
PRE-QUALIFICATION DOCUMENT

For Fit-out Main Contractor & Specialised
Subcontractors

TDB NODP Office Fit-out

MAURITIUS PRINCIPAL OFFICE

AFRICA FI PLACE, LOT NO. 13, WALL STREET
EBENE, MAURITIUS - TEL +230 460 1500

BUJUMBURA PRINCIPAL OFFICE

CHAUSSÉE PRINCE LOUIS, RWAGASORE
BUJUMBURA, BURUNDI - TEL +257 22 224 966/75

NAIROBI REGIONAL OFFICE

197 LENANA PLACE, LENANA ROAD
NAIROBI, KENYA - TEL +254 732 192 000

HARARE REGIONAL OFFICE

70 OLD ENTERPRISE ROAD, NEWLANDS
HARARE, ZIMBABWE - TEL +263 24 2788 336

ADDIS ABABA REGIONAL OFFICE

UNDP REGIONAL SERVICE CENTRE, GROUND FLOOR
ADDIS ABABA, ETHIOPIA - TEL +251 11 518 1730

DR CONGO COUNTRY OFFICE

BATELA AVENUE, BOULEVARD DU 30 JUIN
KINSHASA DRC - TEL +243 97 77 92 970

1.0 BACKGROUND TO THE PROJECT

- 1.1 Introduction & Outline Scope of Project
- 1.2 Programme
- 1.3 Contract

2.0 PREQUALIFICATION REQUIREMENTS

- 2.1 Submission Instructions
- 2.2 Submission Deadline
- 2.3 Mandatory Technical Requirements

3.0 ABOUT YOUR COMPANY

- 3.1 Company Profile
- 3.2 Company Financial Information
- 3.3 Company Insurances
- 3.4 Personnel
- 3.5 Quality Management
- 3.6 Health and Safety
- 3.7 Relevant Experience and Resources
- 3.8 Project Commitment and Programme

4.0 PREQUALIFICATION QUESTIONNAIRE

APPENDICES

- Appendix A – Check List
- Appendix B – Project Directory

1.1 Introduction and Outline Scope of Project

TDB is currently carrying out the development of an office building project (The TDB Nairobi Office Development Project [NODP]) along Lenana Road. The proposed office building consists of 19 Floors (Ground + 18 Floors) and 3 basements. The Grade A office tower building that is planned to be mostly occupied by TDB. Construction of the EDGE-Certified building, which is going to serve as the Bank's regional office in Nairobi, is expected to be completed by December 2021. TDB intends to occupy the office facilities upon completion of fit-out construction work. The scope of fit-out construction activities is limited to floors and areas TDB intends to occupy.

As such TDB is keen to engage a suitable qualified and experienced Interior Design Fit Out Main Contractor.

The scope of the office fit-out is as summarized below:

the total approximate fit-out area is 6,900 square meters (sm) or 74,244 square feet (sft) made up of the following areas:

- Basement Level
- Level 0: Ground Floor Main Lobby
- Level 1: Auditorium and Training Rooms
- Level 2: Records Centre, Wellness Centre, and Gym
- Level 3: Sky Garden
- Level 4, 12 and 13: Meeting Pods
- Levels 9, 10, 14, 15 & 16: Offices
- Level 17 & 18: Executive Offices & Terraces on the 18th floor
- Level 19: Roof Terrace & Gym

1.2 Programme

An outline timetable for the selection of a contractor is as follows:

EOI: Issue Date:	August 2021
Shortlisted Candidates Confirmation:	September 2021
Tender documents being dispatched to the shortlisted contractors:	Mid October 2021
Submission date for the Tenders:	September 14, 2021
Tender review:	October 2021
Contractor interviews & negotiations	Mid November 2021
Contractor appointment	November 2021
Start on site	November 2021

1.3 Contract

The main contract will be FIDIC/JBC/local contract etc.

2.1 Submission Instructions

To enable the client to determine which organisations to invite to tender, potential contractors are requested to submit an application detailing the information requested in Section 3. The information given will be treated in confidence and if an application is successful, will form part of the tender bid. Any statements or claims made at this pre-qualification stage will therefore be deemed binding and any deviation will result in the withdrawal of the invitation to tender.

If the respondent is part of a group of companies, the responses to this questionnaire must be provided by the contracting company and not by a parent or holding company on behalf of the contracting company. Responses should follow the numbering convention in Section 3 and in addition, the respondent shall attach, where appropriate, any supporting documents to their application marking clearly on all such documents the name of the respondent and the number of the question to which the document refers.

It is important to the Client and the professional team that applicants are clear about their proposed teams. Acceptance of these personnel is an absolute condition of an applicant's progression to the main tender stage.

- The CDM/HSE questionnaire must be completed and returned with the Contractor's submission.
- Submissions can be made electronically.
- The respondents' submittals and any participation therein, including any statements whether oral or written between TDB and any respondent shall not create or be deemed or construed in any way so as to create any binding legal relationship or contract between either or both jointly of TDB and any respondent.
- Furthermore, submittals will not guarantee placement on a bid list or the award of any contract or work.
- THIS CONTRACTOR ASSESSMENT IS FOR TDB INFORMATIONAL PURPOSES ONLY.
- TDB reserves the right to reject any and all submittals at its sole discretion.
- All costs and expenses incurred by respondent, or any other party participating in this assessment with respondent, shall not be reimbursed by TDB and are solely for the respondent's / party's account.
- TDB reserves the right to contact all references provided by respondent, visit any respondent work locations, and interview any respondent personnel in the performance of this assessment.

2.2 Submission Deadline

Completed applications must be submitted no later than Close of Business **14th September 2021** to:
Daniel Mezgebu, Senior Advisor, Facilities Development and Corporate Services, Interior Fit-out Works for Nairobi Office Development Project (NODP) TDB BANK GROUP; 197 LENANA PLACE, LENANA Rd., Reception 1st Floor, P.O. BOX 48596-00-00100, NAIROBI- KENYA.

3 Mandatory Technical Requirements

3.1 Company Profile

Please confirm or provide:

- 3.1.1 Full company name and trading name if different
- 3.1.2 Address, telephone number, fax number and email address
- 3.1.3 Registered address (if different to above)
- 3.1.4 Other locations (Africa)
- 3.1.5 Other locations (Worldwide)
- 3.1.6 Name of contact handling the submission and position held within company
- 3.1.7 Company registration number and/or date your organisation was formed or incorporated
- 3.1.8 Details of all other companies within the group (if applicable) including details of any parent company
- 3.1.9 Details of any different names the company has traded under in the past, including reason for change
- 3.1.10 Names and responsibilities of Directors
- 3.1.11 Brief company profile

3.2 Company Financial Information

Please confirm or provide:

- 3.2.1 Turnover by group for the last 3 years
- 3.2.2 Turnover by company for the last 3 years

Item no.	Mandatory Technical Requirements	Evaluation Criteria
01	Minimum annual Turnover/revenue over the last 3 financial years of Kes. 500 million for Main Fit-Out Contractors and as per EOI document for specialised sub- Contractors per year excluding VAT.	<i>These mandatory requirements will be considered on a pass/fail basis. Any proposal that fails one or more criteria, will not be considered further in the evaluation process.</i>
02	Tax Compliance Certificate	
03	Submission of evidence of at least 3 no. past Corporate Interior Office Fitouts with minimum floor area of at least 3,000 sq.m. each	

- 3.2.3 Turnover by division responsible for the project for the last 3 years
- 3.2.4 Committed and projected turnover of company for the programmed duration of this project with details of timescales for similar projects
- 3.2.5 Committed and projected turnover of division for the programmed duration of this project with details of timescales for similar projects

3.2.6 Last 3 years audited annual financial statements.

3.2.7 Have you ever failed to complete a contract? Please provide details.

3.2.8 Are there any judgments, claims or suits pending or outstanding against you? Please provide details.

3.2.9 Have you ever been subject to bankruptcy or reorganization proceedings? Please provide details.

3.3 Company Insurances

Please confirm or provide:

3.3.1 Proof of relevant insurance policies, including contractor's all risks, public liability, employer's liability, and 3rd party liability.

3.3.2 Details of insurer, policy number, value of cover and expiry date of each policy

3.3.3 Please confirm the Bonding capacity of the firm

3.3.4 Please confirm your Bonding organisation

3.4 Personnel

Please confirm or provide:

3.4.1 Total number of staff in the company with the following breakdown: head office; project management; site management; trades; other. (Provide Company Organization Chart and CV's of Key Staff)

3.4.2 Total number of staff in the division with the following breakdown: head office; project management; site management; trades; other.

3.4.3 Company staff turnover/retention figures per annum expressed as a percentage of total staff numbers

3.4.4 Details of any personnel awards your company has achieved in the last 3 years

3.5 Quality Management

Please confirm or provide:

3.5.1 Details of your Quality Assurance policy

3.5.2 Whether your company is registered to ISO 9000 or equivalent and for which parts of the company

3.5.3 Details of any quality awards your company has achieved in the last 3 years

3.6 Health and Safety

Please confirm or provide:

3.6.1 Details of your Health & Safety policy

3.6.2 Details of your Health & Safety record over the last 3 years

3.6.3 Details of any Health & Safety awards your company has achieved in the last 3 years

3.6.4 Complete and return the CDM competency questionnaire provided at Appendix C

3.7 Relevant Experience and Resources

Please confirm or provide:

3.7.1 Names and resumes of your proposed project team

3.7.2 Project commitments for these team members for the programmed duration of this project

3.7.3 Relevant project experience for both your company and team within the last 10 years, including specifically similar projects scope and scale include size of project; value of project; type of industry; procurement strategy; programme constraints; type of building; location and site constraints.

3.7.4 Details of any industry awards your company has achieved in the last 3 years

3.8 Project Specifics, Commitment and Programme

3.8.1 Please confirm your commitment to provide the proposed team members on the project

3.8.2 Please provide your indicative proposed programme for the completion of the works, clearly indicating all contract milestones, proposed lead in period and start on site date given that the successful Contractor will be appointed in **November 2021**.

3.8.3 Please provide details of your proposed procurement strategy and contractual arrangements.

3.8.4 Please provide an initial indication of how you will manage removal, delivery, and distribution of materials.

3.8.5 Please confirm how and when you intend to carry out noisy works.

3.8.6 Please provide details of similar successfully completed projects.

3.8.7 Finally, in brief, please explain why you believe your company should be selected to tender and how you would intend to add value to the project on behalf of the client.

1. CORPORATE INFORMATION

1.1. Provide the following information about the Contractor Entity and/or parent company that would submit a proposal for the work contemplated for the proposed TDB Project.

Respondent's Information:	
Contractor Entity Name:
Established (please select one from list) as:	<input type="checkbox"/> Partnership / Joint Venture <input type="checkbox"/> Contractor Group <input type="checkbox"/> National Company <input type="checkbox"/> Individual <input type="checkbox"/> Affiliate
Operating regions and countries	1..... 2..... 3.....
Number of Regular Employees
Number of Contract Employees
Date Established:
Main Office Physical Street Address:
City:
State or Province:
Postal Code:
Country:
Phone Number:
Fax Number
Web site address:
Email Address:
Main Office Mailing Address:	
City:	
State or Province:	
Postal Code:	
Country:	

Respondent's Contact Information:	
Contact Name:	
Contact Address:	
City:	
State or Province:	
Postal Code:	
Country:	
Region:	
Office Phone Number:	
Cell Phone Number:	
Fax Number:	
Email Address:	

Respondent's Primary Bank Information:	
Bank Name:	
Bank Address:	
Bank Account number:	
IBAN:	
Swift code:	
BIC:	
City:	
State or Province:	
Postal Code:	
Country:	
Bank Website Address:	
Email Address:	

Parent Company Information:	
Is the Contractor Entity owned or controlled by a parent company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name of Parent Company:	
Physical Street Address:	
City:	
State or Province:	
Postal Code:	
Country:	

Region:	
Phone Number:	
Fax Number:	
Website address:	
Email Address:	

- 1.2. Provide a high-level description of your company and typical services provided.
- 1.3. Describe your interest in submitting a competitively bid proposal to perform work for the proposed Project TDB NODP Office Fit-out.
- 1.4. Do you hold the required certificates/registrations/permits to work legally in Nairobi, Kenya?
 Yes
 If yes, please attach copies.
- 1.5. Do you hold the required tax clearance certificates from the Kenya Revenue Authority?
 Yes
 If yes, please attach copies.
- 1.6. Describe the corporate structure of respondent, including the relationships between respondent and parent/associate organizations and any consortia, joint ventures, partnerships or alliances in which you are a participant including any projects currently or being considered in the vicinity of the proposed Project. Describe the authoritative and fiscal relationship between respondent, the parent company and affiliated companies.
- 1.7. Provide organizational charts that indicate all corporate divisions, companies, and subsidiaries, as well as the organizational relationship between the parent company and the respondent.
- 1.8. Have you had any type of reorganization in the past 3 years? (merger, acquisitions, change of ownership)?
 No
- 1.9. Briefly describe respondent's history, size, core field of activity or business expertise.

2. FINANCIAL AND LEGAL

- 2.1 Provide audited financial statements (including balance sheet, income statement and cash flow statements) for the current as well as the past 3 years for both the bidding subsidiary and the parent company. If respondent does not have standalone financial statements, a detailed breakdown of the parent company's financial statements for each the major operating divisions, including the respondent are required.
- 2.2 If the respondent were assessed to be financially inadequate in relation to the size of the proposed Project TDB NODP Office Fit-out, would the parent company be prepared to provide a corporate guarantee on behalf of the respondent?

- 2.3 If the respondent is assessed to be financially inadequate in relation to the size of the proposed Project TDB NODP Office Fit-out, would the respondent or parent company be prepared to provide a bank guarantee at its own costs with terms acceptable to TDB?
 Yes No
Provide name and registered location of the bank(s) that would issue the guarantee by the respondent or the parent company.
- 2.4 If unable to provide a guarantee from a bank acceptable to TDB, would the respondent or its parent company be prepared to secure at its own costs confirmation of the bank guarantee from an acceptable bank?
 Yes
- 2.5 If respondent is currently operating under any form of bankruptcy protection, describe the background and explain the current situation.
- 2.6 In all of TDB's contracting forms, a provision is included that essentially holds both Contractor and TDB fully responsible for losses caused by such party's gross negligence or willful misconduct which is attributable to that party's managerial or senior supervisory personnel. The provision relates to hazard loss and supersedes all other indemnifications/releases provided for in the distribution of risk, release and indemnity section of the agreement. Does respondent agree with this concept?
 Yes
- 2.7 Does respondent have a policy to address information brokering?
 No
If yes, please attach policy.
- 2.8 Has anyone associated with respondent ever been convicted of illegal information brokering?
 No
If yes, please describe, giving background and explaining actions taken.
- 2.9 Describe the Comprehensive General Liability, Workers Compensation and Employers Liability, Automobile Liability (Owned/Non-owned) for your company.
- 2.10 List any work (recent, ongoing, future/anticipated) that may require further consideration for conflict of interest. If applicable, provide examples or explain the type of conflict of interest indicated.
- 2.11 List any current litigation that the respondent is involved in with TDB or TDB's Affiliates.
- 2.12 Describe any litigation pending against your company that may impact this project.
- 2.13 Do you have any experience working under Guaranteed Maximum Price Contracts?
 No
If yes, state the projects and value of projects handled under this contract.
If no, describe plans to work under this form of contract.

SAFETY, SECURITY, HEALTH AND ENVIRONMENT (SSH&E)

- 2.14** Describe or provide a copy of your corporate Safety, Health, Environmental and Security (SHES) Policy.
- 2.15** Provide a summary, including a list of major components (i.e.: Table of Contents), of your SHES Management Systems/Program.
- 2.16** Provide the following safety performance information for your company for the past 4 years using the following format. These statistics should include your employees and on-site contractors.

Provide an explanation of each fatality.

*Lost time Injuries (LTI) - If a person's condition resulting from an occupational injury or illness prevents him or her from performing their normal job description during their next scheduled work shift, the case is considered a lost time injury.

**Total Recordable Incidents (TRI) - A work-site accident that results in specific medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job. Specific medical treatment includes treatment of infection, second or third degree burns or a fracture, application of sutures or other wound closing device, follow-up medication or treatment after an initial treatment for a minor injury, and admission to a hospital or an equivalent medical facility for treatment.

***Near Miss Incidents (NMI) - An undesirable or unexpected work-site event that could have resulted in an injury, operation incident, or property damage under slightly different conditions of timing, space, position, or sequence of events.

- 2.17** Provide information regarding any safety violations respondent has faced during the last 3 years:

Provide an explanation of each violation.

3. EXPERIENCE

- 3.1 Provide a general description of the types of goods & services (Equipment, Materials, Front End Engineering Design, Detailed Engineering, Procurement, Construction, Infrastructure, etc.) that respondent typically provides / performs (directly, not subcontracted). Indicate for each if this is a primary or secondary business for respondent. List your quality certifications and awards to local, national, or international standards for quality and identify recognized authority.
- 3.2 Describe respondent's recent experience with working in climates similar to Nairobi Kenya. Provide examples of techniques employed to overcome challenges associated with this environment.
- 3.3 Describe respondent's recent experience with working in terrain similar to Kenya. Provide examples of techniques employed to overcome challenges associated with this environment.
- 3.4 Using the following table, describe each project in the Office Fit-out industry that respondent has contracted in a key role over the past 10 years including current work in progress. Attach a separate table (you may copy and paste the table below) for each project and include the following information:

Name of Project:		
Contract Award Date:		
Client Information:	Name of Client/Owner:	
	Client Contact Point:	
	Name:	
	Title:	
	Telephone No.:	
	Facsimile No.:	
	Email Address:	
Contract Type: (FEED, Construction, Construction Management)	EPC,	
Compensation Method: (Lump Sum, Target Price, GMP, Reimbursable Cost, Unit Price, etc)		
Contracted Scope of Work: (provide details of actual work performed, man-		

hours, etc.)	
Brief description of project facilities: (technical description, location, grass roots or greenfield etc.)	
Type of Construction: (stick build, pre-assembly, modularization, skid mounted, etc)	

4. AVAILABILITY

4.1 Using the following table, list ongoing and anticipated projects that the proposed Project TDB NODP Office Fit-out will be competing for resources with. Attach a separate table (you may copy and paste the table below) for each project. If any information below is considered confidential, please omit the details and indicate "Confidential" in the appropriate field).

Name of Project:	
Location:	
Contract Award Date:	
Client Name:	
Brief description of project facilities: (technical description, location, grass roots or greenfield etc.)	
Contracted Scope of Work: (provide details of actual work performed, man-hours, etc.)	
Contract Type: (Engineering / Procurement Services, EPC, Construction, Construction Management)	
Compensation Method: (Lump Sum, Target Price, Reimbursable Cost, Unit Price, etc)	
Estimated Value of Project:	
Estimated Contract Value of Your Scope of Work:	
Estimated construction completion date:	
Estimated average and peak home office hours:	
Estimated average and peak construction management (field) hours:	
Estimated average and peak direct labor hours:	
Estimated total man-hours:	

Also, describe any relevant projects (i.e. major office projects) and/or projects in Kenya that respondent is currently seeking a contract award for.

- 4.2 Considering the projects described in question 6.1, above, describe the availability of personnel for the proposed Project TDB NODP Office Fit-out and any plans to adjust existing / anticipated project groups to support the project.

5. QUALITY

- 5.1 PROVIDE AN ORGANIZATION CHART FOR RESPONDENT WHICH SHOWS WHERE THE QUALITY GROUP FITS INTO THE RESPONDENT'S OVERALL ORGANIZATIONAL STRUCTURE.

6. CONTRACT MANAGEMENT AND EXECUTION

- 6.1 HOW MANY PROJECTS DOES RESPONDENT'S CONSTRUCTION MANAGER/SUPERVISOR ROUTINELY HANDLE AT ANY ONE TIME?
- 6.2 DESCRIBE YOUR SUPERVISORY MANAGEMENT SYSTEMS AND PROCEDURES FOR PLANNING AND EXECUTING WORK. INCLUDE A COPY OF THE PROCEDURE FOR FURTHER CLARIFICATION.
- 6.3 ATTACH A TYPICAL PROJECT EXECUTION PLAN.
- 6.4 DESCRIBE YOUR TYPICAL CONTRACT MANAGEMENT ORGANIZATION. PROVIDE A TYPICAL CONTRACT ORGANIZATION CHART INCLUDING ALL KEY PERSONNEL DOWN TO DISCIPLINE LEAD / GENERAL FOREMAN LEVEL.
- 6.5 PROVIDE A BRIEF DESCRIPTION OF THE ROLES AND RESPONSIBILITIES FOR EACH MEMBER OF THE TYPICAL CONSTRUCTION MANAGEMENT ORGANIZATION.
- 6.6 PROVIDE AN ORGANIZATION CHART OF KEY COMPANY PERSONNEL INCLUDING PRESIDENT, VICE PRESIDENT(S) AND DEPARTMENT MANAGERS.
- 6.7 PROVIDE THE FOLLOWING INFORMATION ON THE KEY PERSONNEL NAMED ON THE ORGANIZATION CHART IN QUESTION 8.6, ABOVE.

Name of Key Personnel	Job Title	Years with Respondent	Years in Industry

7. GOVERNMENT RELATIONS AND PUBLIC AFFAIRS

- 7.1 DESCRIBE YOUR COMMUNITY RELATIONS PROGRAM(S) IN ANY LOCAL COMMUNITY(IES), AND PROVIDE A COPY IF RESPONDENT HAS A FORMAL PLAN.**
- 7.2 DESCRIBE YOUR PUBLIC AFFAIRS AND HUMAN RESOURCES REPRESENTATION IN ANY LOCAL COMMUNITY(IES), INCLUDING ANY PAST INCIDENTS.**
- 7.3 DESCRIBE ANY RECENT EXPERIENCE WITH COMMUNITY RELATIONS AND PUBLIC AFFAIRS IN KENYA.**
- 7.4 IS RESPONDENT ABLE TO IMMIGRATE YOUR WORKERS THROUGH BLOCK VISAS OR OTHERWISE?**
 No
IF YES, PLEASE EXPLAIN HOW.
- 7.5 DESCRIBE THE HISTORY OF ANY SUBSTANTIAL WORK YOU HAVE PERFORMED WITHIN NAIROBI, KENYA OR LOCAL / SIMILAR TO THE SITE FOR THE PROPOSED PROJECT TDB NODP OFFICE FIT-OUT.**
- 7.6 DESCRIBE ANY RECENT EXPERIENCE INTERACTING WITH THE KENYAN GOVERNMENT OR JURISDICTIONS LOCAL / SIMILAR TO THE SITE FOR THE PROPOSED PROJECT TDB NODP OFFICE FIT-OUT, INCLUDING ANY REGULATORY AND PERMITTING AUTHORITIES.**
- 7.7 DESCRIBE ANY FORESEEABLE CHALLENGES IN INTERACTING WITH ANY OF THE ENTITIES MENTIONED IN QUESTION 10.6, ABOVE.**

8. SUBCONTRACTING

- 8.1 DESCRIBE THE TYPES OF WORK TYPICALLY SUBCONTRACTED BY RESPONDENT AND LIST THE COMPANIES YOU HAVE RECENTLY USED FOR THESE ACTIVITIES.
- 8.2 DESCRIBE THE PROCESS YOU USE TO PRE-QUALIFY AND SELECT SUBCONTRACTORS, INCLUDING THE CRITERIA USED AND HOW IT IS APPLIED. IF NECESSARY, INCLUDE A FLOWCHART OF THE STEPS TO GO THROUGH TO A FINAL SUBCONTRACT AWARD.
- 8.3 DESCRIBE HOW APPLICABLE SSH&E GUIDELINES ARE USED WHEN SCREENING, SELECTING AND MONITORING SUBCONTRACTORS.
- 8.4 DESCRIBE YOUR APPROACH / CONTROLS USED TO MANAGE MULTIPLE SUBCONTRACTORS TO ACHIEVE PROJECT OBJECTIVES.

9. PROCUREMENT & MATERIALS MANAGEMENT

- 9.1 DESCRIBE YOUR OVERALL PROCUREMENT PROCESS FOR EQUIPMENT AND MATERIALS, INCLUDING TOOLS USED.
- 9.2 DESCRIBE EQUIPMENT AND MATERIALS THAT YOU TYPICALLY HAVE PROCUREMENT RESPONSIBILITY FOR ON A PROJECT.
- 9.3 DESCRIBE SERVICES, EQUIPMENT AND BUILDING MATERIALS THAT YOU WILL TYPICALLY IMPORT FOR THE EXECUTION OF PROJECT TDB NODP OFFICE FIT-OUT.
- 9.4 KENYA AND OTHER GOVERNMENTS CONTROL THE “EXPORT” OF EQUIPMENT, MATERIALS, SOFTWARE, INFORMATION, AND TECHNOLOGY TO CERTAIN COUNTRIES. SUCH EXPORTS INCLUDE PHYSICAL MATERIALS, ELECTRONIC INFORMATION, AND DEEMED EXPORT OF INFORMATION VIA CERTAIN FOREIGN NATIONALS. DOES RESPONDENT HAVE AN EXPORT CONTROLS POLICY?
- No
- DO YOU HAVE SPECIFIC EXPORT CONTROLS GUIDELINES, PROCEDURES AND/OR SOFTWARE?
- 9.5 WHAT IS THE CUSTOMS CLEARANCE PROCESS THAT YOU USE?
- 9.6 HAVE YOU INTERACTED WITH KENYA CUSTOMS AND REVENUE PERSONNEL TO HELP IMPORT CONSTRUCTION RELATED MATERIALS?
- No
- 9.7 HAVE YOU TRANSPORTED MATERIALS INSIDE KENYA?
- Yes
- IF SO, HOW? INDICATE IF YOU HAVE YOUR OWN TRANSPORT GROUP OR IF YOU SUBCONTRACT OR HAVE A JOINT VENTURE ARRANGEMENT.
- 9.8 HOW DO YOU MANAGE SECURITY FOR YOUR MOVEMENTS OF EQUIPMENT AND MATERIALS?

9.9 HOW ARE MATERIALS AND EQUIPMENT AT FABRICATION YARD OR IN THE FIELD?

Place response (description, supporting information, and / or comments) here:

9.10 DESCRIBE HOW NON-CONFORMING EQUIPMENT AND MATERIALS ARE HANDLED**9.11 DESCRIBE FACILITIES AND MATERIAL HANDLING PROCEDURES FOR OWNER FURNISHED EQUIPMENT AND MATERIALS (OFE).****10.LABOUR RELATIONS****10.1 HOW DOES RESPONDENT PREQUALIFY WORKFORCE CANDIDATES BEFORE HIRING?****10.2 DESCRIBE ANY LABOR AFFILIATIONS (E.G., UNION) AND/OR AGREEMENTS YOU ARE A PARTY TO THAT ARE APPLICABLE TO WORK IN KENYA. PROVIDE DETAILS AND THE EXPIRATION DATE OF SUCH AGREEMENTS.****10.3 RELATIVE TO ANY PAST OR CURRENT WORK IN KENYA, LIST ANY LABOR STRIKES OR OTHER WORK STOPPAGES INVOLVING RESPONDENT OR A PROJECT RESPONDENT WAS ASSOCIATED WITH DURING THE LAST FIVE YEARS. IF STOPPAGES HAVE OCCURRED DURING THE PAST TWO YEARS, IDENTIFY WHAT ACTION HAS BEEN TAKEN TO AVOID SIMILAR STOPPAGES IN THE FUTURE.****10.4 RELATIVE TO WORKING IN KENYA, DESCRIBE HOW RESPONDENT MANAGES LABOR RELATIONS. IF NO RELEVANT EXPERIENCE, DESCRIBE PROPOSED STRATEGY FOR MANAGING LABOR RELATIONS.****10.5 WHAT ARE YOUR STANDARD WEEKDAYS WORKED (DAYS PER WEEK, SHIFTS PER DAY, AND HOURS PER SHIFT) AND NOT WORKED, AND WHAT IS THE APPROXIMATE ALLOCATION OF CRAFT LABOR ON EACH WORK SHIFT?****11.CONSTRUCTION EQUIPMENT****11.1 LIST AND DESCRIBE MAJOR PLANT AND EQUIPMENT CURRENTLY IN YOUR INVENTORY RELEVANT TO YOUR SCOPE OF WORK. SPECIFY IF THE EQUIPMENT IS OWNED OR LEASED. SPECIFY IF THE EQUIPMENT IS CURRENTLY AVAILABLE.****11.2 PLEASE ATTACH A COPY OF YOUR EQUIPMENT MAINTENANCE/SERVICE PROGRAM.**

A1. CONTRACTOR JOINT VENTURE GROUPS

Contractor Entity is advised that the acceptability of any Contractor Group will require, in part, joint and several liability on the part of each member of the Contractor Group and parent company guarantees from each Contractor Group member in a form acceptable to TDB.

1. Provide the name of the companies that will form/have formed the Contractor Group and the ownership percentage of each party in the Contractor Group. Include addresses and contact information for each party.
2. State the type of Contractor Group structure for this proposed work, i.e. unincorporated Contractor Group, special purpose Contractor Group, other.
3. Has the Contractor Group already been formed?
 Yes No
If so, provide date of formation.
4. Have the members of the Contractor Group worked with each other as a Contractor Group on previous or current projects?
 Yes No
If so, please attach details of such other projects. Include brief scope, role played by each Contractor Group member, date performed, client, value, etc.
5. If already formed, has the Contractor Group (JV) been registered to perform engineering work in Kenya?
 Yes No
If yes, provide details of registration.
If yes, has the Contractor Group met applicable statutory requirements to perform engineering work outside Kenya?
 Yes No
If no, provide details and status in meeting such requirements.
6. If the Contractor Group has not already been formed, what is the proposed date of formation?
7. If not yet formed, what is the proposed Kenya registration plan?
8. If not yet formed, what international registrations will the Contractor Group seek?
9. If not indicated in response to question 1, above, what member will serve as the managing entity of the Contractor Group?
10. If applicable, provide the name of the parent company of each Contractor Group member. Include address and contact information.

Appendix A – Check List

CHECKLIST

You may wish to utilize the checklist below to ensure that you have completed each tab before returning your response to TDB.

	Section	Completed	
1	<u>Corporate Information</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	<u>Financial & Legal</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	<u>SSH&E</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	<u>Capacity</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	<u>Experience</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	<u>Availability</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	<u>Quality</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	<u>Project Management & Execution</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	<u>Project Controls</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	<u>Government Relations and Public Affairs</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	<u>Subcontracting</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	<u>Interface Management</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	<u>Procurement & Materials Management</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	<u>Labour Relations</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	<u>Construction Equipment</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	<u>Engineering</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17	<u>Construction</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	ATTACHMENTS		
A1	<u>Contractor Groups</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A3.A	<u>Contractor Experience Form--Disciplines</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A3.B	<u>Contractor Experience Form--Specialties</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Appendix B – Project Directory

**TRADE & DEVELOPMENT BANK NAIROBI REGIONAL
 Technical Team Contacts**

<p>Client Trade and Development Bank 197 Lenana Place Lenana Road, Nairobi Kenya P.O Box 48596 – 00100, Nairobi, Kenya Email: sara.elhour@tdbgroup.org or Bernard.Kobia@tdbgroup.org</p>
<p>Interior Designers/ Lead Consultants Design Partnership Limited 1st Floor, FOREST COURT, Forest Road, Nairobi, Kenya P.O. Box 1377, 00606, Email: info@designpartnership.co.ke</p>
<p>Quantity Surveyors Master bill Integrated Projects TRVOfficePlaza, 7thFloor No.58MuthithiRoad, Westlands, P.O. Box 22905 – 00400, Nairobi, Kenya. Email: info@miprojects.co.ke</p>
<p>Services Engineers Gedox Associates MMID Studio, 2nd floor, Westlands Rd, Opposite Harleys Limited P.O. Box 64441-00620, Nairobi, Kenya Email: info@gedox.net</p>
<p>Security Consultants I.A. Security Services Village Market Mall 3rd Level Limuru Road, Nairobi Email: info@iasecurityservices.com</p>