



**REQUEST FOR PROPOSAL TO LEASE AND OPERATE ALL SAINTS CATHEDRAL  
RESTAURANT AT ALL SAINTS CATHEDRAL TRINITY CENTRE, NAIROBI**

**CLOSING DATE & TIME:**

**13<sup>th</sup> December, 2019, AT 12.00 NOON**

# 1. LETTER OF INVITATION

## TENDER TO LEASE AND OPERATE ASC RESTAURANT AT THE ALL SAINTS CATHEDRAL CHURCH COMPOUND

All Saints Cathedral Church (ASC) invites Request for Proposal (RFP) experienced restaurateurs/hoteliere to lease, operate and provide outstanding restaurant services at the All Saints Cathedral Church compound in the ASC Trinity Centre complex.

The location of the site provides patrons with a mix of religious and recreational entertainment. Proximity to the church, CBD, Upper Hill, Milimani, etc make the location ideal for breakfast, a morning devotions, meetings, incentive, family outings and recreation. The facility is being offered “As-is” and is available as a mixed use premises.

You are hereby requested to submit a detailed technical and financial proposal for management of the ASC Restaurant.

A Lease will be awarded to operate the facility within a period of not more than six months (6) of lease signing date. The general terms of use of the site are as outlined below:

- i. The lease period for the restaurant will be for an initial term of six (6) years subject to satisfactory performance including timely payments, adherence to hotel industry regulations and practice, and Park regulations, as will be further elaborated in the lease agreement.
- ii. The successful lessee will manage the facility in accordance with ASC’s regulations and Restaurant Management best practices.
- iii. Eligible operators will be expected to provide proof of their capability and experience in operating similar restaurant facilities.
- iv. This document contains guidelines for submission of the Request for Proposal. Request for clarifications and enquiries by bidders should be in writing through email address [alihenzero@allsaintsnairobi.org](mailto:alihenzero@allsaintsnairobi.org) and/or amendments will be sent to the addresses provided in the EOI documents submitted to ASC.
- v. Completed RFP documents in plain sealed envelope clearly marked, **“REQUEST FOR PROPOSAL TO LEASE AND OPERATE ASC RESTAURANT”** and addressed to the - The Administrator, All Saints Cathedral Church, P.O. Box 40539-00100 Nairobi, shall be returned and deposited in the All Saints Cathedral Main Reception not later than **12:00 Noon on 13<sup>th</sup> December, 2019.**
- vi. Returned RFPs will be opened immediately thereafter in the presence of bidders and/or their representatives who choose to attend.
- vii. Following an evaluation of the Proposals, the successful bidder will be invited for lease negotiations.
- viii. Selection of firms to be awarded the lease will be in accordance with guidelines set out in the Public Procurement and Asset Disposal Act, 2015.
- ix. Specific items that should be included in the document are tabulated in Section 8.2 of the RFP guidelines.

## **2. TERMS OF REFERENCE**

### **2.1 INTRODUCTION**

All Saints Cathedral Church (ASC) is a religious institution whose vision is: A Christ – Centered Cathedral, and a mission to transform people through the word of God.

In addition, the ASC constructed and lease's ASC Restaurant located within the All Saints Cathedral Compound Trinity Centre. The facility was constructed and completed in 2012 to cater for visitors and congregants to Cathedral. The management of the facility has been outsourced since it was opened. The lease expired in the last one month and it is currently vacant.

The location of the site provides patrons with a mix of religious and recreational entertainment. Proximity to the church, CBD, Upper Hill, Milimani, etc make the location ideal for breakfast, a morning devotions, meetings, incentive, family outings and recreation. The facility is being offered "As-is" and is available as a mixed use premises

ASC is seeking a successful restaurant/hotelier to operate the ASC Restaurant on a lease basis. The facility will be leased on "as-is" basis and the tenant will be responsible for carrying out renovations, rebranding, refurbishments, marketing and operation.

### **2.2 SCOPE AND QUALIFICATIONS FOR THE ASSIGNMENT**

The scope of the assignment includes but is not limited to:

- i. Demonstrate capacity and experience to have successfully run and managed similar facilities for at least 3 years.
- ii. Demonstrate capacity to provide your own modern kitchen equipment, furniture and fittings, and other appliances that make the facility acquire a modern status. The bidder should demonstrate capacity and ability to innovatively re-design and re-develop the restaurant as a family friendly facility suitable for the target market.
- iii. Demonstrate a viable marketing strategy and capacity that will help the operator generate its own sustainable revenues without relying entirely on the ASC visitors and congregants.

### **2.3 EXPECTED QUALIFICATION INFORMATION & DELIVERABLES**

- i. Provide documentary examples of the type of modern kitchen equipment, furniture and fittings and other appliances that will be used in the premises.
- ii. Financial statements or any other evidence that shows ability to raise an estimated amount of at least Kshs. 10 million
- iii. Bankable business plan ( maximum 10 pages)
- iv. Evidence of having operated similar facilities.
- v. Proposed rental rates per square foot per month (Financial Proposal)

## **3. TENDERING INSTRUCTIONS: INFORMATION TO TENDERERS**

### **3.1 Introduction**

All Saints Cathedral hereby issues tender documents to prospective tenderers interested in bidding for the assignment described generally as: *Tender to Lease and Operate ASC Restaurant at the All Saints Cathedral Church compound*.

### **3.2 Tenderers Eligibility and Qualifications**

The tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.

The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to ASC's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract

An Applicant shall not have a conflict of interest or be under a declaration of ineligibility for corrupt and fraudulent practices

### **3.3 Contents of Tender Documents**

Tenderers are advised to read and review the entire tender document. Clarifications on any aspects of the tender documents should be submitted as a written inquiry to the issuing authority – ASC.

### **3.4 Clarification and Amendment of RFP Documents**

ASC accepts no responsibility for the completeness and correctness of the documents unless they are obtained directly from ASC.

Tenderers may request a clarification of any of the RFP documents only up to four [4] days before the proposal submission date. Tenderers shall contact ASC in writing at the address indicated in the "Letter of Invitation" Section 1. ASC will respond in writing to any request for clarification of the tender documents, which it receives no later than four (4) days prior to the deadline for the submission of tenders.

ASC shall reply to any clarifications sought by the tenderer within 2 days of receiving the request to enable the tenderer to make timely submission of its tender.

Written copies of ASC's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Tenderers who have received the tender documents.

At any time prior to the deadline for submission of tenders, ASC for any reason, whether by its own initiative or in response to a clarification may amend or modify the tender documents giving sufficient notice prior to the deadline for submission. Any addendum issued will become a part of the tender documents.

In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, ASC, at its discretion, may extend the deadline for the submission of tenders.

### **3.5 Preparation of Tenders**

#### **3.5.1 Costs and Language**

There will be no cost for the tender. The tender document will be downloaded from the website for free. The language for this tender shall be English.

#### **3.5.2 Mandatory Documents (Must be attached)**

Bidders are required to attach copies of the following documents as part of their proposal:

#### **3.5.3 Mandatory Requirements**

- i. Copy of Certificate of Incorporation or Registration
- ii. Copy of a Valid Tax Compliance Certificate
- iii. Audited Accounts for the last two (2) years
- iv. Copy of Single Business License for existing facility or facilities
- v. Copy of Registration from the relevant Hotel Regulatory Authority or equivalent recognition
- vi. At least two CVs of Director/s or Key Managers (in the format provided in the appendix)
- vii. Site Attendance Form

Failure to submit any of the above will result in disqualification. Any proponent specifically exempted from any of the items listed above may provide written proof of the same.

#### **3.5.4 Technical Proposal**

As Highlighted in the guidelines in 4.0

#### **3.5.5 Financial Proposal**

The tenderer shall indicate on the Price schedule the rate per square foot for the premises under the lease. Rate indicated shall be exclusive of VAT and other taxes payable

The tenderer shall bear the costs of all utilities that are not limited to electricity, water, cleaning, security etc.

Rate quoted by the tenderer shall be escalated annually at a percentage market rate agreed between the lessee and ASC.

A three months security deposit will be required and rent will be paid quarterly in advance.

#### **3.5.6 Tender Currency**

Tenders shall be quoted in Kenya Shilling.

### **3.5.7 Deadline for Submission of Tenders**

Tenders must be received by ASC at the tender box located at the Main Reception of All Saints Cathedral Trinity Centre along Kenyatta Avenue on or before **13<sup>th</sup> December, 2019 at 12.00 noon.**

ASC may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the ASC and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

### **3.5.8 Modification and withdrawal of Proposal**

The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's is received by ASC prior to the deadline prescribed for the submission of tenders.

No tender may be modified after the deadline for submission of tenders. No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity.

ASC may at any time terminate procurement proceedings before lease award and shall not be liable to any person for the termination. ASC 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.

### **3.5.9 Validity of Proposals**

Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening, a tender valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, ASC may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A tenderer granting the request will not be required nor permitted to modify its tender.

### **3.5.10 Clarification of tenders**

To assist in the examination, evaluation and comparison of tenders ASC may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

Any effort by the tenderer to influence ASC in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers tender.

ASC will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any consultancy if at any time determines that the firm has engaged in fraudulent or corrupt practice.

## **4. PREPARATION OF TECHNICAL PROPOSAL**

In preparing the Technical Proposal, tenderers 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.

The Technical Proposal shall provide the following information using the attached Standard Forms;

- A brief description of the firm’s organization and an outline of recent experience in operating similar facilities. For each facility, the outline should indicate *inter alia*, the profiles of the facility i.e. size, investment made, number of staff, duration of the lease, annual turnover and any accreditations.
- CVs recently signed by the key management staff and the authorized representative submitting the proposal. Key information should include number of years working in the restaurant or hospitality business and type of responsibility held in various establishments during the last three (3) years.
- Works Schedule for the renovation and launch

***NOTE: THE TECHNICAL PROPOSAL SHALL NOT INCLUDE ANY FINANCIAL OFFER (PROPOSED RENTAL RATES)***

## **5. PREPARATION OF FINANCIAL PROPOSAL**

In preparing the Financial Proposal, tenderers are expected to take into account the requirements and conditions outlined in the RFP documents.

***The Financial Proposal should follow Standard Forms (Section D)***

The Proposal must remain valid for **120 days** after the submission date. The Landlord will make his best effort to complete negotiations within this period. If the Landlord wishes to extend the validity period of the proposals, the tenderers who do not agree have the right not to extend the validity of their proposals.

## **6. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

### **6.1 Submission**

The Technical Proposal and, Financial Proposal; shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

The Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL,” and the Financial Proposal in a sealed envelope clearly marked “FINANCIAL 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 invitation to tender and be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.” Both the inner and outer envelopes shall:

- Bear, tender number and name in the invitation to tender and the words: —DO NOT OPEN BEFORE 18<sup>th</sup> December **2019 at 12.00 noon.**

- Be addressed to ASC at the address given in the invitation to tender

The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared late. If the outer envelope is not sealed and marked as required above, ASC will assume no responsibility for the tender's misplacement or premature opening.

## **6.2 Receipt and Opening of Proposals**

After the deadline for submission of proposals, the Proposal shall be opened immediately by the opening committee.

## **7. EVALUATION AND COMPARISON OF TENDERS**

All Saints Cathedral (ASC) will select a firm among those who have submitted a proposal, in accordance with the method of selection detailed under this section. The tenderers are invited to submit a Technical Proposal and a Financial Proposal separately.

### **7.1 Evaluation criteria**

The tenders submitted will be evaluated in two stages; Technical and Financial. Only Technical bids that attain a minimum score of 70% will be eligible for financial evaluation.

The evaluation criteria will be based on the following weights.

- Technical score weight – 70%
- Financial score weight – 30%

To be eligible for the financial evaluation, bidder must score at least seventy (70) out of one hundred (100) at the technical evaluation stage.

The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "TTC", be as follows:-

- $Sf = 100 \times F/F_m$  where Sf is the financial score; Fm is the highest 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:-

- $S = (T \%) + (Sf \times P \%)$ .

The firm achieving the highest combined technical and financial score will be invited for negotiations.

ASC's evaluation of a tender will take into account, in addition to the rental offer price, the following factors, in the manner and to the extent indicated below:

- i. Branding and concepts
- ii. Evidence of modern kitchen equipments, furniture and fittings and other appliances.
- iii. Financial statements or any other evidence that shows ability to raise estimated amounts of Kshs. 10 million
- iv. Viable business plan ( maximum 10 pages)
- v. Evidence of having operated similar facilities in the last
- vi. Proposed rental rates

## 7.2 Evaluation Criteria of Technical Proposals and scores

The evaluation committee appointed by All Saints Cathedral shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

Item	Expected information	Required format	Score
Recent Experience in operation similar facilities	a) Evidence of existing or previously managed facilities. Copies of leases or tenancy agreements may support	Narrative indicating current size of operation (Location, square feet, capacity, current rent)	3
	b) Nature and size of the existing or previous business	Invoices, receipts, photographs, or other relevant documentary evidence	2
		<b>Sub Total</b>	<b>5</b>
Branding and designs and re-development concept	An interpretation of the restaurant theme showing how the proposed facility will respond to needs and preferences of the target market and the church/religious facility	Narrative indicating	
		• Design theme and concepts	5
		• Visitor amenities including washrooms, sitting, lounge areas, etc	2
		• illustrative sketches or artist impression of the proposed development	3
		<b>Sub total</b>	<b>10</b>
Kitchen Equipment, décor, furniture and fittings	An interpretation of how the restaurant décor, furniture and fittings and kitchen equipment will respond to needs and preferences of the target market and the restaurant theme	Narrative indicating	
		• Materials, colour, and layout to be used for the décor	3
		• Materials to be used for furniture and fittings	3
		• Equipment and appliances to be used in the kitchen	3
		• Innovative and eco-friendly technologies eg lighting, waste disposal	5
		Illustrative sketches, brochures, samples, photographs, and pictures should be provided	
		<b>Sub total</b>	<b>14</b>
Business Plan	a) A demonstration of	Narrative indicating	

	business profitability b) An elaborate marketing plan to reach the target market	<ul style="list-style-type: none"> <li>• Cash flow analysis 4</li> <li>• Break even points, payback period, ROI 3</li> <li>• Projected cost of personnel 3</li> <li>• Marketing and sales promotion strategies 10</li> </ul>	
		<b>Sub total</b>	<b>20</b>
Human Resource Capability	A demonstration of the availability of competent human resource to operate the restaurant. Human Resource plan and staffing matters and trainings	Narrative indicating <ul style="list-style-type: none"> <li>• Human resource plan 2</li> <li>• Education qualifications 2</li> <li>• Areas of expertise 2</li> </ul>	
		<b>Sub total</b>	<b>6</b>
Security Policy	Demonstrate ability to provide for safe facilities for clients	.....	
		<b>Sub total</b>	<b>5</b>
Health and Safety Policy	Demonstrate ability to provide detailed safety methods for staff, clients and general facilityb	Narrative indicating <ul style="list-style-type: none"> <li>• Health and safety Plan</li> </ul>	
		<b>Sub total</b>	<b>5</b>
Opening Schedule	Demonstrate an ability to complete the fit out and opening of the facility within the shortest time possible	Narrative indicating <ul style="list-style-type: none"> <li>• Estimated time for mobilization 1</li> <li>• Estimated time for fit out completion 2</li> <li>• Availability of equipments and personnel 2</li> </ul>	
		<b>Sub total</b>	<b>5</b>
		<b><u>TOTAL</u></b>	<b><u>70</u></b>

**NOTE:** Only bidders who **SCORE 70% AND ABOVE** shall be deemed to be technically responsive

The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

***NOTE: THE SUCCESSFUL TENDERER SHALL BE THE HIGHEST COMBINED TECHNICAL AND FINANCIAL SCORE as indicated in clause 8.1.***

## **8. NEGOTIATIONS, AWARD AND NOTIFICATION**

### ***8.1 Negotiations***

Negotiations will be held with the successful tenderer. The aim of negotiations is to reach agreement on all points and may include a discussion of the Technical Proposal, Scope of works, works schedule for renovation, the proposed architectural drawings that will highlight innovative designs for family and fun, proposed kitchen equipments, furniture and fittings and other appliances, business plan with elaborate marketing plan, financing plan, human resources, technical aspects and an implementation matrix with a monitoring mechanism.

The agreed scope and schedule of works will then be incorporated to form part of the Lease agreement. Special attention will be paid to getting the most the firm can offer within the limited time and to clearly define the inputs required from the Landlord to ensure satisfactory operation of the Restaurant.

Having selected the firm on the basis of, among other things, an evaluation of proposed architectural designs, modern kitchen equipments, furniture and fittings and financial capability, the Landlord expects to negotiate a lease agreement on the basis of those capabilities demonstrated in the proposal.

The Landlord will not consider substitutions of architectural designs and other specifications of the kitchen equipments furniture and fittings during lease 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 lease.

The negotiations will conclude with an issue of an offer letter and a copy of draft lease. The successful bidder shall accept the offer letter within 14 days and pay three (3) months security deposit as a performance guarantee. To complete negotiations the Landlord and the selected firm will sign a lease agreement. If negotiations fail, the Landlord will invite the firm whose proposal received the second highest score in the Technical Proposal to negotiate a lease.

### ***8.2 Award of Contract***

The Lease will be awarded following negotiations. After negotiations are completed; ASC will promptly notify other tenderers on the shortlist that they were unsuccessful.

### ***8.3 Confidentiality***

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the tenderers 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 lease.

### ***8.4 Notification of award***

Prior to the expiration of the period of tender validity, ASC will notify the successful tenderer in writing that its tender has been accepted. At the same time as ASC notifies the successful tenderer that its tender has been accepted, ASC will simultaneously inform the other tenderers that their tenders have not been successful.

Within fourteen (14) days of receipt of the offer letter, the successful tenderer shall sign and date the letter of offer and return it to ASC.

ASC reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for its action. If ASC determines that none of the tenderers is responsive; ASC shall notify each tenderer who submitted a tender.

The ASC will prepare the Lease agreement based on the executed letter of offer.

## **9 APPENDIX TO TENDERING INSTRUCTIONS**

<b>Clause</b>	<b>Reference</b>
1.1	The name of the Client is: <b>All Saints Cathedral Church</b>
1.2	The method of selection is: <b>Quality and cost based selection.</b>
1.3	Technical and Financial Proposals are requested: <b><u>Yes</u></b>
1.4	The name, objectives, and description of the assignment are:  <b>Lease and Operation of ASC Restaurant at the All Saints Cathedral Church Trinity Centre</b>
1.5	The address of the Client's is:  The Administrator,  P.O. Box 40539 – 00100 Nairobi
1.6	The minimum technical score required to pass is 70 points

# 10 TECHNICAL PROPOSAL – STANDARD FORMS

These forms shall include;

- i. Business questionnaire
- ii. Team composition (Format of curriculum vitae (CV) for proposed key management staff.)
- iii. Firm’s references
- iv. Financial record
- v. Works schedule
- vi. Declaration Form
- vii. Site visit/inspection certificate

## TECHNICAL PROPOSAL SUBMISSION FORMS

### 10.1 Business Questionnaire

Instructions: Tenderers should give details in table part 1 and either 2(a), 2(b) or 2(c) whichever applies;

	<p><b>Part 1: General Profile:</b></p> <p>Business Name: .....</p> <p>Location of Business: .....</p> <p>Plot No.: ..... Street/Road: .....</p> <p>Postal Address: ..... Tel. No ..... Email: .....</p> <p>Nature of Business: .....</p> <p>Registration Certificate No .....</p>																
	<p><b>Part 2 a – Sole Proprietorship</b></p> <p>Full Name: ..... Age: .....</p> <p>Nationality: .....</p> <p>Citizenship: .....</p>																
	<p><b>Part 2 b – Partnership</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Name</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Nationality</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Citizenship</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Shares (%)</u></th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Name</u>	<u>Nationality</u>	<u>Citizenship</u>	<u>Shares (%)</u>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....
<u>Name</u>	<u>Nationality</u>	<u>Citizenship</u>	<u>Shares (%)</u>														
1. ....	.....	.....	.....														
2. ....	.....	.....	.....														
3. ....	.....	.....	.....														

**Part 2 c – Registered Company**

Private Company ( )

Public Company ( )

Give details of all directors as follows:

Name                                      Nationality                                      Citizenship                                      Shares (%)

1. ....

2. ....

3. ....

**10.2 Team Composition**

Profile of Key Personnel						
	Name	Education	Areas of Expertise	Key Qualifications	Number of years of experience in the field of expertise	Number of years with the firm
1						
2						
3						
4						
5						

Tenderers are required to enclose copies of testimonials, certificates, and publicity material; they will be taken into account in the evaluation of qualifications.

The tenderer should furnish the key qualifications and demonstrate that he/she has experience and has been involved in managing similar facilities.

**10.3 Firms References**

Details of similar operations in the last three years that best illustrate qualifications

Use separate sheet for each contract

Using the format below, provide information on each facility for which your firm either individually as a corporate entity or in association was legally contracted.

<b>Qualifications and Experience</b>						
<b>What is your main expertise? (Individual firm)</b>						
<b>Name of Facility</b>	<b>Physical Address</b>	<b>Type of Facility</b>	<b>Narrative description of the Facility</b>	<b>Year/Period of operations</b>	<b>Number of Staff</b>	<b>Annual turnover</b>
1.						
2.						
3.						
4.						

For each specific field, the tenderers should furnish necessary information on the restaurant business undertaken and executed in the past 3 years, indicating key professional staff under each facility, together with a brief description of each facility,

Firm's Name: .....

Name and title of signatory: .....

### **10.4 Works Schedule**

For the renovations

<b>Description of Works</b>	<b>Time in weeks</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**10.5 Declaration Form for Non Corrupt Practices & Non-Debarrement**

Date: .....

To:

THE ADMINISTRATOR  
ALL SAINTS CATHEDRAL CHURCH  
P. O. BOX 40539-00100

**NAIROBI**

**LADIES AND GENTLEMEN**

The Tenderer i.e. (full name and complete physical and postal address).....  
.....declare  
the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/ We are not 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) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.
- e) That I/ We are not associated with any other Tenderer participating in this tender.

Yours sincerely,

\_\_\_\_\_

Name of Tenderer

\_\_\_\_\_

Signature of duly authorized person signing the Tender

\_\_\_\_\_

Name and Designation of duly authorised person signing the Tender

---

Stamp or Seal of Tenderer

**10.6 Certificate of bidder's pre-bid site visit/inspection**

1. This is to certify that I,  
.....

(Name of the Bidder's Authorized Representative), being the Authorized Representative /Agents of

..... (Name of the Bidder) has undertaken the inspection the site in accordance with the Instructions to Tenderers, for purposes of bidding for the proposed works tender no. ASC/RFP/.....

- 2. Having studied the Tender Documents, I carefully examined the site to make myself familiar with the local conditions likely to influence the works and cost thereof.
- 3. I further certify that I am satisfied with the description of the works and that I understand perfectly the scope of the works as specified and implied in the performance of the Contract

Signed.....Date .....  
Bidders **Representative**

Signed.....Date .....

**ASC Officer presiding the pre-bid site visit**

**11 FINANCIAL PROPOSAL –STANDARD SUBMISSION FORM**

Date: .....

To:

THE ADMINISTRATOR  
ALL SAINTS CATHEDRAL CHURCH  
P. O. BOX 40539-00100

**NAIROBI**

**Ladies/Gentlemen:**

We, the undersigned, offer to provide the Pricing for (\_\_\_\_\_) [*Title of Tender*] in accordance with your Request for Proposal dated (\_\_\_\_\_) [*Date*] and our Proposal. Our attached Financial Proposal is for the sum of per sq. ft per month) [*Amount in words and figures*] exclusive of the taxes.

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*]