



**REQUEST FOR EXPRESSION OF INTEREST (EOI)  
FOR PROCUREMENT OF CONSULTANCY SERVICES FOR UPGRADING OF  
THE MERU NATIONAL POLYTECHNIC BUILDING TECHNOLOGY CENTRE  
TO A REGIONAL CENTRE OF EXCELLENCE**

**Country:** Republic of Kenya

**Name of Project:** East Africa Skills for Transformation and Regional Integration (EASTRIP)

**Credit No.:** P163399

**Issued on:** 15<sup>th</sup> November, 2019

## 1. Background

The Meru National Polytechnic has received financing from the World Bank toward the cost of the East Africa Skills for Transformation and Regional Interation (EASTRIP), and intends to apply part of the proceeds toward consulting services.

The consulting services include the activities below and are expected to be completed in full consistency with the Terms of Reference referred to in this REOI.

## 2. Objective

The Meru National Polytechnic invites Expressions of Interests (EOI) from qualified and competent consultants/consortiums for the following consultancies:

S/ No.	Refrence No.	Activity / Consultancy	Market approach	Expected duration of assignment
1.	KE-MERUPOLY-128519-CS-QCBS	Consultant services for review of the Meru National Polytechnic Strategic plan	Open - National	3 months
2.	KE-MERUPOLY-128529-CS-CQS	Consultant services to build capacity for the Industrial Liasion Office (developing ILO policy and train staff)	Open - National	3 months
3.	KE-MERUPOLY-128526-CS-CQS	Consultant services for preparation of the flagship center sustainability plan	Open - National	3 months
4.	KE-MERUPOLY-128516-CS-QCBS	Consultant services for preparation of equipment specifications and conducting inspection tests	Open - National	3 months
5.	KE-MERUPOLY-128515-CS-QCBS	Consultant Services for conducting Environmental Impact Assesment (EIA) and establish social safeguards	Open - National	3 months

6.	KE-MERUPOLY-128513-CS-QCBS	Consultant services for preparation of designs, BQs, drawings, and supervision of construction works	Open - National	4 months
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### 3. Scope of work and services

Scope of consultancy services shall include but not limited to the following: -

- Review of the Meru National Polytechnic Strategic plan (5 year plan)
- Build capacity for the Industrial Liaison Office and develop a ILO policy
- Preparation of the building technology flagship center Sustainability Plan
- Preparation of equipment specifications and conducting inspection tests once equipment are delivered.
- Carry out joint Environmental and Social Impact Assessment in liaison with Meru National Polytechnic representatives in accordance with World Bank and NEMA guidelines and regulations; Supervision and tracking of environmental, safety and social aspects of the project.
- Carry out extensive site investigation including but not limited to topographical surveys and mapping, hydrogeological, geophysical and geotechnical surveys; Obtain all the necessary data for designing of the Building Technology Training Centre; Prepare detailed architectural, structural and services drawings as per client's concepts; Seek all the relevant approvals for the construction works to be undertaken; Prepare a detailed tender document including but not limited to specifications and bills of quantities in collaboration with Meru National Polytechnic representatives for procurement of a qualified contractor to undertake construction works; Supervise the implementation and commissioning of the project and monitor its operation until the end of the Defects Notification Period; Provide progress and periodical reports; Undertake Project and Contract Management in collaboration with Meru National Polytechnic staff.

### 7. Eligibility criteria

The Expressions of Interest for each activity must be accompanied by the consultants' qualifications, professional capabilities and details of past experiences related to the requested consultancy services. Interested firms should provide specific information as Indicated below:

- a. Company Profile comprising:
  - i. Name of firm; Firms that bid jointly should submit consortium agreements between parties involved, duly certified by a law firm
  - ii. Contact details of the firm. Physical address, phone number and email addresses
  - iii. Contact person with designation and contact details (Physical address, phone number and email addresses)
  - iv. Organisation structure of the firm
  - v. List of key staff relevant to the assignment and their Curriculum Vitae; must be composed of relevant staff with a mix of appropriate expertise
  - vi. The proposed firm/consortium must demonstrate experience in the relevant fields;
  - vii. For the preparation of designs, BQs, drawings, and supervision of construction work key personnel must have:
    - Engineers whose CV's are proposed must be Registered/Registrable as Consulting Engineers with EBK with experience of at least three similar

- projects of the same nature
  - Must demonstrate experience in Geotechnical, geophysical and hydrogeological survey
  - Must demonstrate experience in Preparation of concept engineering designs
  - Must demonstrate experience in supervision of similar and relevant construction and installation works
- b. Mandatory requirements**
- i. Submit a copy of certificate of incorporation / registration in the country of domicile
  - ii. Submit a Valid Tax compliance certificate or its equivalent as issued in the country of domicile
  - iii. Submit audited financial statements for the last three years; certified by the Auditing Firm.
  - iv. Submit Power of Attorney in case of a joint venture
  - v. Submit relevant reference from three (3) major clients
  - vi. Submit evidence of experience in undertaking similar assignments (*in the last 5 years*);
  - vii. For the consultancy for design & supervision of construction works: Submit a Certificate of Registration as a consultant in design and supervision of large storey buildings
  - viii. Information regarding any current litigation involving the consulting firm certified by a law firm

Consultants will be selected in accordance with the Consultant's Qualification Based selection – CQS or Quality Cost Based Selection – QCBS as indicated in the activity reference number.

## 8. Clarifications

Interested individuals may request for clarification up to Seven (7) days before submission to:

The Chief Principal,  
 Meru National Polytechnic  
 P.O. Box 111 - 60200  
 Meru, Kenya  
 Email: [info@merunationalpolytechnic.ac.ke](mailto:info@merunationalpolytechnic.ac.ke)

## 9. Submission

Three (3) copies of the pre-qualification application shall be submitted – ONE (1) “ORIGINAL”, so marked, and TWO (2) endorsed copies marked “COPY” in separate sealed envelopes. Electronic Bidding will not be permitted. Each envelope shall be clearly marked **EXPRESSION OF INTEREST (EOI) FOR PROCUREMENT OF CONSULTANCY SERVICES FOR UPGRADING OF THE MERU NATIONAL POLYTECHNIC BUILDING TECHNOLOGY CENTRE TO A REGIONAL CENTRE OF EXCELLENCE - REFERENCE NUMBER.**

(Reference number for each activity is as listed in the table above)

The pre-qualification application must be delivered in written form to:

The Chief Principal,  
 Meru National Polytechnic  
 P.O. Box 111 - 60200  
 Meru, Kenya  
 Phone: 0793937581

On or before: 9<sup>th</sup> December 2019 at 12.00hrs

The Expressions of Interest can also be viewed and downloaded from our website [www.merunationalpolytechnic.ac.ke](http://www.merunationalpolytechnic.ac.ke) Bidders are advised to be checking the website from time to time up to three (3) days before submission date for any uploaded information through clarification/addendum.

Only firms pre-qualified under this procedure will be invited to submit their technical and financial proposals under the Request for Proposals (RFP).

**PROCUREMENT OFFICER**

**FOR: CHIEF PRINCIPAL**