

TENDER NOTICE

REQUEST FOR PROPOSALS

PROPOSAL NO: IPOA/RFP/01/2018-2019

The Independent Policing Oversight Authority invites eligible and qualified consultants to submit their proposals **FOR CONSULTANCY SERVICES TO UNDERTAKE AN END TERM REVIEW OF THE STRATEGIC PLAN (2014-2018) AND DEVELOPMENT OF A STRATEGIC PLAN (2019-2024)**

Interested eligible Consultants may inspect the Request for Proposal (RFP) documents from Independent Policing Oversight Authority Offices, Procurement Office, **ACK Garden Annex 3rd Floor** during normal working hours (8.00a.m. – 5.00p.m.).

Proposal documents detailing the requirements (Terms of Reference and other statutory requirements) may be obtained from the **Procurement Office, Independent Policing Oversight Authority, ACK Garden Annex, 3rd Floor. P.O. Box 23035-00100, Nairobi**, during normal working hours upon payment of a non-refundable fee of Kenya shillings: one thousand shillings (**Kes.1,000.00**) in cash or bankers cheque payable to the **Independent Policing Oversight Authority**. Bid documents may alternatively be downloaded from IPOA's website (www.ipoa.go.ke or www.supplier.treasury.go.ke) free of charge. Upon download of the proposal document, bidders will be required to register their tenders with the Procurement Office at IPOA's offices located at ACK Garden Annex, 1st Ngong Avenue, 3rd Floor. This is important for communication in case of clarification through an addendum.

Bidders are required to submit along with the proposal, a security bid bond of 2% of the total bid price from a reputable bank or insurance firm approved by Insurance Regulatory Authority (IRA). The security bid bond should be valid for a period of 90 days from the date of proposal opening. The bid security **must be enclosed** in the same envelope with the financial proposal.

The tender sum quoted should be inclusive of all **taxes and levies, must be in Kenya Shillings and shall remain valid for 120 days** from the closing date of the proposal.

The Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**". The original and copy of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**". The original and copy of the Financial Proposal shall be placed in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and indicated: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope, sealed and marked "**REQUEST FOR PROPOSAL (RFP): CONSULTANCY SERVICES TO UNDERTAKE AN END TERM REVIEW OF THE STRATEGIC PLAN (2014-2018) AND DEVELOPMENT OF A STRATEGIC PLAN 2019-2024) PROPOSAL NO.IPOA/ RFP/01/2017-2018)**" and deposited in the Tender Box situated at the Independent Policing Oversight Authority, **ACK Garden Annex, 1st Ngong Avenue, 3rd Floor, Nairobi** or sent by post to the:

**Director/ Chief Executive Officer
Independent Policing Oversight Authority
ACK Garden Annex, 3rd Floor
P.O. Box 23035-00100
NAIROBI**

So as to reach not later than **Wednesday, 2nd January, 2019, at 12.00 noon**. Proposals submitted later than the indicated closing date and time shall automatically be disqualified. Bidders and their representatives may attend and witness the opening of the RFP to be held at the **IPOA Offices** located on the **3rd Floor, ACK Garden Annex**.

Any tender that is not properly completed and does not comply fully with the requirements set out in the Terms of Reference, Request for Proposal and notice will be automatically disqualified.