

THE MERU NATIONAL POLYTECHNIC



REPUBLIC OF KENYA

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THE MERU NATIONAL
POLYTECHNIC

Technology for Innovation & Development

REQUEST FOR EXPRESION OF INTEREST - (Consulting Services – Firms Selection)

Country	Kenya
Source of Funds	Government of Kenya
Assignment Title	Consultancy Services for Design of a modern Amphitheatre at Meru National Polytechnic
Reference Number	MNP/EOI/DESIGN/AMPHITHETRE/ 2025-2026

1. The Meru National Polytechnic in its budget for the Financial Year 2025/2026 intends to utilize funds for Consulting Services.
2. The Consulting Services ("the Services") include Design of the proposed modern amphitheater at Meru, Kenya.
3. The period of the services is 6 months comprising: Site Studies, Detailed Design and preparation of bills of quantities. The Detailed Terms of Reference (TOR) for the assignment can be found at the following websites; Government tenders portal www.tenders.go.ke and the Polytechnic website: www.mnp.ac.ke/tenders
4. The Meru National Polytechnic, a State Corporation under the Ministry of Education established under the TVET Act 2013, now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:
 - a) Firm Registration. The firm shall be registered in the field of Architecture or Civil Engineering and related services as its core business for a period of not less than 10 years;
 - b) Firm Experience. The firm should demonstrate capacity and experience in carrying out design and supervision of buildings for a period not less than 8 years. The firm must have undertaken at least 3 similar assignments in scope and value within the last 8 years;
 - c) Firm Technical Capacity. The firm must demonstrate a staffing establishment that specifically meets the qualification requirements for all key expert positions defined in the Terms of Reference.

Key Experts will not be evaluated at the shortlisting stage.

5. The attention of interested Consultants is drawn to the Public Procurement & Asset Disposal Act (2020) and The Public Procurement & Asset Disposal Regulations (2022) on conflict of interest.
6. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
7. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Public Procurement & Asset Disposal Act (2020) and The Public Procurement & Asset Disposal Regulations (2022)
8. Further information can be obtained at the address below during office hours, Mondays to Fridays from 0800 to 1700 hours (East Africa Time), excluding public holidays.
9. The Expressions of Interest must be delivered in a written form to the address below in person, or by mail, or by email clearly marked **CONSULTANCY SERVICES FOR DESIGN OF A MODERN AMPHITHEATRE AT MERU NATIONAL POLYTECHNIC, MERU, KENYA**, by **Thursday, 19th June 2025 at 1000hrs (East Africa Time)**. Expressions of Interest delivered in person shall be deposited in the tender box at the Administration Block, Meru National Polytechnic, Meru Kenya.
10. **NOTE:** Public Procurement Capacity Building Levy: Pursuant to the enactment of the Legal Notice No. 206 on Public Procurement and Asset Disposal Act 2015, Section 3 (1), Meru National Polytechnic shall retain the Public Procurement Capacity Building Levy at the rate of zero point zero three per centum (0.03%) of the value of the signed contract effective **1st September, 2024**. Payment of the submitted invoices shall therefore be made minus this

TENDER NOTICE

The Meru National Polytechnic invites tenders from qualified bidders for the following:

TENDER NO.	TENDER DESCRIPTION
MNP/ICT/MIS/001/2025-2026	TENDER FOR SUPPLY, CONFIGURATION, TESTING & COMMISSIONING OF AN ENTERPRISE RESOURCE PLANNING - ERP (MANAGEMENT INFORMATION SYSTEM)

Interested bidders may obtain tender documents from the procurement office, Meru National Polytechnic upon payment of a non-refundable fee of Kshs 1,000 at the cash office during normal working days. Documents can also be downloaded from the government tenders portal www.tenders.go.ke or from the Polytechnic's website www.mnp.ac.ke/tenders. Complete documents in a plain, sealed envelope marked tender number and description should be addressed to:

The Chief Principal
The Meru National Polytechnic
P.O. Box 111 – 60200 Meru.
Email: info@merunationalpolytechnic.ac.ke/po@merunationalpolytechnic.ac.ke

And deposited in the TENDER BOX at the polytechnic reception so as to be received on or before **19th JUNE 2025** at 10:00am. The documents will be opened on the same day at 10:00am in the Main Boardroom (Meru National Polytechnic) and bidders or their representatives are welcome to witness the opening.

Please note: There shall be no public opening of the Expressions of Interest.

PROCUREMENT OFFICER
FOR:CHIEF PRINCIPAL

Terms of Reference (ToR) For the Design of a 2,000-Seater Capacity Amphitheater

1. Background

The Meru National Polytechnic seeks the services of a qualified consultancy firm to undertake the architectural and engineering design of a 2,000-seater modern amphitheater. The facility will host conferences, performing arts, educational, and government events. This ToR outlines the requirements for the design phase only.

2. Objectives of the Assignment

- Develop a comprehensive design for a 2,000-seat auditorium that balances aesthetics, function, safety, sustainability, and accessibility.
- Ensure the design includes state-of-the-art audiovisual, lighting, acoustics, and stage infrastructure.
- Deliver approved and construction-ready drawings along with supporting documentation required for tendering the construction works.

3. Scope of Services

The design consultant shall be responsible for delivering the following services:

A. Pre-Design Stage

- Conduct site appraisal including site visits, data collection, topographical and geotechnical surveys (as needed).
- Stakeholder consultation to define user requirements and space functions.

B. Conceptual Design

- Prepare concept sketches and preliminary layouts.
- Develop initial spatial planning including audience seating configuration, stage layout, VIP and utility zones.
- Provide 3D renders or walkthroughs of proposed designs.

C. Detailed Design

- Develop final architectural drawings.
- Provide structural, electrical, mechanical (HVAC), plumbing, and fire safety system designs.
- Include acoustical engineering, lighting design, and IT/AV integration plans.
- Ensure accessibility provisions (ramps, elevators, and signage) per the Disability Act.
- Prepare energy-efficient and sustainable design components (natural ventilation, solar, water harvesting).

D. Documentation

- Detailed Bill of Materials (BoM).
- Technical specifications and material schedules.
- Tender-ready construction drawings (AutoCAD and PDF formats).
- Project implementation schedule (design-to-construction timeline).
- Cost estimate based on prevailing market rates.

4. Deliverables

- Inception Report (within 2 weeks of commencement).
- Concept Design Report including layout options.
- Final Detailed Design Package:
 - Full set of construction drawings (architectural, structural, MEP, acoustics).

- 3D renders or animation.
- BoQs and Specifications.
- Environmental and Social Mitigation Measures (basic outline).
- Design Completion Report.

5. Timeframe

The design assignment is expected to be completed within [12 to 16 weeks], broken down as:

- Inception and Preliminary Design: 3 weeks
- Concept Design Review and Feedback: 2 weeks
- Detailed Design and Drawings: 6 weeks
- Finalization and Submission: 2 weeks
- Buffer and Stakeholder Review Period: 2 weeks

6. Team Composition & Qualifications

The design firm must demonstrate capacity through a multidisciplinary team including:

- Lead Architect (registered with BORAQS, min. 10 years' experience)
- Civil/Structural Engineer (registered with EBK)
- Mechanical & Electrical Engineers
- Quantity Surveyor
- Acoustic and AV Specialist
- Interior Designer
- Landscape Architect (optional, if landscaping is involved)

7. Reporting

The consultant will report to the [Project Steering Committee / Client's Representative] on a bi-weekly basis and participate in scheduled stakeholder meetings.