



The County Government of Homa Bay, through the Department of Trade, Industry, Tourism, Investments, Co-Operatives Development & Marketing invites Expression of Interest (EOI) for leasing, managing and operating the Kigoto Maize Milling Plant.

INTRODUCTION

The Kigoto Maize Milling Plant, located in Gwasssi East Ward, Suba South Sub-County, Homa Bay County, is a county-operated facility with a daily processing capacity of 30 tones, spanning 14.2 acres. Since its launch on November 4, 2022, the plant has produced high-quality sifted and fortified maize flour under the brand 'Mokwa,' sourcing maize locally to benefit farmers, reduce transportation costs, and create jobs while enhancing the maize value chain in the community. To boost profitability, minimize post-harvest losses, and increase production variety, the County Government of Homa Bay invites bids from qualified firms to manage and operate the facility under 10 years lease contract.

PURPOSE OF THE ASSIGNMENT

- An investor to manage and operate the facility under a 10 years lease contract.

SCOPE OF THE ASSIGNMENT

- The scope of the assignment for managing and operating the Kigoto Maize Milling Plant includes the following responsibilities:
 1. **Brand Retention, Growth, and Innovation:** Preserve and enhance the "Mokwa" and "Nyukawa" brands, while exploring new maize-based product offerings;
 2. **Strategic Design, Development, and Financing:** Lead the design, development, and financing of the plant, focusing on sustainability and growth;
 3. **Efficient and Cost-Effective Implementation:** Ensure timely and cost-effective project implementation through strong budgeting and resource management;
 4. **Capacity Building and Quality Assurance:** Provide ongoing training to staff to maintain high quality and safety standards in maize milling;
 5. **Local Contractor Engagement:** Engage local contractors to promote community involvement and boost local economic growth;
 6. **Local Farmer and Supplier Support:** Source maize from local farmers, promoting fair prices and stimulating agricultural productivity;
 7. **Local Labor and Workforce Development:** Retain and upskill local labor, only sourcing external expertise when necessary;
 8. **Comprehensive Plant Maintenance and Servicing:** Implement regular maintenance to ensure smooth, uninterrupted plant operations;
 9. **Financial Responsibility for Facilities:** Cover costs for renovations and maintenance, ensuring a functional and safe work environment;
 10. **Strict Premises Usage Compliance:** Use the plant strictly for its intended purpose, requiring consent for any modifications;
 11. **Utility Bill Management:** Take full responsibility for paying all utility bills to prevent operational disruptions;

12. **Brand Visibility and Market Expansion:** Ensure the brand's market presence locally and expand to regional and national markets;
13. **Sustainability and Environmental Responsibility:** Adopt eco-friendly practices, such as waste recycling and energy efficiency;
14. **Technological Upgrades and Innovation:** Invest in new technologies to improve production efficiency and quality;
15. **Community Engagement and Social Responsibility:** Engage with the community through social responsibility programs and partnerships;
16. **Risk Management and Compliance:** Develop a risk management plan and ensure compliance with laws and regulations;
17. **Market Research and Consumer Insights:** Conduct market research to stay updated on trends and develop new products based on consumer preferences.

TIMELINES

- To fully undertake the scope of managing and operating Kigoto Maize Milling Plant, the contracted firm will take sixty (60) day from the day the contract is signed. Some activities will occur concurrently.

DELIVERABLES

- During the sixty (60) days of takeover period, the contracted firm is expected to deliver the following:
 - i. Within 15 days after the signing of the contract, the contracted firm will submit an inception report detailing the work plan and methodology to be used for the entire assignment;
 - ii. Within 15 days from contract signing date, the contracted firm will carry out a machine and equipment assessment and provide a report on the possible measures of maintenance and improvement;
 - iii. Within 15 days from the contract signing date, develop a detailed operational plan and strategy outlining the management, staffing and financial plans for Kigoto maize Milling plant, ensuring a smooth takeover;
 - iv. Within 45 days, complete facility assessment and come up with a completion and maintenance schedule for civil works, ablution block, changing rooms, gate, guard house, administration block and fencing works;
 - v. Complete a staff audit and report on the recruitment gaps and capacity building programs within 30 days;
 - vi. Within 30 days, provide an operationalization and production strategy outlining the processes and maintenance of supply chain consistency;
 - vii. Outline strategy for market penetration, brand visibility and market expansion within 30 days. This will include brand retention and market plan;
 - viii. Within 30 days, provide detailed strategy for compliance with environmental and sustainable standards;
 - ix. Within 30 days after contract signing, the contracted firm should develop a report that includes:
 - a) Draft internal and external stakeholder management strategy;
 - b) Draft communication strategy including CSR initiatives.

QUALIFICATION AND EVALUATION CRITERIA

- Interested bidders/investors should provide information in their EOI indicating their suitability to perform the assignment. They should also provide relevant documentary evidence of past similar accomplishments.

- To be eligible the firms must meet the following mandatory requirements:
 - Eligibility and legal documents:
 - a. Certified copy of registration certificate/incorporation in Kenya;
 - b. CR12 for limited companies issued in the last six months;
 - c. Copies of identification documents – National Identification cards or Passports for all Directors;
 - d. Valid Business Permit;
 - e. Valid Tax Compliance certificate from the Kenya Revenue Authority (KRA);
 - f. Certified copies of audited financial statements for the last three years (2021, 2022, and 2023);
 - g. Certified company profile, including information on organization, technical, and logistical capability to undertake the assignment;
 - h. Confirmation that the company is not insolvent, in receivership, bankrupt, or subject to legal proceedings for any of these circumstances, or in the process of being wound up;
 - i. All pages of the documents must properly be serialized/paginated.

Note: Any bidder who does not meet the mandatory requirements shall not be evaluated by the evaluation criteria set below;

EVALUATION CRITERIA

The evaluation criteria below will be used to ascertain the responsiveness of the candidates to the EOI:

S/No.	Evaluation Criteria for the EOI for leasing, managing and operating the Kigoto Maize Milling Plant	Total Marks Allocated	Score Awarded
1	<p>The investor must have an ongoing successful business in the maize milling field. Provide certified company profile with firm’s background, physical address, telephone contacts, facilities/technical and logistical capability, organizational structure, directors and key staff to include experience and qualifications, products and services provided</p> <ul style="list-style-type: none"> • Technical capacity – 10 marks • Logistical capacity (proof of existence of a distribution channel and marketing ability) - 10 marks • Organizational structure, directors and key staff – 10 marks • Products and services - 10 marks 	40	
2	<p>The business should have been operational for at least 5 years. Provide proof of at least 5 years of experience in milling, management, and marketing of maize mill products</p> <ul style="list-style-type: none"> • Four (4) marks for every years’ experience, maximum 5 years 	20	
3	<p>The investor should have the capacity and proof to fund a new business venture. The business should be financially sound/have financial capability. Demonstrate financial and organizational strength by attaching certified copies of audited financial statements for the last three years (2021, 2022, and 2023)</p> <ul style="list-style-type: none"> • Ten (10) marks for every years’ audited financial statements with satisfactory financial strength 	30	
4	Provide approvals to operate a maize milling plant from the Competent Authority and other relevant bodies	10	
	Total Marks	100	

Total maximum possible score - 100 Marks

To be considered responsive, candidates are to score a minimum of 70 % of the total score above (i.e. minimum of 70 out of 100). Those who score the pass mark of 70 % and above will be invited to submit proposals through Requests for Proposals.

SELECTION PROCESS

The selection process will be conducted in three stages;

Stage1:

Expression of Interest (EOI) received from interested firm and investors that have submitted all required documentation will be reviewed by the evaluation committee. Shortlisted applicants will be notified accordingly.

Stage 2:

The Request for Proposal for the assignment will be shared with shortlisted applicants who will be invited to submit a technical and financial proposal.

Stage 3:

The technical and financial proposal will be evaluated following the guidelines outlined in the request for proposal.

Interested and eligible firms may obtain further information from the Office of the Director Procurement and Supplies Management, New Governor's Office Block (County Headquarters) at the basement during the working office hours of between 8am to 5pm during working days.

Interested and eligible firms may request for clarifications from:

County Director
Procurement and Supplies Management
County Government of Homa Bay
County Government Headquarters
P.O. Box 469 – 40300
Homa Bay
Email: procurement@homabay.go.ke

During office working hours (8:00Am- 5:00pm) before five (5) days of the submission date.

SUBMISSION OF THE EOI

Expression of Interest should be submitted as **one (1) original hard copy and one digital (electronic pdf format in a CD/USB copy).**

Complete Tender documents should be enclosed in plain sealed envelopes clearly marked "TENDER NUMBER - HBC/TITICDM/EOI/001/2024-2025 FOR EXPRESSION OF INTEREST (EOI) FOR LEASING, MANAGING AND OPERATING THE KIGOTO MAIZE MILLING PLANT" should be deposited in the TENDER BOX situated at the entrance of New Governor's office block not later than **October 30, 2024 at 11:00 am EAT**. Large documents that cannot fit in the tender box shall be registered at the office of the Director Procurement and Supplies Management located at the basement of Governor's new office block. The tender documents should be addressed to:

County Director
Procurement and Supplies Management
County Government of Homa Bay

**County Government Headquarters
P.O. Box 469 – 40300
Homa Bay**

The Expressions of Interest will be opened immediately after the deadline date and time at the **Gazebo Hall**, County Government of Homa Bay Headquarters (**Near Governor's Office Block**) Homa Bay, in the presence of tenderers and/or their representatives who may wish to attend.

COUNTY DIRECTOR OF PROCUREMENT AND SUPPLIES MANAGEMENT