



**ADDENDUM NO. 1**

**FOR**

**CONSULTANCY FOR CONSTRUCTION SUPERVISION OF ALTERATIONS AND UPGRADES AT  
AGRICULTURE & FOOD AUTHORITY – HORTICULTURAL CROPS DIRECTORATE (HCD) PACK  
HOUSE, KIBWEZI, MAKUENI COUNTY**

**TENDER REFERENCE NO.: PRQ20241415**

**FINANCED & PROCURED BY**

**TRADEMARK AFRICA**

**MAY 2025**

**ADDENDUM NO.1**

**CONSULTANCY FOR CONSTRUCTION SUPERVISION OF ALTERATIONS AND UPGRADES AT AGRICULTURE & FOOD AUTHORITY – HORTICULTURAL CROPS  
DIRECTORATE (HCD) PACK HOUSE, KIBWEZI, MAKUENI COUNTY**

**TENDER REFERENCE NO.: PRQ20241415**

This Addendum No.1 forms an integral part of the tender document and therefore, **must be considered** carefully considered by service providers in preparation and submission of bids.

The Addendum contains clarifications to queries raised requested through the official bidding clarification email address (that is [procurement@trademarkafrica.com](mailto:procurement@trademarkafrica.com)).

All communications must be directed to the procuring entity, TradeMark Africa through [procurement@trademarkafrica.com](mailto:procurement@trademarkafrica.com) as provided for in the tender document.

## QUERIES AND RESPONSES

This section contains queries requested by bidders and responses provided against each in relation to Terms of Reference and Technical Specifications.

**Table 1: Queries and responses as received and responded to by the procuring entity**

S/No	Tender document	Tender text	Query	Response	Status
1.	Terms of reference	<b>Supervision Of Civil Works At Afa-Hcd Mangoes Hot Water Treatment Plant, Jkia, Nairobi County</b>	Input (Months) supervision phase	See Annex 1 below with the revised terms of reference for both Construction Supervision of Alterations and Upgrades at Agriculture & Food Authority - Horticultural Crops Directorate (HCD) Pack House, Kibwezi, Makueni County and Supervision of Civil Works at AFA-HCD Mangoes Hot Water Treatment Plant, JKIA, Nairobi County	<b>Closed</b>

## **ANNEX 1**

### **TERMS OF REFERENCE**

#### **CONSULTANCY FOR CONSTRUCTION SUPERVISION OF ALTERATIONS AND UPGRADES AT AGRICULTURE & FOOD AUTHORITY - HORTICULTURAL CROPS DIRECTORATE (HCD) PACK HOUSE, KIBWEZI, MAKUENI COUNTY AND SUPERVISION OF CIVIL WORKS AT AFA-HCD MANGOES HOT WATER TREATMENT PLANT, JKIA, NAIROBI COUNTY**

### **1. BACKGROUND INFORMATION**

#### **1.1 General**

TradeMark Africa (TMA) is a leading African Aid-for-Trade organisation that was established in 2010. TMA aims to grow intra-African trade and increase Africa's share in global trade, while helping make trade more pro-poor and more environmentally sustainable. Our focus on reducing the cost and time of trading across borders through enhanced trade policy, better trade infrastructure, standards that work for businesses, greater use of digital innovations and a focus on creating trade access for vulnerable groups, has contributed to substantially lower cargo transit times through improved border efficiency, and reduced trade barriers.

TMA recently rebranded from TradeMark East Africa (TMEA), reflecting our ambitions to serve partners in driving continental-wide trade gains, and are expanding from East and the Horn of Africa to Southern and West Africa. TMA operates on a not-for-profit basis and is funded by institutional and philanthropic development partners. TMA works closely with regional and continental intergovernmental organisations, national Governments, the private sector, and civil society organisations to deliver results that drive shared prosperity and reduce poverty. For more information, please visit [www.trademarkafrica.com](http://www.trademarkafrica.com)

TMA intends to use part of the fund from EU-funded Business Environment and Export Enhancement Programme (BEEEP) towards improving existing and dilapidated Agriculture & Food Authority (AFA) - Horticultural Crops Directorate (HCD) Pack Houses in Kibwezi, Makueni County and JKIA, Nairobi County. This assignment entails supervision of construction improvements to the existing warehouse works that includes floor, walls, roof, ceiling, washrooms, kitchen, offices, gatehouse, a new ablution block and the associated external works for Makueni Packhouse and floor, ceiling, walls, parking, mechanical, electrical, landscaping works for JKIA, Mango Packhouse all to be done within a period of 6months. The design work has been done by others and the tendering for the contractor ongoing concurrently. The works are intended to start in the month of June 2025 and completed within 6 months. The Defects Notification Period (Defects Liability Period) shall be 12 months.

TMA, AFA-HCD seek the services of a supervision consultant to provide all the technical support services which may be deemed relevant to the above work. The detailed description of the consulting services to be performed by the consultant is described in these Terms of Reference (TOR).

#### **1.2 Selection Criteria**

The Consultant selected to undertake the Supervision Consultancy shall have extensive experience in the Construction Supervision of building projects.

#### **1.3 Project Description/ Location**

The project constitutes improvement of existing pack house – warehouse building and the new ablution block at Kibwezi AFA-HCD packhouse. It will also include completion of the pending civil works at the hot water treatment plant at the AFA-HCD JKIA Nairobi improvement works include floor finishes, internal walls cladding and trucks packing area.

## **2. Objectives**

The overall objective of the project is to attain an improved facility that is able to meet the community needs of stability in fresh produce handling and facilitate efficient operations of the pack house as well as economic growth, improves living standards in Kenya and reduce post-harvest losses. The project is to be completed within the contract sum, quality standards and timelines. The Consultant will be appointed as the Assistant to the Employer's Representative to represent TMA, AFA - HCD and a letter on delegation of powers shall be issued at the commencement of the assignment.

The Consultant as the Assistant to the Employer's Representative shall provide services, based on FIDIC Conditions of contract, to include but not be limited to the following:

- Check the Contractor's site progress reports – daily, weekly and monthly,
- Submit to the Employer's Representative the reviews on the contractor's progress,
- Review the Contractor's Interim Payments requests and approve for further processing,
- Ensure the project is constructed to the required/contracted standard and specifications, and within the Contract Sum.
- Receive the Contractor's work programme and working drawings, submit comments to the Employer's Representative.
- Supervise all structural support system construction works,
- Supervise all production equipment installation works,
- Enforce environmental and social safeguards mitigation measures and provide periodic reports,
- Check and forward interim and final payment certificates for approval by the Employer's Representative. Review and assess the accuracy of payment certificates based on the Contractor's milestones stated in the contract.
- Evaluate contractual claims and forward recommendations to the Employer's Representative
- Review the Contractor's monthly progress and end of project reports and send comments to the Employer's Representative
- Regularly, conduct project cost appraisals and advice the Client.
- Provide training to client's personnel.
- Support technical audits, baseline and end of project evaluations (if any) initiated by the Employer and Financier.
- Review the Contractor's as built drawings and forward recommendations to the Employer's Representative
- Prepare final completion report.

## **3. Scope of Work for Construction Supervision For AFA-HCD Kibwezi Packhouse and Hot Water Treatment Plant at JKIA, Nairobi**

### **3.1 Scope of Work for AFA-HCD Kibwezi And Nairobi JKIA Packhouses**

#### **3.1.1. Part 1 – AFA-HCD Packhouse Kibwezi, Makueni County**

##### **3.1.1.1 General Information on AFA-HCD Kibwezi Packhouse**

This document outlines the Terms of Reference (TOR) for the Construction Supervision services required for the Common User Facility located at the Horticultural Crops Directorate (HCD) Pack House in Kibwezi, Makueni County. The project involves rehabilitation of the packing house facility, offices and gate house; and the construction of a new washroom block for the packaging staff. TradeMark Africa (hereinafter

referred to as "the Client") intends to engage a qualified and experienced Construction Supervision Consultant (hereinafter referred to as "the Consultant") to ensure the project is executed in accordance with the approved design, specifications, budget, and schedule.

#### **3.1.1.2 Background information on AFA-HCD Kibwezi Packhouse**

The Horticultural Crops Development (HCD) pack house in Kibwezi, located in Makueni County, is a vital asset in Kenya's horticultural sector, excelling in the production of mangoes, avocados, various vegetables, oranges, tangerines, pawpaw, watermelons, eggplant, okra, and bell pepper. In 2023, the County produced approximately 762,476 tons of fruits and vegetables, valued at KES 24.2 billion, an impressive 33.8% increase from the previous year. Makueni County is recognized as the leading producer of mangoes in Kenya, contributing significantly to the country's export earnings. In 2023, Makueni produced approximately 199,626 tons of mangoes valued at KES 5.9 billion, accounting for 30.5% of national production. This production capacity positions the county as an ideal candidate for a multi-commodity export hub.

Despite its strategic location along key transport routes, including the Nairobi-Mombasa highway and proximity to the Standard Gauge Railway (SGR), the HCD pack house remains underutilized. Currently, high post-harvest losses are attributed to inadequate infrastructure for proper handling, packaging, and storage of produce. The operationalization of the HCD pack house as a common user facility is essential to reducing these losses and improving market access for smallholder farmers.

The facility has the potential to serve not only mangoes but also other fresh produce such as avocados and vegetables. By establishing it as a common user facility, the pack house can provide shared processing, packaging, and storage services that meet international standards. This will enhance year-round utilization and support local farmers by providing access to value added services.

Makueni's diverse agro-ecological zones further enhance its capacity for cultivating various crops, reinforcing its position as a multi-commodity export hub. The operationalization of this pack house aligns with Kenya's national development agenda, which emphasizes agricultural transformation and economic growth through enhanced agro-processing capacity.

Moreover, global demand for fresh horticultural products continues to grow, with international markets imposing strict quality and safety requirements on imported produce. The HCD pack house will play a crucial role in ensuring that produce meets these standards, thereby enhancing Kenya's competitiveness in global markets.

Successful implementation of this project will not only benefit local farmers but also contribute to broader economic development goals by increasing export value and creating <sup>6</sup> job opportunities within the agricultural value chain.

The scope of work includes construction supervision of the upgrade work covering packhouse warehouse floor improvement, gate house, new toilets block, drainage works, electrical and mechanical works, water tank construction, reverse osmosis water treatment plan, drainage works, chills for the cold storage, ceiling, roof repair, painting among others. The BOQ for the civil works is attached as annex for information only.

#### **3.1.2. Part 2 AFA-HCD Hot Water Treatment Plant AT HCD JKIA, Nairobi County**

##### **3.1.2.1 General on AFA-HCD Hot Water Treatment Plant at JKIA, Nairobi County**

This document outlines the Terms of Reference (TOR) for the Construction Supervision services required for the mangoes hot water treatment plant at Agriculture and Food Authority (AFA)- Horticultural Crops Directorate (HCD) Pack House in JKIA, Nairobi County. The project involves installation the packing house floors finishes, ceiling, walls cladding, external parking and related electrical and mechanical works. TradeMark Africa (hereinafter referred to as "the Client") intends to engage a qualified and experienced

Construction Supervision Consultant (hereinafter referred to as "the Consultant") to ensure the project is executed in accordance with the approved specifications, budget, and schedule.

### **3.1.2.2 Background information AFA-HCD Hot Water Treatment Plant at JKIA, Nairobi County**

The AFA-HCD hot water treatment plant in JKIA, Nairobi County, is a vital asset in Kenya's horticultural sector and its improvement is meant to unlock the export of mangoes to the European Union markets. The hot water treatment (HWT) process is a post-harvest loss reduction measure designed to treat Fruit Fly from mangoes and capsicum. Fruit Fly is a major phytosanitary concern affecting Kenyan mango for exports. The pest has resulted in trade restrictions in the European Union (EU), the United States (US), and the Middle East, requiring Kenya to implement stringent pest control measures. The high prevalence of Fruit Fly has led to mandatory hot water treatment for Kenyan mango to access the above-mentioned international markets.

The newly constructed hot water treatment plant building at JKIA HCD offices requires improvement to meet the global standards. The scope of work includes construction supervision of the upgrade work covering installation of floor finishes for the building, ceiling work and walls cladding, construction of external trucks loading zone, drainage works, electrical and mechanical works and auxiliary works which is necessary for the required for the hot water treatment plant to become operational.

It is against this background that TMA and AFA-HCD seeks the services of a construction supervision consultant to support in site supervision, quality assurance, contract management and ensuring compliance with the technical standards for the hot water treatment plant.

***NB: The subsequent sections apply to both Part 1 and Part 2 of the scope of work.***

### **3.2.1 Specific Objectives of the Consultancy Services**

The primary objectives of this consultancy are to:

- i. Carry out designs review and undertake supervision of all construction works.
- ii. Ensure the construction is carried out in strict accordance with the approved architectural and engineering drawings, specifications, and contract documents. Provide the contractor with any missing technical details for construction purposes.
- iii. Monitor and control the quality of materials and workmanship to achieve the required standards.
- iv. Manage the project schedule to ensure timely completion within the agreed timeframe.
- v. Control project costs and ensure adherence to the approved budget.
- vi. Ensure compliance with all relevant building codes, regulations, and safety standards.
- vii. Act as the Client's representative on site and provide regular progress reports.
- viii. Facilitate effective communication and coordination between the Client, Contractor, and other stakeholders.
- ix. Minimize risks and resolve any issues that may arise during construction.

### **3.2.2. Scope of the Consultancy Services**

The role of the Consultant under this Contract is summarized below: -

- i. Be stationed at the site office/s provided under the works contract with counterpart personnel to supervise the construction, erection and consequently commissioning of the Project as defined in the Terms of Reference.
- ii. Act on behalf of the Client within the delegated authority in carrying out his duties including project management & related functions in accordance with Conditions of Contract for Construction (First Ed. 1999) Contracts Format: Part I & Part II separated for Building and Engineering Works designed by the Employer in the implementation of the Project.
- iii. Review Contractor 's submissions and report to the Client.
- iv. Monitor the Project in every stage of the Project and take appropriate corrective measures.

- v. Provide accurate and timely feedback to the Client about the various aspects of the Project including schedule, design, cost implications and trouble shooting.
- vi. Inspection and testing at the manufacturer 's works and monitor delivery according to the Employer 's Requirements (Conditions of Contract for Construction (First Ed. 1999) Contracts Format: Part I & Part II separated for Building and Engineering Works designed by the Employer in the implementation of the Project.
- vii. Supervision of all aspects of electrical works and related works, testing during incorporation into the works, commissioning and assist the Client during performance tests and provisional acceptance.
- viii. Lead and guide the counterpart staff in the commissioning and performance tests.
- ix. Technology transfer to the Client 's technical personnel.
- x. Review of training procedures of operation and maintenance training programs, to be carried out by the Contractor.
- xi. Review and finalization Operation and Maintenance Manual submitted by the Contractor.
- xii. Submission of periodic reports to the Client.
- xiii. Review and finalize the As-built drawings and documents.
- xiv. Assist the Client in the environmental management aspects of the Project.
- xv. Provide technical assistance during the Defects Notification Period and final acceptance of the Works.

### **3.2.3. Detailed Scope of The Consultancy Services Required**

The scope of Project Management Services including Construction Supervision & Defects Liability Support Services required shall be classified as follows:

#### **3.2.3.1. General Project Management Related Functions**

The Consultant is responsible for the following:

- i. Establish a system acceptable to the Client for project management.
- ii. Review all documents submitted by the Contractor with respect to planning, scheduling and progress during the project execution period.
- iii. Establishment of a documentary control system and administer the control system.
- iv. Ensure that quality control and engineering standards are consistently maintained throughout the project and within cost and time constraints.
- v. Preparation and submission of monthly and quarterly progress reports together with up to-date cost disbursement.
- vi. Check and recommend the Contractor 's interim & final invoices and other claims, if any, to the Client for payment.
- vii. Organize and conduct periodic meetings to co-ordinate all activities.
- viii. Organize and conduct special meetings to deal with urgent matters whenever required.
- ix. Review the quality control, health and safety procedures/manuals for the Project.
- x. Review of spare parts requirements and stock level of spares.
- xi. Review special tools requirements.
- xii. Follow up of procurement and delivery of plant and equipment.
- xiii. Arrange inspection visits, monitor and control of Works for the purpose of certifying progress payments.
- xiv. Assist the Client in issuing the payment certificates.
- xv. Maintain records on payment made by the Client to the Contractor.
- xvi. Prepare monthly progress reports.



- xvii. Maintain records of contractual claims if any by the Contractor.
- xviii. Assist the Client in contractual matters with the Contractor (guarantees, performance bonds, insurance, claims, etc.)
- xix. Inspect and direct preventive safety and environmental control measures.
- xx. Lead the regular site co-ordination meetings.
- xxi. Monitor job safety.
- xxii. Resolve site engineering issues.
- xxiii. Co-ordinate the over-all construction schedule.
- xxiv. Review the Operation & maintenance manuals prepared by the Contractor.

### **3.2.3.2. Specific project management duties**

- i. Construction Kick-off & Contractor's Mobilization Support
- ii. Pre-Construction Scope of Works: Confirmation of the relevance of the initially conducted Surveys including:
  - ✓ Pre-Construction site assessment & inception
  - ✓ Review and confirmation of the project scope and requirements
- iii. Construction Supervision Scope of Services:
  - ✓ Architectural Scope Supervision Services
  - ✓ Building Design Scope Supervision Services (Civil, Structural, Electrical & Mechanical Engineering Supervision Services)
  - ✓ Testing, Commissioning and Training of the End-User at Practical Completion of the project
- iv. Operational Furniture & Equipment Details, Specifications and Schedules & set-up supervision services
- v. Provision of As-Built Designs, Operational manuals including Maintenance Schedules
- vi. Defects Liability Support

This stage involves the handing over/possession of the site to the Contractor, administration of the contract and supervision of the works to ensure quality control as well as cost control. The Consultant will undertake several responsibilities and not limited to those listed hereunder, in liaison with AFA-HCD and TradeMark Africa:

### **3.2.3.3. Pre-Construction Phase:**

The Consultant with the Client 's participation shall undertake to implement the following: -

- i. Review and comment on the Contractor's work program, method statements, and quality control plan.
- ii. Participate in pre-construction meetings and site handover.
- iii. Verify the Contractor's insurance and bonds.
- iv. Assist in establishing site procedures and protocols.

### **3.2.3.4. Construction Phase**

The Consultant shall undertake the following:

- i. To ensure that works on the building complex are completed within six (6) months. Carry out quarterly inspections during the 12months Defects Liability Period.
- ii. The quality and quantity assurance shall be the sole responsibility of the consultants being the ones in charge of the Project;
- iii. Full-time detailed supervision of the scheme from the start of the work till final satisfactory completion of all components including commissioning of equipment as mentioned in the scope of the work;

- iv. Review and respond to request for information from AFA-HCD and TMA to the contractor in a timely manner and as required;
- v. Review and address variations within the works and assist AFA-HCD in cost evaluations;
- vi. Develop and ensure Quality Assurance mechanisms are in place as per engineering/ Architectural standards;
- vii. Ensure specialised engineering disciplines are onsite for inspection and quality assurance of all elements of works;
- viii. Expediting progress at the site as per work plan for timely completion of the project.
- ix. Preparation and presentation of monthly progress reports or any review/report to the Client;
- x. Take measurements of work carried out by the contractor, preparation, submission and verification of interim payment certificates (IPC) including final bill, security and any other advances extended to the contractors / sub-contractor (if any) as per contract terms and provisions;
- xi. Submit reviewed quality control test reports to AFA-HCD by the contractor;
- xii. Perform a test of specialised areas of work including detailed engineering supervision i.e., planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality /quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawings/sketches, correspondence with the contractor in the capacity of the engineer in charge, and to maintain a good liaison with C-HERP office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work following the contract terms and scope of works;
- xiii. Perform a test of specialised areas of work;
- xiv. On completion, submission of As-built drawings/inventories / Project Completion report;
- xv. The Construction Supervision Consultant will be accountable for any defects or losses or damages arising from professional negligence, proven faults, errors or omissions on the part of the Consultant during or after the completion of the work being the Engineer In-charge;
- xvi. With support of the environmental and social specialists, the consultant specific technical team shall before any works begin induct the contractor on environmental and social safeguards, ensure the contractor complies to the environment, social, health and safety requirements and guide the contractor to prepare the contractor ESMP (C-ESMP) in line with the project ESIA, AFA-HCD, TradeMark Environment and Social Framework (ESF) and the TradeMark Environment Health and Safety guidelines; and
- xvii. Ensure contractor's environment, social and health experts are on site to oversee the implementation of environmental and social mitigation measures.

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The consultant should be available at 2 days' notice to attend the works at the site, with the expected frequency of technical support, which will be on need-basis for onsite inspection during the works implementation stage, and material or equipment review.

### **3.2.4. Pilot testing and project closure phase**

#### **3.2.4.1 Managing project closure activities generally**

In addition to the specific responsibilities set out above, the Consultant shall manage the project closing activities by carrying out the following:

- i. Establish and agree with the Client and document the criteria to be used for confirming completion of the contract (tasks finished, deliverables finished, testing completed, training requirements finished, equipment installed, tested and operating, document manuals submitted, etc.);

- ii. Document and agree with the Client on the acceptance process and procedures, the checklist of activities that must be completed before acceptance is confirmed;
- iii. Convene and hold a project close-out meeting attended by the Client, stakeholders, end-users and Contractors at which the completion report is among other items approved and signed off; and
- iv. Carry out a post-project evaluation of the technical work, ESMP implementation, achievements, the project processes, and the management of the project and prepare and submit a final report.

#### **3.2.4.2 Rectification of Defects**

The Consultant will carry out a detailed inspection of possible defects during and at the end of a six-month defects liability period and arrange follow-up meetings to confirm that remedial work has been fully completed. Interim visits and inspections or testing during the defect's liability period will be required where remedial measures are necessary to ensure the safety or continued normal use of the buildings.

#### **3.2.4.3 Completion Certificates**

The completion certificates, defects correction certificate and final payment certificate will be prepared and issued following the works contract and to signify full completion of the works.

#### **3.2.4.4 Final Accounts**

The Consultant shall prepare two separate final accounts for the client's approval as follows:

- i. The final account for the construction contract will be prepared soon after the issue of the defects correction certificate and issued to all parties for agreement; and
- ii. The project final report, acceptance whereof will signify the end of the Consultant's assignment on the consultancy contract.

### **4. Environmental and Social Management Aspects**

The Consultant shall be responsible for undertaking to the Environmental and Social Impact Assessment (ESIA) and all aspects of Environmental Management.

- i. To ensure that the envisaged environmental and social mitigation measures specified in the Environmental and Social Impact Assessment (ESIA) study report (if applicable) or in the alternative the approved environmental management plan (EMP), are implemented, and complied by the Contractor during the Contract Period of the Project.
- ii. Review Contractor's compliance on the established ESMP
- iii. To establish the environmental monitoring and reporting procedures. 11

### **4. Reporting Requirements and Schedule**

The Project Management Firm will submit the following project deliverables for the works as mentioned under the scope of works above:

- i. Monthly progress reports, including photographs and schedule updates which will include:
  - ✓ Summary Project progress
    - i. Targets verse milestones achieved
    - ii. Challenges, risks and mitigation measures
    - iii. Lessons learned and recommendations
  - ✓ Environmental and social monitoring reports including accidents, incidents and grievance logs.
  - ✓ Detailed implementation plan (DIP) for next 1 month – Gantt Chart
  - ✓ Annexes (pictorial evidence, test results, subcontracts etc.)
- ii. Site meeting minutes.
- iii. Inspection reports.

- iv. Material test results.
- v. Variation order documentation.
- vi. Payment application reviews and recommendations.
- vii. As-built drawings and operation and maintenance manual reviews.
- viii. Snagging list and defect reports.
- ix. Final completion report which will include:
  - ✓ Introduction
  - ✓ A detailed narrative of activities implemented in a sequence format including achievements.  
Tasks under the scope of services shall be listed and mapped
  - ✓ Lessons learned and recommendations
  - ✓ Annexes

The Schedule per Deliverable for both Part 1 and Part 2 scope of work is as tabulated below:

Deliverable	Client's Proposed Timeline – Months							
	0	1	2	3	4	5	6	7 - 18
Mobilization and inception report								
Designs and drawings review, and any improvements								
Construction supervision, and directing and quality assurance								
Daily Progress Reports								
Weekly progress reports								
Monthly progress reports								
Valuation reports								
Interim Payment Certificates								12
Testing and commissioning								
Snagging / Snag list								
Practical completion and Handover								
Defects Notification Period								
Quarterly Inspection and Reports								
Final Inspection at end of Defects Notification Period and delivery of Final Report								

## 5. Project Locations & Duration of Assignment

The project constitutes improvement of existing pack house – warehouse building and the new ablution block at Kibwezi AFA-HCD packhouse. It will also include completion of the pending civil works at the hot water treatment plant at the AFA-HCD JKIA Nairobi improvement works include floor finishes, internal walls cladding and trucks packing area.

The packhouses to be refurbished are located in Kibwezi, Makueni County for Part 1 of scope of work and AFA-HCD Hot Water Treatment plant at JKIA, Nairobi County for Part 2 of scope of work. The HCD Headquarters shall provide project accessibility and/or site possession to the consultancy firm through TradeMark Africa for the requisite design scope of works.

The contract scope of works shall be expected to be carried out concurrently and simultaneously in a cumulative duration NOT exceeding 6 Calendar Months construction/supervision Period and a subsequent 6 Month Defects Liability Period. The expected Project Timeline shall be as follows:

- i. Construction Supervision Services:
  - ✓ Commencement Date: August 2025
  - ✓ Completion Date: February 2026
- ii. Defects Liability Support Services:
  - ✓ Commencement Date: March 2026
  - ✓ Completion Date: February 2027

## 6. Method Statement

The Construction Supervision Consultant shall prepare an indicative method statement inclusive of Construction Supervision Programme/Schedule. The method statement shall at a minimum:

- i. Illustrate the Consultant's organisation for Project Management & Construction Supervision of the works inclusive of proposed methodologies for management of the contractor's execution of the works;
- ii. List the major sub-consultants and parts of the works which the Consultant intends to sub contract;
- iii. Detail the proposed testing regimes and quality assurance procedures;
- iv. Include the projected build-up of labour for design and on site both local and foreign;
- v. Include the contractor's projected build-up of machinery on site required for successful implementation;
- vi. Show how construction elements of the project scope of works shall be monitored;
- vii. Demonstrate & rationalize how the refurbishment works will be progressed safely during implementation.
- viii. Demonstrate how quality control procedures will be applied during the execution of project scope of works.

The method statement shall cover both Part 1 and Part 2 of the scope of work.

## 7. Programme of Works

The indicative works program shall be prepared in accordance with the requirement of the Contract and shall be as detailed as possible. The programme of works shall cover both Part 1 and Part 2 of the scope of work. The indicative program shall be derived from a critical path analysis for each phase and the overall project and shall comply from the constraints stated in the Contract. It shall show the level of detail appropriate to each stage of the Works and all activities each of which shall be given a short title.

The indicative program shall be submitted in Gantt chart format utilising Microsoft Project or other equivalent software as approved by the Employer. Milestone deliverable dates should be highlighted. The Consultant should note that realistic times must be allowed in the indicative project program for all

necessary approvals including those required from third parties (e.g., local authority permits or other consents as may be issued by appropriate authorities).

## **8. Deliverable Reports**

The recipient of this consultancy will be Agricultural Food Authority (AFA)-Horticultural Crops Directorate (HCD) in Kibwezi, Makueni County for Kibwezi packhouse and AFA-HCD at JKIA for the Hot Water treatment plant consultancy services. All reports shall be addressed to them and a copy to TMA. All reports to the Client will be delivered to the following address:

- **Project Manager, Horticultural Crops Directorate (HCD) Kibwezi (for Part 1), P.O. BOX .....**
- **Project Manager, Horticultural Crops Directorate (HCD) JKIA Nairobi (for Part 2), P.O. BOX .....**

Copy of all reports shall be addressed to the following address:

- **Country Director, Kenya, TradeMark Africa, P.O. Box 313-00606 Nairobi, Kenya**

An inception report shall be submitted within two (2) weeks from the commencement of the Consulting services. It shall include the proposals how the Objectives of the services are to be achieved. In addition, it shall also include an implementation schedule highlighting the milestones to be met in order the Project can be executed smoothly. In their Methodology Statement, the Consultant shall provide a fixed layout for all the reports to be submitted.

### **8.1 Design Review Report**

The Consultant shall prepare design review reports as required during the implementation phase, depending on the needs to address specific Employer's requirements related to the Contractor's design. The design review report shall detail the designs review findings and recommendations in relation to the design being implemented.

### **8.2 Monthly Progress Reports**

A progress report shall be submitted every month by the Consultant to the Client, addressed to the Engineering Directors, TradeMark Africa and a copy to HCD Project Managers within 7 days after the end of the reporting month. The report shall cover the following items:

- (i) Status reports on design services, Contractor's equipment and personnel mobilization status, construction progress until taking over of the works.
- (ii) Engagement of different personal of the Consultant's team in the works and Utilization of man-months.
- (iii) Description of delays and steps to be taken to overcome them.
- (iv) Environmental and Social issues/performance including aspects of health and safety etc.

### **8.3 Quarterly Progress Reports**

The Consultant shall submit to the Client of the Quarterly progress reports which are required to be submitted to HCD and a copy to TMA.

- (i) A chronological listing of significant project events.
- (ii) A concise summary of the major highlights of the report.
- (iii) Action on items, comprising a list of significant items on the Project which require resolution by either the Client or the Consultant.

### **8.4 Site Inspection Reports**

The Consultant shall prepare and submit site inspection reports for key activities as defined during the implementation phase of the inspection. They shall also include related documents and/or comments with results or suggested remedial actions (if deemed to be necessary).

### **8.5 Disbursement Schedules**

The Consultant shall monitor and review the Project cost and expenditure and prepare the periodic statements in close co-ordination with the Client 's relevant Department. The main activities are as follows;

- (i) Regular reviewing of the status of the Project cost and comparison of scheduled disbursements with actual progress.
- (ii) Preparation and regular updating of disbursement schedules.
- (iii) Review total project cash flow, establish an early warning system, and prepare projections to track unfavourable cost trends pro-activity, draw action plans and advise the Client.
- (iv) Prepare S-curve depicting cost and schedule, reports for budgeted cost for EPC works scheduled, actual cost for works completed and budget cost for works performed, cost variation, schedule variation, total project estimates to completion.

### **8.6 Updating of Consultants Assignment Schedule**

Consultant shall prepare and submit the updated consultancy schedule as necessary due to the change of the status and conditions of the Project according to the progress of the Project.

### **8.7 Commissioning Reports**

The Consultant shall review and approve in consultation with the Client the relevant completion reports with enclosed test results for the particular work sections submitted by the Contractor. These reports shall address all —Tests on Completion and —Tests after Completion including their results. The approval of the completion reports shall be a pre-condition for issue of any Taking-over Certificate and Tests after Completion.

### **8.8 Final Inspection Report, Minor Outstanding Work and Defects List with Enclosed Test Results**

The final inspection report of the Consultant shall address the status of the work items at the time of Taking-over by the Client. The minor outstanding works, defects, failures, shortcomings are to be listed and compiled. Possible remedial actions by the Contractor as needed, are to be listed and noted, including the given period of time the Contractor is to rectify. The material handed over by the Contractor to the Client will be checked and listed for status and completeness.

### **8.9 Operation & Maintenance Manuals**

The Consultant shall review and approve in consultation with the Client, the Operation & Maintenance procedures and manuals submitted by the Contractor, within four (4) weeks before the commencement of the commissioning.

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Furthermore, the Consultant shall prepare and submit a —Reference Manual for the Project providing recommendations of the Consultant with cross references to related documents along with the approved Operation & Maintenance manual.

### **8.10 Taking Over Certificate**

The Taking-over certificate shall be prepared and issued by the Consultant in consultation with the Client, following the successful completion of the works provided that Consultant is satisfied that the defects or deficiencies have been successfully rectified. The issue of the Taking-over Certificate shall be subjected to;

- (i) The Contractor having provided the operating and maintenance manuals, as well as all the drawings and documents handed over to the Client requested in the Contract.
- (ii) No major deficiencies are found, and minor deficiencies are listed in the defects list by the Consultant.
- (iii) Items specified as reverting to the Employer revert accordingly



### **8.11 Plant Performance Evaluation Reports**

- (i) The consultant shall witness the works performance tests carried out under Test after Completion. They will analyse, evaluate and approve the final performance tests with the concurrence of the Client.
- (ii) The analyses, results and conclusions with recommendations shall be compiled in the performance evaluation report to be submitted to the Client.

### **8.12 Performance Certificate**

The Consultant shall prepare for the final inspection and acceptance meeting, thereafter, prepare the Performance Certificate with the approval of the Client and submit after the expiry date of the Defects Notification Period, to the Client who will issue the Performance Certificate to the Contractor.

### **8.13 Final Certificate of Payment**

A written statement shall be prepared by the Consultant, to be signed by both parties, the Client and the Contractor that all financial obligations by both parties are fulfilled. This final payment certificate shall be prepared and issued in accordance with the relevant clauses of the FIDIC guidelines, — Conditions of Contract for Construction (First Ed. 1999) for Building and Engineering Works designed by the Employer in the implementation of the Project.

## **9. LOGISTICS AND TIMING**

### **9.1 Project location:**

The project location is in Kibwezi, Makueni County, in Kenya.

### **9.2 Contract Project period:**

The Works and the Consultancy Contract period shall be 18 months, comprising of the following; -

- i. 6 Months - Construction Supervision Service & a Subsequent,
- ii. 12 Months - Defects Liability Support

## **10. Consultants Qualifications and Experience**

The Construction Supervision Consultant shall submit a detailed project organogram with staffing structure of proposed qualified, experienced and competent professionals. The key staff detailed Curriculum Vitae (CVs) and testimonials for the specific personnel required for the duration of the project to be provided.

The Construction Supervision Consultant will ensure personnel proposed and/or put forward for the tasks to be undertaken under the contract are qualified, experienced and competent professionals who can adequately undertake the tasks described. The Consultancy Firm will be fully responsible for any faulty advice or estimates due to incompetent and inexperienced staff and the company shall fully rectify the works without any additional costs to TradeMark Africa. The Construction Supervision Consultant shall submit the list of following staff with their updated CVs together with copies of academic and professional qualifications. Specific personnel required for the duration of the project include but are not limited to the following.

The estimated split of time of engagement for both Part 1 and Part 2 combined is indicated below:

<u>Description</u>	<b>Construction Supervision Period Man-Months</b>	<b>Defects Period Man-Months</b>	<b>Total Effective Man-Months</b>
1. Project Director & Civil / Structural Engineer	6	1.5	7.5
2. Project Architect	6	1.5	7.5



3. Electrical Engineer	6	1.5	7.5
4. Mechanical Engineer	6	1.5	7.5
5. Quantity Surveyor	6	1.5	7.5
6. Clerk of Works (2no) (1 for Kibwezi and 1 for JKIA)	6	1.5	7.5
7. Social and Environmental Safeguards Expert	3	0.75	3.75

Bidders are free to provide any additional support staff necessary for the successful delivery of the assignment. The profiles of the key experts to be provided by the Consultant for this contract are as follows:

Ref.	Key Project Personnel Required	Minimum Qualification Requirement
1	<p>Project Director &amp; Civil/Structural Engineer</p> <p>Role:</p> <ul style="list-style-type: none"> <li>Supervise structural works during the construction phase</li> <li>Inspection and testing of materials and equipment for the project</li> <li>Overall leadership in project management and supervision of the works.</li> </ul>	<p>Minimum Bachelor degree in civil/structural engineering having minimum 15 years' experience; and be a Registered Professional Engineer or Registered Consulting Engineer with Engineers Board of Kenya and a membership to the Institution of Engineers of Kenya. A master's degree will be an added advantage.</p> <p>Must have extensive knowledge of local building and construction methods, practices and technologies; supervision of construction of electrical works and installation distribution systems, design works contract administration, evaluation of contractor's claims for at least 10 years and more specifically have recent service as a Project Engineer on a construction contract of comparable magnitude. Must have proficiency in Structural Design Codes and Software, Microsoft Office Word and Excel is expected; written and verbal abilities in English are required.</p>
2	<p>Project Architect</p> <ul style="list-style-type: none"> <li>Coordinate with the project team in the supervision of all stages of the project.</li> </ul>	<p>Minimum Bachelor degree in architecture having minimum 10 years' experience; must have knowledge of local building and construction methods, practices and technologies; proficiency in Microsoft Office Word and Excel is expected; written and verbal abilities in English are required.</p>
3	<p>Electrical Engineer</p> <ul style="list-style-type: none"> <li>Responsible to deliver the required supervision for electrical works under this contract.</li> </ul>	<p>Minimum Bachelor degree in electrical engineering having minimum 10 years of experience and Registered as a Professional Engineer or Registered Consulting Engineer with Engineers Board of Kenya and a membership to the Institution of Engineers of Kenya. Experience with electrical works of a similar nature and size is a must; ability to certify electrical test results and licensed by Energy and Petroleum Regulatory Authority (EPRA); proficiency in Microsoft Office Word and Excel is expected; written and verbal abilities in English are required.</p>

Ref.	Key Project Personnel Required	Minimum Qualification Requirement
4	<p>Mechanical Engineer</p> <ul style="list-style-type: none"> <li>Responsible to deliver the required design services and supervision for mechanical works under this contract.</li> </ul>	<p>Minimum Bachelor degree in mechanical engineering having minimum 10 years of experience and Registered as a Professional Engineer or Registered Consulting Engineer with Engineers Board of Kenya and a membership to the Institution of Engineers of Kenya. Must have a working experience in projects of similar size and capacity; experience with mechanical works of a similar nature to those under the contract a must; ability to certify mechanical test results; proficiency in Microsoft Office Word and Excel is expected; written and verbal abilities in English are required.</p>
5	<p>Quantity Surveyor</p> <ul style="list-style-type: none"> <li>Responsible for estimating and cost planning activities of the project</li> <li>Assist in the procurement process; pre-qualification, enquiry, Bills of Quantities, analysis, selection, and contract preparation</li> </ul>	<p>Minimum Bachelor degree in Building Economics and professional qualification and registration with the Board of Registration of Architects and Quantity Surveyors (BORAQS) with a minimum of 8 years' experience in the field; Knowledge of GIS Software, MS Word, MS Excel is expected; Written and Verbal abilities in English is required.</p>
6	<p>Clerk of Works/ Inspector of Works (2no i.e. 1 for Kibwezi and 1 for JKIA)</p> <ul style="list-style-type: none"> <li>Responsible for overseeing the quality and safety of works on a construction site.</li> <li>Performing inspections of the work on-site and comparing completed work with drawings and specifications.</li> <li>Should be resident for each site</li> </ul>	<p>Degree or diploma level qualification in the relevant discipline preferably in Building Construction or Civil Engineering.</p> <p>Minimum of 10 years' experience in supervision of building construction works.</p> <p>Experience in site inspection, testing and commissioning.</p>
7	<p>Safety and Environmental Safeguards Expert</p>	<p>Must possess undergraduate degree in environmental studies, social sciences or equivalent. Must be registered as Lead Expert for EIA/EA and hold valid practicing license from relevant agency NEMA (K).</p> <p>A minimum of 7 years practical post-qualification experience.</p> <p>Must be experienced in environmental and social studies, audits, monitoring and management.</p> <p>Demonstrate proven expertise and experience in safety, environmental and social safeguards audits for construction works and related infrastructure projects, preferably with working experience in developing countries. Experience in East Africa Region will be an added advantage.</p>

## 11. Work Schedule

The consultant shall propose a schedule of activities and corresponding deployment of manpower, which will ensure that all duties entrusted to him, will be adequately performed. This schedule, together with a comprehensive statement justifying the proposed deployment will be incorporated in the methodology statement.

### 11.1 Facilities to be provided by the Employer

Under the Terms and Conditions of the Works Contracts, the Consultant shall be provided with:

- Site office with all facilities to support site meetings and host staff working on the project.
- Prove of accessibility to materials testing laboratory.
- Furnished site housing accommodation.
- Site transport in the form of supervisory vehicles and
- Other site facilities, survey and drawing office equipment, computers and utilities necessary for the execution of the services, including office consumables, and office operating expenses.
- NB: Consultants to include the cost of accommodation and transport to site for their personnel.

It shall be the responsibility of the Consultant to supervise the supply and provision and maintenance of the said buildings, furniture, equipment and vehicles by the Works Contractor in accordance with the works contract. The Consultant shall ensure that any items designated to revert to the Employer after completion of the Works Contract. These items shall be officially handed over to the Employer in good condition as soon as they are no longer required on the Works Contract.

## 12. Monitoring and Evaluation

### 12.1 Definition of Indicators

In his Technical Proposal (Organisation and Methodology), the Consultant shall propose relevant key indicators for monitoring project progress, results, activities and assumptions and show how these will be monitored.

As a minimum, the Consultant will regularly review the physical work progress in terms of number PV panels installed and completed to various levels in compliance with the drawings and specifications in relation to the Contractor's approved work programme and cash flow projections, schedule of plant and manpower resources. The Consultant will regularly appraise this information in his Progress Reports and in Site Meetings and discuss them with the Contractor and the client.

### 12.2 Reviews and Evaluations

Project reviews and evaluation applying monitoring indicators will be presented in the regular progress reports and the Final Project Completion Report will contain an overall assessment.

Issue Contract	
Kick off/ site handover meeting	7 days after contract signing
Contract Starts	7 days after contract signing
Completion of supervision for design and supervision	6 months after contract signing
End of Defect Liability Period	18 months after contract signing

## 13. Technical Evaluation

The technical evaluation will be based on a scoring system marked out of a maximum score of **100 marks**. Only proposals that score a minimum of **70 marks** in this technical evaluation will be deemed to be "substantially responsive". Marks will be awarded according to the following matrix.

The detailed evaluation criteria for each stage are provided below.

No	Evaluation Criteria	Maximum Score
1.	Understanding / Conceptualization of the ToRs/Objectives (5 Marks)	
1.1	Demonstrate understanding the scope of the assignment and stakeholders involved.	2.0
1.2	Demonstrate understanding of supervision duration and stages of key project activities e.g. pre-supervision planning, construction supervision, testing, commissioning and defects liability period.	3.0
2.	Statement of approach/methodology (30 Marks)	
2.1	Clear demonstrable understanding of the programme management and contract management functions of similar assignments.	5.0
2.2	Demonstrable understanding of the review of designs and employer's requirements.	5.0
2.3	Demonstrable understanding of the construction supervision and management, inspection and review of contractor's work and project monitoring. Dealing with non-conformities.	5.0
2.4	Clear demonstrable understanding of materials testing, acceptance and non-acceptance of tests.	2.0
2.5	Promotion of users training to buffer their capacity.	2.0
2.6	Understanding of Environmental and Social Safeguards monitoring and management	2.0
2.7	Undertaking of Consultant's reporting	2.0
3.	Work plan showing the supervision duration. Work plan should be SMART with narrative description and tabular presentation.	2.0
4.	Comprehensive and logical organo-gram showing key staff and non-key staff	2.0
5.	Company Experience in at least 3 similar or related assignments in the last 5 years.	3.0
	<b>Key personnel</b>	
<b>1.0</b>	<b>Project Lead &amp; Civil / Structural Engineer (15 Marks)</b>	
1.1	Provide signed CV	1.0
1.2	Provide evidence for possession of at least Degree in BSc (Civil/structural Engineering) or equivalent	2.0
1.3	Registered Professional Engineer or Consulting Engineer with Engineers Board of Kenya or equivalent. Provide copies of certificate.	2.0
1.4	Demonstrate post-qualification experience with over 15 years' experience managing design and construction of building projects, experience in contract administration, evaluation of contractor's claims.	3.0
1.5	Experience as Project Engineer/Team leader/Project Director on at least three (3) building project of similar magnitude in the last 3 years.	6.0
1.6	Master's degree holders and above any of the related field	1.0
<b>2.0</b>	<b>Project Architect (10 Marks)</b>	
2.1	Provide signed CV	1.0
2.2	Provide evidence for possession of at least Degree in Architecture or equivalent	2.0

No	Evaluation Criteria	Maximum Score
2.3	Registered Architect with the Board of Registration of Architects and Quantity Surveyors (BORAQS) with a minimum of 10 years' experience in the field. Provide copies of certificate.	2.0
2.4	Demonstrate post-qualification experience with over 10 years' experience managing building project and experience in contract administration, evaluation of contractor's claims.	2.0
2.5	Experience in supervision of at least three Design and supervision building projects of similar scope and size in the last 3 years.	3.0
<b>3.0</b>	<b>Electrical Engineer (10 Marks)</b>	
3.1	Provide signed CV	2.0
3.2	Provide evidence for possession of at least University Degree BSc (Electrical Engineering) or equivalent	2.0
3.3	Registered with Professional body of Institution of Engineers of Kenya and Engineers Board of Kenya or equivalent etc. Provide copies of certificate.	2.0
3.4	Demonstrate post-qualification experience with over 10 years on at least three electrical systems construction contracts of comparable magnitude in the last three years	3.0
3.6	Having the Energy and Petroleum Regulatory Authority licence as a supervisor of electrical works.	1.0
<b>4.0</b>	<b>Mechanical Engineer (8 Marks)</b>	
4.1	Signed CV	1.0
4.2	Provide evidence for possession of at least University Degree BSc (Mechanical Engineering) or equivalent	2.0
4.3	Registered with Professional body of Institution of Engineers of Kenya and Engineers Board of Kenya or equivalent etc. Provide copies of certificate.	2.0
4.4	Demonstrate post-qualification experience with over 10 years on at least three mechanical systems construction contracts of comparable magnitude in the last three years	2.0
4.5	Experience in on-site inspection and works measurement for cooling and ventilation contracts.	1.0
<b>5.0</b>	<b>Quantity Surveyor (8 Marks)</b>	
5.1	Signed CV	1.0
5.2	Provide evidence for possession of at least University Degree Bachelor degree in Building Economics or equivalent	2.0
5.3	Registered as a Quantity Surveyor with the Board of Registration of Architects and Quantity Surveyors (BORAQS) with a minimum of 8 years' experience in the field.	2.0
5.4	Demonstrate post-qualification experience with over 8 years on at least three construction contracts of comparable magnitude in the last three years	2.0
5.5	Experience in contract administration, evaluation of contractor's claims.	1.0
<b>6.0</b>	<b>Clerk of Works (2No.) (8 Marks)</b>	
6.1	Signed CV	2.0
6.2	Provide evidence for possession of at least Degree or diploma level qualification in the relevant discipline preferably in Building Construction or	2.0

No	Evaluation Criteria	Maximum Score
	Civil Engineering.	
6.4	Demonstrate post-qualification experience with over 10 years on at least one construction contracts of comparable magnitude in the last two years	4.0
<b>7.0</b>	<b>Safety and Environmental Safeguards Expert (4 Marks)</b>	
7.1	Signed CV	1.0
7.2	Undergraduate degree in relevant Social and Environmental studies or equivalent. Attach Certificate. Experience in safety and environment work.	1.0
7.3	Valid EIA/EA licence from NEMA or equivalent body. Attach Certificate.	1.0
7.4	Valid health and safety certification.	1.0
	Grand Total out of 100	100

***Bidders who achieve the minimum technical score of 70 marks out of 100 marks will qualify for the financial evaluation.***

The weight given to the technical proposal shall be **70%** and the weight given to the financial proposal shall be **30%**.

#### **14. Financial Evaluation**

All substantially responsive proposals that score **70 marks or more** from the **Technical submission evaluation** shall have their Financial proposals evaluated.

The formula for determining the financial score (SF) shall be as follows:

**Sf = 30% x Fm/F where:**

**Sf =** is the financial score

**Fm** is the lowest fees quoted and

**F** is the fees of the proposal under consideration.

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The lowest fees quoted will be allocated the maximum score of **30%**.

The bidder's proposals will be ranked according to their combined technical score (st) and financial score (sf) and weighted accordingly. The formula for the combined scores shall be as follows:

$$S = ST \times T\% + SF \times P\%$$

Where:

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal (in this case **70%**) and

P is the weight given to the financial proposal (in this case **30%**)

Note P + T will be equal to **100%**.

The bidder who has achieved the highest combined technical and financial score shall be declared successful and subsequently invited for clarifications

## Annexes

### **Annex 1: Revised Terms of reference**