## REQUEST FOR PROPOSALS

<table>
<thead>
<tr>
<th>RFP No.</th>
<th>RFP-EAGC-2020-010</th>
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<tbody>
<tr>
<td>Issue date</td>
<td>09th October 2020</td>
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<tr>
<td>Title</td>
<td>Request for Proposals from Firms to provide Architectural Services for the Establishment of Smart Markets for the Future in Kenya</td>
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<tr>
<td>Email address for submission of questions</td>
<td><a href="mailto:procurement@eagc.org">procurement@eagc.org</a></td>
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<td></td>
<td>The email address in the synopsis is the sole point of contact at EAGC for any questions.</td>
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<tr>
<td>Email address for submission of proposals</td>
<td><a href="mailto:procurement@eagc.org">procurement@eagc.org</a></td>
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<tr>
<td>Deadline for Receipt of Proposals</td>
<td>15th October 2020 at 1700hrs East African Time</td>
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<td>Anticipated Award Type</td>
<td>Fixed Price Purchase Order. EAGC anticipates awarding contract to the successful bidder for the provision of specific the services or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.</td>
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<td>Basis for Award</td>
<td>An award will be made based on the experience of the firm to offer similar services. The award will be issued to the responsible and reasonable offeror who provides the best value to EAGC using a combination of technical and cost/price factors.</td>
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1. **Introduction**

Eastern Africa Grain Council (EAGC) is a membership not-for-profit organization founded in 2006 to serve the interests of the grain value chain stakeholders in the Eastern Africa region. Its membership comprises of all levels of the value chain including input suppliers, producers, traders and processors. The overarching goal of the Council is to contribute to the integration of national and regional grain markets, and by so doing increase market access and incomes for the grain value chain stakeholders, especially the smallholder farmers.

EAGC is currently implementing the Smart Food Markets for the Future project with support from the Rockefeller Foundation and in partnership with IDEO.ORG among other partners. The project aims to address the typical challenges and problems that are characterised in the African open food markets such as spatial use, energy, water, waste management, food safety and hygiene and sanitation, among others. It involves design research and stakeholder engagement to scope the needs and requirements to inform the design after which human centred design concepts will be developed that will inspire the architectural drawings.

The Smart Markets are intended to create a paradigm shift to the open-air food markets in Kenya which are a source of food for over 90% of the population serving both urban and rural populations. These markets are key to economic development and are the nexus between farmers, particularly smallholder farmers and the consumers of their produce.

Therefore, as we embark on establishment of Smart Markets, EAGC would like to engage a consortium on service providers for architectural services for the Smart Markets

2. **Objective of the Assignment**

Therefore, to achieve a Systemic change in the food markets, in Kenya, EAGC thus intends to engage the services of qualified architectural firms, or consortiums to provide architectural services for the establishment of Smart Markets.

Specifically, this will involve:

3. **Scope of Work**

   i. Provide Architectural Services in Conceptualizing of the Smart Markets
   ii. Engage with IDEO.ORG in review of the Designs developed from the Human Centred Designs.
   iii. Engage in stakeholder review and validation of the designs
   iv. Provide site specific Architectural designs that translate the Human Centred prototypes
   v. Provide Costings for each of the Markets selected for the Smart Markets
   vi. Provide services for the Approval of designs by the County Governments
   vii. Oversee the Construction of the approved designs
4. Qualifications, Competencies and Experience Required
The Architectural firm should possess the following:
   i. A lead team with advanced degree in Architecture and related studies
   ii. Key Multi-disciplinary technical personnel with at least 15 years’ progressive experience in Construction and Design
   iii. A thorough understanding of the agricultural sector and food markets in Kenya
   iv. Previous experience in undertaking Human Focused Construction and designs
   v. Sufficient technical resources to undertake the work within tight deadlines.

5. Assessment Criteria
The proposal received will be assessed according to the following criteria:

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<tr>
<th>Assessment criteria</th>
<th>Weight (%)</th>
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<tr>
<td>Understanding of the assignment and demonstration of a solid methodology to achieve the objectives</td>
<td>30%</td>
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<tr>
<td>Advanced Academic Qualifications</td>
<td>10%</td>
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<td>Relevant professional experience</td>
<td>10%</td>
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<td>Demonstrated thorough understanding of the agricultural sector and food Markets in Kenya</td>
<td>5%</td>
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<tr>
<td>Possession of a qualified and knowledgeable multi-disciplinary team to undertake the work within tight deadlines.</td>
<td>5%</td>
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<tr>
<td>Cost</td>
<td>40%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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6. Submission of Proposals
Interested firms are required to submit an expression of interest proposal with the following:
Technical proposal

i. Registered name and address
ii. Profile of firm and capability statement
iii. Qualifications and experience of the firm
iv. Proposed Multi-Disciplinary project teams with CVs and qualifications
v. Proposed detailed architectural service provision including a detailed methodology approach and structure.
vi. Proposed work plan

The technical proposal should include the following documents:

i. Certificate of Incorporation and copy of the latest returns to registrar of companies confirming the current directors of the organisation
ii. VAT Certification
iii. PIN Certificate
iv. KRA Tax Compliance Certificate
v. CVs of multi-disciplinary consultants who would be part of the assignment team
vi. Letters of recommendations from previous clients

Financial proposal

The Financial Proposal should consist of a breakdown of remuneration and reimbursable expenses. The proposal should be adequately detailed to enable evaluation inclusive of tax applicable.

Evaluation Criteria

a) Strength of technical proposal – 60%
b) Strength of financial proposal – 40%

The proposal shall be submitted via email to procurement@eagc.org with a subject line reading, ARCHITECTURAL SERVICES FOR ESTABLISHMENT OF SMART MARKETS OF THE FUTURE IN KENYA” on or before 17.00hrs EAT on 15th October 2020.