

(NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY)

Procurement Plan

I. General

1. **Project information:** (Enhancing community resilience and water security in the Upper Athi River Catchment Area, Kenya)
2. **Version of the Plan:** Version 3.0 dated **May 23, 2021**
3. **Approval Date of the procurement Plan:** **TBD**
4. **Date of General Procurement Notice:** **TBD**
5. **Period covered by this procurement plan:** **2021 - 2022**
6. **Other Arrangements:** (Example: The project will provide grants to Government, Civil Society, Private sector and regional organizations. The Accredited Entity's approved Procurement and Consultant Guidelines reviewed and accepted by the Fund will apply under these grants. Procurement will be carried out by Grant Recipients themselves and procurement plan will be agreed between the AE and Grant Recipient)

II. Goods, Works and non-consulting services.

1. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by the AE/Fund

	Procurement Method	Threshold for use of method	Prior Review Threshold	Comments
1.	International Open Tender (Used if there will not be effective competition for a procurement unless foreign tenderers participate)	Goods, works and non-consulting services, there is neither minimum nor maximum budget. The guiding principle is where or not foreign tenderers are invited to participate		Section 89 of the Public procurement & Asset Disposal act 2015 and the regulations of 2020. Selection method is based on least cost, meeting statutory requirements and required expertise. However, where local or citizen contractors participate they shall be entitled to preferences and reservations as set out in section 85.

2.	Open Tender (Preferred method of procurement)	Goods – USD 30,000 and above Works – USD 50,000 and above Non – consulting services – USD 30,000 and above		Section 92 of the Public procurement & Asset Disposal act 2015 and the regulations of 2020. Selection method is based on least cost, meeting statutory requirements and required expertise
3.	Restricted tender (This method will be applied when dealing with specialized nature of the goods, works or services restricted to a limited market)	Goods – USD 30,000 and above Works – USD 50,000 and above Non – consulting services – USD 30,000 and above		Section 92 of the Public procurement & Asset Disposal act 2015 and the regulations of 2020. Complex or specialized nature of the goods, works or services is restricted to prequalified tenderers
4.	Request for quotation (This method is applied for goods, works or non-consultancy services that are readily available in the market)	Goods – USD 500 to USD 50,000 Works – USD 1000 to USD 40,000 Non – consulting services – USD 300 to USD 20,000		Section 92 of the Public procurement & Asset Disposal act 2015 and the regulations of 2020. Competitive method of selection is based on pre-qualification and list of categories prequalified, award on the least cost. Invitation to bid is guided by threshold, it could take
5.	Request for proposals (Where services such as consultancies are required)	No minimum or maximum expenditure under this method provided the conditions under this section are met. However, prereably, the bidders are subjected to Expression of Interest as a prequalification criteria.		Section 92 of the Public procurement & Asset Disposal act 2015 and the regulations of 2020. Competitive method of selection based on the preset criteria such as Least Cost, Quality and Cost Based among others.
6.	Direct procurement (This method is used in the event that there is only one known supplier in the market or, from a government agency as long the price compares well with the market price, or in the event of a catastrophe, or additional works required having procured works or an equipment, taking into account the effectiveness, efficiency and reasonableness of the price)	No maximum nor minimum expenditure under this method as long as the conditions under this section are met.		Section 92 of the Public procurement & Asset Disposal act 2015 and the regulations of 2020. For as long as the choice of this method is not to deliberately avoid subjection of bidding for competition

7.	Low value procurement (This method is used for procuring low value items which are not procured on a regular or frequent basis and are not covered in framework agreement)	Goods – 1 to 500 USD Works – 1 to 1000 USD Non – consulting services – 1 to 500 USD		Section 92 of the Public procurement & Asset Disposal act 2015 and the regulations of 2006. Mostly done by petty cash within the prescribed threshold
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2. Prequalification (for complex Civil Works)

Pursuant to Section 93 of the PPADA 2015, the entity shall publish an invitation notice to candidates to submit applications to be prequalified for complex and specialised goods, works and services. Prequalification shall be based on professional competence (staff and equipment), relevant experience, financial capability and integrity. In the event that the goods, works and services to be procured are ordinary, the other methods will be used in accordance with the Act and the Regulations

3. Procurement Packages with Methods and Time Schedule

PROCUREMENT PLAN FOR THE FIRST 18 MONTHS													
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
Ref. No.	Contract Description	Source of Funds	Executing entity	Planned Vs Actual	Estimated Cost in US\$	Procurement Method	Pre-qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior/Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
1	Water Quality Management Equipment	GCF	NEMA	Planned	250,000.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, May 4, 2021	Tuesday, May 18, 2021	Friday, June 18, 2021	For open tenders, this duration of time is spread from the date of advertising for the tender, opening the tender after 14 days, evaluating the tenders for about 5 days, giving a letter of Notification of Award that should be responded within 14 days
			NEMA	Actual									

2	Construction and Rehabilitation of 7 boreholes, 24 water pans, 7 springs, 1 roof harvesting tank and 1 sand dam in Nyandarua, Kiambu and Machakos Counties	GCF		Planned	3,446,399.85	OPEN TENDER	Yes	Yes	Yes	Tuesday, May 18, 2021	Thursday, June 3, 2021	Monday, July 5, 2021	
			NEMA	Actual									
3	Setting up of a RANET broadcasting station in Machakos County	GCF	KMD	Planned	30,320.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, May 4, 2021	Tuesday, May 18, 2021	Friday, June 18, 2021	
				Actual									
4	Multiparameter Sonde for Water Quality Management	GCF	NEMA	Planned	255,000.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, May 4, 2021	Tuesday, May 18, 2021	Friday, June 18, 2021	
				Actual									
5	Branding and media awareness	GCF	NEMA	Planned	68,050.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, July 6, 2021	Monday, July 19, 2021	Thursday, August 19, 2021	NEMA intends to enter to a framework contract so as to procure from the contracted merchant(s) as and when the need rises
				Actual									
6	Awareness materials, office stationery, publications and awards	GCF	NEMA	Planned	248,525.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, July 6, 2021	Monday, July 19, 2021	Thursday, August 19, 2021	NEMA intends to enter to a framework contract so as to procure from the contracted merchant(s) as and when the need rises

				Actual									
7	Local consultants	GCF	WRA,KMD	Planned	372,500.00	REQUEST FOR PROPOSAL	Yes	Yes	Yes	Tuesday, August 3, 2021	Tuesday, August 17, 2021	Friday, September 17, 2021	
				Actual									
8	Conferences, trainings and workshops	GCF	NEMA	Planned	302,145.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, November 2, 2021	Tuesday, November 16, 2021	Thursday, December 16, 2021	NEMA intends to enter to a framework contract so as to procure from the contracted merchant(s) as and when the need rises
				Actual									
9	Motor vehicles	GCF	NEMA	Planned	240,000.00	GOVERNMENT CONTRACT	Yes	Yes	Yes	Monday, January 10, 2022	N/A	Thursday, February 10, 2022	For government contract, it doesn't require a bidding. A 30 day period is sufficient to have a contract signed.
				Actual									
10	Laptops and printers	GCF	NEMA	Planned	74,000.00	GOVERNMENT CONTRACT	Yes	Yes	Yes	Monday, February 14, 2022	N/A	Monday, March 14, 2022	
				Actual									
11	Office furniture	GCF	NEMA	Planned	15,000.00	REQUEST FOR QUOTATION	Yes	Yes	Yes	Monday, March 14, 2022	Monday, March 21, 2022	Monday, March 28, 2022	
				Actual									

12	Procurement and installation of AWS Equipment	GCF	KMD	Planned	805,175.00	OPEN TENDER	Yes	Yes	Yes	Monday, April 11, 2022	Tuesday, May 24, 2022	Wednesday, May 25, 2022	
				Actual									
13	Data collection server	GCF	WRA	Planned	4,000.00	REQUEST FOR QUOTATION	Yes	Yes	Yes	Monday, March 14, 2022	Monday, March 21, 2022	Monday, March 28, 2022	
				Actual									
14	SERVER OS 2012	GCF	WRA	Planned	1,200.00	REQUEST FOR QUOTATION	Yes	Yes	Yes				
				Actual						Monday, March 14, 2022	Monday, March 21, 2022	Monday, March 28, 2022	
15	Modelling workstation & UPS	GCF	KMD	Planned	2,000.00	REQUEST FOR QUOTATION	Yes	Yes	Yes	Monday, March 14, 2022	Monday, March 21, 2022	Monday, March 28, 2022	
				Actual									
16	Modelling software	GCF	WRA	Planned	105,000.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, June 14, 2022	Tuesday, June 28, 2022	Tuesday, June 28, 2022	
				Actual									
17	UPS SERVERS	GCF	WRA	Planned	2,000.00	REQUEST FOR	Yes	Yes	Yes	Tuesday	Tuesday	Tuesday	

	2KVA					QUOTA TION				y, June 14, 2022	y, June 21, 2022	y, June 28, 2022	
				Actual									
18	Specialized Laptop (Rugged field)	GCF	KMD	Planned	1,500.00	GOVERNMENT CONTRACT	Yes	Yes	Yes	Thursday, July 7, 2022	N/A	Monday, August 8, 2022	
				Actual									
19	Workstation Operating system WIN10	GCF	KMD	Planned	250.00	REQUEST FOR QUOTATION	Yes	Yes	Yes	Tuesday, June 14, 2022	Tuesday, June 21, 2022	Tuesday, June 28, 2022	
				Actual									
20	National Information Center for Integrated Water Resources Management	GCF	WRA	Planned	37,050.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, June 14, 2022	Tuesday, June 28, 2022	Tuesday, June 28, 2022	
				Actual									
21	Integrated database for weather and water resources-related information	GCF	WRA	Planned	292,000.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, June 14, 2022	Tuesday, June 28, 2022	Tuesday, June 28, 2022	
				Actual									
22	Purchase, Installation and maintenance of monitoring stations for Surface water & water quality & Publicity	GCF	WRA	Planned	200,000.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, June 14, 2022	Tuesday, June 21, 2022	Tuesday, June 28, 2022	
				Actual									

23	Water Quality Management Equipment	GCF	NEMA	Planned	350,000.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, July 5, 2022	Tuesday, July 19, 2022	Friday, August 19, 2022	
				Actual									
24	Civil works for solarization of boreholes	GCF	WRA	Planned	30,000.00	REQUEST FOR QUOTATION	Yes	Yes	Yes	Wednesday, July 6, 2022	Wednesday, July 13, 2022	Wednesday, July 20, 2022	
				Actual									
25	Sensor RTU and water sampler for Groundwater monitoring stations.	GCF	WRA	Planned	226,258.00	OPEN TENDER	Yes	Yes	Yes	Tuesday, July 5, 2022	Tuesday, July 19, 2022	Friday, August 19, 2022	
				Actual									
	TOTAL				7,358,282.85								

III. Selection of Consultants

1. Prior Review Threshold: Selection decisions subject to Prior Review by AE/Fund:

	Selection Method	Prior Review Threshold	Comment
1.	Open Tender	Goods – USD 20,000 and above Works – USD 40,000 and above Non – consulting services – USD 20,000 and above	Invitation for Bidders
2	Request for Proposal	Conditions of ToRs have to be met, then guided by the budget, be it an open tender or RFQ.	Expression of interest/prequalified suppliers
3.	Restricted Tender	Goods – USD 20,000 and above	Time factor/ Nature of goods/works

		Works – USD 40,000 and above Non – consulting services – USD 20,000 and above	
4.	Request for Quotation	Goods – USD 300 to USD 20,000 Works – USD 500 to USD 40,000 Non – consulting services – USD 300 to USD 20,000	Prequalified suppliers

2. Short list comprising entirely of national consultants: Short list of consultants for services, estimated to cost less than \$100,000 equivalent per contract, may comprise entirely of national consultants in accordance with the Fund's interest in encouraging the development and use of National Consultants from partner countries of operation.

3. Any Other Special Selection Arrangements: [including advance procurement and retroactive financing, if applicable]

- ❖ Framework contacts to enhance seamless procurements, where necessary.
- ❖ Government policy on 30% procurement budget allocation to reserved categories (Youth, Women and People living with disabilities)

4. Consultancy Assignments with Selection Methods and Time Schedule

1	2	3	3	4	5	6	7	8	9	10	11	
Ref. No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
1	Local consultants for trainings, monitoring and evaluations	GCF	54,000.00	QCBS	YES	NO	Issue RFP from prequalified list as well as openly invite for bids through open tender.					The estimated starting time is January 2020, spreading through the four years

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)

