



## **REQUEST FOR PROPOSALS**

**ROOF WATER HARVESTING TANK INSTALLATION, BATHROOM  
AND PIT LATRINE CONSTRUCTION IN 3 SITES:**

**NABOISHO, MARA RIPOI AND OLDERKESI CONSERVANCIES  
FEMALE RANGERS' POSTS.**

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# PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

## 1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization for Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. MMWCA serves to meet the following strategic objectives:

1. Conservancies' governance is strengthened.
2. Conservancies and wildlife corridors established and maintained in the Mara ecosystem.
3. Regional and National partnerships strengthened to support the growth of the Mara conservancies.
4. Communication and coordination across the landscape are enhanced.
5. Diversified and resilient revenue models for conservancies established and supported.
6. MMWCA's organizational capacity is enhanced to deliver its mission.
7. Gender equity is enhanced in the Mara landscape.

As an umbrella body for conservancies in the Mara landscape, currently has 25 member conservancies at different stages of development. The Conservancies are all based on a partnership between the Landowners and Tourism Investors, with the Association playing the coordination role. Landowners in the Mara commit their land to conservation by signing leases and, in turn, get guaranteed income averaging annual revenue paid by the Tourism Investors. As such, the partnership allows the indigenous Maasai community and the tourism operators to earn an income and realize economic development.

## 1.2. SUMMARY

MMWCA invites your organization to submit a technical and financial proposal for **Roof Water Harvesting Tank Installation, Bathroom and Pit Latrine Construction**. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

## 1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- **RFP issue date:** 23<sup>rd</sup> April 2025
- **RFP closing date and time:** 7<sup>th</sup> May 2025, 17:00 EAT
- **Estimated contract award date:** 15<sup>th</sup> May 2025

## 1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

## **1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD**

Proposers are to direct any questions regarding the RFP to the MMWCA contact: [Procurement@maraconservancies.org](mailto:Procurement@maraconservancies.org) and [Contact@maraconservancies.org](mailto:Contact@maraconservancies.org). No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than **7<sup>th</sup> May 2025, 17:00 EAT.**

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

## **1.6. AMENDMENTS TO RFP DOCUMENTS**

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

## **1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS**

Proposers must submit their proposal to MMWCA no later than **7<sup>th</sup> May 2025, 17:00 EAT** by email to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org). The subject heading of the email should be '**RFP for ROOF WATER HARVESTING TANK INSTALLATION, BATHROOM AND PIT LATRINE CONSTRUCTION** By [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. Proposals must be in English.

## **1.8. LATE AND INCOMPLETE PROPOSALS**

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

## **1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL**

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

## **1.10. VALIDITY OF PROPOSALS**

Proposals submitted in response to this RFP are to remain valid for a period of **30 calendar** days from the RFP closing date.

## **1.11. EVALUATION OF PROPOSALS**

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in **Part 3** of this RFP.

## **1.12. CONFIDENTIALITY**

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

### **1.13. SUBMISSION REQUIREMENTS**

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: **7<sup>th</sup> May 2025, 17:00 EAT.**

Proposals should be emailed to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) and copy to [contact@maraconservancies.org](mailto:contact@maraconservancies.org)

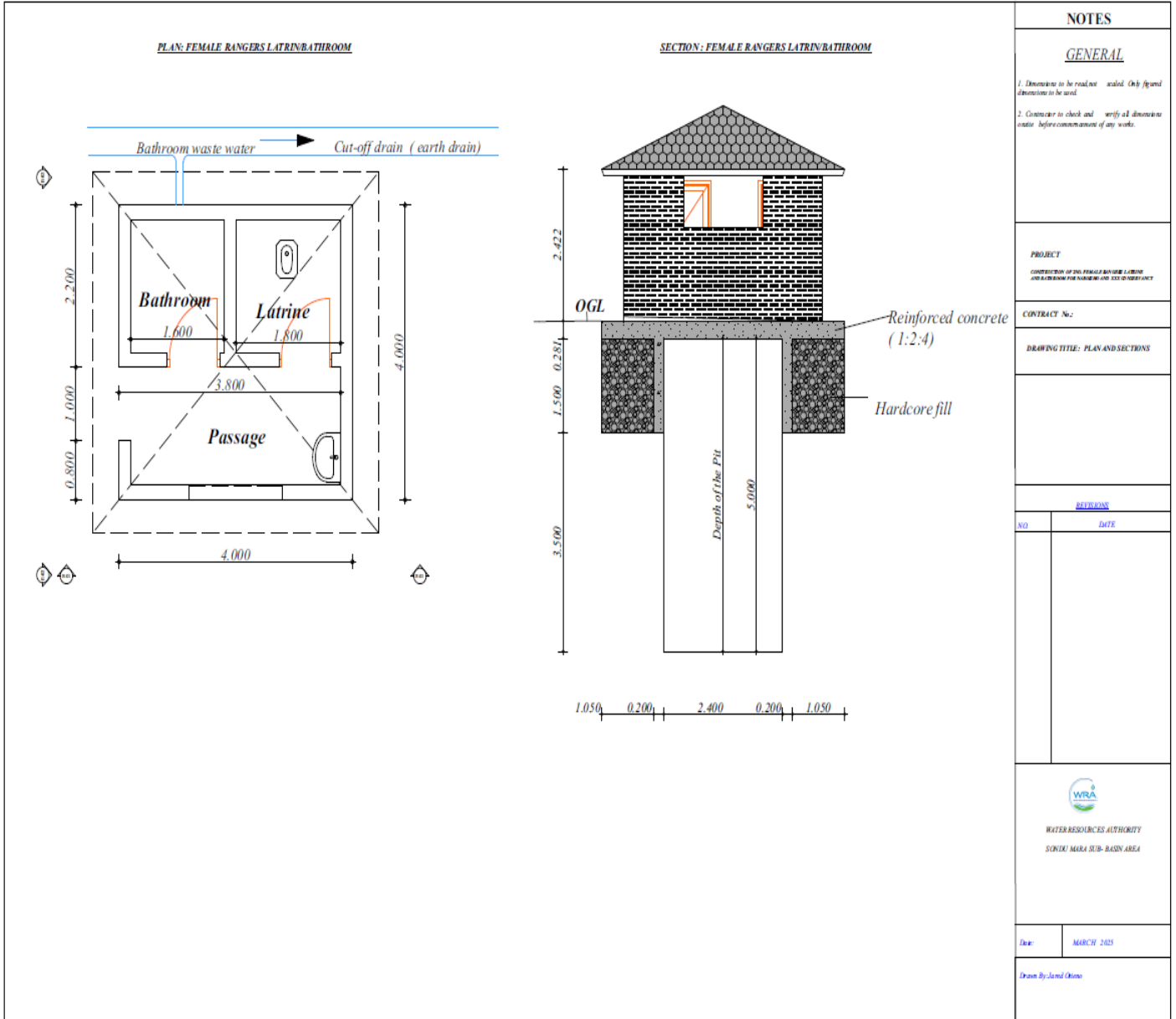


**1 SITE BILL OF QUANTITIES FOR ROOF/RAIN WATER HARVESTING TANK  
INSTALLATION**

**(Your BoQ/Quote should cover requirements for the 3 sites: Naboisho, Mara Ripoi,  
Olderkesi)**

NO.	DESCRIPTION	UNIT	QUANTITY (1 Site BoQ)	RATE (KSH)	TOTAL (Ksh)
1	Excavation for the tank base foundation	m3	7.1		
2	Delivery of Machine cut quarry stones 6 x 9 inches	Pieces	250		
3	Machine cut Stones laying with mortar	m2	4.5		
4	Hardcore packing	m3	5.6		
5	BRC 142	m2	7		
6	Reinforced concrete; 1:2:4	m3	2.76		
7	Murram	Tonnes	3		
8	Machine cut stones	No.	250		
9	MS 18 plate folded to form gutters and poperly fixed to collect the rain water	Ls	1		
10	Outlet	No.	1		
11	Off-send bend	No.	3		
12	Stop ends	No	2		
13	Drop Pipes (100mm)	No.	1		
14	Hoop Iron	Rolls	1		
15	Water Proof Cement	Kg	15		
16	10,000ltr uPVC Water Tank (including transport)	No.	1		
17	3/4" UPVC delivery pipe inclu fittings from tank to tap	No	3		
18	Tap with GI stand icl. Fittings	Item	1		
19	Waste water drain (as per drawing)	Item	1		
20	Plaster to the wall and floor smooth nero	M2	43		
21	Project branding	1/s	1		
22	Labour masonry, plumbing and installation of plumbing	1/s	1		
	<b>TOTAL:</b> (Your BoQ Totals should reflect requirements for the 3 Sites)				

# BILL OF QUANTITIES FOR PIT LATRINE FOR FEMALE RANGERS POST FOR NABOISHO, MARA RIPOI AND OLDERKESI CONSERVANCIES



NOTES	
<u>GENERAL</u>	
1. Dimensions to be read as stated. Only figured dimensions to be used. 2. Contractor to check and verify all dimensions onsite before commencement of any work.	
<b>PROJECT</b> CONSTRUCTION OF FEMALE RANGERS LATRINE AND BATHROOM FOR NABOISHO AND OLDERKESI CONSERVANCY	
<b>CONTRACT No.:</b>	
<b>DRAWING TITLE: PLAN AND SECTIONS</b>	
<u>REVISIONS</u>	
NO	DATE
 WATER RESOURCES AUTHORITY SONDI MIRA SUB-BASIN AREA	
<b>Date:</b>	MARCH 2025
<b>Drawn By:</b> Jerald Otiro	



**1 SITE BILL OF QUANTITIES FOR PIT LATRINE FOR FEMALE RANGERS POST –**

**(Your BoQ/Quote should cover requirements for the 3 sites: Naboisho, Mara Ripoi, Olderkesi)**

NO.	DESCRIPTION	UNIT	QUANTITY	RATE (KSH)	TOTAL(Ksh)
1	Excavation for the Pit latrine and cutt off drain	m3	78		
2	Delivery of Machine cut quarry stones 6 x 9 inches	Pieces	480		
3	Machine cut Stones laying with mortar	m2	48		
4	Hardcore packing	m3	37.04		
5	Reinforcement bars T10 to floor slab ( full length)	No	18		
6	Reinforcement bars T10 retaining pit wall ( full length)	No	11		
7	Reinforced concrete ;1:2:4	m3	10.38		
8	Roofing: 2" x2" x 3mm SHS for trusses, purlins and rafters, full lengths	No	6		
9	IT5 box profile roofing sheets 30G in 2m lengths	No	10		
10	Roofing installation including accessories	lumpsum	1		
11	Installation of WC	No	1		
12	Installation of Handwash basin including all accessories	No	1		
13	Mahogany door frame; 2.1 x 0.9 m, 6' with vent	No	2		
14	Solid wooden doors; 2.1 x 0.9 m	No	2		
15	Installation of doors including all accessories	No	2		
16	Heavy duty door hinges	No	6		
17	Door locks as in "union door locks"	No	2		
18	Plaster to the wall and floor smooth Nero finish	m2	177		
<b>TOTAL:</b>					
(Your BoQ/Quotation Totals should reflect requirements for the 3 Sites: Naboisho, Mara Ripoi and Olderkesi)					

## **PAYMENT TERMS**

A contract of agreement will be issued between MMWCA and the supplier prior to commencing any job.

## **APPLICATION REQUIREMENTS**

Based on these Terms of Reference, the consultant is expected to submit

Mandatory documents

- Certificate of Registration /Incorporation
- CR 12 certificate
- Valid Tax Compliance certificate
- Valid Single Business Permit from County Government
- Dully filled, signed and stamped supplier information form
- Dully filled, signed and stamped conflict of interest form

### **Technical proposal**

- A proposed process and work plan for the exercise with clear timelines.
- A summary of the most relevant skills and experience of key staffs who will be engaged in the project. Attached CV showing relevant previous assignments and clients. (Annex CVs separately).
- Experience and Accomplishment of the company in similar projects.

### **Financial proposal**

- Itemized as per attached Bill of quantities.

## PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on technical expertise. The evaluation will be carried out exclusively based on the weights specified in the table below:

The primary and sub-criteria for the technical evaluation are:

CRITERIA	POINTS
<p><b>1. Mandatory Documents</b> Submission of:</p> <ul style="list-style-type: none"> <li>• <i>A Copy of Certificate of Incorporation &amp; CR12 – 2 marks</i></li> <li>• <i>Tax Compliance Certificate &amp; KRA Pin Certificate – 2 marks</i></li> <li>• <i>Copies of NCA registration certificate (Water Works, Building Works) – 2 marks</i></li> <li>• <i>Business Registration Certificate &amp; Business Permit – 2 marks</i></li> </ul>	<p><b>8 Marks</b></p>
<p><b>2. Company Profile:</b></p> <p>a) Proof of a functional working office – 2 marks</p> <p>b) Experience of the firm in project management in the building and construction industry of at least 5 years. (7 marks)</p> <ul style="list-style-type: none"> <li>• <i>Five years and above – 7 marks</i></li> <li>• <i>Four years – 4.5 marks</i></li> <li>• <i>Three years – 2.5 marks</i></li> <li>• <i>Two years – 1.5 mark</i></li> <li>• <i>One year and below – 0 mark</i></li> </ul> <p>c) <i>Extra marks for 5 years' experience in managing construction projects (Provide evidence in the form of completion certificates and recommendation letters) – 4 marks</i></p> <p>d) <i>Evidence of bricks, wood, aluminium glass installation and tile works – 1 mark</i></p> <p>e) <i>Schedule of major items of construction plant and equipment proposed for use – 8 Marks</i></p>	<p><b>22 Marks</b></p>
<p><b>3. Subcontractors</b> Details of subcontractors proposed to sub-contract any portion of the contract</p> <ul style="list-style-type: none"> <li>• <i>Brief profile of each sub-contractor – 1.5 marks</i></li> <li>• <i>Work experience of each sub-contracting firm – 1.5 marks</i></li> <li>• <i>Relevant certifications by governing bodies – 1.5 marks</i></li> <li>• <i>Role to be played in the project – 0.5 marks</i></li> </ul>	<p><b>5 Marks</b></p>
<p><b>4. Methodology</b></p> <ul style="list-style-type: none"> <li>• A statement works methods (Methodology) and time frame.</li> <li>• Include description of this project management process supported with charts, pictures and drawings.</li> </ul>	<p><b>10 Marks</b></p>

<p><b>5. Financial Documents</b></p> <p>a) Certified Bank Statement for the most recent six (6) months – 3 marks</p> <p>b) Proof of sound financial capacity –1 Mark</p> <p>c) Lines of credit to finance a project and/or – 1 mark</p>	5 Marks
<p><b>6. Staff Profile</b></p> <p>a) Three (3) qualified technical staff in the firm relevant to building and construction project management who will be actively involved in the proposed project.</p> <p>b) Provide certified CVs, Academic and professional certificates and evidence of registration with relevant professional bodies and telephone contacts.</p> <ul style="list-style-type: none"> <li>• One (1) with a minimum Bachelor degree in Architecture or Building or Civil engineering or Quantity surveyor – 5 marks</li> <li>• Two (2) with at least a Diploma in Architecture, Building or Civil or Quantity surveyor – 2 marks</li> </ul> <p>c) Number of years of gainful employment of key staff in construction project management</p> <p><b>Supervisor</b></p> <ul style="list-style-type: none"> <li>• 8 years and above -5 marks</li> <li>• Below 8 years-2 marks</li> </ul> <p><b>Assistant Project Manager</b></p> <ul style="list-style-type: none"> <li>• 5 years and above - 5marks</li> <li>• Less than 5 years - 1 mark</li> </ul>	20 Marks
<p><b>7. Accomplishments (Attach Evidence of award)</b></p> <ul style="list-style-type: none"> <li>• Five similar construction management projects completed within the last 10 years with evidence of completion certificate.</li> </ul>	10 Marks
<p><b>9. Financial Proposal</b></p> <p>Detailed itemized costs which shall include:</p> <ul style="list-style-type: none"> <li>• A summary of costs</li> <li>• Breakdown of price per activity</li> <li>• Breakdown of remuneration per activity</li> <li>• Reimbursables per activity</li> <li>• Miscellaneous expenses</li> </ul> <p>a) The lowest cost proposal will be awarded 20 points.</p> <p>b) Other cost proposals will be awarded proportionate points as per formula:</p> <p style="padding-left: 40px;"><b>a. <i>Financial Weight = (Lowest Cost/Proposal's Cost) X 20</i></b></p>	20 Marks
<p><b>TOTAL</b></p>	<p><b>100 POINTS</b></p>

- Firms must attain a minimum technical score of 75% to qualify for financial evaluation.
- Only proposals meeting or exceeding this threshold will proceed to the final evaluation stage.
- The contract shall be awarded to the most responsive bidder, based on the best combination of technical merit and financial competitiveness.