



RFQ Clarifications & Responses

RFQ No.: RFQ KEN/HR/HR/1133/014

Subject: Project Start-Up Design Services (BPA)

This document provides official responses to bidder inquiries. These clarifications form part of the RFQ and should be considered when preparing Quotations.

Question 1: File Delivery Format

May I submit the offer as multiple PDF attachments in one email, or do you require a single combined PDF and/or a single ZIP archive? If ZIP is acceptable, are there size limits or restricted file types I should avoid?

Response:

Offers should be submitted via email as per the RFQ instructions. Offerors may submit:

- A single combined PDF, or
- Multiple PDF attachments within one email

ZIP files are acceptable where necessary; however, offerors should ensure all files are accessible and clearly labeled. There are no specific file size limits prescribed, but submissions must be complete and received before the deadline.

Question 2: Portfolio Submission

The RFQ permits a portfolio “either PDF or link.” May the primary portfolio be a single URL (professional portfolio site), with an optional short PDF annex, or do you require a self-contained PDF portfolio as the main artefact?

Response:

As stated in the RFQ, the portfolio may be submitted as:

- A PDF, or
- A link (URL)

A primary portfolio link is acceptable. Offerors may include an optional PDF annex, but this is not mandatory.

Question 3: CV / Technical Proposal Format

Are Google Drive / Docs links acceptable for any annexes, or should all narrative documents be PDF only?

Response:

The CV should be submitted as **PDF documents**. Links (e.g., Google Drive/Docs) may be



included as supplementary materials; however, the core required documents must be attached in PDF format to ensure accessibility during evaluation.

Please note: The **technical proposal requirement under Section 1, Clause 4 (bullet 4)** of the RFQ has been **struck off and is no longer required** for this quotation.

Question 4: Official Quotation / Letterhead

As an individual consultant, is a signed PDF on a simple letterhead template sufficient, or is a physical stamp / company letterhead required?

Response:

For individual consultants:

- A **signed PDF on a simple personal letterhead** (including name, contact details, and address) is sufficient
- A **physical stamp or company letterhead is not required**

Alternatively, offerors may complete Section 3 of the RFQ and submit a signed version, which will be considered acceptable.

Question 5: Q&A Distribution Process

If clarifications are issued, is there a process to register interest, or is submission of the full offer the only formal step?

Response:

As outlined in the RFQ:

- Questions may be submitted by the stated deadline
- Responses that may be of interest to other offerors will be shared with those who have indicated interest

Submission of a clarification request is sufficient to indicate interest. Only written responses issued by Counterpart are considered official.

Question 6: Eligibility of Offerors

Are offerors required to be individual consultants, or are companies also eligible to submit quotations?

Response:

As clearly stated in the RFQ:

- **Only individual consultants are eligible to apply under this RFQ**
- Company submissions are **not permitted**