



REPUBLIC OF KENYA

MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY

STATE DEPARTMENT FOR INVESTMENT PROMOTION(SDIP)

**PREQUALIFICATION FOR FUND MANAGER FOR THE KENYA GREEN
INVESTMENT FUND (GIF)**

Prequalification No: KE-SDIP-47362-NC-RFB

Issue Date: 18th February 2025

Closing Date: 7th March 2025

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Section I - Instructions to Applicants

A. General

- 1. Scope of Application**
 - 1.1 In connection with the Invitation for Prequalification indicated in Section II, Prequalification Data Sheet (PDS), the Employer, as defined **in the PDS**, issues this Prequalification Document (PD) to Applicants interested to bid for the Services described in Section VII, Scope of Services. The Request for Bids (RFB) number corresponding to this prequalification is provided in the **PDS**.
- 2. Source of Funds**
 - 2.1 The Borrower or Recipient (hereinafter called “Borrower”) indicated **in the PDS** has applied for or received financing (hereinafter called “funds”) from the International Bank for Reconstruction and Development or the International Development Association (hereinafter called “the Bank”) in an amount specified **in the PDS**, towards the cost of the project named **in the PDS**. The Borrower intends to apply a portion of the funds to eligible payments under the contract resulting from the bidding for which this prequalification is conducted.
 - 2.2 Payment by the Bank will be made only at the request of the Borrower and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the Loan (or other financing) Agreement. The Loan (or other financing) Agreement prohibits a withdrawal from the loan (or credit) account for the purpose of any payment to persons or entities, or for any import of goods, equipment, plant or materials, or services if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Loan (or other financing) Agreement or have any claim to the proceeds of the loan (or credit).
- 3. Fraud and Corruption**
 - 3.1 The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in Section VI, Fraud and Corruption.
 - 3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not),

subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, bid submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank..

4. Eligible Applicants

- 4.1 Applicants shall meet the eligibility criteria as per this Instruction and ITA 5.1
- 4.2 An Applicant shall be a firm that is a private, state owned enterprise or institution, subject to ITA 4.8, or any combination of such entities in the form of Joint Venture (JV) with the formal intent, as evidenced by a letter of intent), to enter into an agreement or under an existing agreement. In the case of a JV, unless otherwise specified **in the PDS**, (i) all parties shall be jointly and severally liable for the execution of the entire Contract, and () there shall be no limit on the number of partners, and (iii) the JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the prequalification and bidding process and, in the event the JV is awarded the Contract, during contract execution
- 4.3 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country, as evidenced by its Articles of Incorporation or Documents of Constitution, and its Registration Documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed Specialized Subcontractors or suppliers for any part of the Contract including related Services.
- 4.4 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they or any of their affiliates participated as a consultant in the preparation of the subject Management Services requirements. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the Prequalification Document or bidding document or specifications of the Contract, and/or

the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the bidding process and execution of the Contract.

- 4.5 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to bid for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one bid, but only in that capacity. Bids submitted in violation of this procedure will be rejected.
- 4.6 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified applicant will be allowed to bid for the same contract. All Bids submitted in violation of this procedure will be rejected.
- 4.7 An Applicant that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, and in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as described in Section VI, paragraph 2.2 d. shall be ineligible to be prequalified for, initially selected for, bid for, propose for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address specified in the PDS.
- 4.8 Applicants that are state-owned enterprises or institutions in the Employer's Country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of the Employer. .
- 4.9 Firms and individuals may be ineligible if so indicated in Section V, Eligible Countries, and (a) as a matter of law or official regulations the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude

effective competition for the contracting of Services required; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of goods from that country, contracting of Services from that country, or any payments to persons or entities in that country.

4.10 An Applicant shall not be under suspension from bidding by the Employer as the result of the execution of a Bid/Proposal Securing Declaration

4.11 Applicants shall provide such documentary evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

4.12 A firm that is under a sanction of debarment by the Borrower from being awarded a contract is eligible to participate in this procurement, unless the Bank, at the Borrower's request, is satisfied that the debarment; (a) relates to fraud or corruption, and (b) followed a judicial or administrative proceeding that afforded the firm adequate due process.

- 5. Eligible Goods and Related Services** 5.1 All goods and related services to be supplied under the Contract to be financed by the Bank shall have as their origin in any country in accordance with Section V, Eligible Countries.

B. Contents of the Prequalification Document

- 6. Sections of Prequalification Document** 6.1 The document for the prequalification of Applicants (hereinafter "Prequalification Document") consists of Parts 1 and 2 which comprise all the sections indicated below, and should be

PART 1 - Prequalification Procedures

- Section I - Instructions to Applicants (ITA)
- Section II - Prequalification Data Sheet (PDS)
- Section III - Qualification Criteria and Requirements
- Section IV - Application Forms
- Section V - Eligible Countries
- Section VI - Fraud and Corruption

PART 2 – Service Requirements

- Section VII - Service Requirements

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- 6.2 The “Invitation for Prequalification Applications” issued by the Employer is not part of the Prequalification Document.
 - 6.3 Unless obtained directly from the Employer, the Employer accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Employer shall prevail.
 - 6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.

7. Clarification of PQ Document

- 7.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer's address indicated **in the PDS**. The Employer will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of applications. The Employer shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Employer including a description of the inquiry but without identifying its source. If so indicated **in the PDS**, the Employer shall also promptly publish its response at the web page identified **in the PDS**. Should the Employer deem it necessary to amend the prequalification document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.
- 7.2 If indicated **in the PDS**, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting at the place, date and time mentioned in the **PDS**. During this pre-Application meeting, prospective Applicants may request clarification of the project requirement, the criteria for qualifications or any other aspects of the Prequalification Document.
- 7.3 Minutes of the pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Applicants who have obtained the Prequalification Document. Any modification to the Prequalification Document that may become necessary as a result of the pre-Application meeting shall be made by the Employer exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

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- 8. Amendment of PQ Document**
- 8.1 At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the prequalification document from the Employer. The Employer shall promptly publish the addendum at the Employer's web page identified **in the PDS**.
- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Employer may, at its discretion, extend the deadline for the submission of applications.

C. Preparation of Applications

- 9. Cost of Applications**
- 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 10. Language of Application**
- 10.1 The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the language specified in the **PDS**. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified **in the PDS**, in which case, for purposes of interpretation of the application, the translation shall govern.
- 11. Documents Comprising the Application**
- 11.1 The application shall comprise the following:
- (a) **Application Submission Letter**, in accordance with ITA 12;
 - (b) **Eligibility**: documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 13;

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- (c) **Qualifications:** documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
 - (d) any other document required as specified **in the PDS.**
 - 11.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.
 - 12. **Application Submission Form**
 - 12.1 The Applicant shall prepare an Application Submission Letter as provided in Section IV, Application Forms. This Letter must be completed without any alteration to its format.
 - 13. **Documents Establishing the Eligibility of the Applicant**
 - 13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV, Application Forms.
 - 14. **Documents Establishing the Qualifications of the Applicant**
 - 14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.
 - 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the USD equivalent using the rate of exchange determined as follows:
 - (a) For financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
 - (b) Value of single contract - Exchange rate prevailing on the date of the contract.
 - 14.3 Exchange rates shall be taken from the publicly available source identified in the **PDS**. Any error in determining the exchange rates in the Application may be corrected by the Employer.

15. Signing of the Application and Number of Copies

- 15.1 The Applicant shall prepare one original of the documents comprising the application as described in ITA 11 and clearly mark it “ORIGINAL”. The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 15.2 The Applicant shall submit copies of the signed original application, in the number specified **in the PDS**, and clearly mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

16. Sealing and Marking of Applications

- 16.1 The Applicant shall enclose the original and the copies of the application in a sealed envelope that shall:
- (a) bear the name and address of the Applicant;
 - (b) be addressed to the Employer, in accordance with ITA 17.1; and
 - (c) bear the specific identification of this prequalification process indicated **in the PDS** in accordance with ITA 1.1;
- 16.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

17. Deadline for Submission of Applications

- 17.1 Applicants may always submit their applications by mail or by hand. Applications shall be received by the Employer at the address and no later than the deadline indicated **in the PDS**. When so specified **in the PDS**, applicants shall have the option of submitting their applications electronically, in accordance with electronic application submission procedures specified **in the PDS**.
- 17.2 The Employer may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

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| 18. Late Applications | 18.1 Any application received by the Employer after the deadline for submission of applications prescribed in ITA 17 will be treated as indicated in the PDS. |
| 19. Opening of Applications | <p>19.1 The Employer shall open all Applications at the date, time and place specified in the PDS.</p> <p>19.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the PDS.</p> <p>19.3 The Employer shall prepare a record of the opening of applications that shall include, as a minimum, the name of the Applicant. A copy of the record shall be distributed to all Applicants.</p> |

E. Procedures for Evaluation of Applications

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| 20. Confidentiality | <p>20.1 Information relating to the evaluation of applications, and results of the 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 in accordance with ITA 27.</p> <p>20.2 From the deadline for submission of applications to the time of notification of the results of the prequalification in accordance with ITA 27, any Applicant that wishes to contact the Employer on any matter related to the prequalification process, may do so but only in writing.</p> |
| 21. Clarification of Applications | <p>21.1 To assist in the evaluation of applications, the Employer may, at its discretion, ask any Applicant for a clarification (including missing documents) of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.</p> <p>21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.</p> |
| 22. Responsiveness of Applications | 22.1 The Employer may reject any application which is not responsive to the requirements of the prequalification document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification |

as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

23. Sub-contractors

- 23.1 Unless otherwise stated **in the PDS**, the Employer does not intend to execute any specific elements of the Services by subcontractors selected in advance by the Employer (so-called “Nominated Subcontractors”).
- 23.2 The Applicant shall not propose to subcontract the whole of the Management Services. The Employer, in ITA 23.3, may permit the Applicant to propose subcontractors for certain specialized parts of the services as indicated therein as (“Specialized Subcontractors”). Applicants planning to subcontract any of the Key Activities indicated in Section III, Qualification Criteria and Requirements, shall specify the activity(ies) or parts of the Services to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed Specialized Subcontractors in the relevant Forms in Section IV. Such proposed Specialized Subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria and Requirements.
- 23.3 Specialized Subcontractors may, if specified **in the PDS**, be used to meet requirements under 4.2 in Section III, Qualification Criteria and Requirements.

F. Evaluation of Applications and Prequalification of Applicants**24. Evaluation of Applications**

- 24.1 The Employer shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted. The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.

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- 24.2 Only the qualification of Specialized Subcontractors, in accordance with ITA 23.3 that have been identified in the Application may be considered in the evaluation of an Applicant.
- 24.3 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 23.3 above) or any other firm(s) different from the Applicant that submitted the Application shall not be considered.
- 25. Employer's Right to Accept or Reject Applications**
- 25.1 The Employer reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.
- 26. Pre-qualification of Applicants**
- 26.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Employer.
- 26.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Employer.
- 26.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Employer before or at the time of submitting their bids.
- 27. Notification of Prequalification**
- 27.1 1 The Employer shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
- 27.2 Applicants that have not been prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified.
- 28. Request for Bids**
- 28.1 Promptly after the notification of the results of the prequalification, the Employer shall invite bids from all the Applicants that have been prequalified or conditionally prequalified.
- 28.2 Bidders may be required to provide a Bid Security or a Bid Securing Declaration acceptable to the Employer in the form and an amount to be specified in the bidding

document.

- 28.3 The successful Bidder shall be required to provide a Performance Security to be specified in the bidding document.
- 28.4 Bidders shall be required to provide a Code of Conduct which will apply to their and sub-contractors' personnel that includes the minimum requirements specified in the bidding document.
- 28.5 If required in the bidding document, the successful Bidder shall provide additional information about its beneficial ownership using the Beneficial Ownership Disclosure Form included in the bidding document.
- 28.6 Prior to Contract award, the Employer will verify that the successful Bidder (including each member of a JV) is not disqualified by the Bank due to noncompliance with contractual SEA/SH prevention and response obligations. The Employer will conduct the same verification for each subcontractor proposed by the successful Bidder. If any proposed subcontractor does not meet the requirement, the Employer will require the Bidder to propose a replacement subcontractor.

29. Changes in Qualifications of Applicants

- 29.1 Any change in the structure, formation or qualifications of an Applicant after being prequalified in accordance with ITA 26 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any Specialized Subcontractor) shall be subject to a written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if (i) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members, (ii) as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements, or (iii) if in the opinion of the Employer, a substantial reduction in competition may result. Any such changes shall be submitted to the Employer not later than 14 days after the date of the Request for Bids.

30. Procurement Related Complaint

- 30.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

Section II - Prequalification Data Sheet (PDS)

A. General

ITA 1.1	The identification of the Invitation for Prequalification is: KE-SDIP-473652-NC-RFB The Employer is: The MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY, STATE DEPARTMENT FOR INVESTMENT PROMOTION(SDIP) Mr. Luke Ombara, Project Director SDIP-KJET P.O Box 30057-00100, NSSF Building Block 'A' 12th Floor, Bishop Road, Nairobi, Kenya. Tel NO. +254-20-2731531-9 Fund Manager for the Green Investment Fund (GIF)
ITA 2.1	The Borrower is: The Government of Kenya
ITA 2.1	The name of the Project is: Kenya Jobs and Economic Transformation (KJET)
ITA 4.2	(i) The parties in a JV are jointly and severally liable. (ii) Maximum number of partners in the JV shall be: THREE
ITA 4.7	A list of debarred firms and individuals is available on the Bank's external website: http://www.worldbank.org/debarr .

B. Contents of the Prequalification Document

ITA 7.1	For clarification purposes, the Employer's address is: State Department for Investment promotion P.O Box 30057-00100, NSSF Building Block 'A' 12th Floor, Bishop Road, Nairobi, Kenya. Tel NO. +254-20-2731531-9 kjetgif@investmentpromotion.go.ke Website: www.investmentpromotion.go.ke Electronic mail address: kjetgif@investmentpromotion.go.ke Project Director
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ITA 7.1 & 8.2	Web page: www.investmentpromotion.go.ke and www.tenders.go.ke
ITA 7.2	Pre-Application Meeting will be held : <i>No</i>
C. Preparation of Applications	
ITA 10.1	This Prequalification document has been issued in the “<i>English</i>” language. <i>“In addition, the Prequalification document is translated into the NOT APPLICABLE</i> All correspondence exchange shall be in English language. The Application as well as all correspondence shall be submitted in English. Language for translation of supporting documents and printed literature is English.
ITA 11.1(d)	The Applicant shall submit with its application, the following additional documents: a) The firm should have an international reach and must demonstrate experience in undertaking significant and similar assignments and commitment to green finance objectives. b) The firm must have good knowledge of Kenya’s and East Africa's public and private investment markets, SME and green financing, investment analysis, valuations and portfolio management. Where the Fund Manager is a global/international firm, it must partner with a regulated Kenyan (domestic) Fund Manager c) The firm must have the capacity to engage with relevant stakeholders, including government agencies, development partners and industry players. d) To demonstrate their understanding of this scope, firm should include relevant examples of solutions that inform how the fund would be implemented based on experiences in other markets. e) A description of firm’s history, ownership and organizational structure including details of relevant regulatory licenses to perform fund management functions.

	f) The firm must be in good financial standing, as supported by its financial statements. g) A confirmation of licensing to offer the required services in Kenya or have a credible path to obtaining such regulatory approval. h) A brief background of the proposed team that will manage the GIF. i) Demonstrated experience of successful market sounding and closing of fund raising deals with institutional investors j) Previous experience in managing an SME or similar funds in Kenya/East Africa – This should include details of the fund including the investment team and the fund’s performance k) Any past/ongoing material litigation, regulatory, legal proceedings or sanctions in which the firm or its key employees/leadership have been involved in the last five years. l) Statement on the avoidance of conflict of interests, including with other funds managed by the firm. Note: Fund managers not in compliance with relevant regulations and/or do not have relevant Kenyan or East African private markets experience and /or are unable to form partnerships/joint ventures with a licensed and regulated Kenyan Fund Manager will not be considered, and the fund manager will only proceed for further considerations if ‘first stage clearance’ is granted.
ITA 14.2	The source for determining exchange rates is CENTRAL BANK OF KENYA
ITA 15.2	In addition to the original, the number of copies to be submitted with the application is: ONE ORIGINAL AND TWO COPIES either physically or online (via email contact provided above)

D. Submission of Applications	
ITA 17.1	The deadline for application submission is: Date: 7th March, 2025 Time: 1600 hours Kenyan local time For application submission purposes only, the Employer's address is: State Department for Investment promotion P.O Box 30057-00100, NSSF Building Block A 12th floor, Bishop Road, Nairobi, Kenya. Tel NO. +254-20-2731531-9 kjetgif@investmentpromotion.go.ke Website: www.investmentpromotion.go.ke Applicants have the option of submitting their applications electronically or physically. In case submission is done electronically the document shall be in pdf format (ONE clearly marked ‘ORIGINAL’ AND TWO clearly marked ‘COPIES’) via the email provided above The electronic Application submission procedures shall be: email to kjetgif@investmentpromotiom.go.ke addressed to Project Director, Project Implementation Unit (PIU), State Department of Investment Promotion (SDIP) K-JET Project
ITA 18.1	The Employer reserves the right to accept or reject late applications.
ITA 19.1	The opening of the Applications shall be at 7 th March 2025
ITA 19.2	The electronic Application opening procedures shall be: N/A
E. Procedures for Evaluation of Applications	
ITA 23.1	At this time the Employer does not intend to execute certain specific parts of the services by subcontractors selected in advance.
ITA 23.3	Specialized Subcontractors <i>may not</i> be used to meet requirements as stated under 4.2 of Section III, Qualification Criteria and Requirements.
F. Evaluation of Applications and Prequalification of Applicants	
ITA 30.1	The procedures for making a Procurement-related Complaint are detailed in the “ Procurement Regulations for IPF Borrowers (Annex III).” If an Applicant wishes to make a Procurement-related Complaint, the Applicant

	should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to: For the attention: Luke Ombara Title/position: <i>Project Director</i> Employer : State Department of Investment Promotion (SDIP) K-JET Project Email address: <i>kjetgif@investmenpromotion.go.ke</i> In summary, at this stage, a Procurement-related Complaint may challenge any of the following: 1. the terms of the Prequalification Documents; and 2. the Employer's decision not to prequalify an Applicant.
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Section III - Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Employer shall use to evaluate applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

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Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA Sub-Clause 4.3.	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N / A	Forms ELI –1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in ITA 4.4.	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N / A	Application Submission Form
1.3	Bank Eligibility	Not having been declared ineligible by the Bank, as described in ITA 4.6.	Must meet requirement	Existing JV must meet requirement	Must meet requirement	N / A	Application Submission Form
1.4	State-owned enterprise of the Borrower Country	Applicant required to meet conditions of ITA 4.7	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or Borrower’s country law	Not having been excluded as a result of the Borrower’s country laws or official regulations, or by an act of compliance with UN Security Council resolution, in accordance with ITA 4.8	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments

Eligibility and Qualification Criteria				Compliance Requirements			Documentation			
No.	Subject		Requirement	Single Entity		Joint Venture			Submission Requirements	
						All members Combined	Each Member	One Member		
2. Historical Contract Non-Performance										
2.1	History of Non-Performing Contracts		Non-performance of a contract did not occur within the last three years, prior to the deadline for application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the Applicant have been exhausted.	Must meet requirement by itself or as partner to past or existing JV	N / A		Must meet requirement by itself or as partner to past or existing JV	N / A		Form CON - 1
2.2	Suspension Based on Execution of Bid/Proposal Securing Declaration by the Employer		Not being under execution of a Bid/Proposal Securing Declaration, pursuant to ITA 4.8.	Must meet requirement.	Must meet requirement		Must meet requirement	N/A		Application Submission Form
2.3	Pending Litigation		All pending litigation shall in total not represent more than 15% (fifteen percent) of the Applicant's net worth and shall be treated as resolved against the Applicant.	Must meet requirement by itself or as partner to past or existing JV	N / A		Must meet requirement by itself or as partner to past or existing JV	N / A		Form CON - 1
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ¹		Must meet requirement	Must meet requirement		Must meet requirement	N/A		Form CON – 1

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
		since 1 st January 2020					
2.5	Bank's SEA and/or SH Disqualification	At the time of Contract Award, not subject to disqualification by the Bank for non-compliance with SEA/ SH obligations	Must meet requirement (including each subcontractor)	N/A	Must meet requirement (including each subcontractor proposed by the Applicant)	N/A	Application Submission Letter, Form CON-2

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
3. Financial Performance							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the cash flow requirements estimated as USD \$ 150,000 or 8% of total liabilities whichever is higher for the subject contract(s)	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
4. Experience							
4.1	General Experience	Experience in fund management, fund raising and investor collaboration and communications, investment and portfolio construction, regulatory compliance, regional and international climate policy, deal origination, private equity finance, market based finance, sustainable finance, corporate restructuring, market sounding] under contracts in the role of contractor, subcontractor, or management contractor for at least the last five years prior to the applications submission deadline, and with activity in at least nine (9) months in each year.	Must meet requirement	N / A	Must meet requirement	N / A	Form EXP-4.1
4.2 (a)	Specific Experience	A minimum number of three (3) similar contracts specified below that have been satisfactorily and substantially ⁸ completed and that are similar to the required services, as a prime contractor, joint venture member, management contractor or sub-contractor	Must meet requirement	Must meet requirement	N / A	A minimum number of two (2) similar contracts specified below that have been satisfactorily and substantially	Form EXP 4.2(a)

Eligibility and Qualification Criteria				Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All members Combined	Each Member	One Member	
		between 1st January 2022 and Application submission deadline:				completed and that are similar to the required services	

Section IV - Application Forms

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Application Submission Letter

Date: *[insert day, month, year]*

PQD No. and title: *[insert PQD number and title]*

To: *[insert full name of Employer]*

We, the undersigned, apply to be prequalified for the referenced PQD and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: *[insert the number and issuing date of each addendum]*.
- (b) **No conflict of interest:** We have no conflict of interest in accordance with ITA 4.4;
- (c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 4; we have not been suspended by the Employer based on execution of a Bid/Proposal Securing Declaration in accordance with ITA 4.10;
- (d) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Employer's country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (e) **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):** *[select the appropriate option from (i) to (v) below and delete the others]*.

We *[where JV, insert: "including any of our JV members"]*, and any of our subcontractors:

- (i) *[have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]*
- (ii) *[are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]*
- (iii) *[had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations. An arbitral award on the disqualification case has been made in our favor.]*

- (f) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]*
[We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA 4.8];
- (g) **Subcontractors and Specialized Subcontractors:** We, in accordance with ITA 23.3, plan to subcontract the following key activities and/or parts of the services:
[Insert any of the key activities which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]
- (h) **Commissions, gratuities, fees:** We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/ number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount, currency, value, exchange rate and US\$ equivalent]</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application”]

- (i) **Not bound to accept:** We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Bid for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 25.1.
- (j) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant’s Name *[insert full name of Applicant or the name of the JV]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

Form ELI – 1.1

Applicant Information Form

Date: *[insert day, month, year]*
PQD No. and title: *[insert PQD number and title]*
Page *[insert page number]* of *[insert total number]* pages

Applicant's legal name ____ <i>[insert full legal name]</i> ____
In case of Joint Venture (JV), legal name of each partner: ____ <i>[insert full legal name of each partner in JV]</i> ____
Applicant's Actual or Intended country of constitution: ____ <i>[indicate country of Constitution]</i> ____
Applicant's actual or Intended year of constitution: ____ <i>[indicate year of Constitution]</i> ____
Applicant's legal address in country of constitution: ____ <i>[insert street/ number/ town or city/ country]</i> ____
Applicant's authorized representative information Name: ____ <i>[insert full legal name]</i> ____ Address: ____ <i>[insert street/ number/ town or city/ country]</i> ____ Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: ____ <i>[indicate e-mail address]</i> ____
Attached are copies of original documents of: Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above, in accordance with ITA 4.3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. In case of state-owned enterprise or institution, in accordance with ITA 4.8 documents establishing: • Legal and financial autonomy • Operation under commercial law • Establishing that the Applicant is not under supervision of the Employer 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form ELI – 1.2

Applicant's JV Information Form

[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Sub-contractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]

Date: *[insert day, month, year]*

PQD No. and title: *[insert PQD number and title]*

Page *[insert page number]* of *[insert total number]* pages

JV Applicant legal name: ____ <i>[insert full legal name]</i> ____
Applicant's JV Member's name: ____ <i>[insert full name of Applicant's JV Member]</i> _____
Applicant's JV Member's country of registration: ____ <i>[indicate country of registration]</i> ____
Applicant JV Member's year of constitution: ____ <i>[indicate year of constitution]</i> ____
Applicant JV Member's legal address in country of constitution: ____ <i>[insert street/ number/ town or city/ country]</i> ____
Applicant JV Member's authorized representative information Name: ____ <i>[insert full legal name]</i> ____ Address: ____ <i>[insert street/ number/ town or city/ country]</i> ____ Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of: ☐ Articles of Incorporation or Documents of Constitution, and Registration Documents of the legal entity named above, in accordance with ITA 4.2 and 4.3. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and are not under the supervision of the Employer, in accordance with ITA 4.8. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form CON – 1**Historical Contract Non-Performance, Pending Litigation
and Litigation History**

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Party Legal Name: *[insert full name]*

PQD No. and title: *[insert PQD number and title]*

Page *[insert page number]* of *[insert total number]* pages

Non-Performing Contracts in accordance with Section III, Qualification Criteria and Requirements			
☐ Contract non-performance did not occur during the <i>[number]</i> years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
☐ Contract(s) not performed during the <i>[number]</i> years specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3.			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			

Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
<i>[insert year]</i> _____	<i>[insert percentage]</i> _____	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i>	<i>[insert amount]</i> _____
_____	_____	Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	_____
Litigation History in accordance with Section III, Qualification Criteria and Requirements			
☐ No Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate “Employer” or “Contractor”]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Form CON – 2

Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment Performance Declaration

[The following table shall be filled in by the Applicant, each member of a Joint Venture and each subcontractor proposed by the Applicant]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's or Subcontractor's Name: *[insert full name]*

PQD No. and title: *[insert PQD number and title]*

Page *[insert page number]* of *[insert total number]* pages

SEA and/or SH Declaration in accordance with Section III, Qualification Criteria, and Requirements
We: ☐ (a) have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations ☐ (b) are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations ☐ (c) had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations. An arbitral award on the disqualification case has been made in our favor.
<i>[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]</i>
Period of disqualification: From: _____ To: _____

Form FIN – 3.1

Financial Situation

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's Legal Name: *[insert full name]* Date: *[insert day, month, year]*
 Applicant's Joint Venture Name: *[insert full name]*
 PQD No. and title: *[insert PQD number and title]*
 Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Financial information in (US\$ equivalent in 000s)	Historic information for previous <i>_[insert number] years,</i> <i>[insert in words]</i> (US\$ equivalent in 000s)				
	Year 1	Year 2	Year 3	Year ...	Year n
Information from Balance Sheet					
Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					

Profits After Taxes (PAT)					
Cash Flow Information					
Cash Flow from Operating Activities					

2. Sources of Finance

[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]

Specify sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.

No.	Source of finance	Amount (US\$ equivalent)
1		
2		
3		

2. Financial documents

The Applicant and its parties shall provide copies of the balance sheets and/or financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements, Sub-Factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
- (b) be audited by a certified accountant.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the [number] years required above; and complying with the requirements

Form FIN – 3.2

Annual Turnover Information

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's/Joint Venture Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

PQD No. and title: *[insert PQD number and title]*

Page *[insert page number]* of *[insert total number]* pages

		Annual turnover data	
Year	Amount and Currency	Exchange rate*	US\$ equivalent
<i>[indicate year]</i>	<i>[Insert amount and indicate currency. Include partial accounting for the year up to the date of submission of applications]</i>	<i>rate of exchange at the end of the period reported]</i>	<i>[insert amount converted to U.S. dollars]</i>
Average Annual Turnover *			

* Average annual turnover calculated as total certified payments received for contracts in progress or completed, divided by the number of years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 3.2.

Form EXP – 4.1

General Experience

[The following table shall be filled in for the Applicant, each partner of a Joint Venture, and subcontractors]

Applicant's/Joint Venture Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant JV Member Legal Name: *[insert full name]*

PQD No. and title: *[insert PQD number]*

Page *[insert page number]* of *[insert total number]* pages

[Identify contracts that demonstrate work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
<i>[indicate month/year]</i> _____	<i>[indicate month/year]</i> _____	Contract name: <i>[insert full name]</i> Brief Description of the Services performed by the Applicant: <i>[describe Services performed briefly]</i> Amount of contract: <i>[insert amount in US\$ equivalent]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country address]</i>	<i>[insert "Contractor", or "Subcontractor", or "Contract Manager"]</i> _____
_____	_____	Contract name: Brief Description of the Services performed by the Applicant: Amount of contract: Name of Employer: Address:	_____
_____	_____	Contract name: Brief Description of the Services performed by the Applicant: Amount of contract: Name of Employer: Address:	_____
_____	_____	Contract name: Brief Description of the Services performed by the Applicant: Amount of contract: Name of Employer: Address:	_____

Form EXP – 4.2(a)

Similar Experience

[The following table shall be filled in for contracts performed by the Applicant, each partner of a Joint Venture, and Specialized Subcontractors (as applicable)]

Applicant's/Joint Venture Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

JV Member Name: *[insert full name]*

PQD No. and title: *[insert PQD number and title]*

Page *[insert page number]* of *[insert total number]* pages

All Specialized Subcontractors, as specified in Sub-Factor 4.2 (a), must also complete the information in this form.

[Identify contracts that demonstrate work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.2(a). List contracts chronologically, according to their commencement (starting) dates.]

Similar Contract No. <i>__[insert number] of [insert number of similar contracts required]</i>	Information		
Contract Identification	<i>__[insert contract name and number, if applicable]__</i>		
Award date	<i>__[insert day, month, year, i.e., 15 June, 2015]__</i>		
Completion date	<i>__[insert day, month, year, i.e., 03 October, 2017]__</i>		
Role in Contract <i>[check the appropriate box]</i>	Contractor ☐	Management Contractor ☐	Subcontractor ☐
	<i>[insert roles and responsibilities]</i>		
Total Contract Amount	<i>__[insert total contract amount in local currency]__</i>		US\$ <i>__[insert total contract amount in US\$ equivalent]__</i>

Similar Contract No. __[insert number] of [insert number of similar contracts required]	Information		
If partner in a JV, or subcontractor, specify participation in total contract amount	[insert a percentage amount] _____	[insert total contract amount in local currency] _____	[insert total contract amount in US\$ equivalent] _____
Employer's Name:	____ [insert full name] ____		
Address:	[indicate street / number / town or city / country]		
Telephone/fax number	[insert telephone/fax numbers, including country and city area codes]		
E-mail:	[insert e-mail address, if available]		

Form EXP – 4.2(a) (cont.)**Similar Experience (cont.)**

Similar Contract No. __ <i>[insert number]</i> of <i>[number of similar contracts required]</i> __	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	<i>[Describe extent of similarity of the services to those described under Section VII- Scope of Services]</i>

Form EXP – 4.2(b)

Similar Experience in Key Activities

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's JV member Legal Name: *[insert full name]*

PQD No. and title: *[insert PQD number and title]*

Page *[insert page number]* of *[insert total number]* pages

All Specialized Subcontractors for key activities, as specified in *Sub-Factor 4.2 (b)*, must also complete the information in this form.

1. Key Activity No One: *[insert brief description of the Activity, emphasizing its specificity]*

	Information		
Contract Identification	<i>__[insert contract name and number, if applicable]__</i>		
Award date	<i>__[insert day, month, year, e.g., 15 June, 2015]__</i>		
Completion date	<i>__[insert day, month, year, e.g., 03 October, 2017]__</i>		
Role in Contract <i>[check the appropriate box]</i>	Contractor ☐	Management Contractor ☐	Subcontractor ☐
Total Contract Amount	<i>__[insert total contract amount in local currency]__</i>		US\$ <i>__[insert total contract amount in US\$ equivalent]__</i>
If party in a JV, specify participation of total contract amount	<i>[insert a percentage amount]</i> _____	<i>[insert total contract amount in local currency]</i> _____	<i>[insert total contract amount in US\$ equivalent]</i> _____

	Information
Employer's Name:	____ <i>[insert full name]</i> ____
Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail:	<i>[insert e-mail address, if available]</i>

2. Activity No. Two

3.

Form EXP – 4.2(b) (cont.)**Similar Experience in Key Activities (cont.)**

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>__[insert response to inquiry indicated in left column]__</i>

Section V - Eligible Countries

Eligibility for the Provision of Goods, Works and Services in Bank-Financed Procurement

In reference to ITA 4.9, for the information of the Applicants, at the present time firms and individuals, supply of goods, or contracting of works or services, from the following countries are excluded from this prequalification process:

Under ITA 4.9 (a) *[insert a list of the countries following approval by the Bank to apply the restriction or state “none”]*

Under ITA 4.9 (b) *[list the countries or state “none”]*

Section VI - Fraud and Corruption

(Section VI shall not be modified)

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

- i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti-Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents, personnel, permit the Bank to inspect³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

PART 2 – Service Requirements

Section VII – Scope of Services

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Schedule A: Recitals and Objectives

Recitals

[Insert Background and Context]

Objectives

[Insert Objectives]

Schedule B: Services

Services	Dependencies
[List services as required including: ▪ General management of the utility ▪ Specific Services such as i) Improving billing system ii) Developing maintenance plans iii) Managing network extensions iv) Managing meter installations v) Etc.]	[For each service, list key complementary inputs, such as loans, capital costs, Government decisions, on which it depends]

Schedule C: Know-how Transfer and Training

Know-how and systems to be transferred

Software, systems and manuals to be left at the end of the Contract

Training program required

Schedule D: Indicative Performance Targets

(updated performance targets will be provided in the Request for Bids, as appropriate)

	Periods			
Performance Targets				
[insert indicators to be used]		[insert target value for each period]		

Schedule E: Specified Works and Finance

[Specify any Capital Works the Contractor is to manage, and its role.

Specify any Finance the Contractor is to procure, and its role.]

Schedule F: Environmental and Social (ES) Requirement

[As applicable]

[The Employer's team preparing the ES requirements should include a suitably qualified Environmental and Social specialist/s.

Based on the ES assessment, the Employer shall provide key ES risks and impacts (including on Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) risks and impacts, as appropriate) and expectations on contractors to manage the risks and impacts, in carrying out the management services.]