



Kenya National Highways Authority

Quality Highways, Better Connections

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**REQUEST FOR QUOTATION FOR PROVISION OF
CONSULTANCY FOR BASELINE SURVEY ON
CORRUPTION PERCEPTION**

QUOTATION NO. KeNHA/258/11

CLOSING DATE: Monday 23rd May 2011 at 12.00 Noon.

SECTION I - LETTER OF INVITATION

Date 18th May 2011

Dear Sir/Madam,

RE: CONSULTANCY FOR BASELINE SURVEY ON CORRUPTION PERCEPTION

- 1.1 The Kenya National Highways Authority invites sealed requests for quotation from prequalified consultancy firms for Baseline Survey on Corruption Perception. The services will include but are not limited to development of survey tools, conducting survey in all the KeNHA regions across the country and making presentations to KeNHA in plenary.
- 1.2 Duly completed Request for Quotation documents in a plain sealed envelope marked RFQ - **KeNHA/258/2011** - Request for Quotation for Baseline Survey on Corruption Perception should be placed in the Quotation box at Blue Shield Towers, Upper Hill Mezzanine Floor so as to be received **on or before Monday 23rd May 2011 at 12.00 Noon**.
- 1.3 The *physical address, the telephone number and conduct person* should be indicated
- 1.4 Bidders are required (**Mandatory**) to submit together with their bids; a duly completed *confidential business questionnaire (as attached), copy of valid Tax compliance certificate, Certificate of Registration and VAT & PIN*
- 1.5 Prices quoted **MUST** be **net inclusive of VAT** and all other costs where applicable
- 1.6 The quotation **MUST** be stamped and signed.
- 1.7 The supplier shall return the original copy of the quotation on the quotation submission date.
- 1.8 Failure to observe the above conditions shall lead to automatic disqualification of the bidder
- 1.9 KeNHA reserves the right to accept or reject any bid wholly or in part and does not bind itself to accept any bid.
- 1.10 In case of discrepancy between unit prices and total, the unit price shall prevail.
- 1.11 The price validity period should be *Ninety (90) days*.
- 1.12 **The Technical & Financial proposals should be submitted together in one envelope.**

F. Koske
Head of Procurement

SECTION 2- TERMS OF REFERENCE FOR BASELINE SURVEY ON CORRUPTION PERCEPTION

2.0 BACKGROUND

2.1 Purpose of the Authority

The Kenya National Highways Authority is a state corporation established by an Act of Parliament (Kenya Roads Act 2007) with the mandate to manage, develop, rehabilitate and maintain National Roads (Class A, B and C).

2.2 KeNHA Functions

In particular the functions of the Authority are:

- i) Constructing, upgrading, rehabilitating and maintaining Class A, B and C roads
- ii) Controlling national roads and road reserves and access to roadside development
- iii) Implementing road policies in relation to national roads
- iv) Ensuring adherence to the rules and guidelines on axle loads control prescribed under the Traffic act and any regulations under Kenya Roads Act 2007
- v) Ensuring that the quality of roads works in accordance with such standards as april be defined by the Minister
- vi) In collaboration with the Ministry of Transport and the Police Department, overseeing the management of traffic and road safety on national roads
- vii) Collecting and collating all such data related to the use of National Roads as april be necessary for the efficient forward planning under the Kenya Roads Act.

2.3 KeNHA Organization structure

The Board of Directors (BOD) is the governing body of KeNHA as set out in the Kenya Roads Act 2007. The memberships of the board comprise representation from relevant Ministries and stakeholders from the private sector. This was to ensure input of the private sector in the management of the roads under its jurisdiction.

The Board consists of –

- (a) The Chairperson appointed by the President and nominated by The Law Society of Kenya;
- (b) The Director General;
- (c) The representative of Permanent Secretary Ministry of Roads;
- (d) The representative of Permanent Secretary Ministry of Finance;
- (e) The representative of Permanent Secretary Ministry of Transport;
- (f) Five other members comprising, representatives of each of the following organizations :-
 - (i) The Institution of Engineers of Kenya.
 - (ii) The Institution of Surveyors of Kenya.
 - (iii) The Kenya Association of Manufacturers.

- (iv) The University of Nairobi.
- (v) The Institute of Certified Public Accountants of Kenya.

Management

The Director General is responsible for the day to day management of the Authority. The organization has five Departments and six Sections.

Departments

- Planning and Environment
- Special Projects
- Design and Construction
- Maintenance
- Finance

Sections

- Human Resources and Administration
- Legal and Corporate Affairs
- Quality Assurance
- Information Communication Technology
- Internal Audit
- Procurement

2.4 Vision and Mission of KeNHA

Our vision is **‘to have quality, adequate and safe national road network’**

Our mission is **‘to provide quality national road network for sustainable social and economic development’.**

2.5 Core Values

- Reliability and Timeliness in delivery of service
- Environmental stewardship
- Professionalism
- Leadership
- Teamwork
- Creativity

2.6 Objectives of the Consultancy

The Anti-Corruption and Economic and Economic Crimes of Action of 2003, the Public officer Ethics Act of 2003 and the Public Service Integrity Programme provide the foundation and environment for developing, implementing and sustaining a sound and effective integrity system across the public sector and eradicating corruption. The corruption eradication indicator in the Performance Contracts provides the basis for mainstreaming mechanisms for prevention and detection of corruption in public institutions. The corruption eradication indicator entails fulfilling the following key measures:

- Formulation of an institutional Anti-Corruption Policy.
- Operationalising Corruption Prevention/Integrity Committees
- Developing Corruption Prevention Plans
- Developing a Code of Conduct
- Integrity Training
- Baseline survey on corruption perception

Following the inclusion of the “Corruption Eradication” indicator in the performance contracts, all public institutions are expected to mainstream anti-corruption strategies in their management systems. Part of this entails conducting a baseline survey to determine the levels of corruption.

Overall the survey will seek to monitor corruption levels in KeNHA. Specifically, the survey is expected to:

- (i) Establish whether the Authority has complied with the requirement of establishing the corruption eradication structures.
- (ii) Determine the key corruption indices.
- (iii) Corruption Pressure.
- (iv) Magnitude of Corruption.
- (v) Expectations about the Future of Corruption.

2.7 Scope and coverage of the baseline survey on corruption perception

The survey will cover KeNHA headquarters and all the regions namely; Nairobi, Coast, Lower Eastern, Upper Eastern, South Rift, North Rift, Western, North Eastern, Central and Nyanza. The survey should also include weighbridges, reserves and all other areas managed by the Authority as determined by the Director General.

The Authority has 13 weighbridges at Mariakani, Mtwapa, Athi River, Gilgil, Juja, Mai Mahiu, Isinya, Webuye, Isebania, Eldoret, Malaba, Busia and Kisumu.

2.8 Expected Output/Deliverable

The Survey output will measure:-

- The Levels of Corruption
- The Magnitude of Corruption
- The Service Delivery Ratings within KeNHA ; and
- Prepare and deliver a comprehensive report detailing the methodology, findings & recommendations on how to improve implementation of corruption prevention measures.

2.9 KeNHA'S Stakeholders

KeNHA recognizes various key stakeholders including:

- (i) Motorists;
- (ii) Non motorised traffic;
- (iii) Central Government;
- (iv) Road Agencies;
- (v) Development Partners;
- (vi) Tourism Sector;
- (vii) Transporters;
- (viii) Manufacturers and Farmers;
- (ix) Suppliers of goods and services;
- (x) Professional Bodies;
- (xi) KeNHA Directors & Staff;
- (xii) Contractors and Consultants

Note that all these stakeholders are found in all corners of this country. The consultant will be expected to interact with most of the stakeholders.

2.10 Reporting Requirements

The Consultant shall be required to submit an inception report within 7 days of commencement and a draft final report to be discussed with the Client and a Final Report of the Survey.

SECTION 3: TECHNICAL PROPOSAL – STANDARD FORMS

1. Technical proposal submission form
2. Firm's references
3. Comments and suggestions of consultants on the Terms of Reference and on data, services and facilities to be provided by the procuring entity.
4. Description of the methodology and training programme for performing the assignment, particularly with respect to each of the outlined objectives under 3.4.
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)

All firms must submit the above forms. Where necessary, firms April make additional copies of the forms and use additional sheets of paper to enable them give complete information.

3.1 Technical proposal submission form

[_____date]

To: _____[Name and address of client]

Ladies /Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
[Title of consulting services] in accordance with your
Request for Proposal dated _____ [date] and our Proposal. We are hereby
submitting our Proposal, which includes this Technical Proposal and a Financial Proposal
We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours faithfully,

_____ [Authorised Signature]

_____ [Name and Title of Signatory]

_____ [Name of Firm]

_____ [Address]

**3.2 a) BRIEF DESCRIPTION OF FIRM'S ABILITY TO CARRY OUT ASSIGNMENT;
INCLUDING TECHNICAL CAPABILITIES AND RESOURCES AND
EXPERIENCE**

3.3 a) FIRM'S REFERENCES

- **Relevant baseline survey on corruption perception works 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 of assignment
Year of assignment:	
Location within country:	Professional staff provided by your firm/ entity (profiles):
Name of client:	Number of staff:
Address:	Duration of assignment
Start date: Completion date:	Approximate value of services (Kshs.) or other currency
Name of Associated Consultants if any:	
Name of Senior Staff involved in consultancy and functions performed	
Description of actual services provided	

Firm's Name (for which survey was carried out): _____

Name and title of signatory (of that firm) _____

3.4 COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON INFORMATION, SERVICES AND FACILITIES TO BE PROVIDED BY THE AUTHORITY

On the Terms of Reference

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

On the data, information, services and facilities to be provided by the Authority

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

3.5 DESCRIPTION OF THE METHODOLOGY AND SURVEY SCHEDULE FOR UNDERTAKING THE ASSIGNMENT, PARTICULARLY WITH RESPECT TO THE OUTLINED OBJECTIVES UNDER 3.4

Describe the methodology to be used in not more than two A4 size pages times new roman font size 12 and 1.5 spacing. Tenderers should provide full details of survey methodology, tools, report structure and schedule.

3.6 TEAM COMPOSITION AND TASK ASSIGNMENTS

Name	Position	Task

3.7 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF (tenderers April make copies as necessary and provide as much information as possible on a separate sheet of paper)

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:

[Summaries 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 location of assignments.]

Certification:

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

_____ Date:

[Signature of staff member]

_____ Date: _____

[Signature of authorised representative of the firm]

Full name of staff member:

Full name of authorised representative

- 3.8 A signed original letter of confirmation from any associating firm/consultancy and/or affiliate. The letter should be on the associating/ affiliate firm/consultancy original letterhead (not computer print-outs). The letter should indicate name of firm/consultant and its full address and should contain confirmation that the associating firm/consultancy shall offer resources /services for purposes and duration of the survey.
- 3.9 List of services and facilities to be provided by the Authority/consultancy.

SECTION 4 – FINANCIAL PROPOSAL – STANDARD FORMS

These forms include:

Financial proposal submission forms

Summary of costs

Breakdown of price

4.1 FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To:

**Secretary / Tender Committee
Kenya National Highways Authority.
Blueshield Towers, Mezzanine Floor,
Hospital Road, Upper Hill
P O Box 49712 - 00100
Nairobi, Kenya.**

Ladies and Gentlemen:

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

We remain

Yours faithfully,

_____ [Authorised signature)

_____ [Name and Title of Signatory]

_____ [Name of firm]

_____ [Address]

4.2 SUMMARY OF COSTS

Costs	Currency	Amount (s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		

4.3 BREAKDOWN OF PRICE PER ACTIVITY

PRICE COMPONENT	AMOUNT
1.	
2.	
3.	
4.	
5.	
6.	
TOTAL	

Evaluation Criteria

- a) The Tenders submitted will be evaluated for Technical and Financial. Only bids that attain a minimum score of 70% will be eligible for financial evaluation. The evaluation criteria will be based on the following weights:
 - a. Technical score weight - 70%
 - b. Financial score weight - 30%
- b) The criterion to be followed at the technical evaluation stage is contained in Appendix A, and Bidders are urged to follow the format outlined therein which is critical in determining the responsiveness of the bids.
- c) To be eligible for the Financial Evaluation, bidders must score at least seventy (70) out of one hundred (100) at the Technical Evaluation stage. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score.

The Evaluation Committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors). The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

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

$Sf = 100 \times Fm/F$ 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; $T + P = 1$). 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 recommended for award.

The technical proposal should be contained in the same document as the financial proposal and should be submitted in the same envelope.

To qualify for contract awards, the bidder 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.

Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

Corrupt or fraudulent practices

The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The bidder shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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

APPENDIX A: CRITERIA TO BE FOLLOWED AT THE EVALUATION STAGE

	CRITERIA		WEIGHT
1.	RELEVANT EXPERIENCE OF THE CONSULTANCY AND TECHNICAL CAPABILITIES TO CARRY OUT THE ASSIGNMENT		
a.	Brief description of the following: Description of consultancy/ organization profile indicating that suitability to carry out this specific assignment – 1 mark Description of technical capabilities and resources to carry out this specific assignment – 1 mark Experience to carry out this specific assignment – 1 mark		3
b.	Number of actual Baseline surveys undertaken in the last five years. List the names of the organizations where the relevant assignment(s) were carried out and provide dates and contact persons. 6 projects and above – 12 points 5 projects – 10 marks 4 projects – 8 marks 3 projects – 6 marks 2 projects – 4 marks 1 project – 2 mark 0 projects – 0 marks Evidence of actual work carried out is required		12
	Sub total		15
2.	APPROACH AND METHODOLOGY		
a.	Understanding of and conformity to the TORs	5 marks	10
	Consultant's additional suggestions and proposals on the TORs	5 marks	
b.	Appropriateness of the methodology and survey schedule, and the completeness of the description of the same in relation to the TORs, particularly with respect to the outlined objectives		25
c.	Equipment and physical resources to carry out assignment		5
	Sub total		40
3.	HUMAN RESOURCE CAPACITY		
a.	Lead Consultant: The lead consultant shall have an advanced degree in a relevant field and at least 10 years experience in statistics, research or project management; including at least two assignments on Baseline survey(s)	Qualifications – 5 mks	20
		Experience – 15 mks	
b.	Key staff to undertake the survey: At least one other key staff should possess an advanced degree in a relevant field and 5 years experience in statistics, research or project management; and should have handled at least two assignments related to customer satisfaction survey	Qualifications – 2.5 mks	
		Experience – 10 mks	
c.	Other research staff: At least one other research staff should possess a Bachelors degree, and should have handled at least two assignments related to surveying	Qualifications – 2.5 mks	
		Experience – 10 mks	
	Sub total		45
	GRAND TOTAL		100

KENYA NATIONAL HIGHWAYS AUTHORITY

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars 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 1 - General:

BusinessName:

Location of Business Premises

PlotNo.....Street/Road

PostalAddress.....TelNo.

Nature of Business.....

Current Trade Licence No.Expiring Date

Maximum value of Business which you can handle at any one time:

Kshs.....

Name of your Bankers

Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO

Part 2(a) - Sole Proprietor:

Your Name in full

Age:.....

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

*Citizenship details

Part 2(b) - Partnership:

Give details of partners as follows:

	Name	Nationality	Citizenship Details*	Shares
1.
2.
3.

Part 2(c) - Registered Company:

Private or Public

State the nominal and issued capital of the company-

Nominal: Kshs.

Issued: Kshs.

Give details of all Directors as follows:

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

Part 2 (d)- Interest in the Firm:

Is there any person / persons in the Ministry of Roads or Kenya National Highways Authority who has interest in this firm? Yes /No**

Date: Signature of

Tenderer.....

** Delete as necessary

- Attach proof of citizenship

(Compulsory)