



REQUEST FOR PROPOSALS

to Conduct a

Baseline Evaluation for Bungoma Climate Resilience Inclusive Project in Kenya

Document Release Date: 25th October, 2023

Last Date for Receipt of proposals: 1st November, 2023

Closing Time: 1100Hrs

Tender Number: PRF14634

Submission Method: tenders@redcross.or.ke

Tender Opening Venue & Time: Online via Microsoft Teams at 1200hrs

1. Summary

1.1 Purpose

The primary purpose is to conduct the baseline survey for the Bungoma Climate Resilience Inclusive Project in Kenya to establish the benchmarks of the project and set realistic targets to the project. The survey's objective will be to determine the baseline statistics on the indicators to provide a starting point for the project and the basis by which performance, progress, achievements, and impact will be measured during and after the project life.

1.2 Details

Partners	CBM Global, The County Government of Bungoma,
Duration	30 days
Estimated Dates	18 th November to 18 th December 2023
Geographical Location	Survey to be done in three Sub Counties (Kipsiro, Bungoma South & Cheptais) of Bungoma County that are implementing the project.
Target Population	Marginalized communities including persons with disability, elderly, poorest household, and Persons with Chronic Conditions particularly Non-Communicable Diseases.
Deliverables	Inception report and tools, draft, and final reports plus all data sets
Methodology	Quantitative and qualitative methods
Evaluation Management Team	KRCS MEA&L, Health Project representatives and Partner/Donor representatives

2. Background Information

Climate Change is a threat to the development of the global economy and the greatest impediment to achievement of sustainable development goals. This can be proven as current global weather extremes affect millions of people resulting in food and water insecurity in addition to affecting agricultural productivity. In Kenya, Climate Change has resulted in extreme weather events that has led to loss of lives, reduced agricultural productivity, displacement of populations, and destruction of infrastructure among other adverse impacts. Bungoma County has also not been spared with increased cases of flooding, landslides, drought, resulting in displacement of people, damage to infrastructure and low agricultural yields. Climate Change presents enormous challenges and opportunities for mankind everywhere as it has to be tackled in order to ensure sustainable development is achieved.

According to the 2019 Kenya census report 2.2% , People with disabilities remain marginalised, dependent on poorly integrated livelihoods systems with high rural burden, operate within disabling or weak disaster risk management and climate change adaptation policy framework ,with low level or absence of service provision with systems of poor representations, therefore there is need for sustained support and programmes to strengthen livelihoods and provide access to basic services and protection to ensure better adaptation, preparedness, mitigation and higher resilience to the environmental challenges that climate change brings and affects people with disabilities. Barriers to their full participation in society prior to disasters and other emergencies, including inaccessibility of the physical environment,

tend to be exacerbated by natural disasters and conflicts. Failure to consult with persons with disabilities and their representative organizations in the development of plans to respond to emergencies lead to the exclusion of persons with disabilities increasing their risks and vulnerabilities.

With support from, and in partnership with CBM Global, Kenya Red Cross is implementing a project dubbed “Promoting Inclusive Climate Change Resilience in Bungoma County”, a 3-year project intending to reduce risks to communities and infrastructure resulting from Climate related disasters such as floods and droughts. The project focuses on enhancing the adaptive capacity, livelihoods, and health of active groups of people with disabilities, and other vulnerable groups especially women and the youth in project target sites in Bungoma County.

2.1 Project Objectives

The adaptive capacity, livelihoods and health of active groups of people with disabilities, and other at-risk groups, especially women and the youth in project target sites in Bungoma County, is enhanced.

Result 1: The resilience of communities including people with disabilities and other at-risk populations is enhanced to cope with the impact of climate change.

Result 2: A community based inclusive early warning and response system is operationalised (focused on risk knowledge and risk communication and dissemination)

Result 3: Advocacy strategy to improve coordination and delivery of inclusive disaster risk management is implemented.

Result 4: Kenya Red Cross are equipped and able to deliver quality, inclusive interventions.

2.2 Key Project Stakeholders

1. KRCS is the main implementing partner and has previously implemented a mainstreaming project with CBM Global, critical support was provided to 34 Disability Persons Organizations and will be in charge of the implementation, supported by OPDs in the three sub counties of Bungoma County. Kenya Red Cross has implemented Disability Mainstreaming project between the period 2016-2019. The Kenya Red Cross also has a pool of volunteers all over the county, who together with the OPDs were involved during the project proposal developments by proposing key strategies and interventions that they felt fitted the needs in their communities. The KRCS Partner Assessment is Current.
2. Organizations of Persons with Disabilities (OPDs) Groups in Cheptais and Kanduyi areas.
3. County Government through the Ministry of Health, Ministry of Environment and Natural Resources, Ministry of Youth Gender and Social services, Ministry of Education, National Government Administrative Officers (NGAO).
4. APDK - Association for Persons with Disability Kenya.
5. National Government through the National Council for Persons with disabilities.

3. Assessment Purpose & Scope

3.1 Purpose

The overall aim of this evaluation is to assess the status of adaptive capacity, livelihoods and health of active groups of people with disabilities, and other at-risk groups, especially women and the youth in project target sites. The evaluation will document the current mechanisms and community strategies that are in place amidst the dynamic climate change perspectives.

The specific objectives of the Baseline Survey will be:

1. Establish baseline information against the projects log frame indicators at community level which will be used as a threshold for this project to assess outcomes and impact.
2. Examine the response towards the trend of Climate change, livelihood and Resilience, by the authorities, county and national systems and the targeted beneficiary's vis-a-vee the ideal.
3. Identify the policy and advocacy gaps in Climate Change, Food Security and Livelihood and Resilience programming and develop a policy brief.
4. To assess the current state of climate change impacts on livelihood for communities including persons with disabilities in the project area.
5. To identify and evaluate existing climate-resilient livelihood Knowledge, practices and technologies.
6. To develop innovative inclusive strategies and solutions to enhance livelihood resilience to climate change.
7. To document existing inclusive climate change knowledge on EWs and response systems utilized in the community.
8. To identify and assess advocacy approaches used to improve coordination of delivery of services to lower disaster risk impacts to the communities/persons with disabilities.
9. To document community perception of their participation and KRCS accountability in the project.

4. Key questions

The evaluator to help develop key questions that will answer the objectives of the baseline evaluation

Measuring against indicators and targets

- What is the current coverage of the log frame indicators?
- Does the coverage differ across the current targeted affected population?
- Does the coverage differ across gender/population groups?
- Are there additional indicators to assess that will add value to project processes?
- Is there need to review the targets based on the findings?

5. Survey Methodology

The consulting firm/individual will propose the most suitable study design, sampling methods and approach, sample size, data collection and analysis approaches that is suitable for this project during the Baseline. (Note that the survey will be undertaken in 3 Sub counties in Bungoma County, therefore clearly propose your sampling to factor this. However, key indicators that do not need survey will be analysed for all the 3 Sub counties in Bungoma County). This should be clearly outlined in the bidding document/proposal and if qualified to oral stage to have further discussion with the evaluation management team. The consulting team need also to propose targeted respondents to interview or data sources that can answer the log frame indicators and provide baseline statistics.

The evaluation will use the following literature and any other for reference to inform the evaluation process further:

- Project proposal and log frame
- Documents, policies and frameworks by partners, county, and national government that are related to the evaluation.

5.1 Project Indicators

	INDICATOR
Overall objective: Reduce risks to communities and infrastructure resulting from climate related disasters such as floods and drought.	Percentage of marginalized at risk people who are able to recover quickly from climate-related disasters in Bungoma County.
Specific Objective 1/Outcome: The resilience of marginalised people in Bungoma county is enhanced to better cope with impacts of climate change	Percentage of marginalised people in Bungoma who report confidence in their ability to cope to the effects of climate change.
	Percentage of marginalised people who utilize early warning information and systems in Bungoma County.
Result 1 / Output 1: The resilience of communities including people with disabilities and other at-risk populations is enhanced to cope with the impact of climate change.	
Result Indicator 01	Percentage of target communities having reduced coping strategies due to provision of livelihood alternatives.
Result Indicator 02	Number of people accessing assistive devices and social protection systems.
Result Indicator 03	Percentage of target households reporting improved economic resilience
Result 2 / Output 2: A community friendly, inclusive early warning and response system is operationalised (focus on risk knowledge and risk communication and dissemination)	
Result Indicator 01	Number of people from marginalized groups (e.g., women, people with disabilities, the elderly) involved in the development and operationalization of the early warning and response system.
Result Indicator 02	Percentage of target community applying the knowledge acquired on awareness by the project to strengthen their livelihood.
Result Indicator 03	Number of people reached with and have access to early warning messages
Result 3 / Output 3: Advocacy strategy to improve coordination and delivery of inclusive disaster risk management is implemented.	
Result Indicator 01	Number of meetings and events held to raise awareness on the need for improved coordination and delivery of inclusive disaster risk management.

Result Indicator 02	Number of contingency plans that have been revised or developed to improve delivery of inclusive disaster risk management
Result 4 / Output 4: Kenya Red Cross are equipped and able to deliver quality, inclusive interventions.	
Result Indicator 01	#of KRCS field tools reviewed and updated for inclusivity(KRCS field tool are reviewed and updated for inclusivity)

6. Quality & Ethical Standards

The consultant shall take all reasonable steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that the assessment is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. Therefore, the evaluation team shall be required to adhere to the assessment standards and applicable practices as recommended by International Federation of Red Cross and Red Crescent Societies.

- **Utility:** Assessments must be useful and used.
- **Feasibility:** Assessments must be realistic, diplomatic, and managed in a sensible, cost-effective manner.
- **Ethics & Legality:** Assessments must be conducted in an ethical and legal manner, with regard for the welfare of those involved in and affected by the assessment.
- **Impartiality & Independence:** Assessments should be impartial, providing a comprehensive and unbiased assessment that considers the views of all stakeholders.
- **Transparency:** assessment activities should reflect an attitude of openness and transparency.
- **Accuracy:** Assessments should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
- **Participation:** Stakeholders should be consulted and meaningfully involved in the assessment process when feasible and appropriate.
- **Collaboration:** Collaboration between key operating partners in the assessment process improves the legitimacy and utility of the assessment.
- **Inclusion:** The assessment must include clear steps to ensure meaningful engagement and participation of all sections of community, including persons with disability.

It is also expected that the assessment will respect the seven Fundamental Principles of the Red Cross and Red Crescent: 1) humanity, 2) impartiality, 3) neutrality, 4) independence, 5) voluntary service, 6) unity, and 7) universality.

7. Qualifications and Experience for Consultants

The lead consultant must possess the following qualifications:

1. A minimum of a master's degree in Climate Change/Disaster Risk Reduction/Social science/community development or related field.
2. A minimum of 5 years' extensive experience in carrying out comprehensive evaluations or similar assignments.

3. Good understanding of Climate Change, Disaster Risk Resilience, Food security and Livelihood interventions, disability and gender inclusion, and age among vulnerable populations in Kenya.
4. Proven experience in participatory and results-based M&E knowledge and practical experience in quantitative and qualitative research methods.
5. Must have led in at least five participatory assessments. Experience of conducting Baseline, End line, Midterm evaluations monitoring and assessment work in the target or similar communities (preferred)
6. High level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
7. Strong interpersonal, facilitation and communication skills
8. The team must have a statistician able to analyse quantitative and qualitative data as well as key technical team members to handle specific components of the project evaluation.
9. Team must have experience in participatory data collection methods and using mobile phone technology for data collection, monitoring and reporting.
10. The lead consultant must have strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner.
11. Availability for the period indicated and ready to carry out the assignment and deliver results within the specified period/time.

Availability of experts in each of the subject areas, with experience and relevant qualifications for the assignment will be highly preferred.

8. Management of the Evaluation

8.1 Duration

18th November to 18th December 2023

8.2 Deliverables

1. Inception report detailing the evaluation design, sampling methodology & sample frame, evaluation tools, agreed budget and work plan.
2. Copies of original and cleaned data sets with codebook. The raw data, the database which has been cleaned (both qualitative and quantitative, including original field notes for in-depth interviews and focus group discussions, as well as recorded audio material), should be submitted together with the report. A simple inventory of material handed over will be part of the record. KRCS will have sole ownership of all final data and any findings shall only be shared or reproduced with the permission of KRCS.
3. Draft Baseline evaluation report that will culminate in the final report with the following elements:
 - a) Table of contents
 - b) Clear executive summary with among others major findings and summary of conclusions and recommendations.
 - c) The objectives of the Baseline Survey, methodology and any challenges encountered in the field.
 - d) A presentation of the results and discussion of the same (including analysis) according to evaluation questions.

- e) Conclusions
 - f) Recommendations.
 - g) Report annexes.
4. A power point presentation highlighting key results and discussion from the Baseline evaluation will be presented at a feedback meeting with stakeholders to be held after completing the draft report.
 5. Final Evaluation report - submit 10 well designed, colour printed and perfect binding hard copy and one electronic copy of the report by the agreed timeline.
 6. A power point presentation highlighting key results, findings, and recommendations to be disseminated to the key stakeholders as nominated by KRCS after approval of the Baseline report.
 7. An easy-read version of the baseline report alongside the full baseline report.
 8. Support the development of a research protocol that will be submitted to recognised ethical review board with a possibility of publishing manuscript in a high impact journal.

8.3 Evaluation Management Team

The evaluation management team shall consist of KRCS MEA&L Unit representatives, KRCS program Manager and CBM Global Representative. They shall ensure that the deliverables agreed upon and approved in the inception report are achieved on time. KRCS MEA&L representative will be the chair of the team.

Role of KRCS (project and M&E team)

- Lead the recruitment and evaluation process.
- Coordinate the evaluation implementation process.
- Review of assessment products including the inception report tools, and reports.
- KRCS will organize logistics for the assessment team.
- Avail data collectors within agreed criteria.
- Avail all necessary documents for desk review.
- KRCS will be the link between the community, stakeholders and the consultant and will organise all the data collection activities (identifying respondents and setting up appointments)
- Will be the custodian of all data generated from the assessment.
- Organize dissemination forums as necessary.

Role of CBM Global

- Participate in the TOR development.
- Review the inception report and data collection tools.
- Review and give feedback on all evaluation products.
- Fund the activity budget.
- Final approval of the report.

9. Application Requirements

Application materials shall include:

- A written response to this TOR in terms of a proposal detailing the technical understanding of the task, proposed methodologies of the evaluation, expected activities and deliverables, proposed work plans with schedule, and financial bids. See Annex 1

- Detailed CVs of all professionals (s) who will work on the evaluation. If there is more than one contractor on the proposed evaluation team, please attach a table describing the level of effort (in number of days) of each team member in each of the evaluation activities. See Annex 3
- Professional references: please provide at least three reference letters from your previous clients and full contact details of the referees (working and active email & phone number).
- Attach 2 sample reports of relevant previously completed assignments.

Please also note that the people whose names appear in the team composition template MUST be the ones to undertake the evaluation. As such, they MUST be the ones to appear in person if the proposal moves to the interview stage.

10. Submission of proposal

The Technical Proposal MUST be prepared in conformance to the outline provided in Annex 1 while the financial proposal shall conform to the template provided in Annex 2. Team composition should conform to Annex 3

Bidders should provide softcopy technical and financial proposal in **two separate Folders** clearly marked ***“Technical Proposal-Name of consultant”*** and ***“Financial Proposal-Name of consultant”***. The subject of your email should ***“Tender No. PRF14634 - Call for Consultancy for Baseline Survey - Bungoma Climate Resilience Inclusive Project in Kenya”***

The proposal should be addressed as below to reach the undersigned (by mail) through tenders@redcross.or.ke on **Wednesday, 1st November, 2023** at 11:00 AM.

Chairperson, Tender Committee

Kenya Red Cross Society

P.O Box 40712 - 00100

Nairobi, Kenya

ANNEX 1: TECHNICAL PROPOSAL FORMAT

- 1) Introduction: description of the firm, the firm's qualifications, and statutory compliance (2 pages)
- 2) Background: Understanding of the project, context and requirements for services, Key questions (2 pages)
- 3) Proposed methodology - Indicate methods to be used for each indicator and highlight any areas where indicators may need adjustment. The targeted respondents should be indicated for each indicator. Proposed detailed questions should be indicated. Detailed sampling procedure and sample size determination needs to be described and provided. (5 pages)
- 4) Firms experience in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of assignment, duration of assignment (Dates), reference person contacts (2 pages)
- 5) Proposed team composition (As per annex 3) - 1 page
- 6) Work plan (Gantt chart of activity and week of implementation) - 1 page

ANNEX 2: BUDGET TEMPLATE

The consultant shall only quote for the items below as KRCS will manage all other related costs (Logistics and payment of enumerators)

Item	Unit	# of Units	Unit Cost	Total Cost (Ksh.)
Consultancy Fee (for the whole assessment period)	Per day			
Office expenses (Printing, photocopy, binding, communication costs etc.)	lump sum			
Grand Total				

ANNEX 3: PROPOSED TEAM COMPOSITION TEMPLATE

Name of Team Member	Highest Level of Qualification	General Years of Experience related to the task at hand	Roles under this assignment

ANNEX 4: TENDER ASSESSMENT CRITERIA

A three-stage assessment procedure will be used to evaluate all proposals from bidders. The total number of points which each bidder may obtain for its proposal is:

- Technical Proposal 50 marks
- Oral presentation 40 marks
- Financial stage 10 marks

1. Mandatory Requirements

The proposal shall ONLY be evaluated based on its adherence to the following compulsory requirements, this applies to both local and international firms or individuals. Compliance to statutory requirement.

Document/ Requirements	YES/NO
Tax compliance certificate	
Certificate of incorporation/registration (Only applicable for firms)	
Proceed to next stage (Yes / No)	

2. Assessment of the Technical Proposal

The technical proposal shall be evaluated based on its responsiveness to the TOR. Specifically, the following criteria shall apply:

Evaluation Criteria	Maximum Points	Bidder's score	Remarks
1) Background: Description of the consultant/Firm's Qualifications, Understanding of the project, context, and requirements for services	10		
2) Proposed Methodology: The proposed methodology MUST provide an indication of its effectiveness and added value in the proposed assignment.	20		
3) Firms Experience in undertaking assignments of similar nature and experience from related geographical area for other major clients: <ul style="list-style-type: none">• Provide a summary and supporting information on overall years of experience, and related technical and geographic coverage experience.	10		
4) Proposed Team Composition: Tabulate the team composition to include the general qualifications, suitability for the specific task to be assigned and overall years of relevant experience to the proposed assignment. <ul style="list-style-type: none">• The proposed team composition should balance effectively with the necessary skills and competencies required to undertake the proposed assignment.• Lead Consultant Qualifications – should be as per the TOR.	5		

Evaluation Criteria	Maximum Points	Bidder's score	Remarks
<ul style="list-style-type: none"> Provide CVs for key Consulting team including Statistician/Data Analyst. 			
5) Work Plan: A Detailed logical, weekly work plan for the assignment MUST be provided.	5		
TOTAL SCORE	50		

NOTE: The firms/consultants that **attains a score of 35 and above out of 50 in the technical evaluation will be invited to proceed** to oral presentation.

3. Oral phase assessment

At the oral phase, the following criteria shall apply:

Criteria	Maximum points	Bidder's Score	Remarks
Understanding of the assignment.	5		
Clear and scientific methodology: samplings, data collection, understanding indicators, respondents, tools, data analysis etc.	15		
Presentation of previous similar assignment (Consultant will be required to show/present at least 2 previous completed assignment reports at the oral stage and at least two reference letters)	10		
Preparedness and participation of teams. Attendance of team members listed in the bid and whose CVs are availed.	10		
TOTAL SCORE OUT OF 40	40		

NOTE: From this stage, the technical and oral scores are combined. The firms/consultants that **attains a combined score of 70% in the technical & oral assessment** will be invited to proceed to the financial stage.

4. Assessment of the Financial Proposal

The Financial Proposal shall be prepared in accordance to Annex 2. The maximum number of points for the Financial Proposal shall be 10% (10 points). This maximum number of points will be allocated to the lowest Financial Proposal. All other Financial Proposals will receive points in inverse proportion according to the below formula:

Points for the Financial Proposal being evaluated =

$$\frac{(\text{Maximum number of points for the financial proposal}) \times (\text{Lowest price})}{\text{Price of proposal being evaluated.}}$$

A total score obtained including Technical, Oral and Financial Proposals is calculated for each proposal. The bid obtaining the overall highest score shall be awarded to undertake the assignment – subject to budget allocated.

GENERAL INSTRUCTIONS

Please carefully read the method of tender submission and comply accordingly.

1.1.1. KRCS reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.

1.1.2. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Organization will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.1.3. Clarification of Bidding Document

All correspondence related to the contract shall be made in English. Any clarification sought by the bidder in respect of the consultancy shall be addressed at least five (5) days before the deadline for submission of bids, in writing to the Administration Coordinator.

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

Enquiries for clarifications should be sent by e-mail to tenders@redcross.or.ke

1.1.4. Amendment of Bidding Document

At any time prior to the deadline for submission of bids, KRCS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format given on page 1 at the time of collecting/receiving the bid document.

To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, KRCS may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

1.1.5. Deadline for Submission of Bids

Bids should reach tenders@redcross.or.ke on or before Wednesday, 1st November 2023 at 11.00 am. Bids received after the above-specified date and time shall not be considered.

Any bid received by KRCS after this deadline will be rejected.

Bidders should provide a technical and financial proposal in **two separate folders** clearly Marked **“Technical Proposal-Name of consultant”** and **“Financial Proposal-Name of consultant”** both of which should then be sent to tenders@redcross.or.ke with the subject reading **PRF14634 - Call for Consultancy for Baseline Survey- Bungoma ClimaProject in Kenya**

The Proposal should be addressed as indicated above to reach the undersigned by **Wednesday, 1st November, 2023** at 11.00 a.m. for the tender to be opened at 12.00 noon:

Any bid received by KRCS after this deadline will be rejected.

1.1.6. Cost Structure and non-escalation

The bidder shall, in their offer (Financial Proposal), detail the proposed costs as per the template provided above.

No price escalation under this contract shall be allowed. KRCS shall not compensate any bidder for costs incurred in the preparation and submission of this RFP, and in any subsequent pre-contract process.

1.1.7. Taxes and Incidental Costs

The prices and rates in the financial offer will be deemed to be inclusive of all taxes and any other incidental costs.

1.1.8. Responsiveness of Proposals

The responsiveness of the proposals to the requirements of this RFP will be determined. A responsive proposal is deemed to contain all documents or information specifically called for in this RFP document. A bid determined not responsive will be rejected by the Organization and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

1.1.9. Currency for Pricing of Tender

All bids in response to this RFP should be expressed in Kenya Shillings. Expressions in other currencies shall not be permitted.

1.1.10. Correction of Errors.

Bids determined to be substantially responsive will be checked by KRCS for any arithmetical errors. Errors will be corrected by KRCS as below:

- a. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, and
- b. where there is a discrepancy between the unit rate and the line total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

The price amount stated in the Bid will be adjusted by KRCS in accordance with the above procedure for the correction of errors.

1.1.11. Evaluation and Comparison of Bids

Technical proposals will be evaluated prior to the evaluation of the financial bids. Financial bids of firms whose technical proposals are found to be non-qualifying in whatever respect may be returned unopened.

1.1.12. Confidentiality

The Bidder shall treat the existence and contents of this RFP, and all information made available in relation to this RFP, as confidential and shall only use the same for the purpose for which it was provided. The Bidder shall not publish or disclose the same or any particulars thereof to any third party without the written permission of KRCS, unless it is to Bidder's Contractors for assistance in preparation of this Tender. In any case, the same confidentiality must be entered into between Bidder and his Contractors.

1.1.13. Corrupt or Fraudulent Practices

KRCS requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

KRCS will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating, please report any malpractices to complaints@redcross.or.ke.