) Assistant Reporter/ Assistant Editor (5 points) <p>Note 2: The above sets out the expected expertise of the Specified Key Personnel. Bidders may wish to propose one Expert whose experience addresses two or more of the above areas of expertise. This must be clearly indicated to allow the relevant CV to be evaluated against all the pertinent areas of expertise. Bidders may also propose two complementary CVs for one position if they do not have personnel with the full range of expertise required for such position. Bidders may also propose associates to</p>	35

	complement their expertise. Attach Certificates and supporting documents of qualifications for each personnel for award of full marks.	
	TOTAL	100

The bidders who qualify at this stage will proceed to Stage 3 on Financial Evaluation.

Stage 3: Financial Evaluation

Financial Capability and Commitments;

A brief sentence or two indicating that the firm and/ or its partners through joint ventures have the financial resources and management strength to execute the assignment and that the firm and/ or its partners can provide evidence of such capacity if requested for. The firm and/ or its partners must provide a performance bond.

The bidders who qualify at this stage will be considered for approval to proceed to Request for Technical and Financial Proposals.

CONFIDENTIAL BUSINESS QUESTIONNAIRE - MANDATORY

TENDER NO. CGM/PRO/EOI/004/2021-2022: REQUEST FOR EXPRESSION OF INTEREST TO DEVELOP AND PUBLISH A PROMOTIONAL HANDBOOK FOR THE MOMBASA COUNTY

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 2 (d) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 - General

Business Name

Location of business premises; Country/Town.....

Plot No..... Street/Road

Postal Address..... Tel No.....

Nature of Business.....

Current Trade License No..... Expiring date.....

Maximum value of business which you can handle at any time: (State Currency)

Name of your bankers.....

Branch.....

Part 2 (a) - Sole Proprietor

Your name in full..... Age.....

Nationality..... Country of Origin.....

*Citizenship details

Part 2 (b) - Partnership

Give details of partners as follows:

Name in full Nationality Citizenship Details Shares

- 1.....
- 2.....
- 3.....

Part 2(c) - Registered Company:

Private or public.....

State the nominal and issued capital of the Company-

Nominal (State Currency)
.....

Issued (State Currency)
..... Give details of all directors as follows: Name in full . Nationality. Citizenship Details*. Shares.

- 1.
.....
- 2.
.....
- 3.
.....
- 4.
.....

Part 2(d) - Interest in the Firm:

Is there any person / persons in(Name of Employer) who has interest in this firm? Yes/No (Delete as necessary)

I certify that the information given above is correct.

.....
(Title)

.....
(Signature)

.....
(Date)

DECLARATION FORM ON PARTICIPATION IN PUBLIC PROCUREMENT (MANDATORY)

TENDER NO. CGM/PRO/EOI/004/2021-2022: REQUEST FOR EXPRESSION OF INTEREST TO DEVELOP AND PUBLISH A PROMOTIONAL HANDBOOK FOR THE MOMBASA COUNTY

Date

To County Government of Mombasa P. O. BOX 80133-80100 M
O M B A S A.

The tenderer i.e. (name and address)

declare the following:

Has not been debarred from participating in public procurement.

Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Title	Signature	Date
UNDERTAKING BY TENDERER ON ANTI - BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME		

Each Tenderer must submit a statement, as part of the Tender documents, in the given format which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the Tendering company and, where relevant, of its subsidiary in the Kenya. If a Tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer.

Tenderers will also be required to submit similar No-bribery commitments from their subcontractors and consortium partners; the Tenderer may cover the subcontractors and consortium partners in its own statement, provided the Tenderer assumes full responsibility.

Payment to agents and other third parties shall be limited to appropriate compensation for legitimate services.

Each Tenderer will make full disclosure in the Tender documentation of the beneficiaries and amounts of all payments made, or intended to be made, to agents or other third parties (including political parties or electoral candidates) relating to the Tender and, if successful, the implementation of the contract.

The successful Tenderer will also make full disclosure [quarterly or semi- annually] of all payments to agents and other third parties during the execution of the contract.

Upon completion of the performance of the contract, the successful Tenderer will formally certify that no bribes or other illicit commissions have been paid. The final accounting shall include brief details of the goods and services provided that they are sufficient to establish the legitimacy of the payments made.

Statements required according to subparagraphs (b) and (d) of this paragraph will have to be certified by the company's Chief Executive Officer, or other appropriate senior corporate officer. Tenders which do not conform to these requirements shall not be considered.

If the successful Tenderer fails to comply with its No-bribery commitment, significant sanctions will apply. The sanctions may include all or any of the following:

- a) Cancellation of the contract;
- b) Liability for damages to the procuring entity and/or the unsuccessful competitors in the tendering process.

Tenderers shall make available, as part of their Tender, copies of their anti-Bribery Policy/Code of Conduct, if any, and of their general or project-specific Compliance Program.

The Government of Kenya has made special arrangements for adequate oversight of the procurement process and the execution of the contract, and has invited civil society and other competent Government Departments to participate in the oversight. Those charged with the oversight responsibility will have full access to all documentation submitted by Tenderers for this contract, and to which in turn all Tenderers and other parties involved or affected by the project shall have full access (provided, however, that no proprietary information concerning a Tenderer may be disclosed to another Tenderer or to the public)

ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE FORM

TENDER NO. CGM/PRO/EOI/004/2021-2022: REQUEST FOR EXPRESSION OF INTEREST TO DEVELOP AND PUBLISH A PROMOTIONAL HANDBOOK FOR THE MOMBASA COUNTY

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with Tender name.....

Tender No

for or in the subsequent performance of the contract if I/We am/are successful. Authorized Signature.....

Name and Title of Signatory.....

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No. _____ Tender Name

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

Please acknowledge receipt of this letter of notification signifying your acceptance.

The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)*_____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD APPLICATION
NO.....OF.....20.....**

BETWEEN

.....**APPLICANT AND**
.....**RESPONDENT (*Procuring Entity*)**

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender
No.....of 20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax
No.....Tel. No.....Email, hereby request the Public Procurement Administrative Review
Board to review the whole/part of the above mentioned decision on the following grounds , namely: -

- 1.
2. etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
2. etc

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED

Board Secretary