



KENYA PIPELINE COMPANY LIMITED

PRE-QUALIFICATION OF ENVIRONMENTAL CONSULTANTS FOR FINANCIAL YEARS 2016/17 AND 2017/18

KPC/PU/142-LP/17

MARCH, 2017

**Kenya Pipeline Company Limited,
Kenpipe Plaza,
Sekondi Road off Nanyuki Road
Industrial Area
P.O. Box 73442-00200
Nairobi, Kenya
Tel: 020 2606500-4
Email: pm@kpc.co.ke
Website: www.kpc.co.ke**

TABLE OF CONTENTS:	PAGE NO.
PRE-QUALIFICATION NOTICE	3
 SECTION 1:	
1. INTRODUCTION.....	5
2. DOCUMENTS COMPRISING THE REQUEST FOR PREQUALIFICATION.....	6
3. PREPARATION OF TENDER DOCUMENTS.....	7
4. SUBMISSION, RECEIPT, AND OPENING OF TENDERS.....	7
5. TENDER EVALUATION.....	8
6. CONFIDENTIALITY.....	10
7. TENDER SUBMISSION FORM.....	11
 SECTION 2	
PRE-QUALIFICATION QUESTIONNAIRE.....	12
DECLARATION.....	16
 APPENDIX A	
LIST OF CATEGORIES	16
SPECIFICATIONS OF REQUIREMENTS	17
MANDATORY DOCUMENTS	19
PRE-QUALIFICATION DATA	20
SUPERVISORY PERSONNEL	24
FINANCIAL POSITION & TERMS OF TRADE	25
CONFIDENTIAL BUSINESS QUESTIONNAIRE	26
PAST EXPERIENCE	28
LITIGATION HISTORY	29
SWORN STATEMENT	30

INVITATION FOR PRE-QUALIFICATION OF SERVICE PROVIDERS

The Kenya Pipeline Company Limited invites sealed applications from competent firms for prequalification for provision of Environmental Consultancy services listed below for the period 2016/17 and 2017/18. Interested eligible suppliers are invited to apply for prequalification, indicating the category of services they wish to provide.

SERVICES

CATEGORY NO.	CATEGORY DESCRIPTION
1	Environmental Site Assessment
2	Environmental Clean up
3	Environmental Performance Monitoring
4	Environmental Audit
5	Hazardous Waste Handling and Disposal
6	Environmental and Socio-Economic Impact Assessment

THE FOLLOWING DOCUMENTS ARE MANDATORY AND MUST ACCOMPANY THE SUBMISSIONS.

1. Certificate of Incorporation/ Registration
2. A copy of a valid KRA Tax Compliance Certificate
3. Audited Accounts for two (2) years
4. Letters of recommendation from three (3) of your major clients
5. Certificates from affiliated bodies/associations where applicable
6. Evidence of physical registered office
7. Evidence of possession of Electronic Tax Register
- 8. Environmental Site Assessment**
NEMA Lead Expert, NEMA approved Laboratory, Qualified Hydrogeologist

9. Environmental Clean up

Experience in Environmental Clean up, NEMA Hazardous waste handler (or partnership with a registered hazardous waste handler)

10. Environmental Performance Monitoring

NEMA approved Laboratory

11. Environmental Audit

NEMA Lead Expert

12. Hazardous Waste Handling and Disposal

NEMA licensed hazardous waste handler, NEMA licensed hazardous waste transporter

13. Environment, Socio-Economic Impact Assessments

NEMA Lead Expert, Qualified Sociologist, Qualified Economist

Interested eligible firms are advised to carefully inspect the pre-qualification documents at the Office of Procurement Manager, located in Sekondi Road off Lungalunga, Industrial Area .

Completed pre-qualification documents must be submitted enclosed in plain sealed envelopes, marked with the tender name and reference number and category number applied for and deposited in the tender and be sent to

The Managing Director,
KENYA PIPELINE COMPANY LIMITED,
Kenpipe Plaza,
P.O.BOX 73442-00200
Nairobi

And be deposited in the tender box on the ground floor of Kenpipe Plaza, Sekondi Road, Industrial area so as to be received not later than **23rd March, 2017 at 10.00 am.**

Prequalification documents **MUST** be viewed and downloaded from the website www.kpc.co.ke at no cost. Suppliers **MUST** download the prequalification documents from the website and will be required to email their detailed contact information to pm@kpc.co.ke for recording, further clarifications and addenda. In addition, all addenda will also be posted on the website as they become available.

Applications for pre-qualification must be clearly marked:

“CATEGORY NO: (.....) PRE-QUALIFICATION OF ENVIRONMENTAL CONSULTANTS

Opening of the documents will take place immediately thereafter at places of delivery and in the presence of tenderers who wish to attend.

Kenya Pipeline Company Ltd reserves the right to accept or reject the applications and is not obliged to assign reasons thereof.

NICHOLAS GITOBU
PROCUREMENT MANAGER

SECTION 1

INFORMATION TO CANDIDATES

1. INTRODUCTION

- a) It is the intention of Kenya Pipeline Company Limited to appoint/prequalify consultants/firms that are in a position to provide the following emergency services to the company in the event of an environmental spill from the pipeline, storage and loading facilities: Environmental Site Assessment, Environmental Clean up, Environmental Performance Monitoring, Environmental Audit, Hazardous Waste Handling and Disposal, Environment, Socio-Economic Impact Assessments.
- b) The main objective of the exercise is to enhance Kenya Pipeline Company's emergency response capability, proactively ensure compliance to local environmental legislation and international best practice, to minimize the impacts of incidents arising out of KPC operations to neighbours, communities and the environment, and to promote operational efficiency within KPCs infrastructure, thereby ensuring adequate, consistent and safe delivery of quality products to our customers.
- c) The consultancy services is of high priority and consistent with KPC corporate strategy in ensuring sound environmental practices, compliance with relevant regulatory requirements, leveraging for efficient, effective and optimal use of resources.
- d) KPC understands its obligation to comply with all the provisions of EMCA 1999 including all the legal notices connected thereto hence the organisations commitment to engage highly competent and qualified professional firms and bodies to ensure the adherence with the same.

- 1.1. Kenya Pipeline Company Ltd will pre-qualify and enlist prospective bidders for the supply of goods, works and services from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently pre-qualified with Kenya Pipeline Company Ltd should note that they too have to re-apply afresh as all other previous prequalification shall stand cancelled. Only candidates prequalified under this prequalification process shall be invited to tender.
- 1.2. Bidders are invited to submit a pre-qualification tender for the supply of goods, works and services in the categories as listed in appendix A.
- 1.3. The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.4. KPC does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
- 1.5. Applicants will be informed in writing of the results of the application, without assigning any reason for KPC's decision thereof.
- 1.6. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7. It is KPC policy to require that Tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, KPC:
 - a) defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (KPC) of the benefits of free and open competition.
 - (b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;

- (c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
- (d) Will have the right to examine financial records relating to the performance of such services to determine capability.
- (e) Will have the right to inspect the business premises of the tenderer.
- (f) Will declare a Tender ineligible for prequalification if at any time it determines that Tenderer has no legal capacity to enter into a contract for the procurement.
- (g) Will declare a Tender ineligible for pre-qualification if at any time it determines that Tenderer is insolvent, in receivership, bankrupt or in the Process of being wound up and is not the subject of legal proceedings related to the foregoing.
- (h) Will declare a Tender ineligible, for prequalification if at any time KPC determines that Tenderer is related to an employee of the company or a Member of Board or Procurement Committee of the Company unless otherwise predeclared to avoid conflict of interest.
- (i) Will declare a Tender ineligible for prequalification if at any time, it determines that Tenderer has committed an offence relating to Procurement, has breached for procurement before by another public Company, has in procurement proceedings, given false information about its actions and has been blacklisted before by another public Company

1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

1.9 Tenderers shall be aware of the provisions on corrupt and fraudulent practices as spelt out in Section 55.2 of the Public Procurement and Asset Disposal Act, 2015. Procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate under section 131 of the Act.

BRIEF CONTRACT REGULATIONS/GUIDELINES

1. Taxes on imported materials

Supplier shall pay custom duty and VAT as required by law.

2. Customs Clearance

The supplier shall be responsible for custom clearance of their imported goods and materials.

3. Contract Price.

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

4. Payments

All Local Purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

1. PREQUALIFICATION INSTRUCTIONS

1.1 Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by KPC in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of KPC they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

1.2 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the pre-qualification documents as well as letters of reference with their bankers regarding suppliers credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

Special consideration will be given to financial resources available as working capital taking into account the amount of uncompleted orders on the contract and now in progress. Data to be filled in the forms provided. However potential bidder should provide evidence of financial capability to execute the contract.

1.3 Statement

Application must include a sworn statement by the tenderer ensuring accuracy of the information given.

1.6 Withdrawal of the Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and pre-qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, KPC reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

The firm must have fixed premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

The firm must show proof that it had paid all its statutory obligations and have current Tax Compliance Certificate.

2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION

- 2.1 Tenderers may request a clarification on the Tender Pre-qualification document up to 7 (seven) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3 PREPARATION OF TENDER DOCUMENTS

- 3.1 Tenderers are required to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3 Tenderers are required to meet the qualification criteria stipulated. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.
- 3.4 The pre-qualification documents shall not include any financial proposal information
- 3.5 Validity Period
The request for pre-qualification must remain valid for not less than 120 days from the date of submission.

KPC shall endeavor to complete the evaluation and communicate within this period.

4. SUBMISSION, RECEIPT, AND OPENING OF TENDERS

- 4.1 The Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person(s) who sign(s) the Tender Document.
- 4.2 All pages of the Tender Document must be initialed by an authorized representative of the tenderer.
- 4.3 The Tender should be prepared and submitted in a plain sealed envelope marked:
**“PRE-QUALIFICATION OF ENVIRONMENTAL CONSULTANTS
KPC/PU/142-LP/17**

And be deposited in the tender box

4.4 **Deadline for Submission**

The closing time for the Pre-qualification shall be **10.00 am**. All submissions shall be marked "**DO NOT OPEN BEFORE 23rd March, 2017**" at **10.00 am**

4.5 **Late Tender**

Any Tender received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

4.6 **Tender Opening**

4.6.1 A committee of officials shall open the Tender immediately after the closing time for submission of the Tender.

4.6.2 The Purchaser will prepare a record of the Tender opening.

5. **TENDER EVALUATION**

5.1 KPC will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

5.2 Tenderers shall not contact KPC on the matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Tenderer to influence KPC in the Tender evaluation shall result in the cancellation of their tender.

5.3 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and special particulars as demonstrated by the responses in the attached forms.

5.4 The applicants should have registered offices and KPC reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.

5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required.

5.6 KPC reserves the right to accept or reject any or all Tenders without the obligation to assign any reason (s) thereof.

5.7.1. **Evaluation Phase**

i) All the applications shall be sorted out according to the various categories and levels contained in application for prequalification form.

- ii) Screening shall be done for all the applications in each category to determine responses to the following
 - (a) Applicants not attaching copies of Certificates of Incorporation, PIN, Valid KRA Tax Compliance Certificate, Audited Accounts (for 2 years), letters of recommendation from three (3) major clients' and Certificates from affiliated bodies/associations (where applicable)
 - (b) Applicants not completing fully tender for prequalification of suppliers and service providers form.
 - (c) Applicants showing themselves to be merely suppliers and service providers and not substantive dealers of goods and services.
 - (d) Applicants not providing evidence of possession of ETR machine.
 - (e) Applicants not submitting their latest financial statement.
- (iii) Applicants that will not meet conditions above shall be considered non-responsive.
- (iv) A list shall be compiled for those Tenderers who submit all the mandatory requirements

5.8 Disclosure of Evaluation Results

Information relating to preliminary evaluations of all the application, and also those who qualify for prequalification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all applicants.

5.9 Notification of Pre-qualification results

Once the list of those who succeeded to be pre-qualified has been approved by the authorized officers of the company, the procurement manager shall notify those applicants who have been pre-qualified and also those who failed to be pre-qualified.

6 CONFIDENTIALITY

6.1 Information relating to evaluation of Tenders and recommendations concerning pre-qualification shall not be disclosed to the Tenderers until the pre-qualified firms have been advised accordingly.

TENDER SUBMISSION FORM

To: Managing Director,
Kenya Pipeline Company Ltd,
Kenpipe Plaza, Sekondi Road off Nanyuki, Industrial Area
P.O. box 73442-00200
NAIROBI.

Dear Sir/ Madam

We, the undersigned, offer to supply the required goods/services in accordance with your Request for Pre-qualification and hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any tender you receive.

We remain

Yours sincerely,

Authorised Signature
Name and Title of Signatory
Name of Tenderer
Address
.....
.....

APPENDIX A

In the table below, please indicate as appropriate the category where you wish to be considered for provision of environmental services.

PROVISION OF SERVICES

CATEGORY NO.	CATEGORY DESCRIPTION	MARK "X" WHERE APPLICABLE
1	Environmental Site Assessment	
2	Environmental Clean up	
3	Environmental performance Monitoring	
4	Environmental Audit	
5	Hazardous waste Handling and Disposal	
6	Environmental and Socio-Economic Impact Assessment	

Section 1.01 2.0 TERMS OF REFERENCE

The proposed study seeks to identify suitable consultants / firms to work with Kenya Pipeline Company in order to enhance KPCs emergency response capability in the event of incidents arising from its pipeline and depot operations.

KPC operations pipelines in Kenya as follows: Line 1 (450km) – Mombasa to Nairobi; Line 2 (325km) – Nairobi to Eldoret, Line 3 (122km) - Sinendet to Kisumu, Line 4 (325km) – Nairobi to Eldoret, Line 6 (122km) – Sinendet to Kisumu. The main storage facilities are in Mombasa (PS 14, PS12), Konza (adjacent to PS8), Nairobi (PS10, PS9), Nakuru (PS 25), Eldoret (PS27) and Kisumu (PS28). Pump stations are located on Line 1 at PS1,2,3,4,5,6,7 and 8 and for Western Line at PS 22, 23 and 24.

In managing the asset integrity of its pipelines, KPC undertakes inline inspections by use of a smart pipeline inspection tool, at given intervals. The inspection assesses both internal and external corrosion of the pipe wall

and is therefore able to provide management information for proactive maintenance.

Despite KPC proactive management of the integrity of the pipeline, incidents resulting in loss of containment have arisen either as a result of corrosion, infringement of our Right of Way by road contractors, or vandalism of the pipeline.

KPC has in place emergency response teams, that are able to respond to pipeline incidents by way of repair, and mitigation of impacts.

KPC seeks to further enhance this capability by entering into partnerships with firms or individuals for the following services:

1) Environmental Site Assessment

An environmental site assessment is required for an area that is potentially impacted by a petroleum product leak, in order to delineate and define the magnitude and extent of the affected area, and establish and quantify the impacts on the environment, including potentially, soils, ground water, air, and surface river water.

The assessment will involve geological and hydrogeological studies, employing electrical resistivity tomography or similar techniques to determine the migration and pathways of the product underground.

The study informs the clean up strategy.

2) Environmental Clean Up

The environmental clean up study is devised from the Environmental Site Assessment. Site environmental restoration strategies will seek to adhere to prescribed local standards, and adopt best practice where this is lacking, including the adoption of the latest technologies in the area of environmental clean up.

3) Environmental Performance Monitoring

Environmental Performance monitoring seeks to establish data to assist in monitoring progress on clean up, and to determine the success of environmental clean up strategies. Performance monitoring provides management information for changing, reviewing or enhancing clean up and remediation strategies.

4) Environmental Audit

The objectives of the environmental audit for a site following a spill are to assess procedural conformance, understand the environmental status, identify environmental improvement opportunities and verify legislative compliance amongst others. The audit is done to comply with EMCA 1999 and the EIA/EA regulations 2003 codes of practice.

5) Hazardous Waste Handling and Disposal

Environmental clean up may result in generation of hazardous waste. In order to ensure compliance to EMCA 1999, Waste Management Regulations 2006, and as part of its Product Stewardship policy, KPC will require that all waste generated at the clean up or remediation site be handled as prescribed by the regulations. Compliance shall cover onsite handling, transportation and disposal.

6) Environmental Socio-Economic Impact Assessment

An environmental, socio-economic impact assessment of a spill incident is required where there has been an impact on livelihoods, and where one needs to quantify and effect compensation, including relocation.

- **Detailed requirements:**

- General requirements:**

1. Experience in the relevant area of application in the petroleum and energy sectors, other sectors.
2. Qualifications and competence of key staff for Assignment

3. Relevant academic and professional qualifications of the environmental expert.
4. Adequacy of proposed work plan & methodology for TOR, including use of ISO certified / accredited procedures and processes.

Specific Requirements:

1) Environmental Site Assessment

- i) ASTM Standard Practice for Environmental Site Assessment: Phase II Environmental Site Assessment Process (E1903-97 (2002))
- ii) Interviews- affected persons
- iii) Soil Sampling
- iv) Ground Water Sampling / Piezometers (MWs)
- v) Surface Water Sampling, Preservation and Transport- ISO 5667
- vi) Biota/Plant Sampling preservation and transport to the Laboratory
- vii) Analysis using GC-MS and ICP –OES Techniques
- viii) Data Analysis and comparison – EMC 2006/D.I.V
- ix) Hydrogeological studies
- x) 2D Electrical resistivity tomography
- xi) Recommendation of environmental remediation and clean up strategies.

2) Environmental Clean Up

- i) Adoption of proven strategies for restoration of impacted environment.

3) Environmental Performance Monitoring

- i. Sampling and analysis for soil, water (ground & surface), air quality measurements. The parameters to be tested for water and soil shall be guided by EMCA, 1999, Waste Water Regulations, Legal Notice 120, and Draft Soil Regulations OR Any other International guidelines on soil management to include but not limited to:
 - a. TPH C5-C12, C12 – C28, C28-C44
 - b. Benzene
 - c. Toluene

- d. Xylene
- e. Ethylbenzene
- f. Lead as Pb

4) Environmental Audit

The audit entails the following aspects;

- i. Conducting an Independent Environmental Audit of the site as guided by Environmental Impact Assessment / Environmental Audit Regulations, 2003, and occupational health and safety act, 2007. The environmental audit shall provide the baseline information of environmental risk upon which subsequent environmental control audits shall be based,
- ii. Undertaking a comprehensive physical conditions assessment of environment for environmental pollutions,
- iii. Undertaking Sampling and Testing (soil, biota, water –(ground & surface)) Services at the site as per the Provisions of the Environmental Management and Coordination Act, 1999, to establish bio-physical contamination of the environment based on signs of vegetation damage and such,
- iv. Soil sampling and Testing shall be based on an internationally recognized standards to verify soil contamination.
- v. Soil sampling & testing is envisaged to be carried out within the expanse of the area likely affected by the spills
- vi. Undertaking ground water sampling where the soils indicate presence of hydrocarbon, on a risk based approach.
- vii. Mapping out stakeholders environmental concerns within the sites vicinity with view to assessing already existing intervention measures undertaken by KPC to minimizing adverse environmental impact on the society.
- viii. Developing Environmental Management Plan that shall translate potential impact prevention and mitigative measures into control measures.

5) Hazardous Waste Handling and Disposal –

- i. Waste shall be handled and transported by NEMA registered waste handler only with a valid permit.
- ii. Waste transportation vehicles shall be NEMA licensed.
- iii. Hazardous wastes should be stored in sealed containers constructed of a suitable material.
- iv. The containers should be in good condition and labeled in both English and Kiswahili as per Waste Management Regulations, 2006
- v. Waste containers should be stored in temporary containment facilities that should impervious and provide for a spill containment volume equal to 1.5 times the volume of all containers and be free of rainwater accumulation and spills

- vi. Unless watertight, containers of dry waste should be stored on pallets/stands.
- vii. Drums should not be overfilled more three-quarter (3/4) and waste should not be mixed.
- viii. Containers and secondary containment structures shall be inspected on a weekly basis to ascertain that they are in good condition. Inspection records shall be kept for reference by HSE section.
- ix. Waste tracking form shall be used for documentation as is required by Waste Management Regulations.

6) Environmental, Socio-Economic Impact Assessment.

- i. Establish the population impacted by the loss of containment from the pipeline
- ii. Establish and quantify the economic losses to the identified population, in particular loss in livelihoods.
- iii. The Environmental, Social Impact Assessment (ESIA) of the impacted area should be as per National Environment Management Authority EIA / EA regulations 2003.
- iv. Identification of exposure pathways and routes of exposure (e.g. ingestion, contamination of water, skin contact, inhalation of fumes) for the affected population (human, plants & livestock).
- v. The methodology of establishing the pathway and receptors needs to be clearly documented from the onset for agreement by the various agencies.
- vi. Establish the ecosystems that were adversely affected and the extent of the effect, both for direct and indirect receptors.
- vii. GIS mapping of the population and the area should be provided clearly delineating the affected areas based on the extent of impact.
- viii. Social and health impacts as a result of the spillage and possible exposure pathways should be determined.
- ix. Stakeholder engagement and consultation shall be undertaken by the consultant and shall include representatives from government agencies (county and national) and community representatives.
- x. The ESIA should be undertaken as per the code or practice issued by the Authority.
- xi. Sampling methodologies for the livestock, human, plants should be clearly defined for joint review and acceptance prior to the works commencements.

Technical Evaluation Criteria

No.	Environmental Site Assessment	Marks
I.	<p>a) Accreditation & Experience of firm for Assignment;-</p> <ul style="list-style-type: none"> i. NEMA registration for Approved Laboratory and Lead Expert 10 ii. ISO certification for the Laboratory 15 iii. Experience in petroleum/energy sector environmental site assessment and Measurements 15 <ul style="list-style-type: none"> >10 year – 15 mks > 5 – 10 years – 10 mks < 5 – 1 year - 5 mks No experience – 0 mks iv) Recent experience (3 years) in carrying out a site risk assessment for an oil spill 20 <ul style="list-style-type: none"> < 3 year – 20 mks > 4 – 10 years – 15 mks > 10 years - 5 mks v) Qualifications and Competence of Key Staff for the assignment 20 <ul style="list-style-type: none"> Environmental Lead Expert, Qualified Hydrogeologist, Lab technologist >10 year – 20 mks > 5 – 10 years – 10 mks < 5 – 1 year - 5 mks No experience – 0 mks iv) Adequacy of the proposed workplan & methodology for the TOR, as Specific requirements 20 above. 	100
	Total points	100
	Minimum Technical Score required to pass:	70

No.	Environmental Clean up	Marks
II.	<p>a) Accreditation & Experience of firm for Assignment;-</p> <p>i. NEMA registration and a valid license 10 marks</p> <p>ii. Experience of Company related to: 30 marks</p> <p>a) Oil and Gas Sector - (include companies that the organization has done work for in the Oil and Gas sector)(5 marks/company) 15 marks</p> <p>b) Environmental clean-up of a petroleum contaminated site. Including treatment and handling of contaminated soils and water - (5 marks per cleaned up site) 15 marks</p> <p>iii Recent experience (3 years) in carrying out an environmental clean up for an oil spill contaminated site 20 marks</p> <p>< 3 year – 20 mks > 4 – 10 years – 15 mks > 10 years - 5 mks</p> <p>v) Qualifications and Competence of Key Staff for the assignment 20</p> <p>Clean up specialist, HAZMAT expert, Environmental Lead Expert, Project Lead</p> <ul style="list-style-type: none"> - Team Leader Experience and Professional Qualifications -10 years' experience and 5 of which is involves clean-up of petroleum spills and handling of hazardous waste in the Oil industry. International experience is an added advantage. -15marks 10 years' experience - 15 marks; Greater than 5 years, less than 10 years, 10 marks; Less than 5 years 5 marks • Experience and Professional Qualifications of Team Members with 5years experience in their relevant fields with at least 1 year in undertaking similar assignment i.e clean up of contaminated site, or spill cleanup. International experience is an added advantage - 15marks (5 Marks/individual) (1 mark for each year experience with a maximum of 5 marks for 5 years or more of experience per individual) <p>iv) Adequacy of proposed work plan & methodology as per TOR 20</p> <p><u>Technical approach & methodology</u> max 10</p> <p>Detailed methodology and technical approach to clean up 15 marks</p> <p>Methodology and technical approach with some gaps 10 marks</p> <p>Methodology and technical approach with numerous gaps 5 marks</p> <p>No methodology or technical approach provided 0 marks</p> <p><u>Quality of Work Schedule/ Plan, & timelines</u> max 10</p> <p>Detailed plan of work, with clear timelines and activities – 10 marks</p> <p>Plan of work and timelines with some gaps – 5 marks</p> <p>Plan of work with timelines with numerous gaps – 3 marks</p> <p>No plan of works – 0 marks</p>	100
	Total points	100
	Minimum Technical Score required to pass:	70

No.	Environmental Performance Monitoring	Marks
III.	<p>a) Accreditation & Experience of firm for Assignment;-</p> <ul style="list-style-type: none"> i. NEMA registration for Approved Laboratory 10 ii. ISO certification for the Laboratory 15 iii. Experience in petroleum/energy sector environmental performance monitoring Measurements 15 <ul style="list-style-type: none"> >10 year – 15 mks > 5 – 10 years – 10 mks < 5 – 1 year - 5 mks No experience – 0 mks iv) Recent experience (3 years) in carrying out a environmental performance monitoring for an oil spill site 20 <ul style="list-style-type: none"> < 3 year – 20 mks > 4 – 10 years – 15 mks > 10 years - 5 mks v) Qualifications and Competence of Key Staff for the assignment 20 <ul style="list-style-type: none"> Environmental Lead Expert, Chemists, Lab technologist >10 year – 20 mks > 5 – 10 years – 10 mks < 5 – 1 year - 5 mks No experience – 0 mks iv) Adequacy of the proposed workplan & methodology for the TOR, as Specific requirements 20 above. 	100
	Total points	100
	Minimum Technical Score required to pass:	70

No.	Environmental Audit	Marks
IV.	<p>a) Accreditation & Experience of firm for Assignment;-</p> <ul style="list-style-type: none"> i. NEMA registration and a valid license , 10 ii. Experience in petroleum/energy sector environmental auditing and Measurements 30 iii. Qualifications and Competence of Key Staff for the assignment 30 <ul style="list-style-type: none"> Environmental Lead Expert, Associate Experts, Project Managers >10 year – 30 mks > 5 – 10 years – 15 mks < 5 – 1 year - 5 mks No experience – 0 mks iv. Adequacy of the proposed workplan & methodology for the TOR, as Specific requirements above. 30 marks 	100
	Total points	100
	Minimum Technical Score required to pass:	70

No.	Hazardous Waste Handling and Disposal	Marks
V.	<p>a) Accreditation & Experience of firm for Assignment;-</p> <ul style="list-style-type: none"> i. NEMA registration and a valid license , 10 ii. Experience in petroleum/energy sector hazardous waste disposal 20 iii. Qualifications and Competence of Key Staff for the assignment 20 Hazardous Materials experts, Project Managers, Support staff, Technical staff , Environmental Lead Expert >10 year – 20 mks > 5 – 10 years – 15 mks < 5 – 1 year - 10 mks No experience – 0 mks iv. Adequacy of the proposed workplan & methodology for the TOR, as Specific requirements above. 20 marks v. Equipment and facilities available for use in hazardous waste including vehicles, hazardous waste disposal site 30 mks Licensed Sludge disposal facility 10mks Volume of Sludge disposed – 10 mks Owner of registered vehicles for transportation of hazardous waste – 10 mks 	100
	Total points	100
	Minimum Technical Score required to pass:	70

No.	Environmental, Socio-Economic Impact Assessment	Marks
VI.	<p>a) Accreditation & Experience of firm for Assignment;-</p> <p>vi. NEMA registration and a valid license , 10</p> <p>vii. Experience in petroleum/energy sector environmental impact assessment auditing 20</p> <p>viii. Qualifications and Competence of Key Staff for the assignment 30 Environmental Lead Expert, Sociologist, Economist, Veterinarian, Occupational Health Specialist, Associate Experts, Project Managers >10 year – 30 mks > 5 – 10 years – 20 mks < 5 – 1 year - 10 mks No experience – 0 mks</p> <p>ix. Adequacy of the proposed workplan & methodology for the TOR, as Specific requirements above. 30 marks</p>	100
	Total points	100
	Minimum Technical Score required to pass:	70

**PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We..... hereby apply for

(Name of company/firm)

Registration as supplier(s) of.....

(Item description)

.....

(Sub-category no.)

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No.....

Telephone numbers.....

Fax Number.....Email Address.....website.....

Full name of contact person.....

Other branch locations.....

Organization & business Information.....

Management Personnel.....

Chief Executive.....

Secretary.....

General Manager.....

Treasurer.....

Name & Address of Bankers.....

Account Number.....

DEFINITION OF BUSINESS

ARTICLE I: PARTNERSHIP (IF APPLICABLE)

Names of Partners.....

Business founded or incorporated.....

Under present management since.....

Bank referees and address.....

Enclose copy of organization chart of the firm indicating the main fields of activities

.....

State any technology innovations or specific attributes which distinguish you from your competitors.....

Indicate terms of trade/sale.....

Period in business

ARTICLE II: NATURE OF BUSINESS/SPECIALTY

.....

.....

Indicate whether manufacturers, distributor, retailer, dealer or agent, contractor etc

.....
List products and services which the company is currently authorized by manufacturer to supply and/or support.

PRODUCT LINE		AUTHORIZING AGENT
1		
2		
3		
4		
5		

Names of directors and shareholding (%): -

(1).....

(2)

(3).....

(4).....

(5).....

(6).....

ARTICLE III: ASSOCIATE COMPANIES

- (1).....
- (2)
- (3).....
- (4).....
- (5).....
- (6).....

Total number of staff employed.....

- (1) Managerial / supervisory.....
- (2) Technical
- (3) Semi -skilled

Other organizations/companies where you currently supply and range of supply items (excluding Kenya Pipeline Company Limited). Please attach evidence

- (1).....
- (2)
- (3).....
- (4).....
- (5).....
- (6).....

Specify and give descriptive details of the goods/works/services you wish to render (select from list in appendix a)

.....
.....

Value of business you can handle at any one time

Kshs.....

Have you previously been supplying goods to Kenya Pipeline Company Ltd?

.....

If yes, give details and indicate three of Kenya Pipeline Company Ltd last orders issued to you and order date

.....
.....
.....

Do you have any pending orders with Kenya Pipeline Company Ltd?

.....

If yes give details

.....
.....

Have you ever failed to honor Kenya Pipeline Company Ltd purchase order?

.....

If yes give order details

.....
.....

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Under Graduate.....

Post Graduate.....

Diploma.....

High School.....

Professional Qualification.....

.....

(Attach Certificates)

Length of service with contractor or supplier position held

.....

(Attach copies of certificates of key personnel in the organization.)

FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm’s audited accounts for previous two years
2. Attach letter of reference from the bankers regarding suppliers’ credit position
3. State credit period (minimum proposed is 30 days)

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax

E mail

Nature of Business,
 Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers

Branch

Part 2 (a) – Sole Proprietor				
	Your name in full		Age	
	Nationality		Country of origin	
	<ul style="list-style-type: none"> • Citizenship details • 			
Part 2 (b) Partnership				
Given details of partners as follows:				
	Name	Nationality	Citizenship Details	Shares

1.
2.
3.
4.

Part 2 (c) – Registered Company

Private or Public

.....

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....
2.
3.
4.
5

DateSignature of Candidate

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

1. NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

Name of Client (organization).....
Address of Client (Organization).....
name of Contact Person at the client (organization).....
Telephone No. of Client.....
Value of Contract.....
Duration of Contract to date).....
(Attach documental evidence of existence of contract)

2. NAME OF 2ND CLIENT (ORGANIZATION)

Name of Client (organization).....
Address of Client (Organization).....
name of Contact Person at the client (organization).....
Telephone No. of Client.....
Value of Contract.....
Duration of Contract to date).....
(Attach documental evidence of existence of contract)

3. NAME OF 3RD CLIENT (ORGANIZATION)

Name of Client (organization).....
Address of Client (Organization).....
name of Contact Person at the client (organization).....
Telephone No. of Client.....
Value of Contract.....
Duration of Contract to date).....
(Attach documental evidence of existence of contract)

LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or current under execution

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION & MATTERS IN DISPTUTE	DISPUTED AMOUNT (CURRENT VALUE, KSH EQUIVALENT)

SWORN STATEMENT PRE-QUALIFICATION OF ENVIROMENTAL SERVICE PROVIDERS

Kenya Pipeline Company Ltd intends to update its register for suppliers for various goods, works & services for the financial years 2016/17 and 2017/18. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of goods, works and services they wish to supply.

Having studied the pre-qualified information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge
- b. That in the case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation document to follow
- c. We enclose all the required documents and information required for the pre-qualification evaluation

I/We the undersigned state that the above information is correct and that I/We give the Kenya Pipeline Company Ltd Limited authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers, KRA etc AND that giving false or misleading information may render my application null and void

Date

Applicants Name

Represented By

Signature

(Full name and designation of the person signing and stamp or seal)