

**QONA DT SACCO SOCIETY LTD
NAIROBI, KENYA
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Kenya**

EXPRESSION OF INTEREST

Provision of Lead Consultancy

Document Release Date: Thursday, 16th January 2025

Last Date for Receipt of EOI: Noon (East African Time), Thursday 23rd January 2025

1.1. Introduction

Qona DT Sacco is a leading financial institution in Kenya, with a steadily growing membership base. We transform our member's lives through provision of affordable innovative and accessible Financial Services. The company is continuously expanding and reviewing its business, to meet the changing competitive landscapes, needs, and profiles of its customers.

Our efforts are geared towards positively impacting the lives of those in the communities around us and thus we strive to change the present to improve the future. We intend to relocate our office and have in readiness of expansion.

To this end, Qona DT Sacco intends to engage the services of reputable supplier(s) for **Lead Consultancy services**. The lead consultancy will offer the following services, Architect, Interior designer, Mechanical & Electrical Engineer and project management. If the firm, consider that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and / or other firms or entities in a joint venture or sub consultancy as appropriate. **Qona DT** is therefore soliciting Expressions of Interest (EOI) from interested qualified providers.

1.2. Background and EOI Requirements

Qona DT outsources Lead Consultancy services to professional firms, who offer specialized services in line with agreed terms of reference to realize company projects. This requirement is for the identification of a suitable firms to offer Consultancy services as consortium for office fit out project. The roles under this scope of work is outlined below.

1. Receiving customer brief and interpreting
2. Developing concept
3. Pitching the concept
4. Developing the detail design
5. Cost estimates
6. Tender document and evaluation
7. Overseeing project implementation.
8. Testing and commissioning
9. Handover process and documentation
10. Ensuring rectification are done during the DLP.

1.3. Submission of Responses

The Expression of Interest proposal should be submitted in the below format:

	Requirement	Response	Comments & Attachments
1	Tax compliance for Lead consultant firm (Mandatory) attach valid certificate		
2	Professional Registration Certificates for the principal firm - MUST be valid (Mandatory)		
3	Signed MOU for partnership in case of joint venture (Mandatory)		
4	List of corporate clients where firm has offered similar services (Provide Contact Details, project value, attach recommendation letter/ contracts) maximum 5		
Note: Please provide any other additional information that Qona should be aware of.			

1.4. Next Steps

- a. Evaluation of the Expression of Interest submission.
- b. Shortlisting of Vendors.
- c. Prequalification of shortlisted Vendors (where applicable).
- d. Issue Request for Proposal tender document.

Responses

Vendors are advised to submit their responses via return email by **Noon (East African Time) on Thursday 23rd January 2025** to Saccocommittee@Safaricom.co.ke

NOTE:

- This is not tender.
- Only the suppliers who provide the requested details will be considered for further discussions,
- No prices should be provided with this EOI,
- Qona DT reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for the purpose of informing the bidders of the outcome of the process.