



UNIVERSITY OF EMBU

EXPRESSION OF INTEREST

UOEM/EOI/01/2024 – 2025

FOR

**CONSULTANCY SERVICES FOR PROPOSED
CONSTRUCTION OF THE SCIENCE LABORATORY
BLOCK**

CLOSING DATE: 19th March, 2025

TIME: 11.00AM

1. The **University of Embu** intends to shortlist consultants to provide consultancy services for **Proposed Construction of the Science Laboratory Block**. The overall objective of the consultants shall be to carry out project designs based on the Client's needs and brief and supervise the entire implementation process from project planning phase to project closure. The University shall require consultants in the following fields: **Architect, Quantity Surveyor, Civil-Structural Engineer, Services (Mechanical and Electrical) Engineer** that shall oversee, designing, preparation of tender documents, assist in tender evaluation and contract administration in full consistency with the Terms of Reference (TOR) that are attached herewith and can be found on the website www.embuni.ac.ke or can be obtained at the address given below.

University of Embu

**Physical address: 4 Kilometers from Embu Town along the Nairobi-Meru Highway,
Embu County.**

P.O Box 6 – 60100 Embu

Email: procurement@embuni.ac.ke

Tel: 0714243682

NOTE:

The above described Consultants are expected to express their interest to provide the Consultancy Services individually and NOT as a Consortium.

2. The **University of Embu** now invites eligible consultants to indicate their interest in providing the Services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria on required qualifications and experience of the firm are:
 - i) The firm is registered - Certificate of Incorporation/Business Registration
 - ii) The firm has meets its tax obligations - Copy of a Valid Tax Compliance Certificate
 - iii) Details of the Consultant's professional registration;
 - a) For Architectural and Quantity Surveying Consultants - The Board of Registration of Architects and Quantity Surveyors (BORAQS)
 - b) For Engineering Consultants – Engineers Board of Kenya (EBK)
 - iv) Experience in the assignment, including technical and managerial capability of the firm – indicate the proposed team leader for the assignment and list the key technical staff and their respective qualifications.
 - v) Number of years in business working on the area of the assignment.

- vi) Reference to at least two (2) assignments of similar nature and size carried out in the last ten (10) years. The value for each project should be at least KES. 500,000,000.00. (Kenya shillings Five Hundred Million) Include persons or institutions and contact addresses (phone, email) who can be contacted on the same. The proposed project is a Science Laboratories Block that shall comprise laboratories for various science disciplines, offices for the laboratory Technicians, washrooms and all the associated services installations and external works. The proposed block shall be in five floors. Include persons or institutions and contact addresses (phone, email) who can be contacted on the same.
 - vii) Firm is not debarred from participating in procurement by PPRA - Self Declaration confirming that the Firm is not Debarred. **(Duly Fill, Sign and Stamp attached form on page 7)**
 - viii) Firms declaration and commitment that they will not engage in any engage in any Corrupt or Fraudulent Practice - **(Duly Fill, Sign and Stamp attached form on page 8)**
 - ix) Firms Declaration and Commitment to the Code of Ethics (Duly Fill, Sign and Stamp attached form on page 9)
 - x) Firm has no conflict of Interest - **(Duly Fill, Sign and Stamp attached Form on page10 &11)**
3. The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.
- i) The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.
 - ii) The consultant has no personal or business relationship with the Procuring Entity's senior management or professional staff.
 - iii) A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
 - iv) Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions may not be eligible.
4. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

5. A Consultant will be selected in accordance with the qualification method for expression of interest stipulated in section 118, 119, 120, 121,122 & 123 set out in the Act.
6. Further information can be obtained at the address below during office hours, 09:00 am to 5:00pm hours.

University of Embu

Physical address: 4 Kilometers from Embu Town along the Nairobi - Meru Highway, Embu County.

P.O Box 6 – 60100 Embu

Email: procurement@embuni.ac.ke

Tel: 0714243682

7. Expressions of interest must be delivered in a written form to the address below in person, or by postal mail on or before **19th March, 2025 at 11:00AM.**

University of Embu

Physical address: 4 Kilometers from Embu Town along the Nairobi-Meru Highway, Embu County.

Tender Box situated at the Reception Area of University of Embu Administration Block.

P.O Box 6 – 60100 Embu

Email: procurement@embuni.ac.ke

Tel: 0714243682

APPENDIX: TERMS OF REFERENCE

The overall objective of the Consultants shall be to carry out project designs based on the Client's needs and brief and supervise the entire implementation process from project planning phase to project closure. The specific Consultants and their duties and responsibilities are as detailed below.

1. Project Architect

The overall objective of the Consultant shall be to provide Architectural Consultancy Services from project planning phase to project closure. The specific duties and responsibilities are as detailed below.

- a) Take the role of the Lead Consultant and Project Manager and discharge their duties
- b) Advise the University, while safeguarding the interests of the University
- c) Study the project's brief and University's needs
- d) Based on the University's needs and project's brief, prepare, direct and co-ordinate project designs
- e) Prepare tender documents, advice on tendering procedure, evaluate tenders and recommend a Contractor
- f) Prepare construction contract documents
- g) Contract management and administration
- h) Supervise the works executed under the building contract from commencement to closure.
- i) Give periodic site visits and inspections to ensure as may be necessary to ensure that the works are being executed in general accordance with the contract
- j) Perform the Architect's responsibilities as governed by the Architects and Quantity Surveyors Act and the By-laws thereunder.

2. Project Quantity Surveyor

The overall objective of the Consultant shall be to provide Quantity Surveying Services from project planning phase to project closure. The specific duties and responsibilities are as detailed below.

- a) Advise the University, while safeguarding the interests of the University
- b) Study the project's brief and University's needs
- c) Based on the architectural and engineering drawings, prepare cost estimates, bills of quantities, tender documents
- d) Advice on tendering procedure, evaluate tenders and recommend a Contractor
- e) Prepare construction contract documents, contract management and administration, financial administration and advising on cost and contractual procedures in the project
- f) Supervise the works executed under the building contract from commencement to closure.
- g) Give periodic site visits and inspections to ensure as may be necessary to ensure that the works are being executed in general accordance with the contract
- h) Perform the Quantity Surveyor's responsibilities as governed by the Architects and Quantity Surveyors Act and the By-laws thereunder

3. Project Civil-Structural Engineer

The overall objective of the Consultant shall be to provide Civil/Structural engineering Services from project planning phase to project closure. The specific duties and responsibilities are as detailed below.

- a) Advise the University, while safeguarding the interests of the University
- b) Study the project's brief and University's needs
- c) Based on the University's needs, project's brief and architectural drawings, conduct investigations, prepare, direct and co-ordinate civil and structural designs
- d) Advice on tendering procedure, evaluate tenders and recommend a Contractor
- e) Supervise the works executed under the building contract from commencement to closure.
- f) Give periodic site visits and inspections to ensure as may be necessary to ensure that the works are being executed in general accordance with the contract
- g) Perform the Civil Structural Engineering responsibilities as governed by the Engineers Act and the By-laws thereunder.

4. Project Services (Mechanical and Electrical) Engineer

The overall objective of the Consultant shall be to provide Electrical and Mechanical Engineering services from project planning phase to project closure phase. The specific duties and responsibilities are as detailed below.

- a) Advise the University, while safeguarding the interests of the University
- b) Study the project's brief and University's needs
- c) Based on the University's needs, project's brief and architectural drawings, conduct investigations, prepare, direct and co-ordinate electrical and mechanical designs
- d) Based on the electrical and mechanical drawings, prepare cost estimates, bills of quantities, tender documents
- e) Advice on tendering procedure, evaluate tenders and recommend a contractor.
- f) Supervise the works executed under the building contract from commencement to closure.
- g) Give periodic site visits and inspections to ensure as may be necessary to ensure that the works are being executed in general accordance with the contract
- h) Perform the Electrical and Mechanical Engineering responsibilities as governed by the Engineers Act and the By-laws thereunder

SELF-DECLARATION FORMS

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 **EOI 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.

.....
(Title)

.....
(Signature)

.....
(Date)

.....
Bidder Official Stamp

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

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (*insert name of the Company*) who is a Bidder in respect of **EOI 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 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.

3. 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..... (*name of the procuring entity*).

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
 (Title) (Signature) (Date)

.....
 Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of *(Name of the Business/ Company/Firm)* declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office Address..... Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

.....
Company Seal/ Rubber Stamp

Witness

Name

Sign.....

Date.....

DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in..... (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer’s affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

.....
Bidder Official Stamp