



KONZA
Technopolis

KONZA TECHNOPOLEIS DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS KOTDA/RFP/001/2017-2018

GRASS CUTTING & SITE CLEARANCE AT KONZA TECHNOPOLIS PHASE 1

The Konza Technopolis Development Authority (KoTDA) invites PROPOSALS FOR GRASS CUTTING & SITE CLEARANCE AT KONZA TECHNOPOLEIS. The project broadly comprises, grass cutting and site clearance services to help manage areas that have become overgrown and need regular maintenance.

Bidders are required to demonstrate proof of trimming and cutting grass on large gardens, grass lands and on black cotton soil.

Terms of Reference

- Methodology** – bidders are required to comprehensively illustrate:
 - The approach they will take to cut and package the grass
 - How they will organize their storage services to cater for packaged grass before sales.
 - How they will transport packaged grass to sales points in a way that will reduce extreme movements in and out of an already busy site.
 - Propose to the authority of possible ways to share balled grass with neighboring communities
- Payment plan** – bidders should describe the available payment options and the best that they have proposed for this agreement. This should include indicative prices and how the revenue generated will be shared with the Authority. The Authority will give more preference to those proposals that will earn it more money from this project thus the bidder with the **highest price quotation** (Highest Bidder) who also has passed the technical/Mandatory evaluation will be considered in the financial evaluation.
- Workplan/Duration** – bidders should illustrate the duration they will take to clear the areas.
- Equipment and Machinery** – bidders should show proof of equipment & machinery that will be used for the exercise.
- Key personnel** – bidders should provide CVs of key personnel who will be involved in the exercise.
- Number of bidders required** - Up to five (5) qualified bidders will be selected to conduct the exercise.

Interested eligible bidders should send their proposals on or before **Friday 23rd February, 2018**. Bidders will be required to email their detailed contact information to **procurement@konzacity.go.ke** for recording, further clarifications and addenda. In addition, all addenda will also be posted on the website as they become available.

The bidders must submit the following mandatory requirements, supported by relevant documents so as to be considered for further evaluation:

Mandatory Requirements

1. Valid Tax compliance certificate
2. Valid Certificate of Incorporation
3. Valid PIN Certificate
4. A visit to the site on **Friday 16th February 2018** at 10am - 12am

All questions/clarifications regarding the project or offer of submission should be sent by email to **procurement@konzacity.go.ke** and copied to **ceo@konzacity.go.ke** by **23rd February, 2018 at 1700hrs** local Kenyan time.

Tenderers shall submit Only One Original Proposal (containing both the technical and financial plan) in plain sealed envelope, clearly marked **KOTDA/RFP/001/2017-2018** clearly marked on the right-hand side corner and bearing no indication of the tenderer should be addressed to:

**The Chief Executive Officer
Konza Technopolis Development Authority
P.O. Box 30519-00100,
NAIROBI.**

and placed in the KoTDA Tender Box on the 5th Floor of Capital West Business Centre, Westlands, so as to reach the above address not later than **Friday 23rd February, 2018** at 12.00pm local Kenyan time.

Submitted bids will be opened publicly at the same venue shortly thereafter in the presence of the tenderers or their representatives who choose to attend.

Prices quoted must remain valid for One Hundred and Fifty (150) days from the date of Tender opening.

Any form of canvassing will lead to automatic disqualification.