

COUNTY GOVERNMENT OF KIRINYAGA



TENDER NAME: REQUEST FOR PROPOSAL FOR A CASH BACKED MORTGAGE AND CARLOAN SCHEME FOR KIRINYAGA COUNTY STAFF.

TENDER NO: CGK/SCM/MOF/06/2015-2016

NAME OF BIDDER: _____

FEBRUARY, 2016

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SECTION I - LETTER OF INVITATION

TO: _____

Dear Sir/Madam,

**RE: REQUEST FOR PROPOSAL FOR A CASH BACKED MORTGAGE
AND CARLOAN SCHEME FOR KIRINYAGA COUNTY STAFF-
CGK/SCM/MOF/06/2015-2016**

- 1.1 The County Government of Kirinyaga invites proposals for A *CASH BACKED MORTGAGE AND CARLOAN SCHEME FOR KIRINYAGA COUNTY STAFF- CGK/SCM/MOF/06/2015-2016*
- 1.2 The request for proposals (RFP) includes the following documents:
- Section I - Letter of invitation
 - Section II - Information to bidders
Appendix to Bidders information
 - Section III - Terms of Reference
 - Section IV - Technical proposals
 - Section V - Financial proposal
 - Section VI - Standard Contract Form
- 1.3 Bidding documents and the requisite regulations developed by the County Government to administer the scheme will be downloaded from our official website www.kirinyaga.go.ke. Candidates may obtain further information from the office of the Director of Supply Chain Management Office, Second Floor Room 228 of the county commissioner's building-KERUGOYA.
- 1.4 Completed Tender documents in plain sealed envelopes clearly marked REQUEST FOR PROPOSAL FOR A CASH BACKED MORTGAGE AND CARLOAN SCHEME FOR KIRINYAGA COUNTY STAFF clearly indicating the Tender No. CGK/SCM/MOF/06/2015-2016(both financial and technical) bearing no indication of the tenderer shall be placed in the tender box located at the entrance of County Commissioners Building-Kerugoya on or before Tuesday 23rd, February 2016 at 12.00 noon. Opening of the tenders will take place immediately thereafter at the Boardroom or designated place and Bidders or their representatives are

welcome to attend the opening exercise at the stipulated time and place.

- 1.5 Any tender that is not in compliance or submitted late shall be disqualified. Late bids will be returned unopened
- 1.6 All sealed bids/tenders shall be addressed to:-

The County Secretary of Kirinyaga
P.O. Box 260
KUTUS
- 1.7 The County Government of Kirinyaga for that matter reserves the right to reject or accept any tender and is not bound to give reasons whatsoever for its decision thereof.
- 1.8 Tenders must be accompanied by minimum bid security for the amount of Kenya shillings One hundred thousand (Kshs.100, 000/-) from a reputable bank registered in Kenya. (No bid security would be required for firms belonging to Youth, Women and Persons with Disabilities). The tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at a venue as will be directed by the County Secretary.
- 1.9 Women, Youth & Persons with disabilities should indicate on the same on the outer envelope. The County Government reserves the right to reject any tender without giving reason for the rejection and does not bind itself to the lowest or any tender.

Director - Supply Chain Management Services.

For COUNTY SECRETARY
COUNTY GOVERNMENT OF KIRINYAGA

SECTION II – INFORMATION TO BIDDERS (ITB)

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SECTION II: - INFORMATION TO BIDDERS (ITB)

2.1 Introduction

- 2.1.1 The Client named the Appendix to “ITB” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.
- 2.1.2 The bidders are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix “ITB” for services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The bidders must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, bidders are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Bidders should contact the officials named in the Appendix “ITB” to arrange for any visit or to obtain additional information on the pre-proposal conference. Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The Procuring entity will provide the inputs specified in the Appendix “ITB”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document shall not exceed Kshs.1,000/=

2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.2 Clarification and Amendment of RFP Documents

2.2.1 Bidders 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 Client's address indicated in the Appendix "ITB". The Client will respond by cable, telex, facsimile or 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 bidders who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited bidders and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Bidders proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, bidders 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, bidders 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 bidder(s) and/or other firms or entities in a joint venture or sub-contract as appropriate. Bidders shall not associate with the other bidders invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) 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) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

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, bidders 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 (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. 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, duties, fees, levies and other charges imposed under the law on the bidders, the sub-bidders and their personnel, unless Appendix “A” specifies otherwise.

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

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

2.4.5 The Proposal must remain valid for 60 days after the submission date. During this period, the bidder is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the bidders shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals.

2.5.2 For each proposal, the bidders shall prepare the number of copies indicated in Appendix “A”. 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” and warning: “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address

and other information indicated in the Appendix "ITB" and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE."

- 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 "ITB". Any proposal received after the closing time for submission of proposals shall be returned to the respective bidder 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 client department up to the time for public opening of financial proposals.
- 2.6 Proposal Evaluation General
 - 2.6.1 From the time the bids are opened to the time the Contract is awarded, if any bidder wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITB". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the bidder's proposal.
 - 2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 2.7 Evaluation of Technical Proposal
 - 2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as detailed in the "ITB".

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 indicated in the Appendix "ITB".

2.8 Public Opening and Evaluation of Financial Proposal

- 2.8.1 After Technical Proposal evaluation, the Client shall notify those bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the bidders who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those bidders who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.
- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the bidder, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. Whether the bidder 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.
- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Bidder in the financial proposal.
- 2.8.5 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITB", 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.

- 2.8.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.
- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price
- 2.8.9 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 “ITB”. 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 firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

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 bidders on the shortlist that they were unsuccessful and return the Financial Proposals of those bidders 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 in Appendix "A".
- 2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 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 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.10.6 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 bidders 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 bidders observe the highest standards of ethics during the selection and award of the 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 bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.12.3 Further a bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to information to bidders

Note on the Appendix to Information to Bidders

1. The Appendix to information to bidder is intended to assist the procuring entity in providing specific information in relation to corresponding claims in the information to bidders included in Section II and the appendix has to be prepared for each specific contract.
2. The Procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the assignment of the contract and the proposals evaluation criteria that will apply to the RFP Contract.
3. In preparing the appendix the following aspects should be taken into consideration.
 - (a) The information that specifies or complements provisions of Section II to be incorporated.
 - (b) Amendments of Section II as necessitated by the circumstances of the specific contract to be also incorporated
 - (c) Section II should remain unchanged and any changes or amendments should be introduced through the appendix.

Appendix to Information to Bidders

The following information for procurement of services and selection of bidders shall complement or amend the provisions of the information to bidders, wherever there is a conflict between the provisions of the information and to bidders and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to bidders.

DATA SHEET

Paragraph Reference	
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: YES</p> <p>A bidder shall only submit one financial and one technical proposal.</p> <p>The original and one copy of the Technical Proposal shall be placed in a plain sealed envelope clearly marked “Technical Proposal” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” and with a warning “Do Not Open With The Technical Proposal”, The envelopes containing the Technical and Financial Proposals shall bear the assignment name and number and then shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address aforementioned, the assignment name and number, and be clearly marked “Do Not Open Before Tuesday 23rd, February 2016 at 12.00 noon”. All envelopes shall bear no indication of the bidder otherwise will be considered non-responsive. Tenders must be accompanied by minimum bid security for the amount of Kenya shillings One hundred thousand (Kshs.100, 000/-) from reputable bank registered in Kenya. Name of the assignment is: REQUEST FOR PROPOSAL FOR A CASH BACKED MORTGAGE AND CARLOAN SCHEME FOR KIRINYAGA COUNTY STAFF-CGK/SCM/MOF/06/2015-2016.</p> <p>The submission address is:</p> <p>County Secretary,</p> <p>County Government of Kirinyaga,</p> <p>P.O BOX 260,</p> <p>KUTUS.</p>
1.3	<p>A pre-proposal conference will be held: No.</p>
1.14	<p>Proposals must remain valid 90 days after the submission date</p>
3.1	<p>Proposals shall be submitted in the following language: English</p>

4.3	Consultant must submit the original and a copy of the Technical Proposal, and the original of the Financial Proposal.
4.5	<p>Proposals must be delivered in the Tender Box located on the Ground Floor, at the entrance of County Commissioners Building, Kerugoya'' on or before Tuesday 23rd, February 2016 at 12.00 noon. Electronic bidding shall not be permitted. Late bids will be rejected. Bids will be opened immediately thereafter at a venue as will be directed by the County Secretary.</p> <p>The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.</p> <p>The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.</p> <p>Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Preliminary requirements, Terms of Reference, applying the evaluation criteria, subcriteria, and point system specified in the Data Sheet. The evaluation committee shall first do preliminary requirement evaluation; successful bids will proceed to technical evaluation. 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 RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p> <p>Following the ranking of technical Proposals, when selection is based on quality only (QBS), The minimum technical score (St) required to proceed to financial evaluation is 70 Points. Unsuccessful (technical proposals) will be considered non-responsive hence their financial proposals will be returned unopened to the respective bidders. Successful technical proposal(s) shall proceed for financial evaluation as shown in the datasheet.</p>
5.2 (a)	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p>Bidders shall provide/attach valid proof for the details/information they shall provide for evaluation otherwise the details/information shall not be considered during tender evaluation.</p>

	<p>The minimum technical score (St) required to proceed to financial evaluation is: <u>70</u> Points.</p> <p>Unsuccessful (technical proposals) will be considered non-responsive hence their financial proposals will be returned unopened to the respective bidders.</p>
5.6	<p>The single currency for price conversions is: Kenya Shillings</p> <p>The source of official selling rates is: Central Bank of Kenya</p> <p>The date of exchange rates is: the date of technical Proposal submission.</p>
5.7	<p>The formula for determining the scores is the following:</p> <p>Sf is the financial score. 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 = 100). The technical proposal score will be calculated as:- $St \times T\%$. The combined technical and financial score, S, is calculated as follows:- $S = (St \times T\%) + Sf$. The weights given to the Technical and Financial Proposals are:</p> <p>T= (70)% P= (30)%</p> <p>The firm achieving the highest combined technical and financial score will be forwarded by the evaluation committee to the tender committee for consideration for award.</p>

Feature	Technical Evaluation Attribute	Scores	Max.S core
Firm's Specific experience	i. Number of years in Mortgage administration services and number of mortgages disbursed / under management	Each year of experience @ 1 marks, Max. = 7	28
	ii. Provide at least 5 clients and references to which the company has offered similar services in the last 3 years. Bidders must provide evidence of having been contracted to provide similar services(preferably public entities)	Each client @ 1 marks, Max. = 5	
	iii. A detailed report on qualification, capacity, resources tools, facilities organizational structure and staffing.	16 marks	
Proposed Work Plan and Methodology, and	i. Understanding of the Terms of Reference/ requirements a. SRC Circular on Mortgage and Car loan scheme. b. County regulations on Mortgage and Car loan scheme	6 marks	37

Feature	Technical Evaluation Attribute	Scores	Max.S core
Competence	ii. Proposed scheme design and expected service levels.	5 marks	
	iii. Turnaround time to get facility approved provided all documents are available.	-3 days & below – 5 marks -4-6 days - 4 marks -7-10 days – 1 mark	
	V. Provide a proposal on the following: <ul style="list-style-type: none"> Variation of fund's terms on termination of employment with County Government of Kirinyaga - 4 marks Inability of employee to meet loan repayment (eg by being on half pay, on unpaid leave or long sick leave etc) -4 marks 	Maximum 8 Marks (Marks to be awarded based on the workability and practicality of proposals given)	
	Provide Sample Monthly repayment Schedules on <ul style="list-style-type: none"> (i). A figure of Ksh 100,000-2 Million funds only-4mks (ii). Hybrid Figure Of 2 Million funds and Ksh 2 Million bank funds on each product-2mks (iii). Repayment period 20 years for mortgage and four years for car loan and other products-2mks 8 marks	8marks	
	Indicate whether administrative charges/ interest is variable or fixed interest	Each scenario to earn a maximum of marks. Fixed earns Maximum marks = 5Marks	
	Provide schedule of the bank service provider costs i.e. legal fees, valuers etc,(the lower the charges, the higher the marks awarded) – Maximum marks = 10 Marks		15
	County Government of Kirinyaga may at its sole discretion opt to retain the deposit funds and only disburse the funds to the mortgage scheme provider once a loan application by the staff has been approved. You are requested to confirm if this would have any implications and provide the details of the expected implications – Maximum marks = 5 Marks		
	Indicate the Interest rate to be earned by County Government of Kirinyaga before the funds are disbursed to beneficiary staff _____% <ul style="list-style-type: none"> a. Treasury Bill Rate +3 – 5 marks b. Treasury Bill rate +2- 3 marks c. Below Treasury Bill rate 1 marks 		Max. 5
	Insurance cover, retrenchment cover and social perils cover. Please indicate the insurance cover details	1mark for each cover	Max. 5
	Agreeable to members of retirement benefits schemes to assign up to 60% of retirement benefits as security to access mortgage financing as provided in the Retirement Benefits Act through Finance Act 2007	5marks	5Max

Feature	Technical Evaluation Attribute	Scores	Max.S core
	Proposal on other products that can be included in the loan scheme.	Each product @ 1mrk	5
TOTAL MARKS			100

Financial evaluation		
Evaluation attribute		Max Marks
<i>THE Bidder COMPLIES WITH THE INTEREST RATE APPLICABLE VIDE SALARIES AND REMUNERATION COMMISSION (SRC) Ref: SRC / ADM/CIR/1/13 Vol iii (128) dated 17th December 2014.</i>	This condition is mandatory to comply with	10mrks
<i>CONSIDER THE FIRM PROPOSING TO CHARGE THE LOWEST ADMINISTRATIVE RATE/ INTEREST.</i>	<i>It is a mandatory requirement that the administrative charge/rate is lower than 1%</i>	10mrks
<i>THEN OTHER ADDITIONAL BANK CHARGES AND THIRD PARTY COSTS.</i>	<i>Evaluation for this attribute will begin with bidder already having 5mrks. A Charge/cost/levy/Third party cost in the summary costs that benefit the County will lead to earning of one mark, while a charge/cost/levy/ Third party cost that benefit the bidder or does not benefit the county will lead to loss of one mark.</i>	10mrks

Preliminary Requirement

NB: Bidders that will not qualify from this stage will be considered non-responsive.

All bids submitted shall include copies of the following document;

1. Valid current year single business permit.
2. Valid PIN/VAT certificate from KRA.
3. Certificate of Incorporation.
4. A valid tax compliance certificate.
5. Financial audited accounts for financial year 2013/2014.
6. Duly filled, signed and stamped form of power of attorney.
7. Duly filled, signed & stamped confidential business questionnaire by an individual entrusted with the powers of attorney.
8. **The bidder must be licensed by the Central Bank of Kenya as a financial institution and possess a valid Banking License.(attach proof).**
9. Women, Youth & Persons with disabilities should attach the AGPO certificates.

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the bidder is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the bidders own risk and may result in rejection of the bidder'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 bidders or the Special Conditions of contract.

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	Page
1. Technical proposal submission form	
2. Firms references	
3. Comments and suggestions of bidders on the Terms of reference and on data, services and facilities to be provided by the procuring entity	
4. Description of the methodology and work plan for performing the assignment	
5. Team composition and Task assignments	
6. Format of curriculum vitae (CV) for proposed Professional staff	
7. Time schedule for professional personnel	
8. Activity (work schedule)	

1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the services for _
[Title of 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:]

2. 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.

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 Bidders. If any:		No of Months of Professional Staff provided by Associated Bidders:
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; _

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

On the Terms of Reference:

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

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

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

14. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

6. 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:

[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:

[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.

[Signature of staff member]

Date: ____

[Signature of authorised representative of the firm]

Date: ____

Full name of staff member: ____

Full name of authorized representative: ____

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months
			1	2	3	4	5	6	7	8	9	10	11	12	

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	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	
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 IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the bidder 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 IV - FINANCIAL PROPOSAL STANDARD FORMS

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	Page
1. Financial proposal submission Form	
2. Schedule of costs/charges/levies	

1. FINANCIAL PROPOSAL SUBMISSION FORM

Date.....

To:

The County Secretary

Kirinyaga County Government

P.o. Box 260-10304,

Kutus, KENYA

Dear, sir:

We, the undersigned, offer Services FOR A CASH BACKED MORTGAGE AND CARLOAN SCHEME FOR KIRINYAGA COUNTY STAFF- CGK/SCM/MOF/06/2015-2016 In accordance with your Request for Proposal dated [Date.....] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal as summarized in the 'schedule of costs' is inclusive of the taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date.....].

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

2. Schedule OF COSTS

DESCRIPTION	mortgage/C onstruction loan	Purchase of land	Car Loan
Percentage to be financed - strictly in accordance with Salaries and Remuneration Commission Circular Ref: SRC / ADM/CIR/1/13 Vol iii (128) dated 17th December 2014			
Administrative Charges/ interest			
Indicate whether administrative charges/ interest is variable or fixed interest			
Appraisal Fees/application/processing fees			
Ledger fees			
Life Insurance			
Attorney & Notary fees			
Other Insurances			
Government levies			
Valuation			
Interest to be earned by CGK on un-utilized funds (e.g T-Bill rate + Y %)			

SECTION V: - TERMS OF REFERENCE

5.1 Terms of Reference are the initial statement to the bidder of the services to be performed and should therefore be clear and precise and should contain the following sections:

- (a) Background,
- (b) Objectives of the assignment,
- (c) Scope of the Services,
- (d) Training (where appropriate),
- (e) Reports and Time Schedule,
- (f) Data Services, Personnel and Facilities to be provided by the Client, and
- (g) Terms of Payment.

5.2 This Section should be prepared very carefully by the procuring entity to ensure that the contract assignment is well understood by the bidders.

1.1 Mandate

The County Government of Kirinyaga is a County Government as defined in the Constitution of Kenya 2010.

Arising from the above, the County's mandate is to ensure that procurement and disposal procedures and regulations are complied with as established under the Public Procurement and Disposal Act, 2005 and relevant Regulations.

2.0 THE NEED AND JUSTIFICATION FOR CAR LOAN AND MORTGAGE ADMINISTRATION SERVICES

The Request for Proposal arises from the authority granted to Counties to fund and provide Car loan and Mortgage Loans to its staff vide **SRC Circular Ref: SRC / ADM/CIR/1/13 Vol iii (128) dated 17th December 2014, further the county Government has developed the requisite regulations in accordance to Sect 116 of the PFM Act.**

3.0 SCOPE OF THE SERVICES

MORTGAGE LOAN SCHEME:

The Mortgage Loan scheme will

- (i) Provide a loan scheme for the purchase, development, renovation or repair of residential property by members of the Scheme;
- (ii) Provide a loan scheme for the refinancing of an existing mortgage facility
- (iii) Provide a loan scheme for the purchase of a parcel of land for residential development

The County Government of Kirinyaga will establish an Advisory Committee to carry out the following functions:

The functions of the Committee shall be to—

- (a) process applications for loans in accordance with the existing terms and conditions of borrowing;
- (b) approve all housing development and financing proposals;
- (c) perform such other duties as may be directed by the County Executive Committee Member – Finance

CAR LOAN SCHEME:

The Car Loan Scheme will:

- (i) Provide a loan scheme for the purchase of vehicles by members of the Scheme.
- (ii) Provide a loan scheme for the refinancing of an existing car loan facility

The County Government of Kirinyaga will establish an Advisory Committee whose functions shall be:
The functions of the Committee shall be to—

- (a) process applications for loans in accordance with the existing terms and conditions of borrowing;
- (b) perform such other duties as may be directed by the County Executive Committee Member – Finance

4.0 ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE CLIENT/COUNTY GOVERNMENT OF KIRINYAGA (CGK)

- i. CGK will endeavor to provide as much information and documentation required and sufficient for the Financial Institution to perform its work
- ii. CGK will provide Copies of existing relevant employee information and documents.
- iii. CGK will provide list/ names of the employees who are eligible for the loan
- iv. CGK will deduct the amounts recoup and submit them to the bank
- v. CGK will nominate a liaison officer(S) who will maintain regular contact with the financial Institution on matters regarding this banking facility, and provide appropriate administrative support to the team.
- vi. The successful Financial Institution will pay itself the Administrative fee for its services by deducting its charges/ fees from the deposited with it.

5.0 ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE TENDERER

The Successful Bidder / Financial Institution:

- i. will be required to operate on an Open –Door Policy and courteously deal with any of CGK approved beneficiaries.
- ii. will be required to provide equipment, staff and space/ counter for the success of the scheme.
- iii. will be required to provide a liaison staff/ account manager for the purpose of processing applications and giving advice accordingly and for overall effective scheme administration.
- iv. will be required to ensure that at all times the scheme is up and running and that any problems are addressed, in addition to being communicated to CGK.
- v. will be required to submit returns/ reports to CGK on Quarterly basis and provide certificates of the employees with lease, titles etc. at the end of every year.
- vi. will be required to provide Insurance cover, retrenchment cover and social perils cover
- vii. will be required to provide free pre-appraisal advice to borrowers
- viii. will be required to follow up to ensure compliance with any disbandment with any pre-disbursement terms of approval
- ix. will be required to avail experienced key personnel for the service at all times
- x. To ensure that there is a high quality of service rendered
- xi. To liaise with CGK on a regular basis in order to report progress
- xii. To communicate, in writing, to CGK any issues and/or concerns that impact on the success of this assignment
- xiii. To produce and present Quarterly reports and other outputs acceptable to the CGK
- xiv. To operate individual accounts for each borrower, and provide details of recoveries of the loan
- xv. To charge security on motor vehicle and or Property acquired through loans from the Fund and act as a custodian of such charges
- xvi. To transfer funds for newly approved loans to borrowers after the necessary documentation is provided
- xvii. To pay all outgoings and issue demand notices to defaulting borrowers through the officer administering the Fund
- xviii. To ensure that, upon repayment of the loan, interest and other expenses which may be outstanding, discharge the charge and release the security documents to the borrower

NOTE: Failure to adhere to the above by the successful bidder may lead to termination of the contract and resorting to any other available legal remedy.

6.0 METHODOLOGY AND WORK PLAN

The Tenderers will be required to indicate the methodology to be applied in implementing the assignment, with a clear indication and justification for the techniques to be used in carrying out the assignment

7.0 TRAINING

The Tenderer will be required to train counterpart staff on how to effectively participate in the exercise.

8. 0 CONTRACT PERIOD

Contract review and renewal shall be done after every two years by the County Government. New terms will require a negotiation and subsequent contract signing.

SECTION VI:

STANDARD FORMS OF CONTRACT

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part _____ General:

Business Name
Location of business premises
Plot No. Street/Road
Postal Address Tel. No. Fax Email
Nature of business
Registration Certificate No.

Maximum value of business which you can handle at any one time Kshs.
Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age
Nationality Country of origin
Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) – Registered Company:

Private or public
State the nominal and issued capital of the company –
Nominal Kshs..

Issued Kshs.....

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date..... Signature of Tenderer

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

FORM OF POWER OF ATTORNEY

(All bidders shall complete this form otherwise, their bids shall be considered as non-responsive)

We _____ (Name of Bidder)

having our offices located in _____ (Name of Town and Building) duly authorize

_____ (Name of person appointed to act for and on behalf of the bidder) to act for and on our behalf on all matters pertaining to the execution of works as stipulated under **REQUEST FOR PROPOSAL FOR A CASH BACKED MORTGAGE AND CARLOAN SCHEME FOR KIRINYAGA COUNTY STAFF.**

Duly signed and delivered:

Name of appointed attorney: _____

Signature of appointed attorney: _____

Witnessed by:

1. Name of First Company Director: _____

Signature: _____

2. Name of Second Company Director: _____

Signature: _____

Company Seal:

CONTRACT

This Agreement [hereinafter called "the Contract"] is entered into this _
[Insert starting date of assignment], by and between
County Government of Kirinyaga whose registered office is situated at
 P.O BOX 260, KUTUS, KENYA (hereinafter
 called "the Client") of the one part AND
 _____ *of*/~~for~~ whose registered
 office is situated at/ _____ *[insert Bidder's*
address](hereinafter called "the Bidder") of the other part.

WHEREAS, the Client wishes to have the Bidder perform the Services [hereinafter referred to as "the Services", and

WHEREAS, the Bidder is willing to perform the said Services, NOW

THEREFORE THE PARTIES hereby agree as follows:

1. Services
 - (i) The Bidder shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract.
 - (ii) The Bidder shall provide the reports listed in Appendix B, "Bidder's Reporting Obligations," within the time periods listed in such Appendix and the personnel listed in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
2. Term

The Bidder shall perform the Services during the period Commencing review will be *[Insert start date]* and contract review and renewal shall be done after every two years by the County Government. Other period(s) as may be subsequently agreed by the parties in writing.
3. Payment
 - A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Bidder an amount not to exceed a ceiling of _____ *[Insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Bidder's costs and profits as

(i)

well as any tax obligation that may be imposed on the Bidder. The payments made under the Contract consist of the Bidder's remuneration as defined in sub-paragraph (B) below and of the reimbursable expenditures as defined in sub-paragraph (C) below.

B. Remuneration

The Client shall pay the Bidder for Services rendered at the rate(s) per man/month spent (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates".

C. Reimbursables

The Client shall pay the Bidder for reimbursable expenses which shall consist of and be limited to:

- (i) normal and customary expenditures for official road and air travel, accommodation, printing and telephone charges; air travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.

D. Payment Conditions.

Payment shall be made in Kenya shillings unless otherwise specified not later than thirty {30} days following submission of invoices in duplicate to the Coordinator designated in Clause 4 herebelow. If the Client has delayed payments beyond thirty (30) days after the date hereof, simple interest shall be paid to the Bidder for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

4. Project Administration

A. Coordinator

The Client designates _

CHIEF OFFICER, MINISTRY OF FINANCE & ECONOMIC PLANNING as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices

(ii)

for payment and for acceptance of the deliverables by the Client.

B. Timesheets.

During the course of their work under this Contract, including field work, the Bidder's employees

providing services under this Contract may be required to complete timesheets or any other document used to identify time spent as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Bidder shall keep accurate and systematic records and accounts in respect of the Services which will clearly identify all charges and expenses. The Client reserves the right to audit or to nominate a reputable accounting firm to audit the Bidder's records relating to amounts claimed under this Contract during its term and any extension and for a period of three months thereafter.

5. Performance
Standard

The Bidder undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Bidder shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Bidder shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of
Material

Any studies, reports or other material, graphic, software or otherwise prepared by the Bidder for the Client under the Contract shall belong to and remain the property of the Client. The Bidder may retain a copy of such documents and software.

8. Bidder Not to
be Engaged in
Certain
Activities

The Bidder agrees that during the term of this Contract and after its termination, the Bidder and any entity affiliated with the Bidder shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance

The Bidder will be responsible for taking out any appropriate insurance coverage.

(iii)

- | | |
|---|--|
| 10. Assignment | The Bidder shall not assign this Contract or Subcontract any portion thereof without the Client's prior written consent. |
| 11. Law Governing Contract and Language | The Contract shall be governed by the Laws of Kenya and the language of the Contract shall be English Language. |
| 12. Dispute Resolution | Any dispute arising out of this Contract which cannot be amicably settled between the parties, shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party. |

FOR THE CLIENT

Full name; _

Title: _

Signature;_

Date;_

FOR THE BIDDER

Full name _

Title: _

Signature;_

Date;_

LIST OF APPENDICES

Appendix A: Terms of Reference and Scope of Services

Appendix B: Bidder's Reporting Obligation

Appendix C: Cost Estimate of Services, List of Personnel and Schedule of Rates

(v)

APPENDIX C

Cost Estimate of Services, List of Personnel and Schedule of Rates.

(1) Remuneration of Staff

	Name	Rate (per month/day/hour in currency)	Time spent(number of month/day/ hour)	Total (currency)
(a) Team Leader				
(b)				
(c)				
				Sub-Total (1)

(2) Reimbursables

	Rate	Days	Total
(a) Air Travel			
(b) Road Transportation			
(c) Per Diem			
			Sub-Total (2)

TOTAL COST _

Physical Contingency _

CONTRACT CEILING _