

# INSTRUCTIONS TO CALL FOR APPLICATIONS FOR STRATEGIC PARTNERS

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## A. PRELIMINARY INFORMATION

The Government of Kenya (GoK) has committed to deliver a series of ambitious social programs to promote long-term economic development for Kenyan citizens through its Big Four agenda: (1) affordable housing; (2) universal health coverage; (3) enhancing manufacturing; and (4) food security and nutrition.

The housing pillar in the Big Four agenda will facilitate the development of 500,000 low cost homes, together with the supporting infrastructure, using innovative funding mechanisms and technologies by 2022 (“Affordable Housing Programme” or “AHP”). The State Department of Housing and Urban Development (“SDHUD”) is championing the realization of the AHP through establishment of a robust project delivery and financing framework that will leverage on private sector funding.

SDHUD now invites applications from interested and eligible Strategic Partners, including developers, investors, financiers, and/or consortiums, both local and international, with expertise in development of affordable mass housing to undertake projects under the AHP within the cycle period 2018 – 2022 through a Specially Permitted Procurement Method as provided under Section 57 of the Finance Act 2017 and Section 114(A) of the Public Procurement and Asset Disposal Act (“PPADA”). Interested parties should be well versed with the AHP Development Framework Guidelines (DFGs), the list of projects in the AHP Project Pipeline, as well as the guidelines and requirements set forth in the Instructions to AHP Call for Applications for Strategic Partners, available on the SDHUD website at [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhkenya.co.ke](http://www.nhkenya.co.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp). Interested parties are advised to familiarize themselves with these documents as they form part of the requirements for submission and evaluation.

This Call for Applications for Strategic Partners applies to the AHP Project Pipeline as well as other affordable housing projects which meet the criteria set forth in the DFGs whether on private or public land. Private land owners willing to strategically partner for affordable housing projects in line with the DFGs are also invited to apply.

The AHP Application Form for Strategic Partners is available the SDHUD website at [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhkenya.co.ke](http://www.nhkenya.co.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp).

Applications to be submitted via email to [procurement@bomayangu.go.ke](mailto:procurement@bomayangu.go.ke). Interested parties are advised to consult the SDHUD for any clarifications, inquiries and questions in writing via email to [enquiries@bomayangu.go.ke](mailto:enquiries@bomayangu.go.ke).

**PS Charles Hinga Mwaura**  
**Principal Secretary, State Department of Housing and Urban Development**

## B. INFORMATION TO STRATEGIC PARTNERS

### 1.1. Introduction

1.1.1. The State Department of Housing and Urban Development (“SDHUD” or the “Client” or the “Procuring Entity”) will select Strategic Partner(s), including developers, investors, financiers, land owners, and/or consortiums of the aforementioned parties, both national and international, with expertise in development of affordable mass housing projects, in accordance with the Specially Permitted Procurement Method (“SPPM”) detailed in Appendix A: Specially Permitted Procurement Method.

1.1.2. Strategic Partners are invited to submit the Affordable Housing Program (AHP) Application Form, as specified in Appendix C: Affordable Housing Program Application Form, which provides information on the Strategic Partner’s technical and financial capacity to undertake projects in the Affordable Housing Program (AHP) in line with the AHP Development Framework Guidelines (DFGs). The AHP Application Form will be the basis for evaluating Strategic Partners for suitability to deliver on AHP projects while the DFGs, together with published draft agreements, will be basis for contract negotiations and ultimately for a signed Contract with selected Strategy Partner(s).

1.1.3. To qualify for contract awards, the Applicants shall have the following:

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

1.1.4. Strategic Partners will be classified into to two major categories:

- Category A:  
Strategic Partners with capacity to develop greater than 1,000 affordable housing units
- Category B:  
Strategic Partners with capacity to develop between 100 and 1,000 affordable housing units.

The AHP Application Form will require Strategic Partners to identify which category they fall under as applications will be considered separately. Interested parties are advised that only local investors/developers/consortiums/landowners will be considered for projects with number of housing units below 1,000.

1.1.5. Strategic Partners must familiarize themselves with the Development Framework Guidelines as published on the SDHUD website at [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing),

the National Housing Corporation website at [www.nhckenya.co.ke](http://www.nhckenya.co.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp), as well as local conditions and take them into account in preparing their Application Forms.

- 1.1.6. The Client has published on its website at [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhckenya.co.ke](http://www.nhckenya.co.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp), the Affordable Housing Program Pipeline which lists the current projects to be undertaken within the including the Flagship Projects on national government land, Flagship Social Housing Projects, among others. Strategic Partners are invited to familiarize themselves with the AHP Pipeline which will be updated from time to time.
- 1.1.7. This Call for Applications applies also to projects on private land, provided they comply with the Development Framework Guidelines, for which Strategic Partners would like support from the Government of Kenya either in providing bulk infrastructure to site, providing offtake for units constructed, and/or other needs which will facilitate the delivery of affordable housing to Kenyans. If successful, these projects would be added to the AHP Pipeline.
- 1.1.8. To obtain first-hand information on the AHP projects and on the local conditions, Strategic Partners are encouraged to liaise with the Client regarding any information that they may require before submitting an application and to attend an informational conference, where applicable. Strategic Partners should contact the offices of the Client as provided in Appendix D: Contact Information to arrange for any visit or to obtain additional information on the informational conference. Strategic Partners should ensure that these offices are advised of any visits in adequate time to allow them to make appropriate arrangements.
- 1.1.9. As provided in the summary on the AHP Specially Permitted Procurement Method (SPPM), the Procuring Entity will make available relevant project data and reports for those projects in the AHP Pipeline that have completed feasibilities, studies, assessments, and/or appraisals. For projects on the AHP Pipeline without information, Strategic Partners will be required to establish this information as part of the entire Project undertaking.
- 1.1.10. Please note that (i) the costs of preparing the Application Form and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the Application Forms submitted.
- 1.1.11. The Procurement Entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate.
- 1.1.12. The Procuring Entity shall make available the Instructions to Call for Applications for Strategic Partners, Development Framework Guidelines, AHP Pipeline, AHP Application Form, and other related AHP project documents, free of charge through its website [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhckenya.co.ke](http://www.nhckenya.co.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp).

## **1.2. Clarification and Amendment of AHP Application Form and Related Documents**

- 1.2.1. Strategic Partners may request a clarification of any of the AHP Application Form and related documents in writing by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in the Appendix D: Contact Information. The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to the querying party. Where applicable, the Client will include such queries in Frequently Asked Questions (FAQs) which will be posted on the Client's website [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhckenyaco.ke](http://www.nhckenyaco.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp) for the benefit of others intending to submit AHP Application Forms.
- 1.2.2. At any time, the Client may for any reason, whether at his own initiative or in response to a clarification requested by potential Strategic Partners, amend the AHP Application Forms. Any amendments shall be issued in writing and posted on the [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhckenyaco.ke](http://www.nhckenyaco.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp).
- 1.2.3. Interested parties may register on the Client's website to receive information and updates on the Client's website at [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhckenyaco.ke](http://www.nhckenyaco.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp).

## **1.3. Preparation of the AHP Application Forms**

- 1.3.1. The AHP Application Form shall be written and submitted in the English language. Any requested and/or other supporting documentation provided in any other language must be accompanied by certified translations.
- 1.3.2. In preparing the AHP Application Form, Strategic Partners are expected to examine the documents related to the AHP including DFGs, AHP Pipeline, and other documents provided. Material deficiencies in providing the information requested may result in rejection of an application.
- 1.3.3. While preparing the AHP Application Form, if a Strategic Partner considers 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. Strategic Partners applying as a consortium and/or associating with individual consultants and/or other firms must provide joint venture or teaming agreements, as appropriate.

- 1.3.4. In preparing the AHP Application Form, Applicants are advised of requirement to include at least 40% local content for provision of goods, services, and labor, in their project plans and provide evidence of the same in the AHP Application Form.
- 1.3.5. The Strategic Partners shall provide the information requested in the AHP Application Form provided in APPENDIX C: AFFORDABLE HOUSING PROGRAM APPLICATION FORM and posted on the website. The Client will only accept applications as per Section 1.4 below.
- 1.3.6. The Application Form must be signed by the authorized signatory on the provided area. In the case of a consortium, there must be an accompanying power of attorney allowing the signatory to sign on behalf of consortium.
- 1.3.7. The Application must remain valid for 90 days after the submission date. Where applicable, during this period, the Strategic Partner is expected to keep available, at his own cost, the key personnel staff proposed for the assignment. The Client will make his best effort to complete the process within this period. If the Client wishes to extend the validity period of the Applications, the Strategic Partners shall agree to the extension.

#### **1.4. Submission and Receipt of AHP Application Forms**

- 1.4.1. Applicants shall access AHP Application Form on the SDHUD website [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhckenyaco.ke](http://www.nhckenyaco.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp).
- 1.4.2. For each AHP Application Form, the Applicant shall upload supporting documents as required within the Application Form.
- 1.4.3. AHP Application Forms, along with supporting documents, shall be submitted via email at [procurement@bomayangu.go.ke](mailto:procurement@bomayangu.go.ke), according to the Application Rounds Schedule provided in this document as Appendix B: Application Rounds Schedule and posted on the SDHUD website [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhckenyaco.ke](http://www.nhckenyaco.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp).
- 1.4.4. A completed AHP Application Form will be submitted when the Applicant has digitally signed the AHP Application Form and accepted the terms and conditions as published within the application portal.
- 1.4.5. Once an Application Form is successfully submitted as per Section 1.4.3 above, on or before the Submission Deadline, SDHUD shall register the following information in relation to the AHP Application Form and the Application on the AHP SPPM Ledger:
  - a. The Application name, address and the contact information for the representative responsible for filing the AHP Application Form;

- b. The date and time of receipt of the AHP Application Form as per the digital time stamp;
- c. The Project in respect of which the Applicant has submitted an AHP Application Form including the Round Number, the Lot Number, and Project Name; and
- d. The Applicant's Identification Number.

1.4.6. After the deadline for submission of AHP Application Forms, all submissions shall remain with the Procurement Unit of the Client up to the time for evaluation of the AHP Application Forms.

## **1.5. Evaluation of AHP Application Forms**

1.5.1. From the time the AHP Application Forms are opened to the time contracts are awarded, if any Applicant wishes to contact the Client on any matter related to his AHP Application Form, he should do so in writing at the address indicated in the Appendix D: Contact Information. Any effort by the firm to influence the Client in the Application Form evaluation, Application Form comparison or Contract award decisions may result in the rejection of the Applicant's submission.

1.5.2. The evaluation committee appointed by the Client shall evaluate the applications on the basis of completeness of information provided by the Applicant as well as responsiveness to the criteria set out in the Development Framework Guidelines, and other relevant project information provided to applicants.

1.5.3. Where multiple applications have been received for a particular project listed in the AHP Pipeline, the Client shall institute a competitive process and invite interested Strategic Partners to bid for the project. The bidders will be evaluated according to the criteria set out in the competitive process and the most responsive bidder, who meets the requirements set out in the competitive process, will then be invited for negotiations.

1.5.4. The Client shall notify Applicants, both successful and non-successful of the evaluation outcome.

1.5.5. The Client shall notify successful Applicants through a Letter of Invitation of the intent to proceed to negotiations. The negotiations start date shall not be sooner than seven (7) days after the notification date. The letter of invitation may be sent by registered letter, cable, telex, facsimile or electronic mail.

## **1.6. Negotiations**

1.6.1. The Procuring Entity shall appoint a team for the purpose of the negotiations.

1.6.2. Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix D: Contact Information. The aim of which will be to review and negotiate project plans and agreements and sign a contract.



- 1.6.3. To complete negotiations the Client and the selected Applicant will sign and initial the agreed legal agreements which form the Contract between the parties.
- 1.6.4. Where multiple applications were received with respect to a particular Project, the Client will negotiate with the successful bidder following the conclusion of the competitive process as provided in Section 1.5.3. Should negotiations fail with the first successful bidder, the bidder with the second highest score will be invited to negotiate a contract.

## **1.7. Award of Contract**

- 1.7.1. The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly post on its website and the Affordable Housing Portal of the award of contract.
- 1.7.2. The successful Applicant is expected to commence the assignment within 30 days of finalizing and signing of the Contract with the Client.
- 1.7.3. The Procuring Entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 1.7.4. The Procuring Entity shall give prompt notice of the termination to the Applicant(s) and on request give its reasons for termination within 14 days of receiving the request from any Applicant.

## **1.8. Confidentiality**

- 1.8.1. Information relating to evaluation of AHP Application Forms and recommendations concerning awards shall not be disclosed to the Applicants who submitted the AHP Application Forms or to other persons not officially concerned with the process, until the process is completed up to Contract Award.

## **1.9. Corrupt or fraudulent practices**

- 1.9.1. The Procuring Entity requires that the Applicants observe the highest standards of ethics during the selection and award of the AHP Contract and also during the performance of the assignment. The Applicants shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 1.9.2. The Procuring Entity will reject a contract award if it determines that the Applicant recommended for award has engaged in corrupt or fraudulent practices during the process of application.
- 1.9.3. Further, an Applicant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## C. APPENDICES

Appendix A: Specially Permitted Procurement Method

Appendix B: Application Rounds Schedule

Appendix C: Affordable Housing Program Application Form

Appendix D: Contact Information

APPENDIX A: SPECIALLY PERMITTED PROCUREMENT METHOD

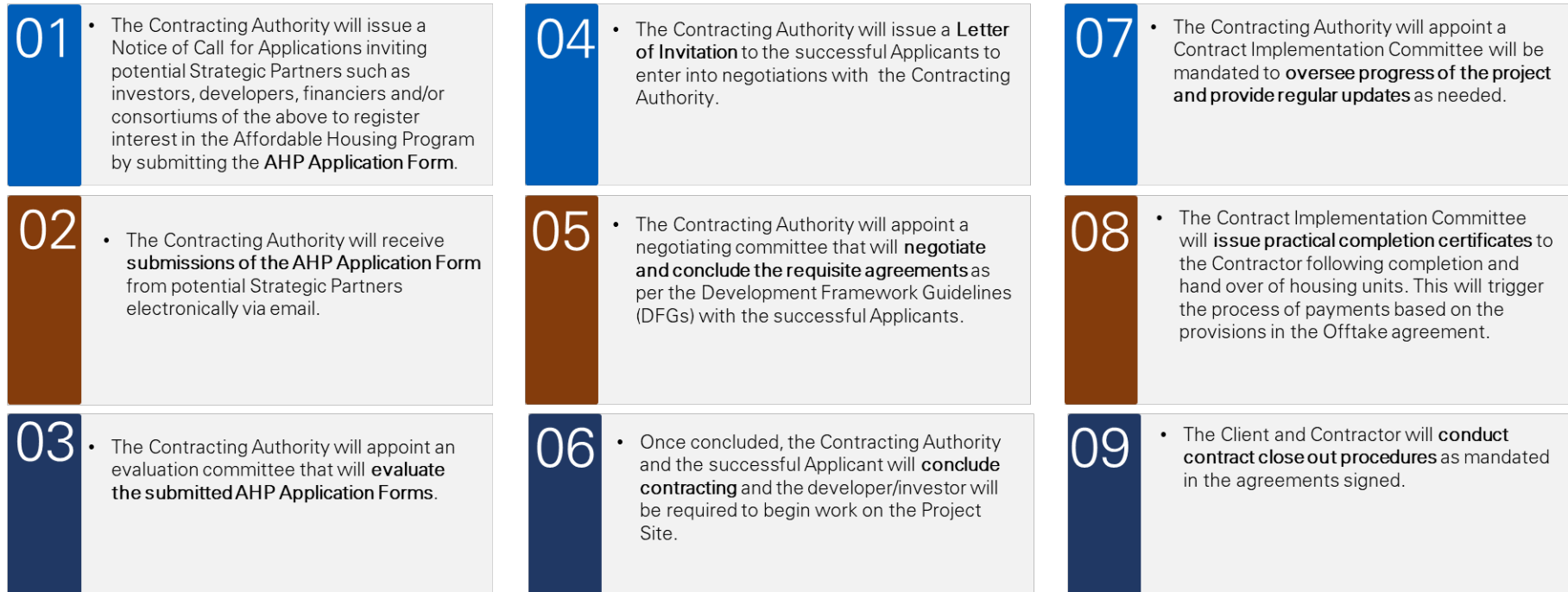


Figure 1: AHP Specially Permitted Procurement Method

## APPENDIX B: APPLICATION ROUNDS SCHEDULE

The Affordable Housing Program (AHP) shall accept applications for eligible and interested strategic partners, including developers, investors, financiers, and/or consortiums of parties, both national and international, with expertise in development of affordable mass housing projects to undertake projects under the AHP within the cycle period provided.

Interested parties submitting applications should be well versed with the AHP Development Framework Guidelines (DFGs) as well as the guidelines and requirements set forth in the **Instructions to AHP Call for Applications for Strategic Partners** document.

This Call for Applications applies to the Affordable Housing Pipeline as well as other affordable housing projects which meet the criteria set forth in the DFGs whether on private or public land.

Interested parties are advised that the Call for Applications for projects in the AHP will be processed by rounds and according to the schedule provided below. Applications received prior to the opening date or after closing date will not be considered.

ROUNDS	BRIEF DESCRIPTION	ROUND COMMENCEMENT DATE	CLOSING DATE
<b>ROUND 1A</b>	Lot 1A: Flagship Projects	Jan 14 2019	12.00 noon Feb 14 2019
<b>ROUND 1B</b>	Lot 1B: Flagship Social Housing Projects	Jan 14 2019	12.00 noon Feb 14 2019
<b>ROUND 1C</b>	Lot 1C: All Other Projects	Jan 14 2019	12.00 noon Feb 14 2019
<b>ROUND 2</b>	Lot 2: All other projects	Mar 1 2019	12.00 noon Mar 30 2019
<b>ROUND 3</b>	Lot 3: All other projects	Apr 14 1 2019	12.00 noon May 14 2019
<b>ROUND 4</b>	Lot 4: All other projects	Jun 1 2019	12.00 noon Jun 30 2019
<b>ROUND 5</b>	Lot 5: All other projects	Jul 14 2019	12.00 noon Aug 14 2019
<b>ROUND 6</b>	Lot 6: All other projects	Sep 1 2019	12.00 noon Sep 30 2019
<b>ROUND 7</b>	Lot 7: All other projects	Oct 14 2019	12.00 noon Nov 14 2019
<b>ROUND 8</b>	Lot 8: All other projects	Dec 1 2019	12.00 noon Dec 30 2019
<b>ROUND 9</b>	Lot 9: All other projects	Jan 14 2020	12.00 noon Feb 14 2020
<b>ROUND 10</b>	Lot 10: All other projects	Apr 1 2020	12.00 noon Apr 30 2020
<b>ROUND 11</b>	Lot 11: All other projects	Jul 1 2020	12.00 noon Jul 30 2020
<b>ROUND 12</b>	Lot 12: All other projects	Oct 1 2020	12.00 noon Oct 30 2020
<b>ROUND 13</b>	Lot 13: All other projects	Jan 14 2021	12.00 noon Feb 14 2021
<b>ROUND 14</b>	Lot 14: All other projects	Apr 1 2021	12.00 noon Apr 30 2021
<b>ROUND 15</b>	Lot 15: All other projects	Jul 1 2021	12.00 noon Jul 30 2021
<b>ROUND 16</b>	Lot 16: All other projects	Oct 1 2021	12.00 noon Oct 30 2021

APPENDIX C: AFFORDABLE HOUSING PROGRAM APPLICATION FORM

The Client will only accept submissions electronically as per provisions in Section 1.4 above.

The AHP Application Form is available on the the SDHUD website [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing), the National Housing Corporation website at [www.nhckenyaco.ke](http://www.nhckenyaco.ke), as well as the Affordable Housing Portal at [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp).

# AFFORDABLE HOUSING PROGRAM APPLICATION FORM

## FOR OFFICIAL USE ONLY

Applicant reference number					
Date of submission of application					
Date of receipt of application					
Date of AHP review					
Decision of AHP Committee	Approve		Reject		Request more information
Date of response to applicant					

### Instructions to applicants:

- The AHP Application Form must be completed in full.
- Where information requested is not relevant or not available, please indicate as such or provide relevant alternative information.
- All submissions must be in English.
- Any requested and/or other supporting documentation provided in any other language must be accompanied by certified translations.

<b>SECTION A: APPLICANT CATEGORY</b>				
<b><i>All applicants must fill in this section.</i></b>				
1.	Please check the category(ies) of Strategic Partner that describe(s) you or your organization/consortium:			
	A. Land owner		B. Financier	C. Developer
				D. Consortium
2.	Please check the category of technical capacity for which you are applying. Please note that only local Strategic Partners will be considered for projects with number of housing units below 1,000.			
	Category A	Capability to undertake projects with greater than 1,000 number of housing units		
	Category B	Capability to undertake projects with between 100 and 999 number of housing units.		

<b>SECTION B: APPLICANT CONTACT INFORMATION</b>	
<b><i>All applicants must fill in this section.</i></b>	
<i>Please provide your contact information.</i>	
1.	Full legal name of applicant
2.	Mailing address
3.	Physical address if different from mailing address
4.	Telephone number
5.	Email address
6.	Website
7.	Primary contact person

**SECTION C: APPLICANT ORGANIZATION DETAILS**

**All applicants must fill in this section.**

*Please provide information on your organization. In the case of the Consortium, the Consortium Lead should fill in this section and attach contact information for other consortium member(s) separately.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Type of legal entity (e.g. private limited company)	
2.	Date of incorporation/registration	
3.	Incorporation/registration certificate number (or equivalent)	
4.	Applicant ownership, management or shareholder structure	
5.	Names and nationalities of key shareholders	
6.	Income tax registration (PIN) certificate number (or equivalent)	
7.	Value added tax (VAT) registration certificate number (or equivalent)	
8.	Tax Compliance certificate number (or equivalent)	
9.	National Construction Authority registration certificate number (or equivalent)	
10.	Description of main or related business activities	
11.	List of Directors and Key personnel	



<b>SECTION D: GENERAL LEGAL REQUIREMENTS</b>	
<b>All applicants must fill in this section.</b>	
<i>Where applicable, please enclose with your AHP Application Form the following information. All submissions must be English. Documents in any other language must be accompanied by certified translations.</i>	
<i>Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.</i>	
1.	Certified copy of Certificate of Incorporation or Registration or equivalent.
2.	Certified copy of Trading Certificate.
3.	Certified copy(ies) of certificate(s) of registration with relevant regulatory authorities.
4.	Certified copy of CR12 or equivalent.
5.	List of and certified copies of National Identification cards of all Directors, their telephone numbers, postal and email address.
6.	Company Organogram.
7.	A Consortium Agreement (in the case of a consortium).
8.	Registered Power of Attorney authorizing signatory to sign on behalf of the organization and/or consortium.
9.	Duly signed undertaking that the Applicant has not, and will not, participate in corrupt or fraudulent practices.
10.	List of material litigation that may impact ability to undertake projects in the AHP.

<b>SECTION E: TECHNICAL REQUIREMENTS</b>		
<b>All applicants must fill in this section.</b>		
<i>Please provide the information requested below and evidence of fulfilment of the following technical requirements. All submissions must be English. Documents in any other language must be accompanied by certified translations.</i>		
<i>Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.</i>		
1.	Signed CVs of senior staff and key personnel proposed to be involved in the project.	
2.	Completion of at least three (3) projects similar or related to the proposed project along with a listing of all similar or related ongoing and completed contracts in the last ten (10) years, providing the following information:	
		Status of project:
		Client name:
		Country:
		Value of the Project:
		Project Description:
	Scope of work:	

3.	Name and address of at least three (3) clients in respect of similar projects undertaken in the last ten (10) years.
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<b>SECTION F: FINANCIAL REQUIREMENTS</b>	
<b><i>All applicants must fill in this section.</i></b>	
<i>Please provide the information requested below and evidence of fulfillment of the following financial requirements. All submissions must be English. Documents in any other language must be accompanied by certified translations.</i>	
<i>Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.</i>	
1.	Certified copies of audited financial statements for the past three (3) years.
2.	Proof of ability of the applicant to provide a minimum amount of equity to the project, measured in terms of net worth of the company <sup>1</sup> , or a deposit equivalent to the minimum equity required set aside for the project.
3.	A letter from a domestic or international bank attesting that the applicant is one of its current clients in good financial standing.
4.	Duly signed undertaking to provide a Commitment Fee <sup>2</sup> , in the form required by the contracting authority, which may be in cash, banker’s cheque, letter of credit or bank draft/guarantee with a reputable local or foreign bank, in the amount of up to 10% of the project cost, or a minimum of KES 100,000,000, as may be specified by the Contracting Authority. This undertaking must be signed by a duly authorized person and evidence of such authorization attached.

<sup>1</sup> Proof of financial health appropriate for the equivalent participation in a Development (dependent on the size of the Development and the size of the envisaged participation). By way of example, assuming a Development costs USD 10 million (KES 1bn @ USD1: KES 100), the Contracting Authority would not wish to see – in the case of the Lead Developer - it having less than a corporate net worth / available funds to invest of USD 10 million (KES 1bn).

<sup>2</sup> Please note that successful applicants will be required to provide the Commitment Fee to be held in an escrow account when a Letter of Invitation to begin negotiations is presented. The use of the Commitment Fee shall be governed by the terms of an escrow agreement to be signed between such Applicant and the Contracting Authority.

**SECTION G: PROPOSED LAND LOCATION****All applicants must fill in this section.**

Please provide the information on the proposed land location for AHP as requested below along with noted supporting documentation.

Please enclose (where applicable) with your AHP Application Form a 1:50,000 topographical, Google Earth or other map of the project site in electronic and or print form clearly identifying the intended project boundaries and the preliminary locations of the main project infrastructure (if known).

All submissions must be English. Documents in any other language must be accompanied by certified translations.

Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.

1.	Proposed land location details/status (Please check one)	
	<ul style="list-style-type: none"> <li>▪ Land for project has not been identified.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ The proposed project is from the AHP Pipeline and the required information has yet to be provided.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Proposed land for the project has been identified and information provided below.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Other (please provide additional details and description).</li> </ul>	
2.	Site name	
3.	Geographical coordinates of project site boundaries	
4.	Site elevation above sea level	
5.	Size of the land	
6.	Title or Deed Number	
7.	If rated, evidence of latest payment of land rates	
8.	County	
9.	Location/Division	
10.	Nearest urban center and/or nearest development	
11.	Current ownership of the land at the project site	
12.	Description of current use of land	
13.	Distance to nearest access road	
14.	External infrastructure requirements (i.e. road, water, sewerage, and power supply)  Where available, please provide details on required infrastructure plans/designs and related costs	

**SECTION H: DESCRIPTION OF THE PROPOSED PROJECT**

**All applicants must fill in this section.**

*Please provide the information on the proposed project as requested below along with noted supporting documentation.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Identified project name, if from AHP Pipeline			
2.	Project name			
3.	Brief summary of relevant site information (e.g. size, topography, resettlement needs, relocation of utilities, hydrology, land use planning of the site, etc.)			
4.	Number of housing units to be constructed	Typology	Size in m <sup>2</sup>	No. of Units
		1 Bedroom:		
		2 Bedroom:		
		3 Bedroom:		
5.	Total Number of housing units to be constructed			
6.	Social amenities to be provided within the project (e.g. schools, social halls, clinics, retail space, etc.)			
7.	Total plinth/saleable area (housing plus all social amenities)			
8.	Total Gross Built Up Area (housing plus all social amenities)			
9.	Description of any preliminary legal, environmental, or social considerations to be addressed			
10.	Description of local content integration plan covering preferential use of local Kenyan labor, goods, and services			

**SECTION I: PROJECT DEVELOPMENT AND IMPLEMENTATION PLAN**

***All applicants must fill in this section.***

*Please provide an outline of the proposed project development and implementation plan with anticipated dates of relevant milestones from the date of award of contract for the construction of the affordable housing units.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Project development plan	
2.	Land acquisition details and timeline	
3.	Proposed project timeline	
4.	Environmental and Social Impact Assessment License	
5.	Other consents and approvals	
6.	Financial closure	
7.	Construction program	
8.	Practical Completion	
9.	Intended Sales Plan	

**SECTION J: Information on Project Applicant Partners**

**All applicants must fill in this section.**

*Please provide, where identified, the name(s) of the consultants, technical experts, advisors, equipment suppliers, contractors and other partners with whom the applicant is working or intends to work to develop the proposed project. In each case, please provide a description of the partner(s)' capabilities.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Project Architects	
2.	Project Structural and Civil Engineers	
3.	Project Electrical and Mechanical Engineers	
4.	Feasibility study consultant(s)	
5.	Other project technical expert(s)	
6.	Legal advisor(s)	
7.	Financial advisor(s)	
8.	Anticipated equipment supplier(s)	
9.	Engineering, procurement and construction contractor(s)	

**SECTION K: PRELIMINARY PROJECT ECONOMICS AND FINANCING**

***All applicants must fill in this section.***

*Please provide the preliminary project economics and financing information on the proposed project as requested below along with noted supporting documentation.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Audited project financial model in MS Excel.	
2.	Estimated preliminary project costs required to reach financial closure	
3.	Projected project CAPEX	
4.	Expected debt/equity ratio	
5.	Source(s) of equity financing	
6.	Source(s) of debt financing	
7.	Other sources of financing.	
8.	Evidence of the availability of adequate development and equity funds or description in which the required financing will be obtained	
9.	Overview of any local benefits that are expected to derive from the project including details on local content development (i.e. benefits from preferential use of local Kenyan goods, services, and labor within the project).	

**SECTION L: FURTHER INFORMATION**

**All applicants must fill in this section.**

*Please provide any further information that may be relevant for the assessment of your AHP application such as, any initial approvals secured by the project applicant, land rights agreements, etc.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

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**SECTION M: PROJECT APPLICANT SIGNATURE**

**All applicants must fill in this section.**

*Please sign this AHP Application Form to confirm that the information provided herein is accurate and to acknowledge that the project applicant has read and understood the Instruction to Call for Applicants, the Development Framework Guidelines, the SPPM, and relevant policies, laws and regulations for, and relating to the AHP.*

Name of representative of the applicant	
Title of representative	
Signature	
Date and place	



## APPENDIX D: CONTACT INFORMATION

### A. General Information

The Principal Secretary  
State Department for Housing and Urban Development  
P.O Box 30119-00100  
NAIROBI, KENYA  
Tel: +254-20-2713833  
Email: [info@housingandurban.go.ke](mailto:info@housingandurban.go.ke)  
Web: [www.housingandurban.go.ke/affordable-housing](http://www.housingandurban.go.ke/affordable-housing)

### B. For questions on the Affordable Housing Program Development Framework Guidelines, Affordable Housing Program Pipeline and Site Information, and other program features

The Affordable Housing Program  
State Department for Housing and Urban Development  
P.O Box 30119-00100  
NAIROBI, KENYA  
Tel: +254-20-2713833  
Email: [enquiries@bomayangu.go.ke](mailto:enquiries@bomayangu.go.ke)  
Web: [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp)

### C. For questions on the Affordable Housing Program Application Process and Rounds Scheduling

Procurement and Supply Chain Management Services  
State Department for Housing and Urban Development  
P.O Box 30119-00100  
NAIROBI, KENYA  
Tel: +254-20-2713833  
Email: [procurement@bomayangu.go.ke](mailto:procurement@bomayangu.go.ke)  
Web: [www.bomayangu.go.ke/ahp](http://www.bomayangu.go.ke/ahp)