



**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES
STATE DEPARTMENT FOR CROP DEVELOPMENT AND AGRICULTURAL RESEARCH**

**KENYA CEREAL ENHANCEMENT PROGRAMME – CLIMATE RESILIENT AGRICULTURAL
LIVELIHOODS WINDOW
(KCEP-CRAL)
P.O. BOX 30028 - 00100, KILIMO HOUSE,
CATHEDRAL ROAD, NAIROBI.**

**REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES - (FIRMS
SELECTION)**

**ASSIGNMENT: TO DEVELOP INTEGRATED KNOWLEDGE MANAGEMENT SYSTEM [IKMS]
AND COMMUNICATION AND VISIBILITY STRATEGY FOR KCEP-CRAL PROGRAMME:**

MOALF&C/SDCD&AR/KCEP-CRAL/PROC/046/2020-2021

CLOSING DATE: 19th April 2021

AT: 11.00 AM

1. SECTION ONE:

LETTER OF INVITATION

- 1.1 The Kenya Cereal Enhancement Programme – Climate Resilient Agricultural Livelihoods Programme (KCEP-CRAL) is an expansion of the Kenya Cereal Enhancement Programme (KCEP) to the ASALs. The Programme is a strategic partnership between the Government of Kenya (GoK), European Union (EU), International Fund for Agricultural Development (IFAD) and three Rome Based Agencies (RBAs) namely: The World Food Programme (WFP) and Food and Agricultural Organization (FAO). In this partnership, the RBAs build on their comparative advantages to support the Government in graduating farmers from recurrent food insecurity to market-oriented farming, by promotion of Good Agricultural Practices (GAPs), resilience to Climate Change (CC) and sustainable Natural Resources Management (NRM).
- 1.2 The Programme is financed by EU, IFAD and the GoK, beneficiary farmer, Partner Financial Institutions (PFIs) and Private investors and supervised by IFAD. The Financing Agreement (FA) was signed on 26th August 2015, for a duration of Seven (7) years with Programme completion and finance closing dates of 30th September 2022 and 31st March 2023 respectively.
- 1.3 Kenya Cereal Enhancement Programme - Climate Resilient Agricultural Livelihoods Window (KCEP-CRAL) invites proposals from eligible and competent Consultancy Firms or Consortium of firms specializing in Knowledge Management (KM), Communication and Visibility (CV) to submit proposals for the Development and Operationalization of a Knowledge Management, Communication and Visibility System as per the Terms of References (ToRs) provided.
- 1.4 The Consulting firm(s) may submit their Expression of Interest (EOIs) in association with other firms in a Consortium arrangement. They are advised to be keen on the information provided under ToR.
- 1.5 A firm will be selected under Quality and Cost-Based Selection (QCBS) and the procedures described in this REOI.
- 1.6 The bidding document can be downloaded by interested Bidders **FREE OF CHARGE** from the Ministry's website: www.kilimo.go.ke under "tender" links or the Programme website www.kcepccral.go.ke and the Bidders who download the tender document from the website must forward their particulars immediately to tenders.kcepccralprogramme@gmail.com for records and any further tender clarifications and addenda.
- 1.7 The interested parties may request for clarifications on this Request for Expression of Interest (REOI) up to **Five (5) days** before the REOI submission date. Any request for clarification must be sent in writing by paper, mail or electronic mail to:
Senior Programme Coordinator,
KCEP-CRAL Programme,
P.O.BOX 30028-00100,
NARL KABETE Grounds.
Email: tenders.kcepccralprogramme@gmail.com

- 1.8 Completed REOI documents, original and one copy of the tender **MUST** be delivered to the address below clearly marked and addressed as shown below;

The Principal Secretary,
State Department for Crop Development Agricultural Research,
P.O. Box 30028-00100,
Kilimo House, cathedral road, Nairobi,
Tel: 0770174188.

on or before **19th April 2021 at 11.00am** (EAT) clearly marked **“REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES TO DEVELOP IKMS AND COMMUNICATION AND VISIBILITY STRATEGY FOR KCEP - CRAL PROGRAMME: REREFENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/046/2020-2021.**

- 1.9 Due to the Corona Virus (COVID-19) pandemic, the Government of Kenya has put in place measures to reduce the potential spreading of the Virus. The Public Procurement Regulatory Authority (PPRA) has continued to offer appropriate advice and guidance to support the preventive measures on the spreading of COVID-19 outlined by the Government for handling procurement activities. These guidelines were issued on the 27th March 2020. IFAD has also identified a range of rapid procurement modalities to support the Programme procurement activities in order to minimize the impact of COVID-19 on Programme implementation.

The following **MEASURES** shall be adhered to during the **Bid Opening of this tender.**

- a) Where bidders or their representatives chose to attend the bid opening, the Procuring entity shall ensure the opening venue is spacious and observe a social distance of at least 1.5 meters away from each other.
- b) Screening of the attendees shall take place.
- c) Failure by bidders to attend any bid opening shall not invalidate the process.
- d) The results of the bid opening shall be communicated by email within 30-days from the date of the tender opening. Bidders should **therefore submit** their registration details via tenders.kcepccralprogramme@gmail.com.
- e) Virtual opening shall also be conducted and a zoom link shall be provided for those bidders who shall have registered their particulars in the email above (d).

2. SECTION TWO: TERMS OF REFERENCE FOR THE DEVELOPMENT AND OPERATIONALIZATION OF AN INTEGRATED KNOWLEDGE MANAGEMENT, COMMUNICATION AND VISIBILITY SYSTEM

The Objectives of the Assignment:

- 2.1 KCEP-CRAL PCU is seeking the service of a Consulting Firm to design and operationalize the Programme's Integrated Knowledge Management (IKM), Communication and Visibility Strategy/System which will guide PCU in improving Programme performance and results through enhanced learning, knowledge acquisition, sharing, communication and visibility; and using communication strategically and systematically to reach and engage different Programme stakeholders, key implementing partners and County staff to fulfill Programme goals and objectives.
- 2.2 The Integrated Knowledge Management System shall ensure that knowledge generated within the Programme is systematically identified, analyzed, documented and shared. In addition, knowledge management processes will ensure that appropriate lessons learned and good practices are gathered and disseminated.
- 2.3 Communication will be the concerted effort that will enable the Programme to reach its targeted audience with a specific message and information, using the best available and most effective tools, in order to mobilize their interest and support for actions to achieve the end goal. The communication plan will outline how knowledge will be disseminated and identify the most appropriate channels according to the target audience. It will be used to support capacity building and institutional strengthening of stakeholders. Communication will range from simple acknowledgement to outreach through opportunity-based, strategic communications activities that target specific audiences to raise awareness (visibility) about the positive development impact of the Programmes activities.
- 2.4 Visibility will involve the tangible elements used to provide identity of the implementing agent, donor and the implementing partners.
- 2.5 In consultation with Programme implementing Partners and stakeholders and in collaboration with the PCU Team, the Consulting Firm will develop (1) An IKMS Strategy and Communication and Visibility Strategy, (2) Including objectives, responsibilities and methodology, together with an implementation plans for the next 1.5 years (that will include short, medium and long-term) and provide a clear action plan indicating timelines for IKMS implementation and the accountable parties herein. To ensure participatory process and ownership by implementing partners, Counties, other sector player, RBAs/R-RBAs¹, the Consultant will work with membership from all Programme partners.
- 2.6 The Consulting Firm is expected to conduct this assignment in a two phased approaches:
 - 2.6.1 **Phase one [I]** shall be dedicated to the development of the IKMS and enhanced CV Strategies designing, and development of the IKMS and;

¹ Regional-Rome based Agencies

- 2.6.2 **Phase two [III]** shall be dedicated to operationalization, testing, commissioning, training and post-installation system support.
- 2.6.3 **NB:** - Successful implementation of initial phase is key to the completion of phase two.

The Scope of Work

- 2.7 The Scope of work shall be broadly to;
- a) Undertake a full specification analysis and development of the IKMS framework;
 - This will entail the formulation of all the details of the proposed system and provide a complete functional product and process specification. This should include a technical solution for harnessing of all the Programme information and data into one platform, as well as a detailed proposed capacity development and processes required for its effective implementation and maintenance there-after.
 - b) System Development;
 - Based on the **Step 1** above and feedback received, the technical solution will be developed and;
 - c) System implementation;
 - Addressing how the system will be used and embedded/operationalised to address the KM and CV challenges while integrating the system with the Programme initiatives.
- 2.8 The scope of work under *Phase 1*:

2.8.1 Phase I: Designing the Framework for an IKMS and CV

- a) In designing the framework of the system, the Consulting Firm is expected to undertake the following:
 - i. Review the Programme consolidated² Log-Frame Indicators at impact and outcome levels and establish the type and form of relevant knowledge and information to be collected as per IFAD/EU/GoK/Agriculture Sector guidelines on Communication and Visibility and information guidelines;
 - ii. The first step will be to collect and collate the views, needs, expectations of implementing partners and stakeholders. This will be a critical step for mapping the Strength, Weakness, Opportunities and Threats (SWOTs) for the assignment;
 - iii. Building on the above, develop a KM and CV strategies that will inform the formulation of the IKMS process, design, implementation, sustainability and exit plan;
 - iv. Defining information need of various stakeholders based on identified indicators. From the analysed information, develop a KM and CV strategies that will inform the formulation of the IKMS process and design;
 - v. Develop a framework for KCEP-CRAL IKMS and CVS management and
 - vi. Draft designs on how to operationalize the IKMS and CVS.

NB: It is expected that the firm will review the needs of various management operating systems within PCU and all the implementing Partners and State Department for Crop Development and Agricultural Research with the purpose of integrating the developed IKMCV system into a one single system.

² Including the KCEP-CRAL plus Indicators.

2.8.2 Phase II: Operationalize the developed System

- i. Developing an umbrella system (virtual) with a capacity to integrate and manage all the Programme data, information and knowledge into one,
- ii. Developing and testing/dry-running of the various tools of the developed system and strategies;
- iii. Testing and implementing the recommendations in the CVS (sample media brief, report generation modules, feedback system, dash board, etc);
- iv. Undertake staff training for various stakeholders to ensure sustainability (training of PCU technical staff, M&E and KM officers, key implementing partners and M&E staff from Programme Counties);
- v. Post-installation testing and support for the system (maintenance and support requirements);
- vi. Rolling out of the IKMS (to all the partners, counties and Ministry);
- vii. Linking the system within the Programmes systems (M&E, MIS, E-archive, online Outcome Surveys and the Programme Website) and with similar IKMS in the similar disciplines for experience sharing and bench making; making the designed system to host all other system: One platform for all the Programme data, information and systems;
- viii. Facilitate hosting of the IKMS with the Government infrastructures and use of the same – for sustainability and exit strategy and further external assess by the public users;
- ix. Linking the system to the larger Ministry digital strategy;
- x. Development of a monitoring and evaluation module for the system;
- xi. Development of the expected results, cost and risks;
- xii. Official hand over and commissioning of the system;
- xiii. Post-installation and operationalization support and
- xiv. Commissioning of the IKMS and Development of the require system support requirements.

2.8.3 Requirement for each Phase

- a) Development of system user and administrative manuals, training manuals and any other relevant materials for supporting the IKMS and CVS;
- b) Training modules for the different users,
- c) Adequate training of the PCU staff, administrators and the core personnel on the implementation and well management of the IKMS;
- d) Installation and testing of the proposed modules and sections of the system,
- e) Piloting the IKMS and validation by stakeholder at all levels (attach wiki platforms for experts interactions and support) and
- f) Propose M&E tools to monitor the various aspects.

2.9 The main deliverable of this assignment shall be an operational IKMS and Communication and Visibility Strategy for KCEP-CRAL within 12 weeks of the Consultancy. Recommendations will also highlight quick wins (for the next 6 weeks),

medium (6 weeks – 1.5 year) and long-term (2-4 years) for KCEP-CRAL for the system and the plan.

2.10 The outcome of this assignment shall be that KCEP-CRAL Programme shall have in place IKMS and a Communication and Visibility Strategies which will enable sound decision making on the aspects of Knowledge Management, Communication and Visibility.

2.11 The main outputs of this assignment shall be;

- a. Robust and dynamic Integrated Knowledge Management Strategy and System (*ability to access and integrate all the data, information and knowledge into one platform*);
- b. Communication and Visibility Strategy;
- c. Detailed knowledge management, communication and visibility manuals, including objectives, responsibilities and methodology;
- d. Upgrade the Programme website, MIS and make it more user friendly and interactive features,
- e. KCEP-CRAL knowledge management, communication and visibility implementation plans for the 1.5 year;
- f. Developed a link to the Programme dashboard that integrates with the State Department platform;
- g. Trained PCU technical staff, M&E staff at county level and M&E staff of the key Programme implementing partner on system;
- h. Capacity built other the key implementers of the IKMS
- i. Virtual Programme KM and
- j. An IKMS in place.

2.12 The Consulting Firm should possess proven experience and capacity to execute the stated tasks. In particular, the service provider is expected to demonstrate competence in the following areas:

- a) Proven extensive knowledge and experience in developing unified systems including knowledge management, communication and visibility strategy and systems,
- b) Extensive experiences on mass communication/public relations/advertising/advocacy/communication analysis & planning/social development communication/marketing,
- c) Extensive experience in successful system building and implementation,
- d) Good knowledge of Kenya's agricultural sector including the targeted value chains,
- e) Experience in working with the Kenyan Governmental institutions and development partners,
- f) The consulting firm may assemble a team of professionals with wide experience and competencies in KM, Communication, Visibility and Advocacy.

3. SECTION THREE:

3.1 In order to be shortlisted, the interested Consultant/Consulting firm **MUST satisfy the following minimum criteria:**

#	Evaluation Criteria	
1.	<p>Mandatory Evaluation Criteria: -</p> <p>Stage One: Mandatory/Preliminary Evaluation:</p> <ol style="list-style-type: none"> 1) Certified Copy of Certificate of Incorporation. 2) Certified Copy of Valid Tax Compliance Certificate (will be verified on the KRA TCC Checker. 3) Mandatory Business Questionnaire in the provided format. All sections should be duly filled signed and stamped. 4) Firms / Contractors who have ongoing /incomplete assignments and Projects with the Programme are not eligible to bid 5) Where the Applicant is a Consortium, provide a list of the proposed Partners/ members of the consortium and the proposed Leader of the consortium and the roles of each member. 6) Submit a duly serialized and or paginated bid document including all the attachments in the bid document in a Sequential manner. <p>Bidders shall ensure that the submitted bid is a well-organized bid document, with a reference table of contents including all the attachments in the bid.</p> <p>All items <u>MUST</u> be submitted to proceed to the next stage.</p>	<p>Mandatory</p> <p>(Yes/ NO)</p>
2.	<p>Technical Qualification</p> <p>General Experience of the Firm: (5mks)</p> <ol style="list-style-type: none"> a) Demonstrate the firms experience in undertaking assignments in international organizations such as such as UN (e.g. IFAD) and Donors (e.g. EU, World Bank, ADB,IFC etc) involving multiple sub-projects/Programmes, multiple donors, contractors and agencies. <i>(Each assignment 1mk)</i> b) The firm should demonstrate an average turnover of Ksh 50,000,000.00 in the last three³ years. <i>(Ksh 50M and above- 2mks; below Ksh 50M- 0mks)</i> c) In addition to the firm's experience, provide a list of proposed professional staff and disciplines expected to take part in the assignment. <p>Specific Experience of the Firm: (35mks)</p> <ol style="list-style-type: none"> (a) Demonstrate experience in undertaking designing/developing and operationalizing of Systems including Knowledge Management, Expert with great deal IT and Application Programming Knowledge, Communication and Visibility Strategies/System for recognized institutions and specifically in agricultural and rural development related system. (b) Demonstrate experience in undertaking communication aspects in international organizations and GoK. 	<p>3 Marks</p> <p>2 Marks</p> <p>-</p> <p>15 Marks</p> <p>5 Marks</p> <p>5 Marks</p>

³ 2018-2020

#	Evaluation Criteria	
	<p>(c) Demonstrate experience in undertaking assignments on Visibility, advocacy and branding aspects in international organizations and GoK.</p> <p>(d) Provide a summary of the approach (max 2 pages) and proposed work plan (flow of activities) to carry out the task for a robust IKMS and Communication and Visibility system.</p>	10 Marks
	<p><i>Pass Mark: 28 Marks</i></p> <p><i>Only bidders who score 28/40 and above will be shortlisted and invited for the request for proposals. Those who score below 28 shall be eliminated at this stage.</i></p>	

1. MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

<p>Name of Applicant(s).....</p> <p>You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type</p> <p>You are advised that it is a serious offence to give false information on this form and shall lead to automatic disqualification/termination of your business proposal at your cost.</p>	
Part 1 General	
Business Name	
Location of Business Premises	
Email	
Nature of Business (Attach Company Profile)	
Registration Certificate No. (Attach Copy)	
Tax Compliance No (Attach Copy)	
Maximum value of business which you can handle at any one time – Ksh	
Name of your bankers	
Branch	
Bank Account Number	
Payment Terms	
Part 2	
(a) – Sole Proprietor	
Your name in full	
Age	
Nationality	
Country of Origin	
Citizenship details	
If a Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration	

(b) – Partnership	
Given details of partners as follows	
Name	Nationality
Citizenship Details	Shares
1.....
2.....
3.....
4.....
If a Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration	
.....	
.....	
Part 2 (c) – Registered Company	Attach a copy of the CR12
Private or Public (Attach brochures or annual reports in case of public companies) State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Give details of all directors as follows	
Name	Nationality
Citizenship Details	Shares
1.....
.....
2.....
.....
3.....
.....
Part 3- List of corporate client customers and their addresses, telephone numbers and contact person.	
1. Company	
Contact Person	
Tel/Mobile	
2. Company	
Contact Person	
Tel/Mobile	
3. Company	
Contact Person	
Tel/Mobile	
4. Company	
Contact Person	
Tel/Mobile	
Part 4-(a) Debarment	
I/We declare that [insert name of the Bidder], its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have not been debarred from any procurement process and have not engaged nor shall engage in any fraudulent, corrupt, collusive, coercive or obstructive practices in connection with the present procurement process or any other tender by the KCEP-CRAL and any other public or private institutions.	

- a).....
.....
- b).....
.....
- c).....
.....

certify that [insert name of the Bidder], its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are not subject to a criminal conviction, administrative sanctions and/or temporary suspensions for engaging in fraudulent, corrupt, collusive, coercive or obstructive practices. I/We further certify that [insert name of the Bidder], its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to the qualifications of [insert name of the Bidder] to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed.....
.....

For and on behalf of
M/s.....
.....

In the capacity of
.....
.....

Dated thisday of
.....2020.

Suppliers' / Company's Official Rubber Stamp.....

Part 4-(d) Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a)
.....
.....
- b)
.....
.....
- c)
.....
.....

Further, I/We declare that [insert name of Bidder], its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have no actual or potential conflict of interest² that could impact their ability to serve the best interest of the KCEP-CRAL and/or the International Fund for Agricultural Development (IFAD).

For and on behalf of
M/s.....
.....

In the capacity of
.....
.....

Dated thisday of
.....2020
Suppliers' / Company's Official Rubber
Stamp.....

2 Conflicts of interest arise where private or personal interests of a bidder may influence or appear to influence the impartial and objective performance of their duties. Private or personal interests include situations where a bidder appears to benefit improperly, directly or indirectly, or allows a third party to benefit improperly, from their association with an enterprise or organization that engages in business directly or indirectly with the Project.

Part 4-(e) – Interest in the Firm:

Is there any person/persons in KCEP-CRAL or any other public institution who has interest in the Firm? Yes...../No (Delete as necessary)

Institution

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

Part 4-(f) – Gratuities, Fees, Commissions and Gifts:

I/We, the undersigned certify that no gratuities, fees, commissions, gifts or anything else of value have been paid or exchanged by [insert name of Bidder] or are to be paid or exchanged by [insert name of Bidder] with respect to the present bidding process.

OR
 [to be completed only if previous box was not checked]
I/We, the undersigned declare that the following gratuities, fees, commissions, gifts or anything else of value have been exchanged, paid by [insert name of Bidder] or are to be exchanged or paid by [insert name of Bidder] with respect to the present bidding process:
- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]

Part 5(l) – Experience

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials / services in the last 5 years

#	Company Name	Contract/ Order No	Value	Contact Person	Email	Phone Number
1.						

2.						
3.						
4.						
5.						

Part 6(i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which KCEP-CRAL shall make payment has a youth or a woman or a PWD listed in the CR12 form/partnership deed/sole proprietor certificate as a MANDATORY signatory of that account,

- Sec.157 (11) of PPADA:

Account No.....

Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor Certificate...../.....

ID No(s):...../.....Signature and stamp of the authorized Banker

Part 7—Declaration

I/We the undersigned certify that I/We are the authorized representative of **[Name of the Bidder]**, as well as that the information provided above is true and accurate in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may result in sanctions and remedies, including the permanent ineligibility to participate in IFAD-financed and/or IFAD-managed activities and operations, in accordance with the IFAD Project Procurement Guidelines, the IFAD Procurement Handbook and other applicable IFAD policies and procedures, including **IFAD’s Policy on Preventing Fraud and Corruption in its Activities and Operations** (accessible at www.ifad.org/anticorruption_policy), as may be amended from time to time. Furthermore, I/We give KCEP-CRAL permission to seek any other references concerning my/our company from whatever sources deemed necessary (e.g. company registrar’s office, banks etc.).

Full name/s

.....

Signature/s..... and on behalf of M/s In the capacity of Date..... Signature of Candidate.....

2. DECLARATION FORM **(Mandatory)**

Date:

To: Kenya Cereal Enhancement Programme-Climate Resilient Agricultural Livelihoods Window of
P.O. Box 30028-00100 Nairobi

I/ WE (name and address of the Tenderer)

.....
.....

.....
.....

Declare the following:

- a) have not been debarred from participating in public procurement, including not being subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁴;
- b) have not been involved in and will not be involved in fraudulent, corrupt, collusive, coercive or obstructive practices regarding public procurement;
- c) are not subject to a criminal conviction, administrative sanctions and/or temporary suspensions for engaging in fraudulent, corrupt, collusive, coercive or obstructive practices;
- d) have no actual or potential conflict of interest⁵ that could impact our capacity to serve the best interest of KCEP-CRAL and/or the International Fund for Agricultural Development (IFAD);
- e) have not paid or exchanged nor will pay or exchange any gratuity, fee, commission, gift or anything else of value with respect to the present bidding process;

⁴ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

⁵ Conflicts of interest arise where private or personal interests of a bidder may influence or appear to influence the impartial and objective performance of their duties. Private or personal interests include situations where a bidder appears to benefit improperly, directly or indirectly, or allows a third party to benefit improperly, from their association with an enterprise or organization that engages in business directly or indirectly with the Project.

OR

[to be completed only if previous box was not checked]

have exchanged, paid or will exchange or pay the following gratuities, fees, commissions, gifts or anything else of value with respect to the present bidding process:

- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]

Name and Title.....

Signature.....Date

(To be signed by authorized representative and officially stamped).