



REPUBLIC OF KENYA



**WILDLIFE
RESEARCH
& TRAINING
INSTITUTE**

Discover Beyond

**EXPRESSION OF INTEREST FOR CONSTRUCTION AND OPERATION OF
TOURIST FACILITIES AT WRTI HQS COMPLEX**

TENDER NO: WRTI-EOI-01-2024-2025

**ISSUE DATE: 22ND OCTOBER 2024
CLOSING DATE: 6TH NOVEMBER 2024**

PO Box 842-20117 Naivasha, Kenya

Tel; 0700000321

Email; tenders@wrti.go.ke

Website; www.wrti.go.ke

1.0 LETTER OF INVITATION

Invitation to Expression of Interest

Date: 22nd October 2024

Dear Sir/Madam:

RE: Tender No. WRTI–EOI–01–2024–2025: CONSTRUCTION AND OPERATION OF TOURIST FACILITIES AT WRTI HQS COMPLEX

WRTI invites eligible bidders to construct and operate a Luxury tented camp at either Eland site or Lago Vista Site.

Toward the stated objectives, Wildlife Research and Training Institute wishes to invite interested and eligible candidates to submit proposals for developing and operating the proposed sites-

Item	Tender Reference No.	Tender Name	Closing Date
1.	WRTI–EOI–03–2024 – 2025	Construction and Operation of Tourist Facilities WRTI HQS Complex	6 th November 2024

Communication in regards to the tender must be in writing through **email address: director@wrti.go.ke**.

All clarifications and/or amendments will be published in WRTI website and Tenderers are required to check for any addendums or amendments in the course of the bidding period prior to the closing date indicated above

Bids must remain valid for a period of one hundred and twenty (120) days from the date of tender opening.

Site Visit for the sites shall be held on **30th October 2024 at 11am** in WRTI HQS.

The completed bids in plain sealed envelope marked with tender reference number and tender name, shall be deposited into the Tender Box located at the entrance of Main Reception, Wildlife Research and Training Institute HQS, P.O. Box 842 - 20117 Naivasha on or **before 6th November, 2024 at 12:30 Noon**.

The received tenders shall be opened immediately thereafter in the presence of bidder's representatives who wish to attend.

Head Supply Chain Management

2.0 GENERAL INFORMATION

2.1 Background Information

The Wildlife Research and Training Institute (WRTI) Naivasha wish to invite prospective investors and developers to construct and operationalize high quality accommodation facilities as a way to improve the visitor experience within its properties in Naivasha and enable raise revenue to its core mandate of Wildlife Research and Training.

Naivasha is one of Kenya's top tourist destinations and has recently become even more famous as the base for the World Rally Championships. Its central location in Kenya makes it a crucial stop between the famous Maasai Mara, Samburu, L.Nakuru and the Aberdares National Parks. Naivasha has a rich history and is still home to many British Nationals who remained here after Kenya's independence in 1963. The town is also a top conference and events destination and most good quality hotels experience high visitor occupancies throughout the year.

Two sites are on offer for the development of low-impact *tented* camps. These are the Eland Site and the Lago Vista sites.

Type of Facility	Site	Location	Proposed Lease Yrs	Beds
Tented camps	Eland Site	Northern side of the Nakuru-Nairobi Highway	3 Years	15
Tented Camps	Lago Vista Site	Naivasha - Mai Mahiu Highway along Lake Nivasha	3 Years	15

❖ ***Bidders are expected to select only one of the sites.***

2.1.1 The Eland Site

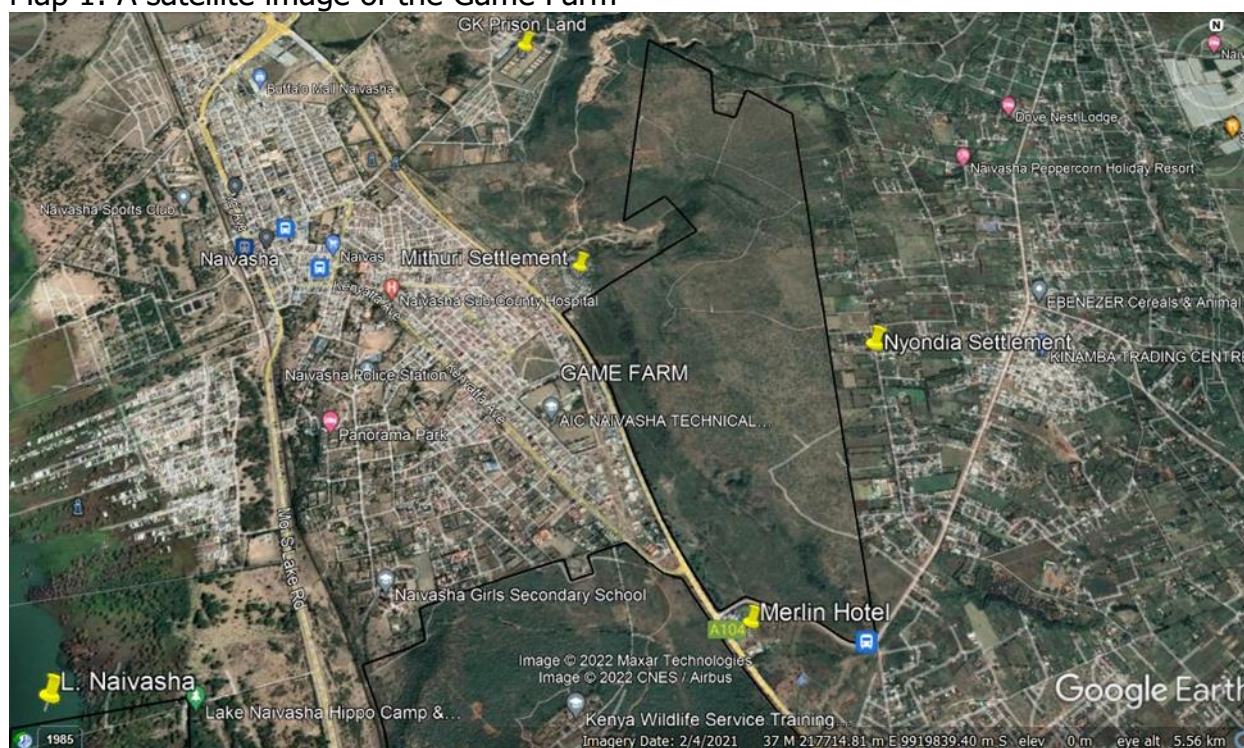
The Eland site is located within the Naivasha Wildlife Sanctuary which is a 1000-acre Wildlife Sanctuary located on the Northern side of the Nakuru-Nairobi Highway and adjacent to the bustling Naivasha town. The GPS UTM coordinates are 37 N 0217064, 99 20738. The site is about 5 kms from the highway easily accessed by an all-weather marram road.

The "Game Farm" is bordered by the Naivasha-Nakuru Highway to the south and to the east by the Naivasha-Engineer Road. The area has interesting rocky outcrops and is covered by secondary Leleshwa scrubland intermixed with Euphorbia candelabra trees. Hanging onto the rocky cliff are stands of Ficus trees, commonly called Strangling figs.

The area is home to large colonies of resident and migratory birds. It is a refuge to a small population of grazers including Impala, Eland and Zebra. No dangerous wild animals are found in this area and nature walks are permitted on designated trails. The sanctuary forms a critical dispersal area for wildlife in and around Lake Naivasha area. The camp will enjoy exclusivity within the game-farm with uninterrupted, panoramic views of the lake. The whole game farm is

completely surrounded by a secure a tight-lock chain link fence and has two guarded entry gates. The site is very serene and one can easily forget that they are close to a busy town.

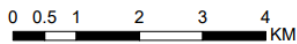
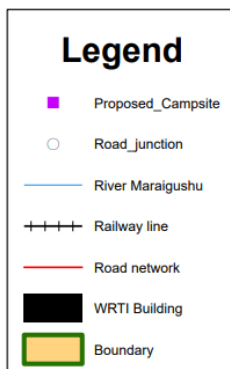
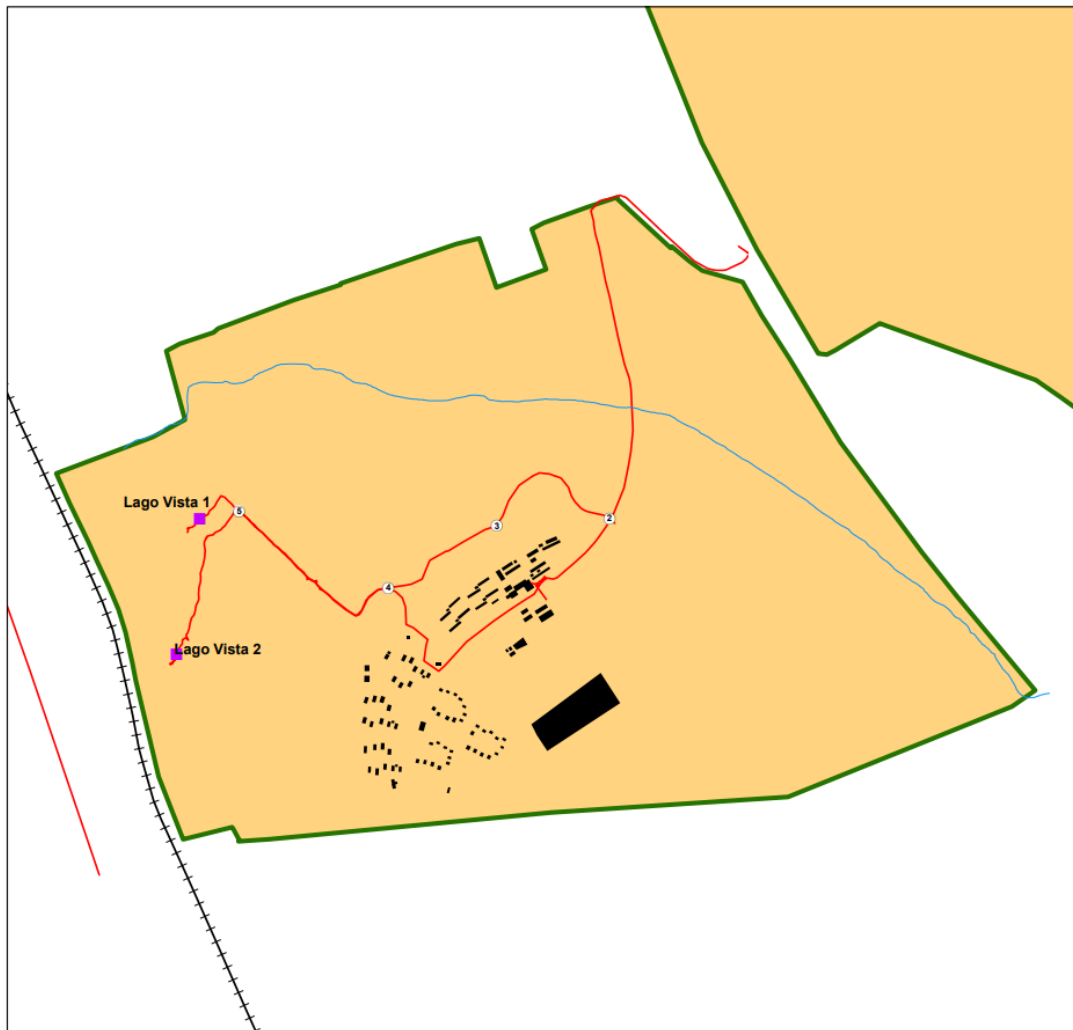
Map 1: A satellite image of the Game Farm



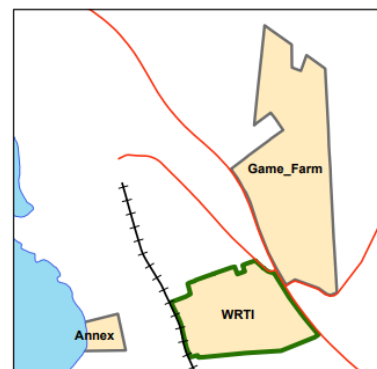
2.1.2 The Lago Vista site

This site is located about 2 km south of the Naivasha – Mai Mahiu highway and has stunning sunset views of Lake Naivasha, the Eburu hills, Mt. Longonot and the distant steam plumes of Hells Gate National Park. The site also has clear views of Eburu and Enosupukia hills. It is surrounded by Savannah grassland and Leleshwa bushland with plenty of plains game that find safe refuge there. Visitor activities that can be done here include guided trail walking, cycling, picnics, day events, bird watching, team building and adventure and health based physical activities. Buffaloes are found in this location and therefore a perimeter fence may be required around the camp.

PROPOSED CAMPSITE



Map production: WRTI, WRC&M
 Map prepared By: Peter Hongo
 Date: April 2024



The Institute invites interested bidders to submit Expression of Interest (EOI) for development of proposed Luxury tented camps at each of up to 15 rooms. Description of the proposed work is provided. WRTI invites potential operators to take up the new investment opportunities within the Nature Park and Sanctuary while as far as possible retaining the unique natural character of the Sanctuary.

Successful developers will be shortlisted from their EOI in line with regulations reserved in the Public Procurement and Asset Disposal Act, 2015. The Institute will then require the shortlisted firms to provide detailed technical and financial proposal for these sites. The investor should select one site only.

2.2 SITE DESCRIPTION

The Institute will award certificates of temporary occupancy (short- term lease) to suitable investors to develop either of the two facilities as follows:

ITEM	TENTED CAMP
LOCATION/ MAIN FEATURES	Proposed tented camp at Eland site or Lago Vista site. Maximum of 15 tents one of which can be a family tent.
LEASE DURATION	3 years renewable
ACREAGE	Eland – 10-15 acres depending on topography Lago Vista – 3-5 acres depending on topography
INSURANCE	Tenant to insure their premises.
ROYALTIES (KES PER MONTH) (Approx.)	Prequalified bidders will submit financial proposal. To escalate at 4% due to inflation. Payable quarterly in advance.
RENT FREE PERIOD/CONSTRUCTION	6 months
Utilities	National Grid and water are close by. Use of Green energy is encouraged
PROPOSED EXTRA TENTED CAMP AMENITIES	Common Swimming pool or plunge pool per tent Spa, common dining area, kitchen, laundry, reception, parking, conference room, landscaping with only local naturally occurring plants and grasses, low level perimeter fence if required,
BED NIGHT FEES	US\$20 PER BED SOLD in addition to proposed quarterly ground rent
PERFORMANCE GUARANTEE	4 MONTHS ROYALTIES PAYED IN ADVANCE UPON FINAL SELECTION OF THE BIDDER.

The Institute expects bidders that are capable of using their extensive marketing network and established brand to promote visitation to the Naivasha Wildlife Sanctuary.

3.0 SCOPE OF WORKS

3.1 Development, construction and operation of a Luxury Tented camp at Eland Site or Lago Vista site

WRTI defines a tented eco-camp as tourism accommodation facility constructed on a raised platform using natural materials that blend well with the environment. Minimal concrete is used. The eco-camp consists of canvas tents either raised or on temporary foundations, minimum solid walling and approved camouflaged roof covering.

1. Where selected, the developer will undertake to construct a tented camp not exceeding 15 rooms together with minimum staff housing within a period of 6 months.
2. The tented camp will be located at Eland site or Largo Vista site which are surrounded by natural Leleshwa and Accacia woodland. Its isolated and pristine location belies the fact that it is only 3-5km from Naivasha town.
3. The developer will construct a 15 -tent bespoke luxury tented camp on about 5-15 acres targeting high-end clients who are looking for a serene safari experience. experience
4. The developer will market the tented camp as one of a group of properties located in other ecosystems or circuits within East Africa. The operator must have existing marketing networks to provide a steady source of clients. They will also be expected to have their own game drive vehicles and guides.
5. Camp staff will be expected to live outside the game farm and only the critical operations personnel will live in the camp. WRTI will provide general security in the Nature Park but the camp managers are expected to provide their own security at the camp. All building materials must be sourced from outside.
6. All Sanctuary rules and regulations regarding entry hours, low camp footprint, low visibility, environmental protection and sustainable use of resources will apply.

4. 0 FORMAT AND REQUIREMENTS FOR COMPLETION OF EOI

4.1 Mandatory Documents

Developers are required to attach copies of the following documents as part of their EOI:

No.	Requirement	Requirement Submitted Yes/No
1.	Valid Tax Compliance Certificate from Kenya Revenue Authority	
2.	Certificate of Incorporation or Business Registration or partnership deed	
3.	CR12 for Limited companies issued within the last one year and identification documents i.e ID card or passport copies for Directors	
4.	Duly filled, signed and stamped Self- Declaration letter that the firm has not been debarred from participating in Public Procurement and Asset Disposal Act,2015- SD 1	
5.	Duly filled, signed and stamped Self- Declaration that the firm/tenderer will not engage in any corrupt or fraudulent practice- SD 2	
6.	Company Profile of the firm indicating the contact details including physical address, telephone number, email and contact person on behalf of the bidder	
7.	Duly filled, signed and stamped Declaration and commitment to the code of ethics	
8.	Provide statements of audited account for two years (2020/2021 and 2021/2022 FY) or 24 months certified bank statements from	
9.	Completed, signed and stamped Site Visit Form.	

❖ Failure to submit any of the above will result in disqualification.

4.2 Corporate Documentation

Bidders are expected to submit information that addresses items contained in the table below:

Item	Expected Information	Required Format
4.2.1 Profile	a) Legal Status	State whether the firm is a Limited Liability, Sole proprietorship or Partnership
	b) Firm/Corporate history	Provide a Short narrative of origin, development, mission and values of the company.
	c) Qualification and technical expertise of key personnel in the firm who will develop and manage the camp.	See Appendix for Format of submission of CVs

4.3 Proposed Development Plans

Additionally, investors will be expected to provide a brief narrative of their proposed development plans stating the following:

Item	Expected Information	Required Format
4.3.1 Construction, design and development concept	a) Which site they are interested in – either Eland site or Lago vista site. b) An interpretation of the Sanctuary/Nature Park theme showing how the proposed facility will respond to needs and preferences of the target market and how it will improve the park’s touristic value.	Narrative indicating <ul style="list-style-type: none"> ● Materials to be used in construction and renovation ● Design themes, concepts, layouts ● Visitor amenities to be included in the sites Prospective developers are not required to supply WRTI with detailed technical drawings. Only illustrative sketches or artist impression/similar photos of the proposed developments will suffice
NB. A brief narrative of proposed development plans should be provided for each proposed site that has been selected.		

NB.

More detailed drawings and concepts will be expected only from prequalified bidders in the next stage.

Bidders MUST indicate their investment interest in the format provided below;

	Type of Investment	Location	Specific Site
eg	Tented camp	Naivasha – Nakuru	Eland
1.			
2.			

4.5 Evidence of Financial Soundness

Item	Expected Information	Required Format
4.5.1 Bankers	Contact details of at least one of its bankers	Contact details

4.5.2 Project Financing	<p>(a) Financial Soundness.</p> <p>i) The bidder should demonstrate that the firm has access to or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means sufficient to meet the construction and operational cash flow for a period of 6 months.</p> <p>ii) Signed and stamped Audited accounts, balance sheets and computed working capital for the most recent three (3) years should be submitted and must demonstrate the soundness of the Applicant's financial position</p> <p>The bidder's financial information will be assessed in terms of ROCE, current ratio and return on equity, and the point scale criteria on their financial position given on this basis.</p>	<p>Audited accounts for 3 years.</p> <p>Evidence of Cash, Cash equivalents and /or Credit line.</p>
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5.0 EVALUATION CRITERIA

Expression of Interest will be evaluated on their responsiveness to the above requirements based on the following criteria:

Item	Particulars	Maximum Score/Points
1)	Mandatory Documents	Go /No Go
2)	Corporate Documentation	30
3)	Proposed Development Plans	40
4)	Evidence of Financial soundness	30
TOTAL		100

❖ ***Companies scoring a minimal of 70 points will be pre-qualified.***

6.0 ADDITIONAL INSTRUCTIONS

All responses should be **typed** and their numbering to correspond with that prescribed in **4.0: Format and Requirements for Completion of EOI**. Please include all attachments as required in the format and requirements for completion of expression of Interest.

Pre-qualified investors will be required to submit detailed technical and financial proposal(s) (RFP) for their site(s) of interest in a format of solicitation documents to be provided later.

7.0 BIDDERS MEETING/CONFERENCE AND SITE VISIT

There shall be NO pre-bid meeting at this stage. All bidders MUST visit the two sites prior to submitting their Expression of Interest for the selected site and must attach the completed **Site Visit Form** (appendix 2) included in this tender document.

1. CV FORMAT

Name of Firm:			
Name of Staff:			
Years with Firm/Entity:		Nationality	
Detailed Tasks Assigned:			
Key Qualifications:			
Education:			
Institution:			
Year:			
Course:			
Employment Record:			
Summary of relevant Experience:			
Language proficiency:			
Language	Speaking	Reading	Writing
English			
Kiswahili			
<p>Certification:</p> <p>I, the undersigned, certify that these data correctly describe my qualifications, experience, and confirms my availability to the firm for the proposed development should we be awarded the lease. I declare that I am not affected by any potential conflict of interest and have no particular link with other proponents or parties involved in the project.</p>			
[Signature of staff member]		Date:	
[Signature of authorized representative of the firm]		Date:	
Full Name of Staff Member:			
Full Name of authorized representative:			

2. SITE VISIT FORM

Date of Visit.....

This is to certify that the bidder whose name appears in the table below visited the proposed sites at Naivasha Wildlife Sanctuary

Company/Bidder's Name	
Postal Address	
Email Address	
Name Of Person/S Visiting Sites	
Telephone Number	
Sanctuary Manager/ Officer I/C Signature	

❖ *This form is a mandatory document and must be attached to the submitted EOI.*

3. CONFIDENTIAL BUSINESS QUESTIONNAIRE

a) Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one form for each entity if Tender is a Joint Venture (JV). Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.

4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	

B. General and Specific Details

a) Sole Proprietor to provide the following details.

Name in full _____

Age _____ Nationality _____

Country of Origin _____ Citizenship _____

b) Partnership to provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

c) Registered Company to provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

No.	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

4. DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

- (i) Are there any person/persons in (Name of Procuring Entity) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

No.	Names of Person	Designation in the Procuring Entity	Interest Relationship or with Tenderer
1			
2			
3			

- (ii) Conflict of interest disclosure

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		

4	Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a service provider/consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

5. Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name _____

Title or Designation _____ (Signature) _____

(Date) _____

6. SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I of Post
Office Box.....being a resident
of
..... in the Republic of do
hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of(insert name of the Company) who is a Bidder in respect of **Tender No.....** for.....(insert tender title/description) for.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title) (Date) (Signature)

Bidder Official Stamp.....

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O. Box.....being a resident of..... in the Republic ofdo hereby make a statement as follows: -

- a) THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (insert name of the Company) who is a Bidder in respect of **Tender No.** for..... (Insert **t e n d e r** title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
- b) THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.
- c) THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity).
- d) THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
- e) THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp.....

7. DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(Person on behalf of (**Name of the Business/Company/ Firm**).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized.....

Signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....