



**Sigona**  
GOLF CLUB

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**REF: SGC/EIA/2026/001**

**DATE:** 29th April 2026

**TO:** All Eligible NEMA-Registered Environmental Consultants

**RE: INVITATION TO SUBMIT PROPOSALS FOR ENVIRONMENTAL IMPACT ASSESSMENT (EIA) SERVICES – PROPOSED CLUB HOUSE DEVELOPMENT**

Sigona Golf Club ("the Proponent") invites technical and financial proposals from suitably qualified and NEMA-registered firms to conduct an Environmental Impact Assessment for our proposed modern Club House Development.

The project involves the construction of a new Club House building, including associated parking, drainage, and utility connections. The successful consultant will be expected to establish environmental baselines, conduct stakeholder consultations, and manage the NEMA licensing process to completion.

**Further Information:**

Full details of the project scope, objectives, and reporting requirements are contained within the Request for Proposal (RFP) document. This and any additional project information can be viewed and downloaded from the club website at: [www.sigonagolfclub.com](http://www.sigonagolfclub.com).

**Submission Guidelines:**

To ensure transparency and compliance, all bidders must adhere to the following submission requirements:

1. **Format:** Proposals must be submitted in **Sealed Envelopes**.
2. **Copies:** Provide one (1) **Original** and one (1) **Copy** of the proposal.
3. **Labelling:** Each envelope must be clearly labeled:
  - ✓ *"Original: RFP for EIA Services: Sigona Golf Club House Development"*
  - ✓ *"Copy: RFP for EIA Services: Sigona Golf Club House Development"*
4. **Addressing:** All submissions should be addressed to:  
**The General Manager,  
Sigona Golf Club,  
P.O. Box 10-00605,  
Kikuyu, Kenya.**

**Deadline:**

The completed proposals must be hand-delivered to the Sigona Golf Club Administration Office or sent via courier to arrive **not later than Wednesday, 13th May 2026, at 14:00 EAT**.

Late submissions or unsealed proposals will be automatically disqualified. Sigona Golf Club reserves the right to accept or reject any proposal.

Yours Faithfully,

**Francis Musyoka,  
The General Manager  
Sigona Golf Club**

# REQUEST FOR PROPOSAL

## ENVIRONMENTAL IMPACT ASSESSMENT (EIA)

<b>Project</b>	Proposed Club House Development — Sigona Golf Club
<b>Location</b>	Sigona Golf Club, Kiambu County, Kenya
<b>Proponent</b>	Sigona Golf Club
<b>Lead Consultant</b>	Design Artitude (Architecture & Interior Design)
<b>RFP Reference</b>	SGC/EIA/2026/001
<b>Issue Date</b>	April 2026
<b>Proposal Deadline</b>	14 days from date of issue — by 17:00 EAT
<b>Submission Method</b>	Email to: <a href="mailto:info@sigonagolfclub.com">info@sigonagolfclub.com</a>

*This RFP is issued for procurement purposes only. Issuance does not constitute a commitment to award. Sigona Golf Club reserves the right to accept or reject any proposal and to annul the procurement process at any time without incurring liability.*

## 1.0 Invitation to Tender

Sigona Golf Club ("the Proponent") invites suitably qualified and NEMA-registered Environmental Experts to submit Technical and Financial Proposals for the provision of Environmental Impact Assessment (EIA) services for the proposed Club House Development.

This study is a statutory requirement under:

- The Environmental Management and Coordination Act, Cap. 387 (EMCA, 1999) and its amendments;
- The Environmental (Impact Assessment and Audit) Regulations, 2003 (Legal Notice No. 101);
- Any applicable NEMA Sectoral Guidelines relevant to the proposed development.

Only firms whose lead expert holds a valid NEMA EIA/EA Practitioner registration will be considered.

## 2.0 Project Background

Sigona Golf Club intends to develop a modern Club House within its existing premises in Kiambu County, Kenya. The development is being led architecturally by Design Artitude. The proposed development involves construction of a new Club House building, including associated car parking, drainage, external works, and utility connections.

As part of the statutory planning and development process, an EIA is required prior to commencement of construction works to assess the environmental and social impacts of the development and to secure an EIA Licence from the National Environment Management Authority (NEMA).

*Note: The Proponent will provide the appointed consultant with all available architectural drawings, site plans, and project descriptions upon appointment. Bidders should note this information is not attached to the RFP due to its commercially sensitive nature.*

## 3.0 Objectives of the Assignment

The primary objectives of this assignment are:

1. Establish the environmental and social baseline conditions across the proposed building footprint and its immediate environs.
2. Identify and assess potential negative environmental and social impacts arising from the construction and operational phases of the proposed Club House.
3. Develop a comprehensive Environmental Management Plan (EMP) incorporating mitigation, monitoring, and institutional measures.
4. Conduct mandatory stakeholder consultation and public participation in compliance with NEMA requirements.
5. Prepare a full EIA Project Report in the format required by NEMA and manage the submission, payment, and follow-up process until issuance of the EIA Licence.

## 4.0 Scope of Works

### 4.1 Site Reconnaissance and Desktop Review

- Conduct a site visit to assess existing conditions, access, drainage patterns, and surrounding land uses.
- Carry out a desktop review of existing environmental baseline data including soils, hydrology, vegetation, and ecology.
- Review any available engineering drawings, site layouts, or planning documents provided by

the Proponent.

## 4.2 Environmental Baseline Assessment

- Physical environment: topography, soils, drainage, surface water features, and groundwater.
- Biological environment: vegetation cover, significant trees, and any fauna of note.
- Socio-economic environment: adjacent land uses, neighbouring properties, and existing infrastructure.
- Noise and air quality: existing ambient conditions to serve as a baseline for construction impact assessment.

## 4.3 Stakeholder Consultation and Public Participation (CPP)

The consultant shall conduct mandatory stakeholder consultation in full compliance with the Environmental (Impact Assessment and Audit) Regulations, 2003. This shall include:

- Publication of a public notice in a local daily newspaper with national reach, and erection of a site notice, both for a minimum statutory period of 21 days;
- Organised public participation meetings with Sigona Golf Club members, adjacent neighbours, and other identified stakeholders;
- Distribution and collection of standardised questionnaires to capture written views from stakeholders;
- Preparation of CPP minutes, attendance registers, photographic records, and questionnaire summaries for inclusion in the EIA Report.

*Note: Costs related to venue hire, newspaper notices, printing, and logistics for CPP must be clearly itemised in the financial proposal. The Proponent will not separately finance these items.*

## 4.4 Impact Assessment

The consultant shall identify, predict, and evaluate significant positive and negative impacts associated with the project, covering at minimum:

- Excavation stability and slope safety during construction;
- Soil erosion and sediment control during earthworks;
- Stormwater drainage and potential for localised flooding;
- Vegetation removal and any significant tree felling;
- Construction noise, dust, and vibration impacts on the club and neighbouring properties;
- Waste generation and solid waste management during construction and operation;
- Wastewater and sanitation — connection to existing systems or new facilities;
- Traffic and access management during construction.

## 4.5 Environmental Management Plan (EMP)

The consultant shall prepare a comprehensive EMP covering:

- Mitigation measures for all identified significant impacts, with responsible parties and timeframes;
- A monitoring and reporting schedule, including parameters, frequency, and responsible parties;
- An institutional framework identifying who is responsible for EMP implementation and compliance;
- An Environmental Compliance Budget, indicating estimated costs for implementing the EMP.

## 4.6 NEMA Portal Management

The consultant shall be fully responsible for:

- Opening and managing the project application on the NEMA Online Portal;
- Uploading all required documentation including the final EIA Report and CPP records;
- Payment of NEMA statutory fees on behalf of the Proponent (to be included in the financial proposal, or clearly excluded with justification);
- Following up with NEMA on the review status and responding to any technical queries;
- Maintaining communication with the Proponent throughout the licensing process until the EIA Licence is issued.

# 5.0 Reporting Requirements

The EIA Report shall be prepared in accordance with the requirements of the Environmental (Impact Assessment and Audit) Regulations, 2003 (Second Schedule) and shall include as a minimum:

### 5.1 Executive Summary

- Non-technical summary suitable for a general audience;
- Summary of key impacts and proposed mitigation.

### 5.2 Project Description

- Full description of the proposed development including phasing, construction methodology, materials, and operational parameters;
- Site location plan and architectural/layout drawings (as provided by the Proponent).

### 5.3 Baseline Environmental Conditions

- Physical, biological, and socio-economic baseline as described in Section 4.2.

### 5.4 Policy, Legal, and Institutional Framework

- All relevant Kenyan legislation, regulations, standards, and institutional mandates applicable to the project.

### 5.5 Stakeholder Consultation Records

- Newspaper notice, site notice, and 21-day public participation process documentation;
- CPP meeting minutes, attendance registers, photographs, and questionnaire analysis.

### 5.6 Impact Assessment Matrix

- Identification, prediction, and evaluation of all significant impacts using a recognised assessment methodology;
- Assessment matrix linking activities, receptors, impacts, and significance ratings.

### 5.7 Environmental Management Plan (EMP)

- Mitigation, monitoring, institutional measures, and compliance budget as described in Section 4.5.

### 5.8 Conclusions and Recommendations

## 6.0 Deliverables

No.	Deliverable	Timing
1	Draft EIA Project Report (PDF)	Within 10 working days of instruction
2	Proponent's review comments incorporated — Final EIA Report submitted to NEMA	Within 5 working days of receipt of comments
3	Proof of NEMA submission and payment confirmation	Upon submission
4	NEMA queries/comments response	Within timeframe required by NEMA
5	Valid EIA Licence issued by NEMA	Subject to NEMA statutory timelines
6	All soft copies in editable Word format and PDF	With each report submission

## 7.0 Qualification Requirements

Bidders must demonstrate the following minimum qualifications. Failure to meet any mandatory criterion will result in disqualification:

### Mandatory Requirements

- Valid NEMA EIA/EA Practitioner registration for the Lead Expert (provide registration number and expiry date);

- The firm must have been in operation for a minimum of three (3) years;
- Demonstrated experience of at least three (3) completed EIA studies for building or institutional development projects in Kenya, with copies of the relevant EIA Licences or NEMA acknowledgement letters as evidence;
- At least one (1) completed EIA study for a hospitality, leisure, or sports facility in Kenya.

#### Desirable Qualifications

- Experience with NEMA online portal submissions;
- Familiarity with Kiambu County planning requirements;
- Demonstrated experience in conducting CPP in peri-urban or residential settings.

## 8.0 Evaluation Criteria

Proposals will be evaluated on a quality-and-cost basis as follows:

Criterion	Max Score	Notes
<b>Technical Proposal (70%)</b>		
NEMA Registration and lead expert qualifications	15	<i>Verify against NEMA register</i>
Relevant EIA experience (building/institutional projects)	20	<i>Min. 3 verified references</i>
Proposed methodology and work programme	20	<i>Clarity and compliance with RFP</i>
Key personnel CVs and team composition	10	<i>Lead expert must be NEMA-registered</i>
Approach to CPP	5	<i>Detail and regulatory compliance</i>
<b>Financial Proposal (30%)</b>		
Reasonableness and itemisation of financial proposal	30	<i>Evaluated after technical shortlist</i>

*The lowest financial proposal shall not necessarily be accepted. The Proponent reserves the right to award to the proposal that offers best overall value.*

## 9.0 Indicative Programme

The following programme is indicative. The successful bidder shall submit a detailed work programme within their proposal:

Phase	Activity	Indicative Duration
1	Site reconnaissance, desktop review, baseline data collection	3–5 working days
2	Public notice publication and 21-day statutory CPP period	Min. 21 calendar days (statutory)
3	CPP meetings, questionnaire distribution and analysis	During CPP period
4	Draft EIA Report preparation and submission to Proponent for review	5–7 working days post-CPP
5	Proponent review and comment — revision and finalisation of report	5 working days
6	NEMA portal submission, payment, and acknowledgement	1–2 working days
7	NEMA review and licence issuance	45–120 days (NEMA statutory process)

## 10.0 Financial Proposal

The financial proposal shall be itemised as follows. All amounts shall be quoted in Kenya Shillings (KES). Bidders shall clearly state whether VAT is included or excluded. NEMA statutory fees shall be explicitly identified.

Item	Description	Amount (KES)
1	Professional Fees — Desktop Review and Site Reconnaissance	
2	Baseline Environmental Assessment and Impact Analysis	
3	Stakeholder Engagement and Public Participation (CPP) — including newspaper notice, venue, printing, and logistics	
4	EIA Report Preparation (Draft and Final)	
5	NEMA Portal Management and Submission	
6	NEMA Statutory Licence Fees (mandatory — state separately)	
7	Transport and Logistics (site visits, CPP meetings)	
8	Sub-Total (exclusive of VAT)	
9	VAT @ 16%	
10	<b>TOTAL COST (inclusive of VAT)</b>	<b>KES _____</b>

## 11.0 Proposal Submission Requirements

Bidders shall submit both a Technical Proposal and a Financial Proposal. The financial proposal shall be submitted in a separate document or clearly separated section.

### Technical Proposal shall include:

6. Cover letter confirming interest and acceptance of the RFP terms;
7. Company profile including year of establishment, registration certificates, and professional affiliations;
8. NEMA EIA/EA Practitioner registration certificate of the Lead Expert (current and valid);

9. CVs of the Lead Expert and any supporting team members;
10. Minimum three (3) completed EIA project references with client contact details, NEMA reference numbers, and copies of issued EIA Licences;
11. Proposed methodology detailing approach to baseline assessment, impact evaluation, CPP, and NEMA portal management;
12. Proposed work programme (Gantt chart or equivalent);
13. Health, safety, and environmental approach for fieldwork activities;
14. Declaration of no conflict of interest.

**Financial Proposal shall include:**

15. Itemised fee schedule as per the table in Section 10.0;
16. Clear statement of whether NEMA fees are included or excluded;
17. Payment schedule tied to deliverables;
18. Validity period of the proposal (minimum 60 days from submission deadline).

## 12.0 Health, Safety and Environmental Requirements

The appointed consultant shall be fully responsible for health, safety, and environmental management during all site activities. The consultant shall ensure that all fieldwork complies with applicable Kenyan health and safety legislation including the Occupational Safety and Health Act, 2007.

The consultant shall carry adequate professional indemnity insurance and public liability insurance. Evidence of current insurance cover shall be submitted with the technical proposal.

## 13.0 General Terms and Conditions

- This RFP does not constitute a contract or commitment to award. Sigona Golf Club reserves the right to reject any or all proposals without explanation.
- The Proponent reserves the right to negotiate with any shortlisted bidder.
- All information provided by the Proponent in connection with this RFP is confidential and shall not be disclosed to any third party.
- All EIA data, reports, and documents produced under this assignment remain the intellectual property of Sigona Golf Club. The consultant shall not use, publish, or disclose any project-related information without prior written consent.
- Canvassing of any Proponent representative shall result in automatic disqualification.
- The successful consultant shall execute a formal appointment letter prior to commencement of work.