

<p><b><u>CLIENT</u></b></p>	 <p>KENYA GOOD NEIGHBORS,  P.O BOX 76327-00508,  NAIROBI KENYA.  <b>EMAIL</b> kenya@goodneighbors.org  <b>TEL</b> 254111052050/254702091580</p>
<p><b><u>RFP NO:</u></b></p>	<p>KGN/HO/AD/2026/006</p>
<p><b><u>RFP NAME</u></b></p>	<p>REQUEST FOR PROPOSAL (RFP) FOR THE DEVELOPMENT OF COMPREHENSIVE SCHOOL POLICIES</p>
<p><b><u>CLOSING DATE</u></b></p>	<p><b>FRIDAY, 29<sup>TH</sup> OF MAY 2026</b></p>
<p><b><u>CLOSING TIME</u></b></p>	<p>1600Hrs</p>
<p><b><u>CONTENTS</u></b></p> <ul style="list-style-type: none"> <li>• PROPOSAL SUBMISSION PROCEDURES</li> <li>• TERMS OF REFERENCE</li> </ul>	

## **1. PROPOSAL SUBMISSION PROCEDURES**

- 1.1. Kenya Good Neighbors invites sealed proposals for development of comprehensive suite of institutional policies to strengthen governance, operations, compliance and service delivery.
- 1.2. Completed proposals shall be delivered in a single sealed envelope bearing the name and Reference number of the proposal, addressed to the Procuring Entity on or before **Friday the 29<sup>th</sup> of May 2026, 1600Hrs.**
- 1.3. Tenders and all Documents in connection therewith, as specified above, shall be delivered at the Client's premises, which is *along 3<sup>rd</sup> Sunrise Avenue in Ruiru off Eastern Bypass Between Greenspot Gardens/Brook breeze Apartments and Deliverance Church. Left-hand side After Greenspot Gardens Carpark and of Coordinates (-1.16637,36.96845).*
- 1.4. Electronic Tenders shall be sent to the email address below: **procurement@goodneighbors.ke** on or before **Friday the 29<sup>th</sup> of May 2026, 1600Hrs.**

## **2. SCHOOL BACKGROUND & SCOPE OF THE PROPOSAL**

### **2.1. Mama Nahyeon School Background**

Mama Nahyeon School (MNS) is an upcoming private comprehensive school with preschool (Play group, PP1 and PP2), Primary school (Grade 1 to 6) and Junior secondary School (grade 7 to 9). MNS used to be an informal education center by the beginning of 2025, but it has transited to a fully registered private comprehensive school offering Competency-Based Education (CBE).

MNS is located in Dandora Phase 2 along Councilor Opundo Road in Embakasi North Constituency, Nairobi County. It currently serves 170 pupils with a projected growth population of 520 pupils. MNS has 16 staff members, being one school Manager, one acting Headteacher, 13 teaching staff and a cleaner. Its security is maintained by a hired security firm.

Kenya good Neighbors, a registered international NGO in Kenya, is the main sponsor in collaboration with Nahyeon family. The majority of the school pupils are from low-income families, and MNS aims to offer cost-effective, holistic and high-quality education to these pupils.

**Currently, the School does not any policies or guidelines in place.** To operate Mama Nahyeon School in a systematic, effective and transparent way, Kenya Good Neighbors, together with MNS Management, wishes to develop the listed policies and guidelines.

### **2.2. The consultant shall develop the following policies:**

- Governance & Management Policy
- Human Resource Policy

- Financial Management & procurement Policy
- Academic Policy & Student Management Policy/ Guidelines
- Child Protection & Safeguarding Policy
- Health, Safety & Environment Policy
- ICT & Data Protection Policy
- Compliance & Legal Policy
- Any other policies and guidelines the Consultant thinks necessary to school operations

2.3. Any other policies and guidelines the Consultant thinks necessary to school operations

### **3. ELIGIBLE TENDERERS**

3.1. A Tenderer may be a firm that is a private entity or a joint venture (J.V.) under an existing agreement with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms

3.2. A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified.

A tenderer may be considered to have a conflict of interest for the purpose of this tendering process if the Tenderer:

- a. Is a direct relative of any employee of the Procuring entity;
- b. Directly or indirectly controls, is controlled by, or is under common control with another tenderer;
- c. Receives or has received any direct or indirect subsidy from another tenderer;
- d. Has the same legal representative as another tenderer;
- e. Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods or works that are the subject of the tender;
- f. Any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as a consultant for Contract implementation.

### **4. CLARIFICATION OF TENDER DOCUMENTS**

4.1. Should the tenderer be in any doubt of the precise meaning of any item and/or figure for any

reason whatsoever, and should he/she find any page missing, in duplicate, or indistinct, he must inform the Client in writing through email address **procurement@goodneighbors.ke**, and such inquiry shall have arrived **through the same email by 22<sup>nd</sup> May 2026 (Friday)**. The Client will respond with copies to all other tenderers, if deemed necessary.

- 4.2. No liability will be admitted nor claim allowed with respect to errors in the Consultant's Tender due to mistakes in the financial proposals, which should have been rectified in the manner described above.
- 4.3. Any **Telephone canvassing** from any of the tenderers shall not be allowed and will lead to automatic disqualification.

## **5. SCHEDULE OF REQUIRED DOCUMENTS**

5.1. The Tenderer shall submit the following documents for the procuring entity to evaluate:

- a. Valid Tax Compliance Certificate.
- b. Valid K.R.A Pin
- c. Valid Certificate of Incorporation/Registration.
- d. CR12 form.
- e. Company profile, including a detailed organization structure, Contact, Office Location. Please include the office phone number and email address on the first page of company profile.
- f. Utility bills (Any water, electricity, internet, gas, waste management bills of March or April 2026, under the name of the bidder/ firm).
- g. Litigation history- a sworn affidavit (Bidder official letter is not treated as sworn affidavit).
- h. Technical Proposal Comprising of the following:
  - i. Understanding of the assignment
  - ii. List of relevant and Key Personnel to be engaged in the project, their qualifications with complete CVs, training certificates and valid professional

licenses attached. A minimum of four (4) personnel will be submitted including the Director of the firm. Submission of a resume only or tender forms from other procurement applications shall not be accepted.

- iii. Work Profile- a list of ongoing and previous similar projects with evidence attached, which includes previous Client's Contact Person, Phone Number, email address, L.P.Os, Letter of awards, signed contract agreements etc.
- iv. Proposed Work Methodology and Approach.
- v. Work plan and timelines of the assignment.
- vi. Financial audited accounts for the last Two (2) Financial Years (2024 and 2025 or 2023). The reports should be authentic and valid audited final reports and accounts which meet all the requirements set by Auditing bodies. External Audit reports not signed and stamped by the Auditor and the company Director are not treated as authentic reports.
  - i. Financial Proposal
    - i. Detailed budget breakdown
    - ii. Professional fees with detailed breakdown.
    - iii. Any reimbursable costs
    - iv. Tax indication

5.2. All the documents submitted shall have all of their four corners be visible, and no text, Signature, or image may be obscured.

5.3. The Tenderers shall ensure that all documents submitted in softcopy are named appropriately.

5.4. For electronic submission, the tenderer shall name the email subject as follows:

**NAME OF CONSULTANT – RFP – SCHOOL POLICIES I.E. “BIDII CONSULTANTS – RFP- SCHOOL POLICIES.”**

5.5. The documents listed in section 5.1 shall be named appropriately, compressed together, and submitted as **ONLY ONE ZIP FILE**. Please name the ZIP file in the same way: **Consultant/ Company Name- RFP-School Policies”**

## **6. VALIDITY OF THE PROPOSALS**

6.1. Proposals shall remain valid for a period of one hundred and fifty (150) days from the date of submission. However, in exceptional circumstances, the procuring entity may request that the tenderers extend the validity period for a specified additional period. The request and the tenderers' responses shall be made in writing. A tenderer may refuse the request without forfeiting the Tender Security.

## **7. AMENDMENT TO TENDER DOCUMENTS**

7.1. At any time prior to the deadline for submission of tenders, the Client may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective tenderer, amend the tender documents by the issuance of an "Addendum". The "Addendum", the receipt of which must be acknowledged, shall be sent in writing. Should the Client be of the Opinion that the issuance of an "Addendum" has created a need to extend the deadline of the submission of tenders, then at his discretion, he shall grant such an extension in writing.

7.2. The Client reserves the right to amend the tender documents. The bidders are, therefore, advised to update themselves with documents listed on the client's website.

## **8. TENDER PRICES AND DISCOUNTS**

8.1. Only the shortlisted Tenderer will be contacted by the Client, should there be a need for negotiations on the tender sum.

8.2. Tenderers are reminded that they are required by law to pay all government taxes arising from or related to the execution of the works. The tenderer must, therefore, include all taxes as aforesaid in their financial proposals.

8.3. The financial proposal provided by the tenderer shall be inclusive of the entire scope of works. The Tenderer shall not price any item of work separately than in the tender document.

## **9. SUBMISSION OF PROPOSALS**

9.1. The Tenderer shall deliver the proposals in a single sealed envelope bearing the name and Reference number of the proposal, addressed to the Procuring Entity.

## **10. RESPONSIVENESS**

10.1. Prior to the detailed evaluation of tenders, the Client will determine whether each tender is substantially responsive to the requirements of tender documents. For the purpose of this

clause, a substantially responsive tender is one that conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the work or which limits in any substantial way, inconsistent with the tender documents, the Client's rights, or the tenderer's obligations under the Contract and the rectification of which deviation or reservation would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.

10.2. If a tender is not substantially responsive to the requirements of the tender documents, it will be rejected by the Client and may not subsequently be made responsive tenderer having corrected or withdrawn the non-conforming deviation or reservation.

## **11. ARITHMETICAL ERRORS**

11.1 The tender sum shall be absolute and final and shall not be the subject of correction, adjustment, or amendment in any way by any person or entity.

11.2 Provided that the Tender is substantially responsive, the Client shall handle errors on the following basis:

- a) Any error detected, arising from a miscalculation of unit price, quantity, subtotal, and total bid, if considered a major deviation (more **than 20 %**) that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) if there is a discrepancy between words and figures, the amount in words shall prevail.

## **12. TENDER AWARD**

12.1 Kenya Good Neighbors reserves the right to accept or reject any tender, to cancel the tendering process, and reject all tenders at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the action.

## **13. CORRUPT AND FRAUDULENT PRACTICES**

**13.1** Kenya Good Neighbors requires that tenderers observe the highest standards of ethics during the procurement process and execution of contracts. A tenderer shall not and will not be involved in corrupt and fraudulent practices.

**13.2** A tenderer shall not be involved in corrupt, coercive, obstructive, or fraudulent practices. A tenderer who is proven to have been involved in any of these practices shall be automatically disqualified.

**13.3** The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

#### **14. ADVANCE PAYMENT**

14.1. The Client shall not pay monies as an advance payment or deposit to the successful tenderer or bidder.

#### **15. QUALIFICATIONS OF THE TENDERER**

15.1. The Procuring Entity reserves the right to accept or reject any Tender and to annul the Tender process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers.

### **TERMS OF REFERENCE**

#### **1.1 Specific Objectives**

The consultant will:

- Review existing policies (if any)
- Conduct stakeholder consultations
- Align policies with national laws and international standards
- Develop clear, implementable policy documents
- Provide implementation guidelines

#### **1.2 Detailed Scope of Work**

The consultant shall do the following:

##### **a. Policy Development**

- Governance & Management structures and roles
- HR systems (recruitment, performance, discipline, staff welfare)
- Financial controls and procurement procedures
- Academic standards, curriculum delivery, and assessment
- Student discipline, welfare, and engagement
- Safeguarding and child protection mechanisms

- Health, safety, and environmental practices
- ICT usage, cybersecurity, and data protection
- Legal compliance frameworks
- Any other policies and guidelines the Consultant thinks necessary to school operations

#### **b. Stakeholder Engagement**

- Conduct interviews/workshops with management, staff, and key stakeholders
- Incorporate feedback into policy drafts

### **1.3 Deliverables**

The consultant shall provide:

- Inception report and work plan
- Draft policy documents
- Final policy and guideline documents
- Implementation guide/manual
- Presentation to management/board

### **1.4 Confidentiality**

All information accessed during the assignment must remain confidential and used solely for this project.<sup>i</sup>

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<sup>i</sup> End of the document