



UASIN GISHU COUNTY ASSEMBLY

REQUEST FOR PROPOSAL

TENDER REF: UGCA/RFP/021/2017/2018

**PROVISION OF CONSULTANCY SERVICE ON COMPREHENSIVE ICT NEEDS
ASSESSMENT UASIN GISHU COUNTY ASSEMBLY FINANCIAL YEAR
2017/2018**

TENDER CLOSING DATE:- 16TH OCTOBER 2017 AT 10.00AM

**UASIN GISHU COUNTY ASSEMBLY
P.O, BOX 100
ELDORET
TEL. (053) 2062077**

UASIN GISHU COUNTY ASSEMBLY

REQUEST FOR PROPOSALS (RFP)

TENDER REF: UGCA/RFP/021/2017/2018

CONSULTANCY SERVICE FOR COMPREHENSIVE ICT NEEDS ASSESSMENT

UASIN GISHU COUNTY ASSEMBLY FINANCIAL YEAR 2017/2018

Uasin Gishu County Assembly is the legislative arm of the county government established under article 176 of the Constitution of Kenya, 2010 mandated to legislate represent and oversight the county government.

Vision

A prosperous and Attractive County in Kenya and beyond.

Mission

To serve and improve our people's livelihood through good leadership, innovation technology and efficient infrastructure.

Core values

Our operational environment and behavior is governed by a set of guiding principles which constitute our desired culture. The following core values reflect our overall philosophy, setting moral and professional standards:

- Integrity - In all our undertakings, we are committed to act in an honest and professional manner.
- Teamwork – We undertake to work collaboratively as colleagues to achieve county goals.
- Innovativeness - We are committed to transforming the service provision to meet and exceed the expectations of Uasin Gishu County residents.
- Accountability – We are committed to responsible for our actions and continuously improve service delivery, report appropriately to stakeholders and clients.
- Customer Focus – We commit to place the customer at the center of our focus in service delivery.

The original and copies of 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**”. Both envelopes shall be placed into one plain outer envelope, sealed and clearly marked “**Request for proposal for comprehensive ICT needs assessment**”

Consultancy Service, Ref: “UGCA/RFP/021/2017/2018” addressed to: -

The Clerk,
Uasin Gishu County Assembly,
P.O. Box 100,
ELDORET.

And deposited in the Tender Box available at the County Assembly main entrance so as to reach us **on or before 16th October 2017 at 10.00 am.**

The Technical Proposals will be opened immediately thereafter in the presence of consultants or their representatives who choose to witness the opening on the same date and time at Uasin Gishu County Assembly Head Office, Boardroom.

The County Assembly reserves the right to accept or reject any proposal.

Clerk to County Assembly

SECTION II – INFORMATION TO CONSULTANTS (ITC)

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SECTION II: - INFORMATION TO CONSULTANTS (ITC)

Clause Reference

2.1 The name of the Client is: - **UASIN GISHU COUNTY ASSEMBLY**

2.1.1 The method of selection is: **Quality and Cost Based Selection**

2.1.2 Technical and Financial Proposals are requested:

The name, objectives, and description of the assignment are: **As per the Terms of Reference**

2.1.3

The name(s), address(es) and telephone numbers of the Client are: **The Clerk to County Assembly, UASIN GISHU COUNTY ASSEMBLY, P.O. Box 100, Eldoret, Tel: (053)2062077.**

2.1.4 The Client will provide the following inputs:

- (i) **Liaison Team**
- (ii) **Relevant Documents, tools and any relevant materials,**
- (iii) **Relevant logistical arrangements.**
- (iv) **Dissemination forum after completion**

2.1.5 The estimated number of professional staff months
Required for the assignment is; **to be Determined**

The minimum required experience of proposed professional staff is:

a. **Lead Consultant**

- Minimum of Masters Degree Computer Science/Information Technology from a reputable institution of Higher learning or Equivalent.
- A proof of a Minimum of 10 years working on ICT Governance issues, demonstrated experience in the design and execution of the ICT needs, and e-service
- Relevant certifications relating Governance /Risk managing/systems Management.
- An excellent report writer and Good communicator
- An excellent Team builder and solution provider.

b. Other Key Consultants

Degree in:

- ICT related field ICT related field with working experience on a networked environment and proficient on the functionalities like ERP, Paperless Office(s).

Full and detailed Curricula Vitae of proposed Lead consultants and other consultants with relevant experience indicating project details, duration of engagement, tasks undertaken and achievements must be provided.

2.1.7 Taxes: **VAT TO BE INDICATED SEPARATELY FROM THE PROFESSIONAL FEES**

2.1.8 Consultants must submit an original and **one (1)** additional copies of each proposal.

2.1.9 The proposal submission address is: P.O. Box 100-30100 Eldoret . Information on the outer envelope should also include: UGCA/RFP/021/2017/2018.

2.1.10 Proposals must be submitted not later than the following date and time: **16th** October 2017 at 10.00am

2.1.11 The address to send information to the Client is: **The Clerk to the County Assembly UASIN GISHU COUNTY ASSEMBLY, P.O. Box 100, Eldoret.**

2.1.12 The minimum technical score required to pass: **70**

2.1.13 Formula for determining the financial scores shall be:

$$SF= 100 \times FM/F$$

The weights given to the Technical and Financial Proposals are:

$$T= 0.80$$

$$P=0.20$$

2.1.14 The assignment is expected to commence on:- **immediately after signing of contract**

2.2 Clarification and Amendment of RFP Documents

2.2.1 Consultants 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 paper mail, cable, telex, facsimile or electronic mail to the Uasin Gishu County Assembly's address indicated in the "ITC". Uasin Gishu County Assembly will respond via 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.

2.2.2 At any time before the submission of proposals, Uasin Gishu County Assembly may for any reason, whether at our own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addendum. Addendum shall be sent by mail, to all invited consultants and will be binding on them. Uasin Gishu County Assembly may at its discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

2.3.2 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.

2.3.3 While preparing the Technical Proposal, consultants 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 consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants 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 has an extended and stable working relationship with it.
- (iii) Proposed professional staff must have the minimum experience indicated,.
- (iv) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (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, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) 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 ten (10) years.
- (vi) 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.
- (vii) Any additional information

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 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 follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff, and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation, services and equipment (vehicles, office equipment, furniture, and supplies), insurance, printing of documents, surveys. If appropriate these costs should be broken down by activity.

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

2.4.3 Consultants shall express the price of their services in Kenya Shillings.

2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.

2.4.5 The Proposal must remain valid for 120 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. Uasin Gishu County Assembly will make its best effort to complete negotiations within this period. If we wish to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 **Submission, Receipt, and Opening of Proposals**

2.5.1 The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to Correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 For each proposal, the consultants shall prepare the required number of 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.

2.5.3 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**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be clearly marked with request for proposal reference number.

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the Company

2.6 **Proposal Evaluation General**

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Company on any matter related to his proposal, he should do so in writing at the address indicated. Any effort by the firm to influence the Company in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant’s proposal.

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the procuring entity shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

<u>CRITERIA</u>	<u>POINTS</u>
i. Firms Relevant Experience for Assignment	30
ii. Methodology and Approach	30
iii. Human Resource Capacity	<u>40</u>
	100

2.8 Evaluation of Financial Proposal

2.8.1 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.

2.8.2 The formulae for determining the Financial Score (Sf) shall, be as follows:-

$Sf = 100 \times \frac{Fm}{F}$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + p = 1$) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:- $S = St \times T \% + Sf \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.8.3 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.8.4 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

2.8.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price after 12 months.

2.8.6 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the county to improve the Terms of Reference. Uasin Gishu County Assembly will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client 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.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified

2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award.

2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.5 To qualify for contract awards, the tenderer shall have the following:

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) 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.
- (d) Shall not be debarred from participating in public procurement.

2.11 Confidentiality

2.11.1 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.

2.12 Corrupt or fraudulent practices

2.12.1 The procuring entity 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.

2.12.2 The procuring entity 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.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

SECTION III: - TERMS OF REFERENCE

(a) The Assignment:

Provision of consultancy services on comprehensive ICT needs and assessment

- The County Assembly of Uasin Gishu is seeking professional services from reputed consultants to conduct a comprehensive assessment of ICT needs at the County Assembly including but not limited to:
 - Network Infrastructure
 - Hardware Infrastructure
 - Chambers Digitization
 - Communication over Internet Protocol (VOIP)
 - Data Centre (Server room)
 - IP Surveillance
 - ICT Management Structure (Personnel)
 - Enterprise Resource Planning (System of Integrated applications)
 - Security mechanisms to ensure privacy and confidentiality of data
 - Disaster Recovery Plan.
 - Other related ICT needs as may come up during this task.
- Review the current County Assembly website (www.ugcountyassembly.or.ke).
- Hold stakeholders meeting on ICT needs and E- service
- Develop a work plan for the entire period of the assignment.
- Work closely with the County Assembly Management and IT staff in the whole process until the stage of drafting the ICT needs assessment report;
- Propose ICT standards, regulations and guidance including system security and risk management as per ICT Authority regulations.
- Submit a final draft of an ICT needs assessment by the end of the assignment, present the report, discuss with management as well as IT staff and submit the final assessment report and strategy document.
- Develop and commission:
 - **ICT Master Plan**
 - **ICT Strategic Plan** (Short term, Medium and Long term).
 - **ICT Policy**

(b) Output

- i. 3 hard copies and soft copies of a final draft of an ICT needs assessment, present the report, discuss with County Assembly management as well as IT staff and submit the final assessment report.
- ii. **ICT Master Plan**
- iii. **ICT Strategic Plan** (Short term, Medium and Long term).
- iv. **ICT Policy**

NB: All interested bidders are advised to carry out a site survey at the Uasin Gishu County Assembly premises during working hours between **8.00 am** to **5.00 pm**.

SECTION IV: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.
- 3.4 The technical and Financial Evaluation will be subject to Quantity and cost Based selection Method(QCBS)

SECTION IV - TECHNICAL PROPOSAL

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EVALUATION RESPONSE FORM

CRITERIA			
PHASE ONE – PRELIMINARY EXAMINATION			
1	Mandatory/ Statutory Requirements		

	i. Copy of Certificate of Incorporation / Registration ii. Copy of PIN Certificate iii. Valid Tax Compliance Certificate Issued by Kenya Revenue Authority (KRA) iv. Copy of Business permit Only firms meeting the mandatory criteria will be advanced to phase ii	Failure to have all the documents shall lead to rejection of the Bid	
PHASE TWO – TECHNICAL EVALUATION		Maximum Points	Score
1	Firms Relevant Experience for the Assignment		
a	Experience in Similar Assignments conducted in public and private sector (10 references @ 1mk)	10	
b	Knowledge and experience in ICT sector, Medium Term Plan [MTP]	10	
c	Duly completed and signed confidential Business Questioner and tender form	10	
	Sub Total	30	
2	Methodology and Approach		
a	Understanding the ToR <ul style="list-style-type: none"> • Conformity to the ToR • Consultant’s initiatives and comments on the TOR 	5	
b	Appropriateness of Methodology and work plan <ul style="list-style-type: none"> • Completeness of description of methodology • Effectiveness of the work plan and the time frames 	15	
c	Project scheduling, manning, allocation of proposed staff and final report outline	5	
d	Are the activities proposed appropriate, practical and consistent with the objectives and expected results	5	
	Sub Total	30	
3	Human Resource Capacity		
a	Lead consultant’s General education background, professional qualifications, training, length of experience both local and international, and duration with the firm as follows:		
	Minimum of Masters Degree Computer Science/Information Technology from a reputable institution of Higher learning or Equivalent.	10	
	A proof of a Minimum of 10 years working on ICT Governance issues, demonstrated relevant experience in the design and execution of the ICT needs, and e-service	10	
	Confirmation of availability throughout duration of the assignment	5	

b	Other professional staff: Education, experience, positions held and duration with the firm.		
	ICT related field with working experience on a networked environment and proficient on the functionalities like ERP, Paperless Office(s).	10	
	Proof of availability of the whole team throughout the duration of assignment	5	
	Sub Total	40	
	GRAND TOTAL	100	

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score. *The minimum technical score for the technical evaluation shall be 70 marks and bidders who shall not have attained this mark shall not proceed to the next stage of the evaluation process*

3A. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: _____ [Name and address of Client)

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [Title of consulting services] in accordance with your
Request for Proposal dated _____ [Date] and our Proposal. We are
hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial
Proposal sealed under a separate envelope-where applicable].

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

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:

_____ [Name of Firm]

:

_____ [Address:]

3B. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.(Provide copies of contracts)

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity : (profiles)
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

TOR On the Terms of Reference: CONDUCT A COMPREHENSIVE ASSESSMENT OF ICT NEEDS

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Professional staff/Management (Attach copies of certificates)

Name	Position	Task

2. Support Staff (attach copies of certificates)

Name	Position	Task

3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ **Nationality:** _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications: (attach certificates photocopies)

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education: (attach copies of certificates)

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ **Date** _____

[Signature of staff member]

_____ *Date;* _____

[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____ 3G.

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)		Number of months
			1	2	

Reports Due: _____

Activities Duration: _____

Signature: _____

(Authorized representative)

Full Name: _____

Title: _____

Address: _____

8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc, are months from the start of assignment)

	1 st	2 nd	
Activity (Work)			

--	--	--	--

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION V: - FINANCIAL PROPOSAL (separate envelope and sealed

Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this part

SECTION V - FINANCIAL PROPOSAL STANDARD FORMS

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1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) *[Title of consulting services]* in accordance with your Request for Proposal dated (_____) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (_____) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

2. SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		<hr/>

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration Reimbursables Miscellaneous Expenses Subtotal	 _____

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____	Name: _____
---------------------------	--------------------

Names	Position	Input	Remuneration Rate	Amount
Regular staff (i) (ii) Consultants Grand Total			<hr/>	

5. REIMBURSABLES PER ACTIVITY

Activity No: _____ **Name:** _____

No.	Description	Unit	Quantity	Unit Price	Total Amount

1.	Air travel	Trip			
2	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
	Grand Total				

6. MISCELLANEOUS EXPENSES

Activity No. _____ **Activity Name:** _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs _____ _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4.	Software				
4.	Grand Total				_____