



This project is funded  
by the European Union

Partnership between the EU and the Government of Kenya  
to advance the Blue Economy Agenda through Coastal  
Development – "Go Blue" – Italian Cooperation  
Component  
FED/2020/419-534



NOTICE OF EXPRESSION OF INTEREST IN THE FRAMEWORK OF A  
NEGOTIATED PROCEDURE UNDER THE THRESHOLD (SIMPLIFIED  
PROCEDURE) FORESEEN IN POINT 2.6.4 OF THE 'PRACTICAL GUIDE FOR  
PROCUREMENT AND GRANTS FOR EUROPEAN UNION EXTERNAL  
ACTIONS (PRAG)

**CIG Z7C31876D6**

**SUBJECT:** Invitation to tender by negotiated procedure under threshold for the service of employment of six professional roles supporting the Italian Agency for Development Cooperation (AICS) Office and the local partner Jumuiya ya Kaunti za Pwani for a total employment duration of 42 months

PREMISED that it is necessary hiring the specialized and support personnel of the delegated cooperation project "Partnership between the EU and the Government of Kenya to advance the Blue Economy Agenda through Coastal Development – "Go blue" – Italian Cooperation Component – FED/2020/419-534", and

CONSIDERED therefore the need to activate a negotiated procedure under threshold to guarantee the service of hiring the specialised and support personnel specified in the premise,

GIVE NOTICE that companies interested in expressing their interest must present an application to be transmitted to the following e-mail address [matteo.mannai@aics.gov.it](mailto:matteo.mannai@aics.gov.it) before 1pm of May 26<sup>th</sup> 2021 using forms Annex 1 and Annexes 2 and 3, which are an integral part of this notice. Applications submitted after this deadline will be null and void

The administration reserves the right to hold a draw at a public meeting, should the number of interested operators exceed five, on a date to be announced at a later date. The draw will take place anonymously by means of the prior allocation of reserved correspondence numbers to the operators concerned.

For any further clarification it is possible to communicate the requests to the following phone number +254 769 227 006 from 8.30am to 1pm during weekdays.

The person in charge of the procedure is Matteo Mannai

Participating companies must meet the following requirements:

General requirements

- 1) Possession of the general requirements, which will be further explained in the Declaration of Honour attached to the present notice,

Financial requirements

- 2) Having carried out, in the period from 2018 until 2020 an experience in the service management related to hiring support staff (drivers, administrative assistants, logisticians, secretaries) and specialised personnel, for a total amount no less than KES 6,487,530.00 KES (excluding VAT),
- 3) Having carried out, in the last three annual period prior the date of publication of the present notice an average yearly turnover of at least 2,500,000.00 KES (excluding VAT),

Professional requirements

- 4) The possession of the correct business registration documentation in Kenya valid for the period of the tender and for the contract first year implementation period. Companies will be allowed to renew the registration before the contract signature and yearly during the three years following the first contract.

Technical requirements

- 5) The candidate tenderer has provided at least three employment contracts of minimum six professional roles between 2018 and 2021, comprehensive of support and specialised roles.

The technical characteristics of the service as well as the contracted service are as follows:

Fee-based contract aimed at selecting one Employment Agency for the selection of a fishery expert, an administrative assistant, a logistician/translator, a secretary, a driver and a program analyst expert in financial services and in the private sector for a maximum duration of 42 months.

Maximum value shall be equal to 38.851.680,00 Kenian Shillings (KES), inclusive of the labour cost (KES 35,001,510.00) and service cost (KES 3.850.170,00).

The criterion for selecting the economic operator is the lowest price.

Finally, it should be noted that this notice is merely a call for expressions of interest and does not entail any obligation on the part of the Administration towards the economic operator. The contracting authority reserves the right not to progress with this procedure.

This notice is published on the Authority's website: <https://nairobi.aics.gov.it/> in the 'opportunities' section for a period of 15 days and in the local newspapers 'Standard' and 'Daily Nation'.

Attachments:

- Annex 1 - Declaration of expression of interest,
- Annex 2 - Application Form for EDF-funded projects,
- Annex 3 - Privacy Policy.

Nairobi, 10/05/2021



The Director

Fabio Melloni