

KENYA ROADS BOARD



RE-ADVERTISEMENT FOR EXPRESSION OF INTEREST (EOI) FOR PROVISION OF TECHNICAL, FINANCIAL AND PERFORMANCE AUDIT CONSULTANCY SERVICES FOR KENYA ROADS BOARD

FOR
FINANCIAL YEARS 2018/19 TO 2020/21

TENDER No. KRB/922/2018/2019

JULY 2018

Kenya Roads Board
P.O. Box 73718-00200
Nairobi, Kenya

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Section I-Request for Expression of Interest

1.1. Re-Advertisement for Expression of Interest



KENYA ROADS BOARD

RE-ADVERTISEMENT

TENDER No. KRB/922/2018/2019

REQUEST FOR EXPRESSION OF INTEREST
FOR CARRYING OUT TECHNICAL, FINANCIAL AND PERFORMANCE AUDITS

Reference is made to the Request for Expression of Interest for Technical, Financial and Performance Audits advertised on 24th April 2018 and submission of bids done on 24th May, 2018. In the advert, Kenya Roads Board had reserved packages 4 (South Rift), 7 (Western) and 8 (Coast) for Youth, Women and Persons with Disabilities. Due to the fact that the said reserved packages did not attract responsive bidders of that category, these packages are now open to all bidders. Youth, Women and Persons with Disabilities, who meet the requirements, are highly encouraged to apply.

Kenya Roads Board invites Expressions of Interest (EOI) from Roads Engineering Consulting Firms and Financial Audit Firms for prequalification to carrying out Technical, Financial and Performance Audits of Road Agencies and Monitoring and Evaluation of County Governments undertaking Road Projects in Kenya.

The objective of the consultancy is to monitor and evaluate the delivery of goods, works and services with the aim of providing assurance that the funds have been applied for the intended purpose and that value for money has been achieved.

Interested consortia are required to note that the packages being re-advertised are **Package four (4), Package seven (7) and Package eight (8) under the open category** as detailed in page 8 of the Expressions of Interest Document. **Firms which had earlier submitted their bids for the previous EOI advert and been shortlisted, need not apply.** The consortia which qualify in these three packages will be included in the overall shortlist for all the eight packages.

EOI for Consultancy Services to Carry out TF&P Audits

Interested Roads Engineering Consulting Firms and Financial Audit Firms in the consortium should submit a joint EOI with the following information/documents and in the format given in the EOI document:-

1. Name, physical address and company profile of each of the associating firms including the overall staff establishment.
2. Each firm to submit a current tax compliance certificate from Kenya Revenue Authority or equivalent in case of a foreign registered firm.
3. Engineering and audit firm identification and legal status /Company Registration Certificate.
4. Professional Registration as a Consulting Engineering firm with Engineers Board of Kenya (EBK) or equivalent and Registration Certificate with the Institute of Certified Public Accountants of Kenya (ICPAK).
5. List of professional and support staff employed by the firms on specific assignments. The list should indicate in a summarized format the following information; Name, age, education, professional qualifications, years of postgraduate experience in areas of specialization, years with the firm.
6. List of equipment, vehicles and other facilities owned by the firm that would be readily available for the assignment. The Engineering firm to provide equipment for material testing, surveying and road condition surveys.
7. a) A summary of projects undertaken by the Engineering firm in the last 15 years. Technical projects should be categorized into Technical Audit Services, Highway engineering (pre-tender and procurement services, contract management, feasibility studies and geometric designs / design reviews), materials engineering (pavement evaluation, design and quality control services), bridges and structures, Arbitration and Adjudication Services.

b) A summary of Audit assignments undertaken by the Financial firm in the last 15 years. Financial Audit Services should be categorized into Road sector audits, Public and Private Sector Audits.
8. Current engagements of the firms in the Road Sector in Kenya.
9. A Letter of Intent to Associate between the Engineering and Financial Audit firms for the assignment. Either of the firms can be proposed as the lead consultant.

EOI for Consultancy Services to Carry out TF&P Audits

The Expression of Interest Document can be viewed and downloaded from the KRB website (www.krb.go.ke) or www.supplier.treasury.go.ke or may be requested for through email address info@krb.go.ke.

The criteria for short listing of consultants shall be based on Consultants' experience and past performance of previous assignments, personnel, equipment and facilities.

The Expressions of Interest should be addressed and submitted in plain sealed envelopes clearly marked "**Expression of Interest for Technical, Financial and Performance Audit Services**" to:

Executive Director
Kenya Roads Board
3rd Floor, Kenya Re Towers, Off Ragati Road
P O Box 73718
00200 NAIROBI

Or dropped at the Tender Box in Kenya Roads Board Offices, Kenya Re-Towers Off Ragati Road in the Upper Hill so as to be received on or before **Tuesday 24th July 2018 at 12:00 noon**. Applications will be opened immediately thereafter in the Boardroom of Kenya Roads Board offices and Consultants or their representatives who wish to attend are invited.

For any further clarification contact Kenya Roads Board at:

Telephone: 254-4980000/2722865/6/8
Email: info@krb.go.ke
Website: www.krb.go.ke

Eng. Jacob Ruwa, OGW
EXECUTIVE DIRECTOR

1.2. The Assignment

1.2.1. Background

Kenya Roads Board (KRB) was established in December 1999 by Kenya Roads Board Act No.7 of 1999. The Act was amended by Kenya Roads Act in 2007 and Finance Act in 2009.

The principal object and purpose for which the Board was established is to oversee the road network in Kenya and the maintenance, rehabilitation and development funded by the Kenya Roads Board Fund and to advise the Cabinet Secretary (CS) on all matters related thereto.

Section 6 (2)(g) and Section 26(1) of the KRB Act as amended by the Kenya Roads Act, gives KRB the mandate to monitor and evaluate, the delivery of goods, works and services by means of technical, financial and performance audits in the development, rehabilitation and maintenance of roads.

KRB also supports the audits of road maintenance programmes funded by development partners on their request or as stipulated in the programme financing agreement / implementation protocol.

1.2.2. Purpose of Assignment

The purpose of the assignment is to independently verify that proceeds from the KRB Fund, development partners and other sources have been applied for their intended purpose. It also aims at ascertaining whether there is economy, efficiency, effectiveness and transparency in the application of these funds and in accordance with principles, procedures and requirements of Kenya Roads Board, existing laws and regulations and sound professional practices.

The Audit Consultants will be required to provide the professional services necessary to undertake these comprehensive audits.

1.2.3. Scope of Assignment

The assignment shall cover all KRB funded activities of National and County roads being implemented by KeNHA, KeRRA, KURA, KWS, Counties and any other Agency receiving funds from KRBF and other sources. The country has been split into eight regions, however the three packages being re-advertised are as detailed in table I.2.3 below:

Table 1.2.3

Package	Region	Category
PK 4	South Rift Region	Open
PK 7	Western Region	Open
PK 8	Coast Region	Open

The Consultant shall evaluate the programming, planning, procurement and the delivery of works undertaken by Road Agencies and County Governments by carrying out programmed and adhoc Technical, Financial and Performance audits, assess compliance with the Annual Public Road Programmes (APRP) for FY 2018/19 through to FY 2020/21. They shall further review implementation of the prior audit recommendations; trace all the funds; carry out comprehensive review and analysis of a representative sample of expenditures in all audit units and present audit reports to the Client.

For Development Partners’ Programmes, an audit will be carried out on request or in compliance with the financing agreements / implementation protocol. The audit will trace disbursements and receipt of funds, and review justification for expenditure incurred. The current Development Partner programmes are:

- a) AfD/GoK funded Roads 2000 Phase 2 project in Central Kenya
- b) European Union/GoK Rural Roads Programme in Eastern.
- c) KfW R2000 Programme in Western Kenya
- d) AfD/EU/GoK Rural Roads Programme in ASAL Counties expected to start.

1.2.4. Phasing of the Assignment

The Services shall be conducted within a period of Thirty Six (36) months of issuing instruction to commence. The assignment is expected to commence in January 2019.

Section II - Instructions for Submission of Expression of Interest

2 Instructions for Submission of Expression of Interest

- a. Consultants shall go through the guidelines and format for submission of the EOI provided in Section III
- b. Consultants are expected to form a consortia of two or more members or have sub consultancy agreements.
- c. Consultants shall prepare EOI as per the guidelines. If a consortia/consultant feels that by submitting certain information not covered in the guidelines would be in their interest, they may submit such information.
- d. Consultants interested in providing the services should provide information that they have the required and relevant experience to perform the services.
- e. The application shall be the basis of drawing a shortlist of eligible consultants who will be invited to submit Request for Proposals for the services required.
- f. All application, supporting documents and all related correspondence should be written in the English Language.
- g. The Consultants (individual members of joint Venture) shall submit one EOI, either in its own name or as part of Joint Venture member, if a Consultant submits or participates in more than one consortium in submission of the EOI, all such EOIs shall be disqualified and rejected.
- h. The consultants shall submit a signed and complete EOI comprising documents and forms in accordance with the guidelines provided.
- i. The consultants shall provide all the information sought under this EOI document. KRB would evaluate only those applications that are substantially responsive to the requirements of this request.
- j. Bidders to submit one original and one copy of the EOI document.
- k. The Expressions of Interest should be addressed and submitted in plain sealed envelopes clearly marked *“Re-advertisement for Expression of Interest for Technical, Financial and Performance Audit Services”* to:

EOI for Consultancy Services to Carry out TF&P Audits

Executive Director
Kenya Roads Board
3rd Floor, Kenya Re Towers, Off Ragati Road
P O Box 73718 - 00200
NAIROBI

Or dropped in the Tender Box in Kenya Roads Board Offices, Kenya Re-Towers Off Ragati Road, Upper Hill

So as to be received on or before **Tuesday 26th July 2018 at 12:00 noon.**

1. Applications will be opened immediately thereafter in public in the Boardroom of Kenya Roads Board offices and Consultants or their representatives who wish to attend are invited.

Section III - Guidelines for Preparation of Expression of Interest

The following information shall be submitted using given formats and where no formats are specified, free format can be used.

3.1 Firm Identification and Company Profile

Template for firm identification is annexed as Appendix I

- a. Complete name of firm, date of establishment and type of organization whether individual, proprietorship, private limited company, public limited company etc.
- b. Exact and complete corporate/registered/home office address. Business address, telephone numbers, E-mail.
- c. Present a company profile or a brief narrative description of the firms. Information is to be furnished by each of the participating consultants.
- d. Provide contact information of the representative(s) who may be contacted by KRB

3.2 Organizational Strength

Template for organizational strength is annexed as Appendix II

The consultant shall list the professional and support staff giving details on the following aspects in the format as provided in Tables 3.2a, 3.2b and 3.2c

3.2.1 Academic and Professional Qualification(s)

Summarize academic qualifications i.e degree, diploma and other qualifications, professional qualifications obtained and membership to professional body/institutions.

3.2.2 Post graduate experience

Indicate the number of years of post graduate experience for each staff.

3.2.3 Areas of specialization

Indicate the specific experience in years of the individual consultant staff in the stated fields;

- For engineering staff; experience in technical audit, highway engineering (pre-tender and procurement services, contract management, feasibility studies and geometric designs), materials engineering (pavement evaluation, design and quality control services), bridges and structures.

Other relevant experience includes environmental audits, arbitration, adjudication and road safety.

- For financial audit staff, experience in audit of private sector, public sector, road sub sector, procurement audits and others (e.g. NGOs, Saccos, Development partners etc).

3.2.4 No. of years with the firm

- The number of years of staff members direct employment or association with the firm.

3.3 Office Logistics

Template for office logistics is annexed as Appendix III

The consultants shall provide details of equipment, vehicles and other facilities owned or available to the firms for field and office use during the performance of the assignment.

3.4 Summary of projects undertaken by the firm in the last 15 years

Template for summary of projects undertaken is annexed as Appendix IV

Using the format given in Appendix IV, provide information on each assignment for which each firm in the Consortium either individually or as a corporate entity or in association, was legally contracted. This should give in detail the description of the project, actual services provided by the staff and number of staff months.

Two different formats have been provided, one for engineering firms -table 3.4a and for the financial audit firms-table 3.4b

3.5 Current Engagement of the firms

Template for current engagement is annexed as Appendix V

Using the format provided in appendix V, provide information on each assignment for which each firm in the Consortium either individually or as a corporate entity or in association, was legally contracted.

EOI for Consultancy Services to Carry out TF&P Audits

This should give in detail the description of the project, nature of the engagement giving details on the level of involvement in the engagement (main contractor, sub contractor etc.), expected start date and end date of the engagement.

Section IV - Short Listing Criteria

4.0 Short-listing of Consortia

The criteria for short-listing of the consultants shall be based on the Consultant’s experience and past performance of previous assignments, personnel, equipment and facilities.

The following five criteria shall be used to evaluate the submitted documents in order to produce a final shortlist:

Criteria for Evaluation.

Table 4.0 Broad Evaluation Criteria

	Criteria	Score %
i)	Responsiveness Substantial Responsiveness of the firms/consortia in meeting the requirements of the invitation to submit the Expression of Interest (EOI)	Go/No Go
ii)	Consultant’s Establishment Firm’s capacity in terms of human resource, vehicles, office and field equipment (material testing, surveying and road condition surveys), technological strength etc.	20
iii)	Staff Qualification & Experience Relevant post-graduate experience of the consultants’ staff in the fields of the assignment. In particular, experiences in Technical and Financial audits in the roads sub-sector which are considered crucial requirements for this assignment and hence given higher weighting.	50
iv)	Firms General / Specific experience in the field of the Assignment Experience of the firms/consortia in the relevant fields over the last 15 years as presented in the project Summary Sheets.	30
v)	Current engagement of the consultant to be assessed.	N/A.

Prior to detailed evaluation of the EOIs, each document shall be closely examined to determine its compliance with the invitation and to determine whether the submission was “Substantially Responsive”.

EOI for Consultancy Services to Carry out TF&P Audits

An assessment shall be made as to whether the consultants returned their EOI in conformity with the guidelines issued. These include the following:

Table 4.1 Substantial Responsive Checks

<i>Substantial Responsiveness Checks</i>		
Item	Required	Reference (Refer to pages 4 and 5)
Key - Substantial Responsiveness		
i	Copy of Tax compliance certificate from Kenya Revenue Authority or equivalent in case of a foreign owned firm	EOI - 2
ii	Engineering and audit firm identification and legal status (<i>proof of incorporation and registration to be indicated by attaching certificate of incorporation from the registrar of companies or equivalent in case of a foreign owned firm</i>)	EOI - 3
iii	Professional registration of Engineering firm with EBK or equivalent as Roads/Highway Engineers and Partners of the audit firm by ICPAK.	EOI - 4
iv	Letter of Intent to Associate between Engineering and Audit firms for the proposed assignment.	EOI - 9
v	The Consultants (individual members of joint Venture) shall submit one EOI	Instructions for EOI Submission (g)
vi	Any stated deviation from tender condition which might reflect on the “substantial responsiveness” of the tender and justify its rejection	
Item	Required	Reference
Other information required		
i	List of professionals & support staff employed by the firm	EOI - 5
ii	List of equipment, vehicles and facilities available for the assignment	EOI - 6
iii	Project summary sheets of projects undertaken the last 15 years	EOI - 7(a), (b)
iv	Current engagement of the firm in the Road Sector in Kenya	EOI - 8

4.1 Substantial Responsiveness Checks

Sub-criteria i to vi as in table 4.1 above are considered to be key to a successful Contract. Consequently they shall be treated as Go/No Go criteria. Any

consortium that does not conform to the requirements shall be declared non-responsive.

4.2 DETAILED EVALUATION CRITERIA

4.2.1 Consultant’s Establishment

Under this criterion the consortia establishment including its professional resources base, adequacy of its support staff, vehicles, office and survey equipment, technological strength etc. shall be assessed.

The criterion shall account for 20 percent of the overall score. The firm’s professional resource base shall be awarded up to 16 percent while other resources shall be awarded a total of 4 percent. The award scheme is presented below:

Table 4.2.1 Evaluation Criteria for Consultants Establishment

Key for Evaluation of Professional Resource Base				
	Maximum Score	Good	Fair	Low/ Unsatisfactory
Professional Resource Base (PRB) (No. of staff)	14 & above	8-13	4-7	0-3
Score (PRB No, Max=14)	14	8-13	4-7	0-3
Support Resource Base (SRB) (No. of staff)	8 & above	6-7	3-5	≤2
Score (SRB No. * 25%, Max =2)	2	1.5	1	0.5
Build up of score for Sub-criteria				
No	Evaluated aspect	Max. firm score	Max. Team score	
1	Engineering Firm Score	16	16	
2	Financial Audit Firm Score	16		
Key for Evaluation of Individual Aspects for other resources				
	Excellent	Good	Fair	Unsatisfactory
Aspect Evaluated	4	3	2	1
Build up of score for Sub-criteria				
No	Evaluated aspect	Max. Ind. score	Max. Team score	
1	Office equipment (computers, telephones, printers, scanners, email, cameras, photocopiers)	1.5	4	
	Field Equipment:(indication of facility to be used for testing / ownership of equipment – tests, PL/LL, field density, CBR, Bitumen)	0.5		

	Vehicles (ownership / indication of how transport shall be organized)	2.0		

4.2.2 Qualification and Competence of Consultants Staff for the Proposed Assignment

Under this criterion, the qualification and experience of the firms’ technical staff shall be assessed. The firm should have an acceptable size of key Technical Staff and should have a strong base of suitable qualified staff that would likely make the project teams. An overall score of 50 percent shall be obtained from this section with the qualifications of the staff carrying 20 percent and staff experience representing 30 percent.

The three competences i.e Engineering, Financial auditing and Procurement shall be assessed independently and then combined to obtain the consortia strength in this field. Below is a brief outline of the evaluation procedure.

4.2.2.1 Staff Qualification

Table 4.2.2.1 Evaluation of Staff Qualification

a) Engineering Consultants							
No.	Aspect evaluated	Max points for professional		Consortium Score			
		1 No.	10 No.	Per Discipline	Overall in %		
1	Academic Qualifications	2	20	50	20		
2	Professional Qualifications	1	10				
3	Years of post-graduate Experience	2	20				
b) Financial Audit Consultants							
No.	Aspect evaluated	1 No.	6 No.				
1	Academic Qualifications	2	12	30			
2	Professional Qualifications	1	6				
3	Years of post-graduate Experience	2	12				
c) Procurement Expert							
No.	Aspect evaluated	1 No.	2 No.				
1	Academic Qualifications	2	4	10			
2	Professional Qualifications	1	2				
3	Years of post-graduate Experience	2	4				

4.2.2.2 Evaluation of Experience of Professionals in the Engineering Firm

For the Engineering firm, the strengths in the main fields' i.e technical audit, highway engineering (pre-tender and procurement services, contract management, feasibility studies, geometric design) and materials engineering (pavement evaluation, designs and quality control services) will be assessed. Four “experience” bands with scores of 1 to 4 shall be allocated to each engineer’s experience in these fields as shown in table 4.2.2.2 below:

A maximum of ten engineers who best represent the Engineering competence and qualification of the consultants proposed staff will be evaluated.

Any other relevant experience (environmental, structures, arbitrations and adjudication, road safety etc) of the proposed engineers will be evaluated and a score of upto two points awarded.

4.2.2.3 Experience of Professionals in the Financial Audit Firm

For the Financial firm, the proposed auditor’s strengths in three main areas i.e. audit in private sectors, audit in public sector and audit in roads sub-sector will be evaluated. Like in the Engineering evaluation above, four “experience” bands with scores of 1 to 4 shall be allocated to each auditor’s experience in the main fields as shown in table 4.2.2.2 below and up to two points in any other areas (Saccos, NGOs, Development Partners, Human Resource)

A maximum of six financial auditors who best represent the financial auditing competence and qualification of the consultants proposed staff will be evaluated.

4.2.2.4 Experience of Procurement Experts

The Procurement Expert from either firm, shall be assessed in three main areas i.e. Procurement Review Audits and procurement of works and services in the public sector and in roads sub-sector. Like in the Engineering and Financial evaluation above, four “experience” bands with scores of 1 to 4 shall be allocated to each expert’s experience in the main fields as shown in table 4.2.2.2 below and up to two points in any other areas (Private Sector and Development Partners)

A maximum of two Procurement Experts will be evaluated.

Table 4.2.2.2 Evaluation for Engineering, Financial Auditing and Procurement Experience

Build up of scores for the sub-criteria						
No.	Experience in Aspect evaluated	Max score	Max Team score	Overall Discipline score in %	Overall score	
	<i>Engineering Firm</i>		<i>10 Engineers</i>			
1	Technical Audits	4	180	16	30	
	Highway Engineering	4				
	Materials Engineering	4				
	Bridge & Structures	4				
2	Others	2				
	<i>Financial firm</i>		<i>6 Auditors</i>			
1	Road Sector Audits	4	84	10		
	Public Sector Audits	4				
	Private Sector Audits	4				
2	Others	2				
	<i>Procurement Expert</i>		<i>2 Experts</i>			
1	Road Sector Audits	4	28	4		
	Public Sector Audits	4				
	Procurement of goods, works and services	4				
2	Others	2				

4.2.3 Consultants Experience in the Field of the Assignment

The consultants shall submit a summary of projects undertaken by each of the associating firms over the last 15 years. For the reserved groups projects undertaken by each of the associating firms since inception will suffice. Under this criterion, the firms experience in terms of relevant projects shall be evaluated. The criterion accounts for 30 percent of the overall score. The evaluation procedure for this criterion is as explained below.

4.2.3.1 Engineering Consultants

Engineering projects are to be grouped into four categories:

- i) Technical audit
- ii) Feasibility studies/designs including pre-tender and procurement services
- iii) Contract Management (including arbitration and adjudication)
- iv) Other Audits (environmental, road safety)

These shall be evaluated and 1 to 4 points awarded depending on the number of projects undertaken by the consultant. These scores are to be further weighted to give preference to company’s experience in Technical Audits which is accorded a weighting of 2:1 as compared to the other two aspects.

4.2.3.2 Financial Audit Consultants

Financial audit projects are to be grouped into two basic groups, road sector audits and other audits. 1 to 4 points shall be awarded depending on the consultant’s experience. The score on the road sector audit shall be factored by 1.5 to give additional weighting to the experience in road sector.

Table 4.2.3 Evaluation for Consultant’s Experience in the field of Assignment

Key for Evaluation of Individual Aspects						
Score	4	3	2	1		
Road projects	≥8 projects	5-7 projects	3-4 projects	≤2 projects		
Audit projects	Corporate clients/large	Medium sized firms	Moderate sized Clients	Very small clients		
Build up of score for criterion 4						
No.	Experience in Aspect evaluated	Max score	Weighted project score	Total score for firm in %	Overall score %	
Engineering Firm						
1	Technical Audits	4	8	15	30	
2	Feasibility studies/ Designs/ Pretender and Procurement Services	4	4			
3	Construction supervision/ Contract Management /Arbitration/adjudication	4	4			
4	Other Audits (environmental, road safety)	4	4			
Financial firm						
1	Road Sector Audits	4	6	15		
2	Public sector Audits	4	4			
3	Private Sector Audits	4	4			
4	Other Audits	4	4			

4.2.4 Current Engagements of the Consultant

Current engagement of the consultant to be assessed.

APPENDICES

Appendix I - Firms identification & Company Profile

No	Name of consultant	Date of Establishment	Legal Status (Registration)			
			Individual	Partnership	Corporation	Other
1						
2						
3						
4						

Under this section the consultant shall also provide

1. Business address, telephone numbers, fax, E-mail.
2. Present a company profile or a brief narrative description of the firms. Information is to be furnished by each of the participating consultants.
3. Provide contact information of the representative(s) who may be contacted by KRB

Appendix II: Organization Strength

Table 3.2a List of Professional & Support staff - Technical Staff

No.	Name	Age	Academic Qualification(s)	Professional qualification	Years of post graduate experience	No. of Years of Experience in the Area of specialization					No. of years with the firm
						Technical Audits	Highway Engineering	Materials Engineering	Bridges and Structures	Others	
1											
2											
3											
4											
5											
6											
7											
..n											

Table 3.2b - Financial Staff - List of Professional & Support staff

No.	Name	Age	Academic Qualification(s)	Professional qualification	Years of post graduate experience	No. of Years of Experience in the Area of specialization				No. of years with the firm
						Private Sector Audits	Public Sector Audits	Road sub Sector Audits	Others	
1										
2										
3										
4										
5										
6										
7										
..n										

Table 3.2 c – Procurement Experts

<i>No.</i>	<i>Name</i>	<i>Age</i>	<i>Academic Qualification(s)</i>	<i>Professional qualification</i>	<i>Years of post graduate experience</i>	<i>No. of Years of Experience in the Area of specialization</i>			
						<i>Procurement of goods, works and services</i>	<i>Public Sector Audits</i>	<i>Road sub Sector Audits</i>	<i>Others</i>
1									
2									

Appendix III - Office Logistics

Table 3.3: Equipment, vehicles and facilities owned by the firm

Office Equipment		Vehicles			Facilities (eg. offices, laboratories or any other relevant facility)		Field Equipment	
Item No.	Description	Item No.	Registration	Make	Item No.	Description	Item No.	Description

Appendix IV -Summary of projects/audits undertaken by the firm in the last 15 years

Table 3.4a: Summary of projects undertaken by the Engineering firm in the last 15 years

No.	Project Name	No of Staff	No of Man months	Technical Audit	Feasibility Studies	Design and Design Review	Construction/ Supervision	Pre-Tender and Procurement Services	Contract Management	Materials Engineering	Environmental audits	Arbitration	Adjudication Services
1													
2													
3													
4													
5													
6													
..													
n													

Appendix IV -Summary of projects/ audits undertaken by the firm in the last 15 years

Table 3.4b Summary of Audits undertaken by the financial audit firm in the last 15 years

No.	Project / Audit Name	No of Staff	No of Man Months	Road sector Audit	Public sector Audit	Private sector Audit	Procurement Audits	Others (NGOs, Sacco, Development partners etc)
1								
2								
3								
4								
5								
6								
..n								

Appendix V- Current Engagements

Table 3.5a: Current Engagements –Engineering firm

No.	Project Name	Nature of engagement	Client	Start Date	End Date
1					
2					
3					
4					
..n					

Table 3.5b: Current Engagements-Audit firms

No.	Project/Audit Name	Nature of engagement	Client	Start Date	End Date
1					
2					
3					
4					
..n					