



REQUEST FOR QUOTATION (RFQ)

For

Provision of Environmental & Social Impact
Assessment (ESIA) Consultancy Services
ESIA CONSULTANCY SERVICES

For

Proposed Office Block – Karen, Nairobi

for

Kewisco Non-WDT Sacco (Client)

April 2026

SECTION 1: LETTER OF INVITATION

Date: 9th April 2026

Tender Ref: KEW/ESIA/001/APRIL2026

The Client invites qualified and licensed Environmental & Social Impact Assessment (ESIA) Experts to submit proposals for consultancy services for the proposed office block development in Karen, Nairobi.

The assignment shall comply with requirements of the **National Environment Management Authority (NEMA)** and applicable Kenyan Environmental laws.

Interested bidders are requested to submit **Mandatory, Technical and Financial proposals** as outlined in this document.

SECTION 2: INSTRUCTIONS TO BIDDERS

KEWISCO Regulated Non-WDT- SACCO Ltd is a Savings and Credit Society Ltd, a premier Sacco of choice registered under the Co-operative act with a vision to empower members through mobilization of savings and provision of affordable market driven solutions for growth and wealth creation.

The Sacco invites Quotations from interested and eligible professional ESIA experts for the proposed development of its own offices along Lang'ata South Road, off Lang'ata Road.

The construction budget is in the range of Ksh. 40 - 80 million. The Building will be a Two to three storey Reinforced Concrete Block covering a plan area of about 500 m²per floor. It is going to be for a mixed use-office & partly rented. The Block is on second line of plots from Lang'ata south Road. The building will have Parking on the plot external of the Building; Sewer system-Bio-digester or Septic Tank and soak pits. Water will be from the county with additional storage. Power supply may include a backup Generator/Solar. The storm water will be directed to the Road storm drains.

We are inviting quotations for the ESIA Consultancy Services whose scope and deliverables are detailed herein for reference.

2.1 Submission Format

Bidders shall submit:

- A quotation for the works taking into account the requirements listed herein.
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2.2 Submission Deadline

- Date: 23rd April 2026
 - Time: 16:00Hrs EAT
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2.3 Validity of Bids

- Bids must remain valid for **90 days**
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2.4 Mandatory Requirements

- Certificate of Incorporation certificate/ID
 - KRA PIN Registration
 - KRA Tax Compliance Certificate
 - VAT Registration certificate (where applicable)
 - NEMA Registration Certificate
 - NEMA Current Licence
 - Company/Individual Profile
 - Bachelors degree in Environmental Science or Equivalent
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SECTION 3: TERMS OF REFERENCE (ToR)

3.1 Objective

Undertake ESIA study and obtain **EIA License approval**.

3.2 Scope of Work

- Screening & Scoping
 - Baseline Studies
 - Impact Assessment
 - Public Participation
 - ESMP Preparation
 - ESIA Report Submission
 - NEMA Liaison & Licensing
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3.3 Deliverables

- Inception Report
 - Draft ESIA Report
 - Final ESIA Report
 - ESMP (Environmental, and Social Management Plan)
 - Public Participation Report
 - ESIA License from NEMA
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3.4 Duration

- 4–8 weeks
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SECTION 4: TECHNICAL PROPOSAL REQUIREMENTS

Bidders must include:

1. Firm Profile
2. Relevant Experience in the past 5 years
3. Methodology & Approach including conducting Public Participation
4. Work Plan (including timelines)
5. Key Personnel (CVs)

6. Proof of Registration as an Expert.

SECTION 5: FINANCIAL PROPOSAL FORMAT

Provide a detailed breakdown:

Item	Description	Amount (KES)
1	Inception & Scoping	
2	Baseline Studies	
3	Public Participation	
4	ESIA Report	
5	NEMA Submission	
6	Disbursements	
	Total inclusive of all taxes	

SECTION 6: EVALUATION CRITERIA

Criteria	Weight
Relevant Experience	25%
Methodology	20%
Qualifications	20%
Past Performance	15%
Financial Proposal	20%

SECTION 7: CONDITIONS OF CONTRACT

7.1 Contract Type

- Lump sum consultancy contract
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7.2 Payment Terms

Milestone	%
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Milestone	%
Inception	20%
Draft Report	30%
Final Submission	30%
License Issuance	20%

7.3 Obligations of Consultant

- Deliver services professionally
 - Comply with all legal requirements
 - Maintain confidentiality
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7.4 Obligations of Client

- Provide project information
 - Facilitate site access
 - Statutory fees –will be paid directly by Client
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7.5 Termination

The Client may terminate the contract in case of:

- Non-performance
 - Breach of terms
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SECTION 8: FORM OF QUOTATION

[Bidder Letterhead]

We, the undersigned, hereby submit our proposal for ESIA consultancy services and confirm that:

- We meet all eligibility criteria
- We agree to the terms of this tender
- Our total price is: **KES**.....

Name:
Signature:.....
Date:

SECTION 9: APPENDICES

- Appendix A: Site Information (to be provided)