Instructions to Applicants

In addition to the essential guidance/instruction (provided through the cover letter) vis-à-vis application for the prequalification, the following are also to be considered during the submission.

# General

1. **Eligible Applicants**:
	1. An applicant has been established as non- for profit organization;
	2. The NGO/CBO has been incorporated under the relevant government law, e.g. the Companies Act 2015, the Societies Act (cap 108), Cooperative Societies Act (CAP 490) or otherwise
	3. The aim of the NGO/CBO is to promote development, community based adaptation, welfare, research and/or advocacy; Disaster Risk Reduction, Climate Risk Management
	4. The NGO/CBO, board of directors and/or management are not blacklisted by the Government of Kenya;
	5. The NGO/CBO, its board of directors and/or management do not appear in the list established by the DRSLP Project Coordination Unit (PCU)
	6. The NGO/CBO has been registered for at least 3 years at the time of application.
	7. The NGO/CBO is currently operating in the Target Counties of Baringo and/ or Turkana
2. **Contents of Prequalification**: The document for the prequalification consists of the annexes indicated below which are available at the PCU, and should be read in conjunction with any Addendum that may be issued by the DRSLP/RLACC Project Coordination Unit.

Annex 1- Instruction for applicant.

Annex 2 EOI– Request for Information (Please fill in this template - electronically)

1. **Amendment of Prequalification:**
	1. At any time prior to the deadline for submission of applications, the RLACC PCU may amend the prequalification by issuing addendum.
	2. Any addendum issued shall be part of the prequalification and shall be communicated in writing by means to be communicated appropriately.
	3. To give prospective applicants reasonable time to take an addendum into account in preparing their applications, RLACC PCU may, at its discretion, extend the deadline for the submission of applications.

# Preparation of Applications

1. **Cost of Applications:** The Applicant shall bear all costs associated with the preparation and submission of its application. RLACC PCU will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
2. **Language of Application**: The application prepared by the Applicant and all correspondence and documents relating to the application exchanged by the Applicant and RLACC PCU shall be in the **English** language.

# Submission of Applications

Please ensure to mention the Organization name and reference number on envelop of prequalification document [Ref. # RLACC-EOI-NGO/CBO-01-2017]. In case Courier Company will use their own envelop then also make sure that Reference number is mentioned clearly on it. Documents received without reference number on the envelope will not be entertained and will be returned unopened to the sender (mentioned on the envelope). RLACC will not assume the responsibility for the misplacement or premature opening of the bids when the instructions noted above are not properly followed.

Application received after the above deadline will not be considered. Please submit your documents on the following physical address:

DRSLP/RLACC

RLACC, Quotation/Bids/Proposals

Hill Plaza Building, 9th Floor, Room 921

Ngong Road/ Upper Hill Close

1. **Clarification of Applications**
	1. To assist in the evaluation of applications, RLACC may, at its discretion, request in writing any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time.
	2. If an Applicant does not provide clarifications of the information requested by the date and time set in RLACC request for clarification, its application may be rejected.