



**NATIONAL SOCIAL SECURITY FUND**

**REQUEST FOR PROPOSAL (RFP) FOR  
FEASIBILITY STUDY, MASTER PLAN, INFRASTRUCTURE &  
PILOT-PHASE DEVELOPMENT FOR THE PROPOSED NSSF  
MAVOKO CITY THROUGH AN ENGINEERING,  
PROCUREMENT, CONSTRUCTION AND FINANCING  
CONTRACT.**

**TENDER REF NO. NSSF/RFP/MC/27/2025/26**

**CLOSING DATE: 17<sup>TH</sup> JULY, 2026 AT 11:00 AM**

**Issued on: 26<sup>th</sup> June, 2026**

# Table of Contents

INVITATION TO TENDER .....	4
<b><u>1. INTRODUCTION .....</u></b>	<b><u>7</u></b>
1.1. BACKGROUND .....	7
1.2. OBJECTIVES.....	7
1.3. SCOPE OF WORK.....	8
<b><u>2. PROJECT DEVELOPMENT INFORMATION.....</u></b>	<b><u>9</u></b>
2.1. PROJECT DESCRIPTION.....	9
2.2. PROJECT DELIVERY MODEL .....	9
<b><u>3. RESPONSE QUALIFICATION .....</u></b>	<b><u>14</u></b>
3.1. ORGANIZATIONAL AND LEGAL SUBMISSION .....	14
3.2. TECHNICAL SUBMISSION.....	15
3.3. FINANCIAL AND COMMERCIAL SUBMISSION.....	18
3.4. GUIDELINES ON SUBMISSION OF PROJECT PROFILES .....	19
3.5. ADDITIONAL REQUESTS FOR INFORMATION .....	20
3.6. PREPARATION AND SUBMISSION OF THE BIDDERS' RESPONSE.....	20
3.7. EVALUATION PROCESS .....	22
3.8. NEGOTIATION PROCESS.....	22
3.9. EVALUATION CRITERIA .....	25
<b><u>4. STANDARD FORMS FOR RESPONSE SUBMISSION.....</u></b>	<b><u>34</u></b>
4.1. STANDARD FORMS .....	34

## INVITATION TO TENDER

**Tender No. NSSF/RFP/MC/27/2025/26**

**Tender Name:** REQUEST FOR PROPOSAL (RFP) FOR FEASIBILITY STUDY, MASTER PLAN, INFRASTRUCTURE & PILOT-PHASE DEVELOPMENT FOR THE PROPOSED NSSF MAVOKO CITY THROUGH AN ENGINEERING, PROCUREMENT, CONSTRUCTION AND FINANCING CONTRACT

1. The **National Social Security Fund (NSSF)** invites sealed bids from interested tenderers for the Request for Proposals for the development of feasibility study, master plan, infrastructure & pilot-phase development for the proposed NSSF Mavoko City in Mavoko, Machakos County through an Engineering, Procurement, Construction and Financing Contract.
2. Tenders shall be quoted in Kenya Shillings and shall include all taxes. Tenders shall remain valid as indicated in this tender document.
3. Tenderers are required to provide tender security in the form of a bank guarantee or Insurance guarantee from licensed financial institutions approved by PPRA of Kshs. 100,000,000.00 in the format provided in this document and valid for 210 days after the proposal submission deadline.
4. A firm will be selected under Quality and Cost Based Selection (QCBS) method and in a format described in this RFP, in accordance with the Public Procurement and Asset Disposal Act 2015, a copy of which is found at the following website: [www.ppra.go.ke](http://www.ppra.go.ke).
5. The terms of the definitive agreement between the Procuring Entity and the successful bidder to be agreed during the negotiation phase of the project prior to award of contract based on the FIDIC Conditions of Contract for EPC/Turnkey Projects, Second Edition 2017 (reprinted in 2022 with amendments).
6. This tender is subject to applicable preference schemes under relevant applicable law and prequalified bidders will be required to demonstrate how they intend to apply this in their submissions.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted including any addendum, appendixes, and attachments failure to which will lead to an automatic disqualification. Tender Documents must be tape bound and not Spiral bound. Spiral bound documents shall be automatically disqualified.
8. This tender is subject to applicable preference schemes under relevant applicable law and prequalified bidders will be required to demonstrate how they intend to apply this in their submissions.
9. The Technical Proposal and Financial proposal are to be put in different envelopes clearly marked “Technical Proposal” and “Financial Proposal” and sealed in one outer envelope. Completed tenders must be delivered to the address below on or before 17<sup>th</sup> July 2026 at 11:00 a.m. *East African Time*. Electronic Tenders ***will not be permitted.***

10. The Technical Proposal document will be opened immediately after the closing time at The National Social Security Fund (NSSF), Social Security Building, Block 'A' Western Wing, 24<sup>th</sup> Floor conference Room along Bishops Road, NAIROBI
11. Interested tenderers or their representatives may attend the tender opening. The Financial Proposals for bidders who have meeting the technical requirements will be opened later during evaluation of bids in the presence of the respective bidders who choose to attend.
12. Late tenders will be rejected.
13. NSSF reserves the right to accept or reject any RFP and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.

The addresses referred to above are:

**A. Address for obtaining further information**

**The National Social Security Fund,  
Social Security House, Block A Western Wing,  
9<sup>th</sup> Floor Procurement Office, along Bishops Road,  
P. O. Box 30599 – 00100,  
Nairobi, KENYA  
Email: [procurement@nssfkenya.co.ke](mailto:procurement@nssfkenya.co.ke)  
Telephone: +254 20 2729911, 2710552  
Website: [www.nssf.or.ke](http://www.nssf.or.ke)**

**B. Address for Submission of Tenders.**

**The CEO/Managing Trustee,  
The National Social Security Fund,  
Social Security House, Block A Western Wing,  
9<sup>th</sup> Floor Procurement Office, along Bishops Road,  
P. O. Box 30599 – 00100,  
Nairobi, KENYA  
Email: [procurement@nssfkenya.co.ke](mailto:procurement@nssfkenya.co.ke)  
Telephone: +254 20 2729911, 2710552  
Website: [www.nssf.or.ke](http://www.nssf.or.ke)**

C. Address for Opening of Tenders.

The National Social Security Fund,  
Social Security House, Block A Western Wing,  
24<sup>th</sup> Floor conference Room, along Bishops Road, P. O. Box 30599 – 00100,  
Nairobi, KENYA

Email: [procurement@nssfkenya.co.ke](mailto:procurement@nssfkenya.co.ke)

Telephone: +254 20 2729911, 2710552

Website: [www.nssf.or.ke](http://www.nssf.or.ke)

MANAGING TRUSTEE / CEO

# **1. INTRODUCTION**

## **1.1. BACKGROUND**

NSSF is a State Corporation established under CAP 258, Laws of Kenya as a mandatory national scheme for every Kenyan with an income, to provide basic financial security benefits to Kenyans upon retirement and operating as a provident fund. The National Social Security Act (NSSF) Act, No.45 of 2013 transformed NSSF to a Pension Scheme with both a Provident Fund and a Pension Fund. benefits. NSSF is Defined Contribution Scheme registered and regulated by the Retirement Benefits Authority and has been in existence since 1965.

NSSF, having been established in 1965, is one the oldest Retirement Benefits Schemes in Kenya and currently enjoys a membership of more than one (1) million members.

NSSF, Fund's value as at June 2025 was over KShs. 700 billion with investments held in various asset classes as outlined and regulated by RBA. The Assets are in the form of Government Securities, Equities and Deposits, and Property. NSSF is exploring other Investment diversification avenues.

## **1.2. OBJECTIVES**

At NSSF, our corporate values and ethics are entrenched in our strategic and business objectives and are focused on transforming and accelerating growth in value for the benefit of all our stakeholders. In line with objectives, we have identified perennially underperforming assets that are due for development with a view to unlock their highest potential and returns. NSSF wishes to recruit an EPC+F partner for the Provision of Engineering, Procurement, Construction and Financing Services for the proposed property development.

The key objective of this Request for Proposals is to procure an EPC+F partner who will undertake development of the above-mentioned property owned by NSSF into the highest-and-best use.

The intention of this process is to identify EPC+F partner. The EPC+F partner must prove their ability to undertake the development through demonstration of financial and technical capacity. NSSF will provide land and partial funding of the proof-of-concept/starter phase for the project.

Prequalified bidders with access to financing are hereby invited to submit their proposals for consideration as EPC+F partner. To undertake this project, several guidelines have been provided to guide interested investors as they prepare responsive proposals. NSSF will evaluate and carry out due diligence on successful bidder including assessment of their financial and technical capacity as provided in this document.

### **1.3. SCOPE OF WORK**

Provision of developer services in the form of Engineering, Procurement, Construction and Financing (EPC+F) where the service provider is responsible, on a turnkey basis, to

- a) At RFP stage, undertake and submit a pre-feasibility study, viability analysis, concept master plan and project concept paper (including high-level budget for phased implementation) on how the Procuring Entity can realize maximum value from the property with a focus to both sustainability and ‘future-proofing’ of the development while leveraging on its location including proximity to JKIA and major transport networks
- b) Upon award and signing of the Project Agreement, undertake and submit a feasibility study, viability analysis, final master plan and final project paper (including high-level budget for both phased implementation & proof of concept)
- c) Upon NSSF approval of (b) above and signing of the Contract, undertake proof of concept via EPC (jointly with the Procuring Entity) of the “foundation / starter phase” and related infrastructure for market validation of the concept
- d) Undertake phased provision of requisite infrastructure to service the rest of the property subject to market uptake/demand of the zoned plots for development
- e) Structure (together with the Procuring Entity) the project sales, development and management strategies and legal entities for operationalizing the resultant project (product) in line with approved project concept paper

The resultant development on the site should also promote realization of other objectives including: -

- Ensure optimum utilization of Land.
- Embrace the concepts of a “15-minute City” and “sustainable community neighborhoods”
- Encourage and plan for growth opportunities around the site.
- Future proof the development to enhance value proposition for those who invest in the project offering
- Ensure best return on investment for the Procuring Entity
- Provide a clear exit strategy upon completion for the Procuring Entity

## **2. PROJECT DEVELOPMENT INFORMATION**

### **2.1. PROJECT DESCRIPTION**

- 2.1.1. The National Social Security Fund (NSSF) whose office is located in Nairobi-Kenya and being the Procuring Entity invites Bids for Request for Proposals for the development on a turnkey basis through Engineering, Procurement, Construction and Finance (EPC+F) contract of its approximately 1000 acres of land in Mavoko, Machakos County.
- 2.1.2. The project location at Katani area of Mavoko subcounty in Machakos county and the 1,000-acre or thereabout land size offers the Procuring Entity and the EPC+F partner the opportunity to undertake a timeless city development that would be a landmark decentralized live-work-play node for Nairobi City
- 2.1.3. Development options may cover all property sectors including residential, commercial, light industrial, institutional, specialized warehousing, hospitality, etc as well as other specialized uses.
- 2.1.4. Provision of requisite/enabling quality infrastructure to service the master-planned land, construction of a starter / proof-of-concept phase with public amenities in order to improve the value proposition and subsequently selling the serviced sub-plots within the zoned controlled development should be one of the options considered.

### **2.2. PROJECT DELIVERY MODEL**

- 2.2.1. The anchor aims for the development remain as developing this property to unlock its value and maximize return on investment to the NSSF. Therefore, for the bidders, in their bids, must demonstrate concrete road maps on how they will develop the property if selected.

#### **2.2.2. Engagement Structure**

- 2.2.2.1. The bidding process will be under the Request for Proposals (RFP) method that allows for negotiations with the successful EPC+F Partner prior to signing of the contract.
- 2.2.2.2. Prequalified bidders will be evaluated based on their technical experience in undertaking developments, financial capacity, track

record and ability to take market risk.

2.2.2.3. The project will be undertaken through an Engineering, Procurement, Construction and Financing (EPC+F) contract.

2.2.2.4. NSSF as the Procuring Entity will:

2.2.2.4.1. Provide land for the development

2.2.2.4.2. Assist in seeking Government approvals conferring the land a Special Economic Zone status

2.2.2.4.3. Provide strategic partner cash injection (part funding) for the implementation of the proof-of-concept / starter phase. This input will be dedicated to fund part of the infrastructural cost

2.2.2.4.4. Provide strategic liaison service with the statutory & National Government authorities

2.2.2.4.5. Provide requisite stage approvals during contract implementation

2.2.2.4.6. Enter in to a Project Agreement and later an EPC Contract with the successful bidder (now EPC+F Partner) to undertake the development.

2.2.2.4.7. Under this arrangement, NSSF's consent on the model sale agreement and for each transfer will be required prior to the transfer of any part of the development once sold.

2.2.2.5. The Procuring Entity will expect to receive, on a preferential basis, the agreed return on the development.

2.2.2.6. The EPC+F Partner will be given development rights over the project site upon submission and NSSF's approval of the project feasibility/viability study, project concept design reports and signing of the EPC Contract.

2.2.2.7. Bidders will be expected to familiarize themselves with the context of the project, related legal and policy frameworks.

2.2.2.8. Once the EPC+F Partner reaches financial close for the project and subject to both the agreement between the Parties and clause 2.2.2.6 above, the EPC+F Partner and/or the Procuring Entity may begin implementation of an approved pre-sales strategy.

2.2.2.9. Any funds that will be collected from pre-sales will be held in an independent project account in safekeeping for the prospective buyers. In this regard, the Procuring Entity and EPC+F Partner will appoint a local reputable financial institution to engage into escrow arrangements for

purposes of handling the funds collected from the pre-sales (“Independent Escrow Agent”).

- 2.2.2.10. Developers who wish to access the build-up of deposits will be allowed to access the deposits ONLY towards the development against certificates/milestones signed off by the Project Manager in the form agreed and detailed in the Project and Escrow Agreement.
- 2.2.2.11. The Procuring Entity and the EPC+F Partner will be signatories to the project account holding the pre-sales funds collected.

### 2.2.3. Project Development Structure

2.2.3.1. The project will be implemented on an Engineering, Procurement, Construction and Finance (EPC+F) basis. It is the Procuring Entity’s expectation that respondents to this bid will be Developers whose responsibility will be to undertake the feasibility study and based on the outcome, design the development in accordance with world-class standards, build with appropriate approved technology, finance (by Equity injection, deferred payment, debt, etc) the development within the agreed framework.

- 2.2.3.2. Transfer of resultant titles for the sold components of the development will only be undertaken with the approval of the Procuring Entity.
- 2.2.3.3. The relationship between the Procuring Entity and the successful bidder (EPC+F Partner) will be governed by a Project Agreement. Each party’s obligations will be set out under the Project Agreement.
- 2.2.3.4. The Procuring Entity will appoint a Project Manager who will administer the Contract and liaise with the EPC+F Partner. The role of the Project Manager will be set out in the Project Agreement.
- 2.2.3.5. The Procuring Entity will provide the land and any pertinent and requisite documentation **that may be in its possession** relating to the property.
- 2.2.3.6. The EPC+F Partner (or Developer) will be expected to undertake the following:

- i. **Feasibility/viability study**

The EPC+F Partner will be expected to carry out a full and comprehensive feasibility study, market study, traffic impact study

and viability analysis to identify the viable development options, establish the market size for these options, develop full financial information for at least 2 options including development cost, rates of return (Internal Rate of Return, Return on Equity, Return on Capital Employed, etc) and the timelines for achieving the same, identify development risks and their mitigation measures, establish project implementation timelines and provide a detailed exit plan to enable NSSF make an informed decision to either consent or decline to the implementation of the project. The key consideration being whether the project report has demonstrated acceptable chances for success, to safeguard NSSF's investment in the project property.

**ii. Development Fund Raising**

The EPC+F Partner will be required to provide financing (through debt, equity, deferred payment, etc) to get the development started and the necessary development project financing to complete the project. The EPC+F Partner will thus be required to provide funding for the project including generating pre-sales on the development.

**iii. Planning and Development**

The EPC+F Partner will, at their cost, ensure that the project to be undertaken is designed and implemented in accordance with the applicable policies, laws, and regulations.

**iv. Cadastral Survey**

The EPC+F Partner will be expected to carry out a full and comprehensive cadastral survey of the land related to the development with the aim of re-establishing the extent of the site boundaries.

**v. Topographical Survey**

The EPC+F Partner will be expected to carry out a full and comprehensive topographical survey (including locating all exiting utilities and/or third-party services within and around the property) of the land related to the development to enable proper planning and design in compliance with existing legislation.

**vi. Geotechnical and Hydrological Investigations**

The EPC+F Partner will be expected carry out proper investigations of geotechnical and hydrological conditions as is

necessary before any development can take place.

**vii. Environmental Management**

The EPC+F Partner will be expected to ensure that the development adheres to environmental legislation and the associated regulations.

**viii. Traffic Study**

The EPC+F Partner will be expected to ensure that the development is designed and implemented in accordance with the applicable policies, laws, and regulations

**ix. Marketing and Sales**

The EPC+F Partner will be expected to provide the strategies for the marketing and selling of the development.

**x. Local Content**

The EPC+F Partner will be expected to have a framework for local content in the project no less than the minimum local legislative requirements.

**xi. Proof-of-concept / starter phase**

EPC+F implementation of the proof-of-concept / starter phase on a JV basis including sales

**xii. Project Infrastructure**

EPC phased implementation of the project infrastructure on a need basis subject to performance of the Starter/Proof-of-Concept phase and sales progression/ demand of sub-plots in the rest of the scheme

**2.2.4. Project Financing**

2.2.4.1. Bidders are required to obtain their own financing to fund the construction of the project.

2.2.4.2. In addition, it is expected that the bidders will present in their proposals a strategy for sales and marketing on the development.

2.2.4.3. The EPC+F Partner will not be allowed to charge the land but will have access to presales funds as per the Escrow Agreement.

## **2.2.5. Process of Engaging Buyers**

2.2.5.1. The EPC+F Partner will be allowed to engage public or private entities interested in purchasing part or the whole of the value-added development as follows:

- i. The EPC+F Partner may reach out to prospective buyers through their own channels e.g. using agents, banks, amongst others.
- ii. The Project Agreement will determine when the EPC+F Partner can access any deposits paid by prospective buyers including when those deposits will be transferred to the Escrow Account.
- iii. Upon completion of payments i.e., receipt of cash, disbursement of the mortgages by lenders, etc, sectional titles (is applicable) will be issued to the buyers. Lenders offering mortgages will be entitled to hold the sectional titles as security for buyers who purchase the houses in this manner.

## **3. RESPONSE QUALIFICATION**

The response for the RFP will be comprised of one submission in three parts (sequentially paginated starting with the first page in the first part and ending with the last page in the last part in the format 1,2,3,4):

- i. Organizational and Legal Submission;
- ii. Technical Submission; and
- iii. Financial and Commercial Submission.

### **3.1. ORGANIZATIONAL AND LEGAL SUBMISSION**

3.1.1. The organizational and legal submission is intended to provide the Procuring Entity with information on the Bidder.

3.1.2. Bidders are requested to provide the following documents in a separately bound document which must be serialized and sequentially paginated:

- i. Certified copies of the Certificate of Incorporation/Compliance for the Bidder's company;
- ii. Certified copies of CR12 or equivalent for the Bidder's company;
- iii. A description of the ownership structure for the Bidder's company (which must take due account of the Shareholder Agreement that will be requested of a successful bidder at a later stage);
- iv. A Tax Compliance Certificate for the Bidder's company that is valid at the time of submitting the RFP;

- v. Notarized or Certified Power of Attorney allowing the signatory to submit the bid, negotiate, and possibly execute the Project Agreement on behalf of the Bidder's Company.
- vi. A signed self-declaration form that neither the Bidder nor its affiliates are debarred on the Public Procurement Regulatory Authority (PPRA) list of ineligible firms and individuals;
- vii. A signed self-declaration form from the Bidder that they have not, and will not, be involved in corrupt or fraudulent practices;
- viii. A Bid Security from a Bank of Kenya Shillings 100 million and valid for at least 210 days from the date of submission of this RFP;
- ix. Contact information for the individuals responsible for communication with the Procuring Entity. Information requirements include:
  - Company Name
  - Contact Details (Contact Person, Address, Tel., E-Mail)
  - Parent Company Name (If Applicable)
  - Parent Company Contact Details (Address, Tel., E-Mail)

3.1.3. The Bidder shall be required to meet the financial and technical criteria.

3.1.4. The Bidder shall be expected to provide a duly notarized Power of Attorney demonstrating the person to whom powers have been given to submit the bid, negotiate and possibly execute the Project Agreement.

3.1.5. Where certified copies of documents are requested, bidders should ensure that they are certified by an Advocate of the High Court or notarized.

3.1.6. It is critical that bidders provide clear contact information for the individuals responsible for communication with the Procuring Entity in this submission.

3.1.7. **Bidders are notified that all the documents in the Organization and Legal Submission section are mandatory. Bidders who do not provide these documents will be considered non-responsive and will therefore be disqualified.**

## 3.2. TECHNICAL SUBMISSION

The technical submission is intended to provide the Procuring Entity with information on the technical experience of the Bidder and their capacity to participate in the Development as an EPC+F Partner. Bidders are requested to provide the following in a separately bound

document which must be serialized and sequentially paginated:

### **3.2.1. Summary Description**

Bidders should provide a Summary Description and Approach for the Project.

### **3.2.2. Profiles Demonstrating Experience and Expertise**

- i.* Bidders should provide evidence of undertaking similar projects (complexity and value of projects) in the format described in *Section 3.4: GUIDELINES ON SUBMISSION OF PROJECT PROFILES*.
- ii.* Bidders are encouraged to include projects demonstrating:
  - a. Satisfactory experience in the execution of projects of a broadly similar nature to the one envisaged under the project;
  - b. Ability to take on development risk;
  - c. Ability to successfully undertake pre-sale strategies and plans; and
  - d. Experience in raising funds for similar projects.
- iii.* Bidders are required to provide at least two (2) project profiles of successfully completed projects in the last ten (10) years.
- iv.* Bidders demonstrating master plan developments (on at least 200 acres) and/or infrastructure development (at least KSh. 3 billion project cost) projects undertaken in the last ten (10) years will have an advantage.
- v.* Bidders with specific master plan and/or infrastructure development projects (exceeding KSh. 15 billion contract value) experience in Kenya undertaken in the last ten (10) years will have an advantage.
- vi.* Bidders are required to submit a detailed concept design supported by pre-feasibility/market report and preliminary project financials of the proposed development on the plot.
- vii.* Bidders are advised that projects submitted should demonstrate the Bidder's ability to take on development risk i.e., design, build, fund (through equity, debt and/or deferred payment options) and optionally sell the development projects – this means experience as a contractor-only employed on a development project does not qualify.

### **3.2.3. Information on Litigation and Claims**

Bidders are required to provide a letter from their external Legal Counsel detailing the status of any claims, litigation, judgments, notices of violations, or administrative

enforcement actions arising out of the developments they have previously undertaken.

#### **3.2.4. Personnel Qualification**

Bidders will be assessed on the quality of personnel in their teams and will be required to demonstrate that they have staff available and dedicated to this project with the expertise noted below. Bidders are advised that where these personnel are Consultants that will be working on the project and not members of the core team who work in the Bidder's Company, then documentary proof of their engagement must be provided.

##### **3.2.4.1. Expertise in Master planning and/or infrastructure development**

Bidders should provide information on staff with master planning and/or infrastructure development experience including EPC contracts, successfully executing pre-sales strategies and marketing plans, project management of the development during construction, and successful handover to buyers. Information demonstrating such development expertise should include:

- At least two (2) team members designated to the project with at least professional specialization or qualification in master planning (or equivalent) and at least ten (10) years' master planning experience with at least one completed project of not less than 200 acres
- At least two (2) team members designated to the project with at least professional specialization or qualification in civil engineering and at least ten (10) years' infrastructure (roads or sewerage) experience with at least one completed infrastructure project of not less than KSh. 3 billion.
- Participation of two team members above in at least one (1) EPC projects over the last 10 years

##### **3.2.4.2. Expertise in Financial Structuring and Fund-Raising**

Bidders should provide information on staff with professional specialization or qualification in finance and experience in financial structuring and fundraising including:

- At least two (2) members of staff with at least ten (10) years' experience in financial structuring and fundraising, available and designated for the project;
- At least one (1) member of staff with professional specialization or qualification in finance; and
- Participation of the team member above in at least one (1) real estate development project of not less than KSh. 3 billion in the last 10 years.

#### **3.2.5. Qualification for Financial and Commercial Evaluation**

**In order to qualify for the next stage, Bidders must score at least 70% of the allocated points in the technical evaluation. Only bidders meeting this threshold will have their financial and commercial submissions evaluated.**

### **3.3. FINANCIAL AND COMMERCIAL SUBMISSION**

The financial and commercial submission is intended to provide the Procuring Entity with information of the financial capacity and commercial strategy of the bidder to undertake the development. Bidders are requested to provide the following in a separately bound document which must be serialized and sequentially paginated:

#### **3.3.1. Demonstration of Financial Capacity**

3.3.1.1. Bidders are required to provide the following information demonstrating their financial capacity:

- i. Certified copies of audited financial statements for the Bidder's Company for the last three (3) years showing cash and cash equivalents of KES 5 billion together with supporting and verification documentation for the reported cash and cash equivalents in the form of bank statements, statements of liquid financial asset holdings, and any other third-party verified references.

#### **3.3.2. Demonstration of Financial Performance\***

3.3.1.2. Demonstration of financial performance will be evaluated using the following metrics:

- i. Average annual turnover of not less than Kenya Shillings Five billion (KES 5,000,000,000) or its equivalent in foreign currency from the audited financial statements for the last five (5) years;
- ii. Net worth or equity that will enable them raise equity (or deferred payment facility) for the project of not less than Kenya Shillings Five billion (KES 5,000,000,000) or its equivalent in foreign currency from the audited financial statements for the last three (3) years; and
- iii. Debt Profile: EBITDA / Interest from the audited financial states for the last three (3) years.

3.3.1.3. Bidders are required to provide calculations of the above financial performance metrics in three separate and clearly labelled tables as provided in the Standard Forms below.

3.3.1.4. Bidders should submit proof of their ability to raise requisite financing for the project from verifiable/reputable sources (or provide a deferred payment facility for the duration from award

to completion of the starter/pilot phase construction, within the project cost), and in any case not less than Kenya Shillings Fifteen billion (KES 15,000,000,000) or its equivalent in foreign currency

### **3.3.3. Details of the Bidder's Primary Bankers**

3.3.1.5. Bidders are required to provide details on their primary bankers including contact details in the following format:

Bank Name
Contact Person Name
Contact Person Designation
Contact Person Address
Contact Person Telephone
Contact Person E-Mail

3.3.1.6. International bidders may in addition provide details on their primary local bankers (or corresponding bank) including contact details in the format above.

3.3.1.7. Bidders should include in this submission a letter with an express authorization copied to the Banker confirming that the Procuring Entity can contact the Banker for a reference on the Bidder.

## **3.4. GUIDELINES ON SUBMISSION OF PROJECT PROFILES**

3.4.1. Bidders should demonstrate experience in undertaking relevant projects through submission of profiles of the work undertaken, time taken to raise the capital as well as demonstrate the use of funds to the project.

3.4.2. The profiles, which should be submitted as part of the technical submissions, as described above, should contain the following details:

- i. Name and location of development;
- ii. Names and telephone numbers of the client, if any;
- iii. A reasonably detailed description of the project, including design, construction and financing structure;
- iv. The Bidder's role in project development, design, development permits, financing, construction, regeneration (if any), operation, maintenance and marketing;
- v. Development timeline, including construction start and completion dates;

- vi. Completion certificates for completed projects;
- vii. Total development costs for the project;
- viii. Contract agreements with the contractor for the projects;
- ix. Proof of capital raised for the project by providing financing agreements for projects and letter of attestation on equity injected into the project or relevant creditworthiness documents (in the case of self-funding by the Bidder);
- x. Project cash flow for each of the projects; and
- xi. Reference information for Bidders' Contractor or Lead Consultant in each of the projects provided in the format below:

Company Name
Contact Details (Contact Person, Address, Tel., E-Mail)
Parent Company Name (If Applicable)
Parent Company Contact Details (Address, Tel., E-Mail)
(If Applicable) Local Company Name
Relevant Contact Details (Contact Name, Address, Tel., E-Mail)

### **3.5. ADDITIONAL REQUESTS FOR INFORMATION**

- 3.5.1. Should Bidders require additional information in relation to the RFP such request should be made in writing to the Procuring Entity via email at: [procurement@nssfkenya.co.ke](mailto:procurement@nssfkenya.co.ke)
- 3.5.2. In due course, should the Procuring Entity require additional information on the references submitted by the Bidder, the Procuring Entity may request such information from the interested parties.
- 3.5.3. The Procuring Entity reserves the right to request oral presentations from interested firms, if this is deemed necessary.

### **3.6. PREPARATION AND SUBMISSION OF THE BIDDERS' RESPONSE**

- 3.6.1. Bidders are advised that responses shall be written and submitted in the English language. Any requested and/or other supporting documentation provided in any other language must be accompanied by certified translations.
- 3.6.2. Bidders are required to separate their submissions into three different bound documents for the:
  - i. Organizational and Legal Submission;

- ii. Technical Submission; and
  - iii. Financial and Commercial Submission.
- 3.6.3.** In preparing the submissions to this RFP, Bidders are expected to familiarize themselves with the real estate including master planning) and infrastructure developments in Kenya, as well as applicable policies, laws, and regulations.
- 3.6.4.** Bidders are advised of the requirement to include at least 40% local content for provision of goods, services, and labor, in their project plans.
- 3.6.5.** Bidders are advised that their submissions must be paginated, serialized, tape bound and signed by the authorized signatory on all pages including addendums and attachments.
- 3.6.6.** Bidders should submit any request for clarifications not later than **30<sup>th</sup> June 2026** (or any other date communicated by the Procuring Entity) via email to [procurement@nssfkenya.co.ke](mailto:procurement@nssfkenya.co.ke).
- 3.6.7. Bidders shall submit both Hard copy documents (one original and 2 copies) and soft copy documents (2 copies clearly labelled) by the date of tender closure as indicated.**
- 3.6.8.** The submissions must remain valid at least 210 days from the date of submission.
- 3.6.9.** Information relating to evaluation of submissions to this RFP and recommendations concerning award shall not be disclosed to Bidders until the process is completed up to signing of the Project Agreement.
- 3.6.10. Corrupt or Fraudulent Practices**
- 3.6.10.1. The Procuring Entity requires that the Bidders observe the highest standards of ethics during the selection and award of EPC+F Partner and also during the performance of the assignment.
- 3.6.10.2. Bidders shall sign and provide a declaration that they have not and will not be involved in corrupt or fraudulent practices.
- 3.6.10.3. The Procuring Entity will reject a contract award if it determines that the Bidder selected as the successful EPC+F Partner has engaged in corrupt or fraudulent practices during the RFP process.
- 3.6.10.4. Further, Bidders who are found to have indulged in corrupt or fraudulent practices risk being debarred from participating in public procurement in Kenya.

### **3.7. EVALUATION PROCESS**

**3.7.1.** Following the receipt of submissions, the Procuring Entity will appoint an evaluation committee who will evaluate the submissions on the basis of completeness of information provided by Bidders as well as responsiveness to the criteria set out in this RFP document.

**3.7.2.** The following evaluation criteria will be used by the Procuring Entity to establish and select the successful EPC+F Partner. Bidders should therefore meet these criteria without material deviations, reservation, or omission.

**3.7.3.** The Procuring Entity will conduct due diligence on the submissions provided by the bidders, including but not limited to:

3.7.3.1. Verification of documents including certified copies and certifying entities or individuals.

3.7.3.2. Verification of company documentation including certificate of incorporation, memorandum of articles, IDs and PINs of Directors, and other related documents.

3.7.3.3. Verification of project profiles and experience including contacting of previous clients.

3.7.3.4. Verification of financial documents and references from financiers, lenders, and banks, as case may be.

3.7.3.5. Verification of submitted bid security.

**3.7.4.** Upon completion of the evaluation of the RFP submissions, the Bidder with the highest ranked score will be invited for negotiations to discuss and conclude the Project Agreement. The bidder shall arrange for and facilitate requisite travel and accommodation for the evaluation team during the due diligence of the bidder's project sites.

### **3.8. NEGOTIATION PROCESS**

**3.8.1.** The Procuring Entity will appoint a team for the purpose of the negotiations.

**3.8.2.** The Procuring Entity will negotiate with the successful bidder following the

conclusion of the evaluation process. Should negotiations fail with the first successful bidder, the bidder with the second highest score will be invited for due diligence and to negotiate a contract.

- 3.8.3. The place of negotiations will be communicated in the letter of notification to proceed to negotiations.
- 3.8.4. The first meeting on negotiation will be to review submissions of the technical design and specifications for the development by the Bidder. At a minimum, the submissions should address:
  - 3.8.4.1. Detailed concept design of the proposed development on the plot.
  - 3.8.4.2. Land use guidelines as provided to accommodate internal road works, utilities, green space, and residential spaces as well as existing development usage guidelines by the County Government of Nairobi.
  - 3.8.4.3. Innovative design and use of technologies that will facilitate a commercially viable, energy efficient world class development, taking into consideration cost, time, and quality parameters.
  - 3.8.4.4. Green building concepts that limit carbon footprint, through creating structures and using processes that are environmentally responsible and resource efficient through a building life cycle, from siting to design, construction, operation, maintenance, renovation, and de-construction (demolition).
  - 3.8.4.5. Integration of smart city developments and future proofing of developments to ensure efficient service provision utilizing ICT.
  - 3.8.4.6. Provision of facilities for vulnerable groups including disabled, elderly, children, among other categories of special users.
  - 3.8.4.7. Sustainability and maintainability of the development
  - 3.8.4.8. A coherent and detailed work plan for the undertaking the project. A proposed Gantt chart and development timeline should be provided in the work plan. In addition, Bidders should provide descriptions on the types of building technology(ies) to be deployed. The work plan should also include a description of strategies that the Bidder may

deploy to mitigate construction and delivery risk.

3.8.4.9. Evidence on the speed of delivery for the proposed development

3.8.4.10. Other features and benefits that will make this development iconic, world-class and sustainable.

3.8.4.11. Integration of local content framework plan.

**3.8.5.** The second meeting will consider legal and finance considerations including:

3.8.5.1. Review of the marked-up Project Agreement, Escrow Agreement, and other legal documents governing the project delivery model.

3.8.5.2. Review of financial work plan, how the EPC+F Partner intends to deliver the contracted return on investment for NSSF and the applicable safeguards thereof;

3.8.5.3. Review of sales strategy and plan;

3.8.5.4. Assessment of readiness for financial close; and

3.8.5.5. Other relevant information related to legal and financial arrangements for the project.

**3.8.6.** Subsequent meetings will address outstanding issues and lead to award of contract and signing of the Project Agreement.

### 3.9. EVALUATION CRITERIA

#### 3.9.1. Evaluation Criteria for Organizational and Legal Submission

ITEM	REQUIREMENTS	SUBMITTED	MANDATORY
		(Y/N)	
1	<b>ORGANIZATION AND LEGAL WITH EVIDENCE ATTACHED</b>		
	<i>Please note that all the documents in this section are mandatory. Bidders who do not provide these documents will not be assessed for technical and financial capability.</i>		
1.1	Certified copies of the Certificate of Incorporation or equivalent for the Bidder's company		<b>Mandatory</b>
	<i>Please note that foreign entities should be submit notarized power of attorney and local companies should submit documents certified by an Advocate of the High Court</i>		
1.2	Certified copies of CR12 or equivalent for the Bidder's company		<b>Mandatory</b>
	<i>Please note that foreign entities should be submit notarized power of attorney and local companies should submit documents certified by an Advocate of the High Court</i>		
1.3	A description of the ownership structure for the Bidder's company (which must take due account of the Shareholder Agreement that will be requested of a successful bidder at a later stage)		<b>Mandatory</b>
1.4	Tax Compliance Certificate that is valid at the time of submitting the RFP		<b>Mandatory</b>

ITEM	REQUIREMENTS	SUBMITTED	MANDATORY
		(Y/N)	
1.5	Notarized or Certified Power of Attorney allowing the signatory to submit the bid, negotiate, and possibly execute the Project Agreement on behalf of the Bidder's Company.		<b>Mandatory</b>
	<i>Please note that foreign entities should be submit notarized power of attorney and local companies should submit documents certified by an Advocate of the High Court</i>		
1.6	A signed declaration that neither the Bidder nor its affiliates are listed on Public Procurement Regulatory Authority (PPRA) list of ineligible firms and individuals.		<b>Mandatory</b>
1.7	A signed declaration from the Bidder that they have not, and will not, be involved in corrupt or fraudulent practices		<b>Mandatory</b>
1.8	Bid Security from a Bank or an institution approved by PPRA in the amount of KES 100 million and valid for not less than 210 days		<b>Mandatory</b>
1.9	Contact information for the individuals responsible for communication with the Procuring Entity.		<b>Mandatory</b>

### 3.9.2. Evaluation Criteria for Technical Submission

ITEM	REQUIREMENTS	POINTS SCORED	MAX POINTS
2	<b>TECHNICAL SUBMISSION</b>		<b>55</b>
2.1	<b>Profiles Demonstrating Experience and Expertise</b>		<b>38</b>
2.1.1	<b>Summary Description and Approach for the Project by the Bidder</b>		<b>5</b>
	<ul style="list-style-type: none"> <li>▪ Description is well-organized, coherent, and shows logical progression on how delivery of the development will be undertaken</li> </ul>		5
	<ul style="list-style-type: none"> <li>▪ Description is well-organized, but not as coherent, and doesn't show logical progression on how delivery of the development will be undertaken</li> </ul>		2
	<ul style="list-style-type: none"> <li>▪ Description is not well-organized, not coherent, and doesn't show logical progression on how delivery of the development will be undertaken</li> </ul>		1
2.1.2	<b>At least (2) No. successfully completed master planned development, infrastructure or EPC projects in the last ten (10) years</b>		<b>10</b>
	<ul style="list-style-type: none"> <li>▪ 2 No. Project of nature, complexity and magnitude (Over KES 10 billion)</li> </ul>		10
	<ul style="list-style-type: none"> <li>▪ 2 No. Project successfully completed (KES 5 billion –9.999 billion)</li> </ul>		4
	<ul style="list-style-type: none"> <li>▪ 2 No. Project of nature, complexity, and magnitude (KES 3 billion – 4.999 billion)</li> </ul>		2
	<ul style="list-style-type: none"> <li>▪ 2 No. Project of nature, complexity, and magnitude (below KES 3 billion)</li> </ul>		0
	<i>Please note that each qualifying project will be half of the max points provided, up to the maximum points available.</i>		
2.1.3	<b>Have undertaken at least one (1) industrial park, mixed-use development or new town development project comprising at least 200 acres in the last ten (10) years involving investment, operation and/or EPC implementation</b>		<b>8</b>
	<ul style="list-style-type: none"> <li>▪ At least one (1) No. qualifying project</li> </ul>		8
	<ul style="list-style-type: none"> <li>▪ No qualifying project</li> </ul>		0

ITEM	REQUIREMENTS	POINTS SCORED	MAX POINTS
<b>2.1.4</b>	<b>At least (2) No. Detailed concept design, pre-feasibility report and supporting documents</b>		<b>10</b>
	<ul style="list-style-type: none"> <li>▪ 2 No Detailed concept design, pre-feasibility report and supporting documents</li> </ul>		10
	<ul style="list-style-type: none"> <li>▪ 1 No. Detailed concept design, pre-feasibility report and supporting document</li> </ul>		5
	<ul style="list-style-type: none"> <li>▪ No Detailed concept design, pre-feasibility report and supporting documents</li> </ul>		0
<b>2.1.5</b>	<b>Proof of capital raised for the projects provided</b>		<b>5</b>
	<ul style="list-style-type: none"> <li>▪ Financing agreements and letters of attestation on equity injected into projects provided for at least two (2) projects, funded with not less than KSh. 5 Billion and successfully completed within the last ten (10) years.</li> </ul>		5
	<ul style="list-style-type: none"> <li>▪ Financing agreements and letters of attestation on equity injected into projects provided for at least one (1) project, funded with not less than KSh. 5 Billion and successfully completed within the last ten (10) years.</li> </ul>		3
	<ul style="list-style-type: none"> <li>▪ Non-disclosure of financing agreements and letters of attestation on equity injected into projects funded with not less than KSh. 5 Billion and successfully completed within the last ten (10) years.</li> </ul>		0
<b>2.2</b>	<b>Litigation and Claims</b>		<b>3</b>
	<ul style="list-style-type: none"> <li>▪ Letter from external Legal Counsel attests that there are no claims, litigation, judgments, notices of violations, or administrative enforcement actions arising from any of the projects.</li> </ul>		3
	<ul style="list-style-type: none"> <li>▪ Letter from external Legal Counsel provides details on the status of any claims, litigation, judgments, notices of violations, or administrative enforcement actions provided.</li> </ul>		1
	<ul style="list-style-type: none"> <li>▪ No letter from external Legal Counsel on claims, litigation, judgments, notices of violations, or administrative enforcement actions has been provided.</li> </ul>		0
<b>2.3</b>	<b>Bidders are local developers</b>		<b>2</b>
	<ul style="list-style-type: none"> <li>▪ Bidders are local developers</li> </ul>		2
	<ul style="list-style-type: none"> <li>▪ Bidders are not local developers</li> </ul>		0

ITEM	REQUIREMENTS	POINTS SCORED	MAX POINTS
2.4	<b>Personnel Qualification and Experience</b>		12
2.4.1	<b>Project Personnel – Master planning Experience</b>		8
2.4.1.1	<b>Master planning Experience</b>		3
	<ul style="list-style-type: none"> <li>At least two (2) team members designated to the project with at least professional specialization or qualification in master planning (or equivalent) and at least ten (10) years' master planning experience with at least one completed project of not less than 200 acres</li> </ul>		3
	<ul style="list-style-type: none"> <li>At least two (2) team members designated to the project with at least professional specialization or qualification in master planning (or equivalent) and at least five (5) years' master planning experience with at least one completed project of not less than 200 acres</li> </ul>		1
2.4.1.2	<b>Professional Specialization and Qualifications in Infrastructure Development</b>		3
	<ul style="list-style-type: none"> <li>At least two (2) team members designated to the project with at least professional specialization or qualification in civil engineering and at least ten (10) years' infrastructure (roads or sewerage) experience with at least one completed infrastructure project of not less than KSh. 3 billion.</li> </ul>		3
	<ul style="list-style-type: none"> <li>At least one (1) team member designated to the project with at least professional specialization or qualification in civil engineering and at least ten (10) years' infrastructure (roads or sewerage) experience with at least one completed infrastructure project of not less than KSh. 3 billion.</li> </ul>		1
2.4.1.3	<b>Participation in Engineering, Procurement &amp; Construction (EPC) Projects</b>		2
	<ul style="list-style-type: none"> <li>Participation of two team members above in at least one (1) EPC projects over the last 10 years</li> </ul>		2
	<ul style="list-style-type: none"> <li>Participation of one team members above in at least one (1) EPC projects over the last 10 years</li> </ul>		1

ITEM	REQUIREMENTS	POINTS SCORED	MAX POINTS
2.4.2	<b>Project Personnel – Financial Structuring and Fundraising Experience</b>		<b>4</b>
2.4.2.1	<b>Financial Structuring and Fundraising Experience</b>		<b>3</b>
	<ul style="list-style-type: none"> <li>▪ At least two (2) team members designated to the project with at least ten (10) years financial structuring and fund-raising experience</li> </ul>		3
	<ul style="list-style-type: none"> <li>▪ At least two (2) team members designated to the project with at least five (5) years financial structuring and fund-raising experience</li> </ul>		2
	<ul style="list-style-type: none"> <li>▪ At least two (2) team members designated to the project with at least three (3) years financial structuring and fund-raising experience</li> </ul>		1
2.4.2.2	<b>Participation in Real Estate Development Projects</b>		<b>1</b>
	<ul style="list-style-type: none"> <li>▪ Participation of the team members above in at least one (1) real estate development or infrastructure development project of not less than KSh. 3 billion over the last 10 years</li> </ul>		1
	<ul style="list-style-type: none"> <li>▪ No participation of the team members above in at least one (1) real estate development or infrastructure development project of not less than KSh. 3 billion over the last 10 years</li> </ul>		0

### 3.9.3. Evaluation Criteria for Financial Submission

ITEM	REQUIREMENTS	POINTS SCORED	MAX POINTS
3	<b>FINANCIAL SUBMISSION</b>		45
3.1	<b>Demonstration of Financial Capacity</b>		5
3.1.1	<b>Certified copies of audited financial statements for the last three (3) years showing cash and cash equivalents of up to [KES 5 billion] together with provision of supporting and verification documentation in the form of either bank statements or statements of liquid financial asset holdings, or any other third-party verified references.</b>		5
	<ul style="list-style-type: none"> <li>▪ Audited financial statements show at least [KES 5 billion] in cash and cash equivalents for all three (3) years together with provision of supporting and verification documentation in the form of either bank statements or statements of liquid financial asset holdings, or any other third-party verified references.</li> </ul>		5
	<ul style="list-style-type: none"> <li>▪ Audited financial statements show at least [KES 5 billion] in cash and cash equivalents for any two (2) years together with provision of supporting and verification documentation in the form of either bank statements or statements of liquid financial asset holdings, or any other third-party verified references.</li> </ul>		3
	<ul style="list-style-type: none"> <li>▪ Audited financial statements show at least [KES 5 billion] in cash and cash equivalents for anyone (1) year together with provision of supporting and verification documentation in the form of either bank statements or statements of liquid financial asset holdings, or any other third-party verified references.</li> </ul>		1
	<ul style="list-style-type: none"> <li>▪ Audited financial statements show less than [KES 5 billion] in cash and cash equivalents for all three (3) years together with provision of supporting and verification documentation in the form of either bank statements or statements of liquid financial asset holdings, or any other third-party verified references.</li> </ul>		0

3.2	<b>Demonstration of Financial Performance</b>		25
3.2.1	<b>Provision of audited financial statements showing audited turnover for the last five (5) years</b>		10
	<ul style="list-style-type: none"> <li>▪ Annual Turnover greater than or equal to KES 5 billion</li> </ul>		10
	<ul style="list-style-type: none"> <li>▪ Annual Turnover below KES 5 billion and above KES 3 billion</li> </ul>		5
	<ul style="list-style-type: none"> <li>▪ Annual Turnover KES 3 billion and below</li> </ul>		1
3.2.2	<b>Provision of calculations of net worth or equity from the audited financial statements for the last three (3) years</b>		10
	<ul style="list-style-type: none"> <li>▪ Net worth greater than or equal to KES 5 billion</li> </ul>		10
	<ul style="list-style-type: none"> <li>▪ Net worth below KES 5 billion and above KES 3 billion</li> </ul>		6
	<ul style="list-style-type: none"> <li>▪ Net worth KES 3 billion and below</li> </ul>		2
3.2.3	<b>Provision of calculations for Debt Profile: EBITDA / Interest (x times) from the audited financial states for the last three (3) years</b>		5
	<ul style="list-style-type: none"> <li>▪ Debt profile greater than or equal to 2x</li> </ul>		5
	<ul style="list-style-type: none"> <li>▪ Debt profile between 1.5x and 2x</li> </ul>		3
	<ul style="list-style-type: none"> <li>▪ Debt profile between 1x and 1.5x</li> </ul>		1
	<ul style="list-style-type: none"> <li>▪ Debt profile below 1x</li> </ul>		0
3.3	<b>Ability to raise requisite financing for the project from verifiable/reputable sources (or provide a deferred payment facility for the duration from award to completion of the starter/pilot phase construction, within the project cost), and in any case not less that KES Fifteen billion (KES 15,000,000,000) or its equivalent in foreign currency</b>		10
	<ul style="list-style-type: none"> <li>▪ Ability to raise project financing exceeding KES 15 billion</li> </ul>		10
	<ul style="list-style-type: none"> <li>▪ Ability to raise project financing of between KES 15 billion and less than KES 10 billion</li> </ul>		5
	<ul style="list-style-type: none"> <li>▪ Ability to raise project financing below KES 10 billion</li> </ul>		1

3.4	<b>Details of Primary Banker for Reference Check</b>		5
	<ul style="list-style-type: none"> <li>• Details of the primary banker provided in the format required and letter of authorization for a reference check on cash and cash equivalents.</li> </ul>		5
	<ul style="list-style-type: none"> <li>▪ Non-responsive on provision of primary banker details and/or letter of authorization for a reference check.</li> </ul>		0

## **4. STANDARD FORMS FOR RESPONSE SUBMISSION**

### **4.1. STANDARD FORMS**

- Project Description Form
  
- FORM SD1 – Self Declaration That the Bidder Is Not Debarred in The Matter of The Public Procurement and Asset Disposal Act 2015
  
- FORM SD2 – Self Declaration That the Bidder Will Not Engage in Any Corrupt or Fraudulent Practices
  
- FORM SD3 – Self Declaration That the Bidder Will Make Disclosure of All Housing and Infrastructure Projects to Which They Have Committed Themselves
  
- Form of Tender Security
  
- Bidder Contact Information Form
  
- Litigation History Form
  
- Project Profile Form
  
- Curriculum Vitae Form
  
- Demonstration of Financial Performance Calculations

#### 4.1.1. Project Description

**Land for the Proposed Request for Proposal (RFP) for feasibility study, master plan, infrastructure & pilot-phase development for the proposed 1,000-acre city through an Engineering, Procurement, Construction and Financing contract**

S/No.	LR No.	Land Size (Approx.)	Land Ownership	Feasibility study
1	20355	58.73 Hectares	NSSF	To be done
2	24574	20.04 Hectares	NSSF	To be done
3	24577	15.97 Hectares	NSSF	To be done
4	24578	233.60 Hectares	NSSF	To be done
5	24579	60.60 Hectares	NSSF	To be done
6	26472	20.00 Hectares	NSSF	To be done

**4.1.2. FORM SD1 – Self Declaration that the Person/Tenderer is not Debarred**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, ....., of Post Office Box .....  
being a resident of ..... in the Republic of  
..... do hereby make a statement as follows:

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of ..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for..... (*Insert tender title/description*) for..... (*Insert name of the Procuring Entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its directors, and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information, and belief.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bidder Official Stamp

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**4.1.3. FORM SD2 – Declaration Not to Engage in Corrupt or Fraudulent Practices**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICES.**

I, ..... of P. O. Box.....  
being a resident of ..... in the Republic of ..... do  
hereby make a statement as follows:

4. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (*Insert name of the Company*) who is a Bidder in respect of Tender No. .... for ..... (*Insert tender title/description*) for ..... (*Insert name of the Procuring Entity*) and duly authorized and competent to make this statement.
5. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*Insert name of the Procuring Entity*) which is the procuring entity.
6. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (*Insert name of the Procuring Entity*).
7. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.
8. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bidder Official Stamp

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**4.1.4. FORM SD3 – Disclosure on Housing and Infrastructure Projects**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL MAKE DISCLOSURE OF ALL HOUSING, COMMERCIAL AND INFRASTRUCTURE PROJECTS TO WHICH THEY HAVE COMMITTED THEMSELVES.**

I ..... (person) on behalf of (*Name of the Business/ Company/Firm*) ..... declare that I do here by commit to make disclosure to ..... (*Insert name of the Procuring Entity*) of all housing, commercial and infrastructure project to which we have committed ourselves in the manner to be prescribed by the Procuring Entity as soon as the projects are contracted.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bidder Official Stamp

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**4.1.5. Tender Security**

**FORM OF TENDER SECURITY – Demand Bank Guarantee**

Beneficiary: \_\_\_\_\_  
Request for Proposal No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Tender Guarantee No.: \_\_\_\_\_  
Guarantor: \_\_\_\_\_  
\_\_\_\_\_

1. We have been informed that .....  
(hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (hereinafter called " the Tender") for the execution of ..... *(Insert tender title/description)* under Request for Tenders No. .... *(“the ITT”)*.
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of KES ..... *(Insert Bid Security amount in words and figures)* upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
- (b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension thereto provide by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.

4. This guarantee will expire:

- (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or
- (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.

5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**4.1.6. Contact Information for Bidder**

**BIDDER CONTACT INFORMATION FORM**

I ..... (person) on behalf of (*Name of the Business/ Company/Firm*) ..... note that the individual noted below are responsible for communication with the Procuring Entity.

Bidder's Name:

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Contact Person

Contact Person Address

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Contact Person Telephone or Mobile No.

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Contact Person Email:

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Parent Company Name, if applicable:

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Parent Company Address:

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Parent Company Telephone:

Parent Company Email:

Name:

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Signature:

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Date:

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**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**4.1.7. Litigation History**

**LITIGATION HISTORY FORM**

Name of Bidder's Firm:	
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Firms should provide information on any history of litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution.

Year	Award FOR or AGAINST Firm	Name of client, cause of litigation and matter in dispute	Disputed amount (current value, Kshs.)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### 4.1.8. Project Experience

##### PROJECT PROFILE FORM

<b>Name of Bidder's Firm:</b>	
<b>NAME OF THE DEVELOPMENT</b>	
<b>LOCATION OF THE DEVELOPMENT</b>	
<b>NAME AND CONTACT OF CLIENT, IF ANY</b>	<b>NAME:</b>
	<b>TELEPHONE:</b>
	<b>EMAIL:</b>
<b>DESCRIPTION OF THE PROJECT:</b>	
<i>{The description should be reasonably detailed and include information on design, construction, financing structure, etc.}</i>	
<b>BIDDER'S ROLE IN THE PROJECT:</b>	<i>{Provide details of involvement in project covering such details as development permits, financing, construction, regeneration (if any), operation, maintenance and marketing, etc.}</i>
<b>DEVELOPMENT TIMELINE</b>	<i>{Provide details of the project's development timeline including contract close, financial close, construction start and completion dates, etc.}</i>
<b>TOTAL DEVELOPMENT COSTS</b>	<b>KES</b>
	<b>USD</b>

<b>COMPLETION CERTIFICATES FOR COMPLETED PROJECTS</b>	<i>{Provide certified copies as an attachment to the project profile table}</i>
<b>CONTRACT AGREEMENTS WITH THE CONTRACTOR FOR COMPLETED PROJECTS</b>	<i>{Provide certified copies as an attachment to the project profile table}</i>
<b>PROOF OF CAPITAL RAISED FOR THE PROJECT</b>	<i>{Provide certified copies of financing agreements and signed letter of attestation of equity injected into the project as an attachment to the project profile table}</i>
<b>PROOF OF SUCCESSFUL PRE-SALES</b>	<i>{Provide signed letter of attestation on level of pre-sales achieved including related timelines as an attachment to the project profile table}</i>
<b>PROJECT CASH FLOW FOR THE PROJECT</b>	<i>{Provide details of the project's cashflow with timelines as an attachment to the project profile table.}</i>
<b>REFERENCE INFORMATION FOR THE BIDDER'S CONTRACTOR OR LEAD CONSULTANT IN THE PROJECT</b>	
<b>Company Name</b>	
<b>Role on the Project</b>	
<b>Contact Person</b>	
<b>Contact Person Address</b>	
<b>Contact Person Telephone or Mobile No.</b>	
<b>Contact Person Email:</b>	
<b>Parent Company Name, if applicable:</b>	
<b>Parent Company Address:</b>	
<b>Parent Company Telephone:</b>	
<b>Parent Company Email:</b>	

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**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**4.1.9. Personnel Information and Experience**

**CURRICULUM VITAE (CV) FORM**

*No more than three (3) pages per CV of each team member.*

Position Title	<i>{e.g., Team Leader}</i>
Name of Team Member:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship	

**EDUCATION:**

*{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

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**EMPLOYMENT RECORD RELEVANT TO THE ASSIGNMENT:**

*{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Entity's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

<b>Period</b>	<b>Employing organization and your title/position. Contact Infor for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
<i>[e.g., May 2011-present]</i>	<i>[e.g., Ministry of ....., advisor/consultant to...]</i>		

	<i>For references: Tel...../e-mail.....; Mr./Ms..... , Deputy Manager]</i>		

**MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND PUBLICATIONS:**

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**LANGUAGE SKILLS:**

*{Indicate only languages in which you can work}*

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**ADEQUACY FOR THE ASSIGNMENT:**

<b>Detailed Team Qualifications Required of the Bidder's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Required Qualifications</b>
<i>{List required qualities}</i>	<i>{Reference to prior or current work}</i>

**TEAM MEMBER’S CONTACT INFORMATION:**

**Contact Phone No.** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Procuring Entity, and/or sanctions by the Public Procurement Regulatory Authority (PPRA).

Name of Team Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bidders’ Authorized \_\_\_\_\_

Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

#### 4.1.10. Financial Performance Calculations

### DEMONSTRATION OF FINANCIAL PERFORMANCE CALCULATIONS

<b>Name of Bidder's Firm:</b>	
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#### 1. ANNUAL TURNOVER

<b>YEAR</b>	<b>ANNUAL TURNOVER (KES)</b>

#### 2. NET WORTH OR EQUITY

<b>YEAR</b>	<b>NET WORTH OR EQUITY (KES)</b>

#### 3. DEBT PROFILE: EBITDA/INTEREST

<b>YEAR</b>	<b>EBIDTA (KES)</b>	<b>INTEREST (KES)</b>	<b>EBITDA/INTEREST (#. # x)</b>

Name:

Signature:

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Date:

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