

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF SIAYA

EXPRESSION OF INTEREST DOCUMENT

FOR

MANAGEMENT AND OPERATION OF THE GOT RAMOGI FOREST RESORT LOCATED IN SIAYA COUNTY

EOI NO: CGS/TOUR/EOI/2021-2022/01

**CHIEF OFFICER
TOURISM, ICT, CULTURE, SPORTS AND ARTS
COUNTY GOVERNMENT OF SIAYA
P.O. BOX 803-40600
SIAYA**

**COUNTRY SECRETARY
COUNTY GOVERNMENT OF SIAYA
P.O. BOX 803-40600
SIAYA**

November., 2021

EOI NOTICE

EXPRESSION OF INTEREST NO. CGS/TOUR/EOI/01/2021-2022 FOR MANAGEMENT AND OPERATION OF THE GOT RAMOGI FOREST RESORT LOCATED IN SIAYA COUNTY

The County Government of Siaya (CGS) through the Department of Tourism, ICT, Culture, Sports and Arts invites Expressions of Interest (EOI) from eligible investors preferably reputable and experienced hoteliers for management and operation of the Got Ramogi Forest Resort located in Siaya County as-is. The businesses will be financed and operated by the interested entities and will bear their own brand

Interested candidates may obtain complete requirements for the EOI from the CGS website (www.siaya.go.ke) or from the Public Procurement Information portal www.tenders.go.ke. The premises can be viewed between 22.11.2021 to 29.11.2021 from 8.30 a.m. to 2.30 pm

Expressions of Interest (EOI) in plain sealed envelopes clearly marked “**Expression of Interest Ref. No. CGS/TOUR/EOI/01/2020-2021 for Management and Operation of The Got Ramogi Forest Resort Located in Siaya County**” with the instructions “**Do not open before Tuesday 30th November, 2021 at 1200hrs (East Africa Time)**”, should be addressed to:

**County Secretary
County Government of Siaya
P.O. Box 803-40600
Siaya**

and deposited in the Tender Box located at the main entrance of Alego Usonga Sub-County offices within Siaya Town on or before Tuesday 30th November, 2021 at 1200hrs (East Africa Time)”

Expressions of Interest will be opened soon thereafter at Alego Usonga Sub County Offices, in the presence of tenderers and/or their representatives who may wish to attend.

**Director, Supply Chain Management
For: COUNTY SECRETARY**

19.11.2021

1.0 Background

The Got Ramogi Forest Resort (hereinafter ‘**The Resort**’) is located on part of Got Ramogi Hill and Forest situate in East Yimbo Ward, Bondo Sub-County within Siaya County. The County Government of Siaya was issued with a Special Use Licence by the Kenya Forest Service to operate and manage this resort located within the Got Ramogi Forest that falls under the jurisdiction of the Kenya Forest Service.

The Resort is sitting on Two acres of land and consists of the following facilities;

1. Four (4) ensuite cottages
2. A Kitchen with a dining area
3. Ablution Block (under construction)
4. Water Tank Tower
5. Electricity is connected

The County Government of Siaya therefore seeks suitably qualified candidates to manage and operate this resort under a sub-licensing agreement. Permitted Use shall be Recreational, subject to obtaining and maintaining necessary consents, licenses and approvals from relevant authorities for the permitted use, A sub-license will be awarded to furnish, brand and operate the Resort within a period of not more than six months (6) of sub-license signing. General terms of site use are as below:

1. The sub-license shall manage the as is without structural interference. Renovations shall be subject to approval and shall be carried out by the licensee at their own cost although a fit-in period can be granted upon agreement
2. The sub-license shall be for an initial three (3) years, renewable twice, subject to satisfactory performance.
3. The successful sub-licensee will manage the facility in accordance with Hotel Management best practices.
4. Eligible operators will be expected to provide proof of their capability and experience in operating similar hotel facilities. Suitable firms will be shortlisted on the basis of their written EOI submitted to CGS. Eligible operators may also include a consortium or a joint venture where one partner must be an experienced hotel operator
5. This document contains guidelines for submission of Expressions of Interest (EOI) and can be viewed or downloaded from our website <https://www.siaya.go.ke> or from the Public Procurement Information portal www.tenders.go.ke.
6. After evaluation of the EOI, short listed operators will be issued with tender documents.

2.0 Clarifications

Interested parties may request clarifications on this EOI up to five (5) days before the EOI submission date. The EOI and any updates/clarifications shall be posted on the CGS website <http://www.siaya.go.ke> and the Public Procurement Information portal www.tenders.go.ke

Any request for clarification must be delivered, mailed or emailed to:

The Chief Officer
Department of Tourism, ICT, Culture, Sports
County Government of Siaya
P. O. Box 803-40600, Siaya

3.0 Eligibility and qualification of bidders

The CGS invites interested investors (individual or consortium who are familiar with the industry to express their interest in providing the services by submitting information on their commercial and technical capability. In the case of a consortium, the lead agency may express their interest on behalf of the consortium.

3.1 Mandatory Documents

The EOI must be accompanied by certified copies of the following documents in the English language:

- (1) Proof of Registration with Registrar of Companies. Companies Incorporated under the Company's Act must in addition submit Copy of recent Certificate of Confirmation of Directors and Shareholding (CR12) issued within the last 12 months from the date of tender opening. *(This may be verified with the Registrar of Companies)*. Others (Partnerships and Business names) must submit copies of Directors National Identity Cards;
- (2) Copy of Valid Tax Compliance Certificate issued by the Kenya Revenue Authority *(May be verified on the KRA TCC Checker)*
- (3) A copy of the company profile,
- (4) Copy of Registration from the relevant Hotel Regulatory Authority or equivalent recognition
- (5) Audited Financial Statements for the year 2020

3.2 Corporate Information

Bidders are expected to submit information that addresses items contained in the table below:

No.	Particulars	Expected Information	Required Format
1	Experience in operating a similar facility	<ol style="list-style-type: none"> a) An adequate demonstration of experience in operating a similar hotel facility. A satisfactory track record in operating a busy hotel of the same is advantageous. b) Demonstrate availability of at least three experienced key staff members who will manage the facility including but not limited to the hotel manager, food and beverage manager 	<ol style="list-style-type: none"> a) Short narrative stating: <ul style="list-style-type: none"> • Name and Location of similar facility developed and managed in the last three (3) years. Attach the following permits for the facility. <ol style="list-style-type: none"> (i) Provide a valid business permit from the County of operation (ii) Health License for the Restaurant (iii) Fire License for the Restaurant (iv) Catering & Development Levy Registration (Include at least monthly declaration for the last three months) (v) Registration with Ministry of Tourism (Provide the Manager's certificate) • Scale/size of facility in terms of customers per day. • Key staff profiles • Submit at least a Reference attesting to its activities in the Hospitality Industry
2	Furnishings and Equipment	<ol style="list-style-type: none"> a) What furniture or equipment do you intend to provide or install? b) Approximate cost of equipment and furniture 	Detailed Narrative
3	Target Market	<ol style="list-style-type: none"> a) What is your proposed brand? b) Who are your target customers? 	Short Narrative

No.	Particulars	Expected Information	Required Format
		c) How will you attract the target customers?	
4	Financial Capacity	a) Who are your bankers and how can they be contacted? b) Evidence and/or Plan to access financial resources to undertake the proposed project. c) Current Ratios: <ul style="list-style-type: none"> • Current Ratio = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$ Should meet the threshold of at least 1:1 • Solvency ratios (i.e., Debt to Assets Ratio) = $\frac{\text{Total Debt}}{\text{Total Assets}}$ Should meet the threshold of at least 1:1 	<ul style="list-style-type: none"> • Bankers Contact Details, • Letter of Authority to seek references from Bankers • Information on evidence of Cash, Cash equivalents and /or Credit line, financing agreements / tool. • Sheet Showing calculations of current Ratios

3.3 Evaluation Criteria

The Expression of Interest will be evaluated on their responsiveness to the above requirements based on the following criteria:

PARTICULARS	Sub-Section	MAXIMUM SCORE / POINTS
Mandatory Documents	All bidders must meet	No marks Awarded
Experience in operating a similar hotel facility	Track Record in running a similar hotel facility	10 Marks
	Availability of Key Staff	10 Marks
	Reference attesting to its activities in the Hospitality Industry	10 Marks
Furnishings and Equipment	Furniture and Equipment	10 Marks
	Approximate Costs	10 Marks
Target Market	Proposed Brand	5 Marks
	Target Customers	5 Marks
	Marketing Strategies	5 Marks
Financial Capacity	Bankers and their Contact Details and Letter of Authority to seek references	5 Marks
	Information on evidence of Cash, Cash equivalents and /or Credit line, financing agreements / tool.	10 Marks
	Current Ratio	10 Marks
	Strength of the Bank Statement and/or audited accounts	10 Marks
TOTAL		100 Marks

Bidders scoring at least Seventy-Five per centum (75%) will be deemed responsive and will be invited to tender for the services.

All responses should be typed and their numbering should correspond with that prescribed in above sections. Please include all attachments where required.

Shortlisting of bidders for subsequent processes shall be based on the above information.