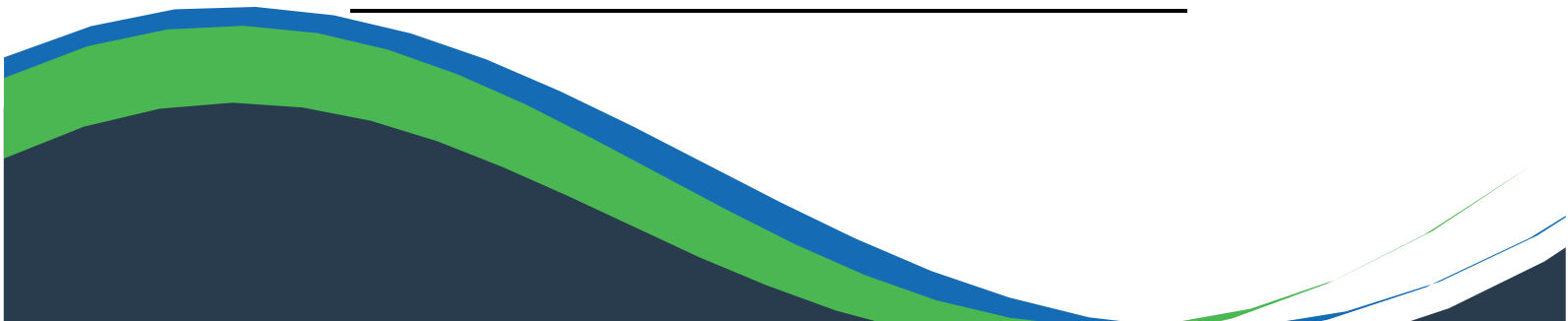




**REQUEST FOR PROPOSAL FOR PROVISION OF DESIGN  
CONSULTANCY SERVICES FOR THE PROPOSED  
CONSTRUCTION OF BOUNDARY WALL AT THIKA TVET**

**REQUEST FOR PROPOSAL NUMBER (RFP06/2025)**

**RFP CLOSING/OPENING DATE:  
10<sup>TH</sup> SEPTEMBER 2025**



## **INTRODUCTION**

Umma University is soliciting proposals from qualified and experienced design consultants to provide professional design services for the construction of a new perimeter boundary wall. The scope of work includes preparation of construction drawings (Architectural and structural), securing necessary approvals from Kiambu county government, NCA and NEMA

## **PROJECT OVERVIEW**

We intend to construct a 923metres boundary wall around our property located at Makongeni, Thika, Kiambu County. The wall should be designed to be in compliance with all local municipal by laws.

## **SCOPE OF WORK**

The selected Consultant will be responsible for the following phases:

### **Phase 1: Design Development & Documentation**

- Conduct a initial site visit and survey to understand topography, soil conditions, and existing structures.
- Present concepts to the client for feedback and selection.
- Develop the final detailed design, including:
  - Architectural drawings (Layout Plan, Elevations, Sections, Detailed Views) designed by a Registered Architect.
  - Structural drawings (Foundation plan, Reinforcement details) designed by a Registered structural engineer.
  - Bill of Quantities (BOQ) and preliminary cost estimate for construction.

### **Phase 2: Regulatory Approval Processing**

- Identify all required permits and approvals from local authorities (e.g., Municipal Corporation, Development Authority).
- Prepare and submit the complete set of drawings and documents for approval.

- Liaise with the authorities, address any queries, and facilitate the approval process until the final building permit/approval for the wall is obtained.
- Facilitate the approval process until the final NCA and NEMA approval license is obtained.

### **3. PROPOSAL SUBMISSION REQUIREMENTS**

#### **A. Technical Proposal**

Project Team: CVs of the key personnel (Architect, Structural Engineer, Quantity surveyor) who will be assigned to the project, highlighting relevant experience.

Project Timeline: A proposed schedule for the completion of Phases 1 and 2 (Design and Approval).

#### **B. Financial Proposal**

Provide a detailed fee quotation for the design and approval consultancy services only (Phases 1 & 2). Structure your fees as either a lump-sum fixed price or a percentage of the project cost, clearly stating what is included and excluded.

### **4. SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

#### **Technical Proposal**

- Technical Expertise & Experience (40%):
- Proposed Methodology & Work Plan (20%)

#### **Financial Proposal (40%)**

- Competitiveness, clarity, and value of the proposed fees.

### **SUBMISSION OF PROPOSALS**

The Technical Proposal and Financial proposal are to be put in different envelopes clearly marked “Technical Proposal” and “Financial Proposal” and sealed in one outer envelope. Completed Request for Proposal documents should be deposited in the **tender box** at the main entrance, ground floor of **Umma University Main campus**, addressed to **The Vice Chancellor, Umma University , P. O. Box 713 - 01100, Kajiado, Kenya**, so as to be received on or before **10<sup>TH</sup>**

**September 2025 at 10.00 am.** Electronic proposals can also be submitted to [procurement@umma.ac.ke](mailto:procurement@umma.ac.ke) on or before **10<sup>TH</sup> September 2025 at 10.00 am.**

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