

	NATIONAL OIL CORPORATION	NOCK/PRC/03(1759)2026-2027
		Page 1 of 5

TERMS OF REFERENCE FOR PROVISION OF CONSULTANCY SERVICES (CONSULTING FIRMS) FOR REHABILITATION, UPDGRADING AND RECOMMISSIONING OF NATIONAL OIL FUEL TERMINAL AND LPG PLANT

BACKGROUND

National Oil Corporation intends to undertake the rehabilitation, upgrading and recommissioning of its Nairobi Fuel Terminal and LPG Plant to improve operational efficiency, safety, environmental compliance, reliability and storage capacity.

The project comprises, but is not limited to:

- Rehabilitation of petroleum storage tanks
- Rehabilitation and upgrading of loading gantries
- Product pipeline modifications
- Fire protection systems
- Electrical systems
- Instrumentation and automation
- SCADA systems
- Tank gauging
- Mechanical equipment
- LPG storage bullets
- Cylinder filling plant
- LPG pumps and compressors
- Utilities
- Civil and structural works
- Roads and drainage
- Security systems
- Environmental improvements

National Oil seeks to recruit an experienced Engineering Consultancy Firm to provide Project Management Consultancy (PMC) services.

Objectives

The objective is to engage a consultant who shall provide professional services throughout the project lifecycle to ensure:

- Timely completion
- Cost control
- Quality assurance
- Regulatory compliance
- Safe execution
- Proper contract administration

Scope of Services

The Consultant shall provide, but not be limited to:

Phase I – Design Review

- Review existing layouts and provide for revised designs for each line for review and approval by the client.
- Document the details of the rehabilitation that will be carried out as supported by the designs
- Prepare detailed specifications and Bill of Quantities (BoQ) for every design scope for the purpose of tendering

Phase II – Procurement Support

The consultant shall support the in house team in the procurement and tender evaluation process for the tender contract as follows:

- Preparation of the terms of reference for the tender
- Preparatiojn of the tender evaluation criteria
- Participate in the tender processing process

Phase III – Project Supervision

The consultant shall be the project manager on behalf of the Corporation and shall administer the contract so as to achieve efficiency and timely completion. In particular, they shall be responsible but not limited to the following:

- Handling all the preliminaries including all statutory approvals on behalf of the Corporation
- Ensure an effective program of works is in place

- Ensure the Corporation policies and procedures are adhered to at all times where applicable
- Ensure a smooth handover of the project site by the contractor
- Enforce all legal, safety, and quality requirements on the part of the contractor
- Ensure regular and timely site meeting, inspections and job valuations are carried out as scheduled and provide minutes and details for the same.
- Prepare and submit accurate certificates of works done and certify them payment by the Corporation
- Manage all conflicts arising from the contract and advise the corporation where need be for timely intervention
- Certify the practical completion of all project areas, manage the defect liability period and ensure successful handover of the project to the Corporation

Phase IV – Quality Assurance

The consultant shall be responsible for all aspects of quality for all the project lines including inspections, testing and successful commissioning as per the program of works.

Phase V – Health Safety and Environment

Ensure compliance with OSHA, EPRA, KEBS, NEMA and National Oil Corporation's HSE standards

Phase VI – Commissioning

The Consultant shall ensure all the project lines, mechanical, electrical and instrumentation are completed and commissioned as per designs and the program of works

Phase VII – Project Close-out

The project closure shall happen when the following are handed over to the corporation.

- The complete project management file
- Final reporting detailing project summary and any actionable items by the Corporation
- All final and as built drawings
- All operation and maintenance manuals where applicable
- All special instructions as pertains to the maintenance and operation of the National Oil white fuel depot and the liquefied petroleum gas (LPG) plants
- Training evidence for all staff affected by the changes made through re-designs and execution

Deliverables

The Consultant shall submit the following documents:

- Inception Report
- Design Review Report
- Tender Documents
- Bid Evaluation Reports
- Monthly Progress Reports
- HSE Reports
- Quality Reports
- Payment Certificates
- Commissioning Reports
- Final Completion Report

EOI Evaluation Criteria

Preliminary Evaluation (Mandatory documents)

No	Requirement
1.	Copy of Certificate of Registration/Incorporation
2.	Copy of Valid Tax Compliance Certificate (issued by the Kenya Revenue Authority)
3.	Copy of CR-12 /CR 13 Form issued by the Registrar of Companies. Sole Proprietorships and Partnerships shall be required to attach copies of IDs
4.	Copy of valid unified Business Permit by respective county government
5.	Registration with relevant professional bodies (EBK, IEK)

Technical Evaluation

Criteria	Marks
Company Profile	10
Experience in Fuel Terminal Projects	15
Experience in LPG Facilities	15
Experience in Tank Rehabilitation	10
Experience in Live Terminal Operations	10
Experience in Contract Administration (FIDIC or similar)	10
Qualification and experience of key Professional Staff to include experience/certification in OEMS (Operational Excellence Management Systems)	15

Criteria	Marks
Financial Capacity (Financial statements for last three years/Letter of recommendation from a registered bank in Kenya)	10
Local Presence / Knowledge of East African Regulations	5
Total	100

Documentary Evidence: For each project submitted as evidence of experience, the Consultant shall provide documentary proof in the form of the following: signed client reference letters,, completion certificates, appointment letters and any other official documents clearly demonstrating the Consultant's role, scope of services, project location, client, project value (where applicable), and period of execution. The Procuring Entity reserves the right to verify the authenticity of any submitted documentation.

6. Shortlisting

Only firms meeting all mandatory requirements and scoring at least 75/100 shall be shortlisted and invited to submit Request For Proposal (RFP).

AG. CHIEF EXECUTIVE OFFICER