



**REQUEST FOR PROPOSAL TO CARRY OUT
SAFETY AND HEALTH AUDIT AT
AFRICAN ENERGY GROUP'S PREMISES
(FACTORY BUILDING AND OFFICE)
LOCATED IN MARIAKANI, KILIFI
COUNTY, THE REPUBLIC OF KENYA**

RFP NO. AEG/RFP/0015/2018

**CLOSING DATE: 5th December 2018 AT
5.00 P:M**



A. SCOPE OF THE PROPOSED SAFETY AND HEALTH AUDIT

African Energy Group ('AEG') proposes that the scope of the proposed audit is defined by the code of practice on occupational safety and health auditing established by the Director, Directorate of occupational Health and Safety Services.

The proposed audit shall among others, cover the following areas:

- 1) Workplace information
- 2) Management of Occupational Safety and Health Policies
- 3) Safety and Health Policies
- 4) Assignment of responsibilities
- 5) Organization for Safety and Health in the Organization
- 6) Implementation of Safety policy
- 7) Occupational Safety and Health Training Programs
- 8) Accident Information
- 9) Information systems
- 10) Contractors & Suppliers
- 11) Emergency Response Plan
- 12) Workplace Safety, Health and Welfare Conditions
- 13) Machinery Safety
- 14) Chemical Safety
- 15) Plant Safety
- 16) Electrical Safety
- 17) Fire Safety
- 18) Construction Safety
- 19) Transport Safety
- 20) Occupational Hygiene Conditions
- 21) Personal Protective Equipment
- 22) Ventilation
- 23) Overcrowding
- 24) Lighting
- 25) Noise
- 26) Vibration
- 27) Storage and Handling and Materials
- 28) Welfare Facilities

B. TERMS OF REFERENCE FOR THE SAFETY AND HEALTH AUDIT

- 1) Conduct a safety and health audit of AEG, covering the factory building and all auxiliary facilities at the Mariakani site, guided by the scope laid out in section A above;



- 2) Prepare a report on the current status, covering all the areas reviewed; and
- 3) Draw up recommendations to address any weaknesses identified, and to ensure full compliance with the Occupational Safety and Health Act, 2007. The recommendations are to include corrective actions required including:
 - a. Identification of policies and procedures needed;
 - b. Training programmes proposed; and
 - c. Investments in hardware, appliances, facilities etc required .

C. THE CONTENTS OF YOUR PROPOSAL

The proposal should include:

- i. a clear work plan;
- ii. Any comments on, or proposals to enhance, the scope of work;
- iii. Time budget;
- iv. Brief profiles, including qualifications and relevant experience, of your staff/consultants that you propose to deploy on the assignment;
- v. Evidence of full certification by relevant authorities;
- vi. All your fees and any other costs that may be attached to your services under the proposed mandate.
- vii. Taxes, where applicable, which must be listed clearly and in full.

D. PROPOSAL DEADLINE AND DELIVERY

Your proposal, clearly addressed should reach the undersigned on or before 5.00 p.m. at close of business on 5th December 2018. A soft copy of your proposal may also be sent by email using the contact given below.

Kindly contact the undersigned for any clarification.

All communication should be addressed to:

Directors,

African Energy Group Limited

Uchumi House, Aga Khan Walk, 9th Floor Suite No. 901.

P.O. Box, 61278-00200 Nairobi.

Tel: +254 20 2211710, +254 20 2771230

Email: directors@aegroup.co.ke