



**TENDER FOR THE PROVISION OF
ADMINISTRATION SERVICES
(PENSION SCHEME).**

TENDER REFERENCE NUMBER:

KDIC/TEND/024/2017-2018.

**CHIEF EXECUTIVE OFFICER
KENYA DEPOSIT INSURANCE CORPORATION
P.O Box 45983-00100 NAIROBI.
1st Floor, CBK Pension House,
Harambee Avenue, Nairobi.**

CLOSING DATE: 30th May, 2018

AT 10.00 A.M. EAST AFRICAN TIME

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TENDER NOTICE

Dear Sir/Madam:

RE: Tender No. KDIC/TEND/025/2017-2018:

The Kenya Deposit Insurance Corporation (KDIC) is statutory institution established under the Kenya Deposit Insurance Act, 2012 whose prime responsibility and mandate is to provide a deposit insurance scheme for customers of member institutions, provide incentives for sound risk management and to receive, liquidate and wind up any institution in respect of which the Corporation is appointed receiver or liquidator.

KDIC hereby invites tenders from interested bidders as follows:

S/N	TENDER NO.	DESCRIPTION	BID SECURITY
	CLOSING DATE: 30 TH MAY, 2018		
1	KDIC/TEND/024/2017-2018	TENDER FOR THE PROVISION OF ADMINISTRATION SERVICES (PENSION SCHEME).	KES. 50,000.00

Eligible Tenderers may obtain further information and download the tender documents **free of charge** from the Integrated Financial Management Information System (IFMIS) supplier portal (<http://supplier.treasury.go.ke>) and/or Kenya Deposit Insurance Corporation (KDIC) website: www.depositinsurance.go.ke.

Upon downloading the document, interested bidders must immediately forward their particulars (i.e. Name & Contacts of Applicant, tender no.) to email: tenders@depositinsurance.go.ke

Completed tender documents in plain sealed envelopes clearly marked should be addressed:

The Chief Executive Officer

Kenya Deposit Insurance Corporation

P.O Box 45983-00100, Kenya

Telephone: +254 20 66 77 000, +254 709 043 000

and deposited in the Tender box at **Kenya Deposit Insurance Corporation (KDIC), 1st Floor, CBK Pension House, Harambee Avenue, Nairobi** so as to be received not later than **30TH MAY, 2018 at 10.00 A.M. EAST AFRICAN TIME.**

Tenders will be opened immediately thereafter in the presence of Bidders or their representatives who choose to attend at the **Kenya Deposit Insurance Corporation (KDIC) Board Room, 1ST Floor, CBK Pension House, Harambee Avenue.**

Note: **“Canvassing will lead to automatic disqualification”**. Late tenders will not be accepted.

Mohamud A. Mohamud.

Chief Executive Officer,

KENYA DEPOSIT INSURANCE CORPORATION

SECTION I - LETTER OF INVITATION

TO: ELIGIBLE AND INTRESTED BIDDERS

Date MAY, 2018

Dear Sir/Madam,

**RE: TENDER FOR THE PROVISION OF ADMINISTRATION SERVICES
(PENSION SCHEME).**

- 1.1 The **KENYA DEPOSIT INSURANCE CORPORATION** invites proposals from Consultancy firms to provide strategic plan formulation services. The corporation intends to engage a firm for a period of not more than four months to develop its communications strategy.
- 1.2 The request for proposals (RFP) includes the following documents:
- Section I - Letter of invitation
 - Section II - Information to consultants
Appendix to Consultants information
 - Section III - Terms of Reference
 - Section IV - Technical proposals
 - Section V - Financial proposal
 - Section VI - Standard Contract Form
- 1.3 Upon receipt, please inform us
- (a) that you have received the letter of invitation
 - (b) whether or not you will submit a proposal for the assignment

Yours sincerely

CHIEF EXECUTIVE OFFICER
KENYA DEPOSIT INSURANCE CORPORATION.

SECTION II – INFORMATION TO CONSULTANTS (ITC)

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SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 INTRODUCTION

The Kenya Deposit Insurance Corporation (KDIC) is a statutory institution established under the Kenya Deposit Insurance Act, 2012 whose mandate is to provide a deposit insurance scheme for customers of member institutions and to provide incentives for sound risk management and generally promote the stability of the financial system.

VISION

The vision of the Kenya Deposit Insurance Corporation (KDIC) is to be a best-practice deposit insurance Scheme.

MISSION

The mission of KDIC is to promote and contribute to public confidence in the stability of the nation's system by providing a sound safety net for depositors of member institutions.

CORPORATE VALUES

- Integrity
- Professionalism
- Transparency and Accountability
- Rule of Law

STRATEGIC PILLARS

- Strong Supervision and regulation
- Public confidence
- Prompt problem resolution
- Public awareness
- Close coordination and partnership

STRATEGIC OBJECTIVES

- Promote an effective and efficient deposit insurance scheme.
- Enhance operational efficiency of the Board
- Promote best practice of deposit insurance.

MANDATE

The Corporation is charged with the following functions:

Old and continuing mandate	New additional mandate
Pay-box plus roles-that is insure deposits, pay insured deposits when a bank collapses, and liquidate the collapsed bank	Receiver or Statutory Manager of problem institutions-this was previously handled by CBK
Liquidate and wind up failed institutions	Provide incentives for sound risk management in financial system and intervene as necessary-that is monitor performance of institutions and provide early and effective intervention measures as necessary-Risk Minimizing role
To hold, manage and apply funds levied as contributions from member institutions	Act in such a manner as to minimize costs to the Corporation and financial system (prompt corrective action)-Loss Minimizing role

For KDIC to fulfill this role, it will continually seek to adopt sound and effective deposit insurance principles and practices in key areas which include public policy objectives, mandates and powers, governance, membership and coverage, funding, prompt corrective action, problem resolution as well as public awareness.

KDIC will also continue to build strategic alliances with the Central Bank of Kenya, and other financial stakeholders, in their goals of driving the aspirations envisaged in the country's Vision 2030. As a joint safety net player in the financial sector, the KDIC will pursue its complementary role of guaranteeing safety and building public confidence in the sector for financial stability.

- 2.1.1 The Client named in the Appendix to "ITC"; **Kenya Deposit Insurance Corporation (KDIC)**, will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix “ITC” to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The Procuring entity will provide the inputs specified in the Appendix “ITC”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document shall not exceed Kshs.1,000/= . However, eligible tenderers may obtain further information and download the tender documents free of charge from the Integrated Financial Management Information System (IFMIS) supplier portal (<http://supplier.treasury.go.ke>.) and/or Kenya Deposit Insurance Corporation (KDIC) website: www.depositinsurance.go.ke. Those who choose to download the document must immediately forward their particulars (i.e. Name & Contacts of Applicant, tender no.) to email: tenders@depositinsurance.go.ke.
- 2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.2 CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client’s address indicated in the Appendix “ITC”. The Client will respond by cable, telex, facsimile or electronic mail to such requests

and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 PREPARATION OF TECHNICAL PROPOSAL

2.3.1 The Consultants proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.

- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix “A” specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix “A”.

2.3.5 The Technical Proposal shall not include any financial information.

2.4 PREPARATION OF FINANCIAL PROPOSAL

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

- 2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix “A” specifies otherwise.
- 2.4.3 Consultants shall express the price of their services in Kenya Shillings.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 2.4.5 The Proposal must **remain valid for 120** days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

- 2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals.
- 2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix “A”. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL,**” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITC” and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**”

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

2.6 PROPOSAL EVALUATION GENERAL

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “ITC”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant’s proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7 EVALUATION OF TECHNICAL PROPOSAL

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

	Points
(i) Specific experience of the consultant related to the assignment	(5-10)
(ii) Adequacy of the proposed work plan and methodology in responding to the terms of reference	(20-40)
(iii) Qualifications and competence of the key staff for the assignment	(30-40)
(iv) Suitability to the transfer of Technology Programme (Training)	<u>(0-10)</u>

Total Points 100

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix “ITC”.

2.8 PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSAL

2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered

Non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

2.8.5 The formulae for determining the Financial Score (S_f) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-

$S_f = 100 \times \frac{F_m}{F}$ where S_f is the financial score; F_m is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T =the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Appendix. The combined technical and financial score, S , is calculated as follows:- $S = S_t \times T \% + S_f \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.8.6 The tender evaluation committee shall evaluate the tender within a maximum 30 days of from the date of opening the tender.

2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

2.8.8 Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price

2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 NEGOTIATIONS

2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 AWARD OF CONTRACT

- 2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".
- 2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers giving reasons for termination within 14 days of receiving the request from any tenderer.
- 2.10.6 To qualify for contract awards, the tenderer shall have the following:

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

2.11 CONFIDENTIALITY

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.12 CORRUPT OR FRAUDULENT PRACTICES

2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. **THE TENDERER SHALL SIGN A DECLARATION THAT HE HAS NOT AND WILL NOT BE INVOLVED IN CORRUPT OR FRAUDULENT PRACTICES.**

2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INFORMATION TO CONSULTANTS

Note on the Appendix to Information to Consultants

1. The Appendix to information to consultant is intended to assist the procuring entity in providing specific information in relation to corresponding claims in the information to consultants included in Section II and the appendix has to be prepared for each specific consultancy.
2. The Procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the assignment of the consultancy and the proposals evaluation criteria that will apply to the RFP Consultancy.
3. In preparing the appendix the following aspects should be taken into consideration.
 - (a) The information that specifies or complements provisions of Section II to be incorporated.
 - (b) Amendments of Section II as necessitated by the circumstances of the specific consultancy to be also incorporated
 - (c) Section II should remain unchanged and any changes or amendments should be introduced through the appendix.

APPENDIX TO INFORMATION TO CONSULTANTS AND TERMS OF REFERENCE

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

3.0. Clause Reference

The name of the Client is:

KENYA DEPOSIT INSURANCE CORPORATION

P.O Box 45983-00100 NAIROBI.

1st Floor, CBK Pension House,

Harambee Avenue, Nairobi.

3.1. The method of selection is: COMPETITIVE BIDDING BASED ON QUALIFICATIONS AND COST (QCBS FOR CONSULTANCIES).

3.2. Technical and Financial Proposals are requested: Yes No

3.3. The name, objectives, and description of the assignment are TENDER FOR THE PROVISION OF ADMINISTRATION SERVICES (PENSION SCHEME).

3.4. SCOPE OF WORK/ TERMS OF REFERENCE FOR THE PROVISION OF ADMINISTRATION SERVICES (PENSION SCHEME).

3.4.1. OBJECTIVES

Set up and administer the KDIC Pension Scheme.

3.4.2. BACKGROUND INFORMATION

The KDIC Staff Pension Scheme is in the process of being set up as a Defined Contribution Scheme at 10% Basic Pay Employee and 20% Basic Pay Employer (Sponsor) Contribution. Each Member will be issued with a statement as at 31st December of each year.

3.4.3. PURPOSE

“To secure members future beyond employment income by ensuring timely remittances, good governance, prudent investments, and prompt payment of benefits for enhanced living standards of its membership”.

3.4.4. THE ROLES AND DUTIES OF THE ADMINISTRATOR

Without derogation from the provisions of the preceding Clause or from any other obligations imposed (whether expressly or by implication on the Administrator by this Agreement or implied by Law on the Administrator in similar circumstances), the duties of the Administrator subject to any general or specific overriding directions in writing of the Trustees shall be but not limited to the following:-

- a) To offer technical support to KDIC in setting up the KDIC Staff Retirement Pension Scheme. This to include preparation of all the documentation (including and not limited to the preparation of the Trust Deed and Rules) required for the scheme registration by all the relevant regulatory bodies.
- b) To administer the set up Scheme in compliance with the Retirement Benefits Authority Rules and Regulations and the Scheme’s Trust Deed and Rules on behalf of the Trustees.
- c) To maintain, post and update membership records including checking of entry qualifications, recording of membership options and appointment of beneficiaries.
- d) To maintain and update membership cards and files including vital statistics, job status, member’s dates of birth, dates of joining the Scheme, accrued benefits, current salary, and perform such other duties as may be required of them by the Trustees, consistent with Retirement Benefits Authority Rules and Regulations as well as the Scheme’s Trust Deed and Rules.
- e) To maintain and update records to current Retirement Pensioners, appointed widows, orphans (including addresses, payment instructions, names and ages of children, dates deferred Retirement Benefits becomes payable, dates children reach age of maturity, and other related tasks).
- f) To arrange or advise on the payment of lump sum benefits, annuities, income draw down to Member or Beneficiaries as provided for in law and the Scheme Trust Deed and Rules
- g) To attend Trustee’s Meetings whenever required and present an Administration Status Report at such meetings.

- h) To work closely with the appointed Actuaries, Valuers, Custodian, Fund Manager and/or Auditors.
 - i) To carry out day to day book-keeping of the Scheme including member's accounts, amounts received from employer or sponsor, amounts passed to Fund Managers/custodian or changes in membership or scheme and keeping of scheme records.
- i) To Provide Annual Statements to Members and update members' statements on monthly basis.
- j) To account to the Trustees with regard to all matters pertain to the administration of the Scheme and the performance by the Trustees of their obligations arising under the said Deed and Rules of the Scheme.
- k) To carry out any lawful instruction of the Trustees in respect of any other matters which in view of the Trustees is for the welfare of the members including those who have withdrawn or retired, as well as their dependents.
- l) To prepare and submit to the Trustees reports regularly (monthly, quarterly and annually) or as directed by the Trustees.
- m) To provide Training/Education on the operation of the Scheme to Scheme Members and Trustees at least once a year or otherwise as directed by the Trustees.
- n) To organize for the Annual General Meeting of Scheme members that shall be held in such place and at such time as the Trustees shall determine. Where required, offer secretarial services to the Trustees by organizing meetings, issuing notices for the same and taking minutes during the meetings
- o) To advise the Scheme Trustees on the statutory requirements of the Retirement Benefits Act, 1997, the Trustees Act, 1982, the Income Tax Act (Retirement Benefits Rules) and other relevant legislation and Liase with relevant bodies on behalf of Trustees.
- p) To analyses the effects of new legislation and provide up-to-date knowledge of current trends and practices to the Trustees.
- q) To arrange periodic actuarial valuations where necessary and to provide data where necessary to the actuary.
- r) To arrange annual audit of the scheme including: -
 - i. Agreement on a timetable for audit and co-ordination of the exercise.
 - ii. Preparation of scheme annual Reports and Financial statements.
 - iii. Liaison with scheme auditors on preparation of draft annual financial statements and disclosure requirements.
- s) Preparation of Trustees annual report for Review and Inclusion on the annual scheme report and accounts.
- t) To submit the annual scheme report and accounts to the Retirement Benefits Authority within three months from the end of the "Financial Year" as stipulated by the Retirement Benefit Act, 1997.
- u) To review the Trust Deed and Rules and make necessary recommendation to Trustees.
- v) To prepare and submit to the relevant authorities on behalf of the scheme and the Trustees all such information, reports or returns as may from time to time be required under Income Tax Act, Retirement Benefits Act and any other laws and regulations.

- w) To design, update and produce member information at the discretion of Trustees
- x) Advise the trustees to ensure that the Fund Manager is investing the Scheme Funds in compliance with the provisions of the act, the regulations, scheme trust deed and rules and other relevant legislation in force.
- y) To facilitate access to member statements online/on demand.

3.4.5. COMMENCEMENT OF SERVICE

The successful consultant should be prepared to commence the services immediately upon signing the contract.

3.4.6. Intellectual Property

All materials developed under this assignment will be the sole property of the Kenya Deposit Insurance Corporation.

3.4.7. Remuneration

The firm's payment shall be based on the financial proposal developed for this assignment.

3.4.8. Client Address

The name(s), address (es) and telephone numbers of the Client's official(s) are:

**CHIEF EXECUTIVE OFFICER
KENYA DEPOSIT INSURANCE CORPORATION
P.O Box 45983-00100 NAIROBI.
1st Floor, CBK Pension House, Harambee Avenue, Nairobi.
Email: customer@depositinsurance.go.ke
Phone: +254 20 66 77 000
Mobile: +254 709 043 000**

3.4.9. The Client will provide the following inputs: All data statistics and information required for the assignment

3.4.10. Taxes: [Specify firm's liability: nature, sources of information]: The Tenderer will pay for all the local taxes, duties, fees, levies and other charges applicable in Kenya. The financial proposal should therefore include any taxes payable in Kenya.

3.4.11. Consultants must submit an original and **ONE** additional copies of each proposal.

3.4.12. The proposal submission address is:

CHIEF EXECUTIVE OFFICER

KENYA DEPOSIT INSURANCE CORPORATION

P.O Box 45983-00100 NAIROBI.

1st Floor, CBK Pension House, Harambee Avenue, Nairobi.

Information on the outer envelope should also include: **PROVISION OF ADMINISTRATION SERVICES (PENSION SCHEME).**

3.4.13. Proposals must be submitted no later than the following date and time: **30TH May, 2018 AT 10.00 A.M. EAST AFRICAN TIME.**

3.4.14. The address to send information to the Client is:

CHIEF EXECUTIVE OFFICER

KENYA DEPOSIT INSURANCE CORPORATION

P.O Box 45983-00100 NAIROBI.

1st Floor, CBK Pension House, Harambee Avenue, Nairobi.

3.4.15. Contract Period

The contract period shall be one 12 months from the date of the execution of the contract. The contract may be renewed for another twelve (12) months by mutual agreement between parties for a total of three years.

3.5. EVALUATION CRITERIA

3.5.1. PRELIMINARY EVALUATION OF OPEN TENDERS

STAGE ONE

The evaluation committee shall first conduct a preliminary evaluation to determine whether: –

- a) the Tender has been submitted in the required format as per the invitation to tender and tender instructions;
- b) the Tender security submitted is in the required form, amount and validity period;
- c) the Tender has been signed by the person lawfully authorized to do so;
- d) the required number of copies of the Tender have been submitted as per the invitation to tender and tender instructions and (Separated Technical & Financial, original & Copy of each);

3.5.2. STATUTORY / MANDATORY REQUIREMENTS

- a) Certificate of Company Registration/Incorporation.
- b) Valid KRA Tax compliance certificate.
- c) Copy of valid Business Permit/Trade License.
- d) Valid NSSF Compliance Certificate.
- e) Duly filled and stamped confidential business questionnaire/List of Directors with respective shareholding & details of citizenship.
- f) Audited Accounts for the last three years (i.e. 2015,2016 & 2017)
- g) Valid current Certificate of Registration as a Pension Scheme Administrator issued by the Retirements Benefits Authority (RBA).
- h) Tender security/Bid Bond of **Kshs 50,000.00** from a reputable bank or an insurance firm approved by PPRA valid for **90** days from the closing date of the Tender.
- i) Duly Signed & Stamped form of tender in the format provided.
- j) Bidders must submit an original and a copy of the bid document (Separated Technical & Financial proposal).
- k) Must complete sign, stamp the self-declaration form that the bidder/person will not engage in any corrupt/fraudulent practices.
- l) Must complete sign, stamp the self-declaration form that the bidder/person is not debarred in the matter of Procurement.
- m) The bid documents must be bound and serialized.

3.5.3. STAGE TWO – TECHNICAL REQUIREMENTS (MAXIMUM 100 POINTS)

(Documentary evidence must be provided for each requirement – noncompliance may lead to disqualification or nil points).

(A) Relevant Experience and Performance (45 Points):

Provide names, addresses, contact persons and respective portfolio values of at least ten (10) corporate clients 10 /firms with membership of over 70 members and above and has been in existence and providing pension services served for at least 10 years. (Attach proof in form of award letters or contract agreements)

a) Client/Contract Details (2 points)

- i. Clients Name (0.5 Points)
- ii. Client Address & Contacts (0.5 Points)
- iii. Contact persons (0.5 Points)
- iv. Duration of contract in years (0.5 Point).

Clients Name	Client Address & Contacts	Contact persons	Duration of Contract(years)

b) Attach proof of the ten (10) assignments as per the clients mentioned in (a) above in form of reference letters. (20 points)

- 1- 3 reference letter- 5 points
- 4-6 reference letter- 10 points
- 7-9 reference letter- 15 points
- 10 reference letters & above- 20 points.

c) Portfolio Values. (10 Points)

- Above Ksh.20 Billion (10 Points)
- Between Kshs. 15 Billion and Ksh. 19 billion (6 Points)
- Below Kshs. 10 Billion and Ksh.14.9 billion (4 Point)
- Below Ksh. 10 Billion (0Point).

- a) Provide a detailed work plan and methodology on how the Scheme Administration will be carried out and how relevant registrations, receipt of contributions, investments and reporting procedures. **(7 Points).**
- b) Provide an investment performance analysis over the last 10 years (Average Rate of return) – attach confirmation note from client as evidence in form of performance attribution **(6 Points).**

(B) Qualifications, competence, Information systems, Personnel and customer service (40 Points)

- (1) Provide an organizational chart/structure with the business units comprising your Pension Scheme Administrative business and the key personnel that would be assigned to the Services. Qualifications and competence of four key professionals – attach copies of certificates **(18 Points)**

- a) Organizational Chart/Structure highlighting the relevant dedicated staff (2 points)
- b) At least each staff shall have a minimum of a degree in Actuarial Science, Law, Human Resources, Finance/Economics/ Accountants and / or any other relevant discipline or related field of study with a professional membership in relevant courses to professional bodies with proof of active and in good standing professional membership. (1 point each)
(Total 4 points)
- c) Attach Academic and Professional Certificates. (1 points each) (Total 4 points).
- d) A minimum of 10 years' experience in provision of Scheme Administration services – (1 points each) (Total 4points)
- e) CVs fully signed by both the staff and Chief Executive – (1 points each) (Total 4points).

(2) Administration and Systems capacity with evidence or proof that it uses the most modern IT systems in the market and can at least do the following functions {state the name of the system}: **(16 Points)**

- a) Be able to demonstrate the use of modern IT System in its daily Administration operations (1 Point)
- b) Disaster recovery plan (2 points)
- c) The system should have a Compliance Module that red flags any compliance breaches and allows compliance from multiple angles, for example RBA (2 Points)
- d) Must have a Performance Measurement Module compliant with GIPS standards and time weighted (2 Points)
- e) Explain the Audit and Control systems including any defined user access and policy rights. (2 Points)
- f) An Administration System with online member access (4 points)
- g) Customize reports to meet our needs as well as producing reports in real time (1 points)
- h) Can be able to provide any information in various formats such as Word, Excel, PDF on request and flexibility for tailoring to suit further reporting (2 Points)

(Please note that the KDIC Tender Evaluation Committee may to verify the above and any wrong information will lead to disqualification).

(3) The administration of the scheme (6 Points)

- a) Administrative Fees (1 point)
- b) Ability to provide other value addition services within the proposed fee scale: (1 Point)
- c) Mode and Frequency of reporting to the scheme's Board of Trustees and AGM, last report being for financial year end of June every year (1 Point)
- d) Capacity Building and knowledge transfer for Scheme's Board of Trustees and Secretariat (1 Points)

- e) Administrative Advisory and consulting services (1 Point)
- f) Advice on emerging local and global markets trends, forecasts, opportunities and access up to date market research (1 Point)

N/B: Provide a detailed write up/capability statement on the above.

(C) Business Support (6 Points)

- a) Copy of current Professional Indemnity insurance cover (1 Point)
- b) Access to lines of credit or other financial resources (0.5 Points)
- c) Proof of Financial stability liquidity ratio of 1:1 (Acid Test Ratio) (0.5 Points)
- d) Share capital not less than Kshs 100 million (2 points)
- e) Appointed bankers and letter of authority to seek references (2 Points)

(D)Referees (9 Points)

At least 5 referees (attach current letters of reference (within the last 6yrs) from clients that demonstrate responsiveness to queries, timeliness in reporting and feedback, performance and versatility of ICT). (5 points)

(E) Procedure of addressing member and trustees queries (2 points)

(F) Provide a detailed Risk Management Matrix (2 points)

STAGE THREE:

3.5.4. FINANCIAL EVALUATION

RECOMMENDATIONS:

The tenderer with the highest combined scores (CS) will be recommended for award

3.5.4.1. Special conditions of contract with reference to the general conditions of contract.

3.5.4.2. Reference of general conditions of contract

3.5.4.3. Special condition of contract

3.5.4.4. Performance security shall be a valid Professional indemnity cover to the extent of liability/exposure

3.5.4.5. Administration costs shall be Payable annually based on funds under management and the agreed fee.

3.5.5. Resolution of disputes

The parties shall request to submit the dispute to arbitrator and to concur in the appointment of an arbitrator within **thirty (60)** days of the notice. The dispute shall be referred to the arbitration of a person to be agreed between the parties, failing to concur in the appointment of an arbitrator, the arbitrator shall be appointed by a competent court of law residing in Kenya as the first step in resolving the dispute.

3.5.6. Applicable law shall be the laws of Kenya

3.5.7. Alternative formulae for determining the financial scores is the following:
NONE.

3.5.8. The weights given to the Technical (Part 1 & 2) and Financial Proposals are:

$$T = 0.80$$

$$P = 0.20$$

3.5.9. Quality and Cost Based Selection shall be the Method Used

3.5.10. A bidder must obtain at least 70/80 on the technical score to proceed to the next stage of opening of the financial proposal.

3.5.11. The firm achieving the highest combined technical and financial score and whose references (site visits) satisfy KDIC will be invited for negotiations.

3.5.12. The assignment is expected to commence **FROM THE DATE OF CONTRACT SIGNING.**

DUE DILIGENCE

3.5.13. KDIC shall undertake a due diligence on the Successful bidder after the combination of both technical and financial score to verify the information provided in the Bidding document.

3.5.14. The due diligence shall be in a **PASS/FAIL Criteria**. Where the bidder fails the Due diligence, the Client shall disqualify the bidder and proceed to the second best evaluated bidder.

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 4.1. In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 4.2. The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 4.3. The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

SECTION III - TECHNICAL PROPOSAL

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7. Time schedule for professional personnel	
8. Activity (work schedule)	
9. Confidential Business Questionnaire	
10. Declaration	

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

To: _____ [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [*Title of consulting services*] in accordance with
your Request for Proposal dated _____ [*Date*] and our Proposal.
We are hereby submitting our Proposal, which includes this Technical Proposal, [and a
Financial Proposal sealed under a separate envelope-*where applicable*].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [*Authorized Signature*]:

_____ [*Name and Title of Signatory*]

:

_____ [*Name of Firm*]

:

_____ [*Address:*]

2. FORM OF TENDER

To: The Kenya Deposit Insurance Corporation
P.O. Box 45984-

Date: _____

00100

NAIROBI.

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers)
2. the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Scheme Administration Services under this Tender in conformity with the said Tender document for the sum of Kshs. _____% (percent) of funds under Management [in words and figures] inclusive of VAT or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
3. We undertake, if our Tender is accepted, to provide Pension Scheme Administration Services in accordance with the conditions of the Tender.
4. If our Tender is accepted, we will obtain a professional indemnity cover to the extent of the liability/exposure for the due performance of the Contract, in the form prescribed by the KDIC.
5. We agree to abide by this Tender for a period of 120 days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.
7. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this day of 2018

[Signature] [In the capacity of]

Duly authorized to sign Tender for and on behalf of

3.PRICE SCHEDULE OF SERVICES

Name of Tenderer _____ Tender Number _____ . Page ____ of _____ .

1. Item Description
2. Pension Scheme Administration Annual fee (Kshs)
3. Other incidental charges
4. Gross Charges/ Fee Inclusive of 16% VAT

TOTAL INCLUSIVE OF VAT

Signature of Tenderer (Duly Authorized Officer)

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

4.FIRM’S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:	Clients contact person for the assignment.
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):
	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Staff:	

Firm’s Name: _____

Name and title of signatory; _____

5. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

6. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

7. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

8. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

The Consultant shall provide a signed CV of each of the Key Personnel on the Format of Curriculum Vitae for individual Consultants outlined below.

(a) Identification

1. Full Names: _____ (End with Family Name)
2. Date of birth: _____
3. Nationality _____
4. Marital status: _____
5. Years of Working experience: from _____ to _____
6. Present Position _____
7. Key Personnel position in the Proposal

(b) Education

	Institution / Dates	Degree(s) or Diploma(s) obtained:
1		
2		
3		
4		
5		
6		

(c) Language skills

Indicate competence on a scale of 1 to 3 (1 -excellent; 2 – Good, 3 - Fair)

	Language	Reading	Speaking	Writing
1				
2				
3				
4				

(d) Membership of Professional Bodies

Provide information Professional Bodies that the staff belongs, including year of enrollment.

(e) Key qualifications/skills and experience (List e.g.)

(i) Extensive experience in procurement of works, goods and services, i.e. preparation of annual procurement plans and budgets, preparation of bidding and proposal documents, preparation and/or review of bid and proposal evaluations, contract negotiations.

(ii) Management of procurement contracts, and technical review and auditing.

(iii) (etc.)

(f) Employment record

Provide information on employment starting with present position going back for every employment held since graduation, giving for each employment dates of employment, name of employer, positions held and tasks of the employment. Highlight information on employment tasks that best illustrate staff capability to handle the tasks under the assignment.

(g) Professional experience

If the staff member has worked as a consultant, provide work experience and assignments carried out using the format of the form below.

No.	Date (from – to)	Location/ Country	Company & reference person	Position	Description of Assignment
1					
2					
3					
4					
5					

(h) Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any

wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
 [Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

9. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months		
			1	2	3	4	5	6	7	8	9	10	11	12			

Reports Due: _____

Activities Duration: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____

9. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc. are months from the start of assignment)

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	
Activity (Work)													

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

10. CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in part 1 and either part 2 (a) , 2(b) or 2 9c which ever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part _____ General

Business Name.....

Location of Business premises.....

Plot No.....Street/ Road.....

Postal Address.....Tel. No.....Fax.....Email.....

Nature of Business

Registration Certificate No.....

Maximum value of business which you can handle at any one time Kshs.....

Name of your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship Details

Part 2 (b) – Partnership

Give details of partners as follows

Name	Nationality	Citizenship details	shares
------	-------------	---------------------	--------

1.....

2.....

3.....

4.....

5.....

Part 2 (c) - Registered Company

Private or Public

State the nominal and issued capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows

Name	Nationality	Citizenship details	shares
------	-------------	---------------------	--------

1.....

2.....

3.....

4.....

5.....

Date.....Signature of tender.....

If a citizen, indicate under “citizenship Details” whether by birth, Naturalization or Registration.

11. DECLARATION (COMPLIANCE TO SECTION 62 OF THE PPAD ACT 2015)

I (*Business Name*) of Postal address.....and registration Certificate Number Do declare that I will not engage in any corrupt or fraudulent practice and that the business named above, her sub-contractors/joint-venture are not debarred from participating in procurement proceedings in Kenya.

Name of the Business:

Authorized Personnel Name:

Authorized Personnel Signature:

Official Stamp:

Date:

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- a. The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.
- b. The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- c. The financial proposal should be prepared using the Standard forms provided in this part

SECTION V: - TERMS OF REFERENCE

(As Indicated in Section for APPENDIX TO INFORMATION TO CONSULTANTS

AND TERMS OF REFERENCE)

5.1 Terms of Reference are the initial statement to the consultant of the services to be performed and should therefore be clear and precise and should contain the following sections:

- (a) Background,
- (b) Objectives of the assignment,
- (c) Scope of the Services,
- (d) Training (where appropriate),
- (e) Reports and Time Schedule,
- (f) Data Services, Personnel and Facilities to be provided by the Client, and
- (g) Terms of Payment.

5.2 This Section should be prepared very carefully by the procuring entity to ensure that the consultancy assignment is well understood by the consultants.

SECTION VI:

STANDARD FORMS OF CONTRACT

- a. ANNEX I – LARGE ASSIGNMENTS (LUMP-SUM PAYMENTS)

- b. ANNEX II – LARGE AND SMALL ASSIGNMENTS (TIME - BASED PAYMENTS)

- c. ANNEX III – SMALL ASSIGNMENTS (LUMP-SUM PAYMENTS)

NOTES

- 1. LARGE ASSIGNMENT _____ Exceeding Ksh 5,000,000

- 2. SMALL ASSIGNMENT _____ Not exceeding Ksh. 5,000,000

- 3. TIME BASED PAYMENT ___ Time based fixed fee Exact duration of contract not fixed

- 4. LUMP-SUM PAYMENT _____ Stated fixed contract sum.

ANNEX I
REPUBLIC OF KENYA

STANDARD FORM OF CONTRACT

FOR

CONSULTING SERVICES

**Large Assignments
(Lump- Sum payment)**

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(ii)

Special Notes

1. The Lump-Sum price is arrived at on the basis of inputs – including rates – provided by the Consultant. The Client agrees to pay the Consultant according to a schedule of payments linked to the delivery of certain outputs, usually reports. Lump-sum contracts have the simplicity of administration, the Client having only to be satisfied with the outputs without monitoring the staff inputs and should be used for large Assignments in for example Design; Engineering; Supervision and Management Services; Master plans; Economic and Feasibility studies; and Surveys.
2. The Contract includes four parts: Form of Contract, the General Conditions of Contract, the Special Conditions of Contract and the Appendices. The Client using this standard contract should not alter the General Conditions. Any adjustment to meet any specific project features should be made only in the Special Conditions.

(iii)

CONTRACT FOR CONSULTANT'S SERVICES

Large Assignments (Lump-Sum Payments)

between

[name of the Client]

AND

[name of the Consultant]

Dated: _____ *[date]*

(iv)

I. FORM OF CONTRACT

Large Assignments (Lump-Sum Payments)

This Agreement (hereinafter called the “Contract”) is made the _____)day of the month _____ of _____[month], _____[year], between _____, [name of client] of [or whose registered office is situated at] _____[location of office] (hereinafter called the “Client”) of the one part AND

_____ [name of consultant] of [or whose registered office is situated at] _____ [location of office] (hereinafter called the “Consultant”) of the other part.

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the “Services”);
- (b) the Consultant, having presented to the Client that he has the required professional skills and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) The following Appendices: [**Note:** If any of these Appendices are not used, they should be deleted from the list]
 - Appendix A: Description of the Services
 - Appendix B: Reporting Requirements
 - Appendix C: Key Personnel and Sub consultants
 - Appendix D: Breakdown of Contract Price in

Foreign Currency

Appendix E: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided by the Client

(v)

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:
- (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of _____ [*name of client*]

[*full name of Client's authorised representative* _____ of _____

[*title*] _____

[*signature*] _____

[*date*] _____

For and on behalf of _____ [*name of consultant*]

[*full name of Consultant's authorized representative*] _____

[*title*] _____

[signature] _____

[date] _____

(vi)

II. GENERAL CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract shall have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Republic of Kenya as they may be issued and in force from time to time;
- (b) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached together with all the documents listed in Clause 1 of such signed Contract;
- (c) “Contract Price” means the price to be paid for the performance of the Services in accordance with Clause 6 herebelow;

- (d) “Foreign Currency” means any currency other than the Kenya Shilling;
- (e) “GC” means these General Conditions of Contract;
- (f) “Government” means the Government of the Republic of Kenya;
- (g) “Local Currency” means the Kenya Shilling;
- (h) “Member”, in case the Consultant consists of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Client under this Contract;
- (i) “Party” means the Client or the Consultant, as the case may be and “Parties” means both of them;

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- (j) “Personnel” means persons hired by the Consultant or by any Subconsultant as employees and assigned to the performance of the Services or any part thereof;
- (k) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented;
- (l) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A; and
- (m) “Sub consultant” means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clauses 3 and 4.

1.2 Law Governing the Contract This Contract, its meaning and interpretation and the relationship between the Parties shall be governed by the Laws of Kenya.

1.3 Language This Contract has been executed in English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

1.5 Location The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Republic of Kenya or elsewhere, as the Client may approve.

1.6 Authorized Representatives Any action required or permitted to be taken and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.

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1.7 Taxes and Duties The Consultant, Sub consultant[s] and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Laws of Kenya, the amount of which is deemed to have been included in the Contract Price.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of This Contract shall come into effect on the date the

- Contract** Contract is signed by both Parties or such other later date as may be stated in the SC.
- 2.2 Commencement of Services** The Consultant shall begin carrying out the Services thirty (30) days after the date the Contract becomes effective or at such other date as may be specified in the SC.
- 2.3 Expiration of Contract** Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate at the end of such time period, after the Effective Date, as is specified in the SC.
- 2.4 Modification** Modification of the terms and Conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties.
- 2.5 Force Majeure**
- 2.5.1 Definition** For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- (ix)
- 2.5.3 Extension** Any period within which a Party shall, pursuant to this

Of Time Contract complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.5.4 Payments During the period of his inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by him during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the Client The Client may terminate this Contract by not less than thirty (30) days' written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in this Clause;

- (a) if the Consultant does not remedy a failure in the performance of his obligations under the Contract within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
- (b) if the Consultant becomes insolvent or bankrupt;
- (c) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Consultant, in the judgement of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause;

“corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the selection process or in Contract execution.

(x)

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of Contract to the detriment of the Client, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

- (e) if the Client in his sole discretion decides to terminate this Contract.

2.6.2 By the Consultant The Consultant may terminate this Contract by not less than thirty (30) days’ written notice to the Client, such notice to be given after the occurrence of any of the following events;

- (a) if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 7 within sixty (60) days after receiving written notice from the Consultant that such payment is overdue; or
- (b) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Payment upon Termination Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;

- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable costs incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

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3. OBLIGATIONS OF THE CONSULTANT

3.1 General The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and safeguard the Client's legitimate interests in any dealing with Sub consultants or third parties.

1.2 Conflict of Interests

3.2.1 Consultant (i) The remuneration of the Consultant pursuant to Clause 6 shall constitute the Consultant's sole **Not to Benefit from Commissions, Discounts, Etc.** remuneration in connection with this Contract or the Services and the Consultant shall not accept for his own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of his obligations under the Contract and the Consultant shall use his best efforts to ensure that his personnel, any sub consultant[s] and agents of either of them similarly shall not receive any such additional remuneration.

- (ii) For a period of two years after the expiration of this Contract, the Consultant shall not engage and shall cause his personnel as well as his sub consultant[s] and his/their personnel not to engage in the activity of a purchaser (directly or indirectly) of the assets on which he advised the Client on this Contract nor shall he engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets.
- (iii) Where the Consultant as part of the Services has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant will comply with any applicable

(xii)

procurement guidelines and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement shall be for the account of the Client.

3.2.2 Consultant and Affiliates Not to be Otherwise Interested in Project The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and his affiliates, as well as any Subconsultant and any of his affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities Neither the Consultant nor his subconsultant[s] nor their personnel shall engage, either directly or indirectly in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Republic of Kenya which would conflict with the

activities assigned to them under this Contract; or

- (b) after the termination of this Contract, such other activities as may be specified in the SC.

3.3 Confidentiality

The Consultant, his subconsultant[s] and the personnel of either of them shall not, either during the term of this Contract or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

3.4 Insurance to be Taken Out by the Consultant

The Consultant (a) shall take out and maintain and shall cause any subconsultant[s] to take out and maintain, at his (or the subconsultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

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3.5 Consultant's Actions Requiring Client's Prior Approval

The Consultant shall obtain the Client's prior approval in writing before taking any of the following actions;

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the personnel not listed by name in Appendix C ("Key Personnel and Subconsultants").

3.6 Reporting

The Consultants shall submit to the Client the reports

Obligations and documents specified in Appendix A in the form, in the numbers, and within the periods set forth in the said Appendix.

3.7 Documents prepared by the Consultant to Be the Property of the Client All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultant in accordance with Clause 3.6 shall become and remain the property of the Client and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. Neither Party shall use these documents for purposes unrelated to this Contract without the prior approval of the other Party.

4. CONSULTANT’S PERSONNEL

4.1 Description of Personnel The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultant’s Key Personnel are described in Appendix C. The Key Personnel and Sub consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

4.2 Removal and/or Replacement Of Personnel (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

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(b) If the Client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) the Client has

reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.

- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE CLIENT

5.1 Assistance and Exemptions The Client shall use his best efforts to ensure that he provides the Consultant such assistance and exemptions as may be necessary for due performance of this Contract.

5.2 Change in the Applicable Law If after the date of this Contract, there is any change in the Laws of Kenya with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Consultant, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties and corresponding adjustments shall be made to the amounts referred to in Clause 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities The Client shall make available to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTANT

6.1 Lump-Sum Remuneration The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all staff costs, Subconsultants' costs, printing, communications, travel, accommodation and the like and all other costs incurred by the Consultant in carrying out the

(xv)

Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

6.2 Contract Price (a) The price payable in foreign currency is set forth in the SC.

(b) The price payable in local currency is set forth in the SC.

6.3 Payment for Additional Services For the purposes of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

6.4 Terms and Conditions of Payment Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of a bank guarantee for the same amount and shall be valid for the period stated in the SC. Any other payment shall be made after the conditions listed in the SC for such payment have been met and the Consultant has submitted an invoice to the Client specifying the amount due.

6.5 Interest on Delayed Payment Payment shall be made within thirty (30) days of receipt of invoice and the relevant documents specified in Clause 6.4. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending .

7. SETTLEMENT OF DISPUTES

7.1 Amicable Settlement The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

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7.2 Dispute Settlement Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party’s request for such amicable settlement may be referred by either Party to the arbitration and final decision of a person to be agreed between the Parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.

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III. SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of and Supplements to Clauses in the General Conditions of Contract
1.1(i) <i>Member]</i>	The Member in Charge is _____ <i>[name of</i>
1.4	The addresses are: Client: _____ Attention: _____ Telephone: _____ Telex; _____ Facsimile: _____ Consultant: _____ Attention: _____

Telephone; _____

Telex: _____

Facsimile: _____

1.6 The Authorized Representatives are:

For _____ the Client:

For _____ the Consultant: _____

2.1 The date on which this Contract shall come into effect is(_____) [date].

Note: The date may be specified by reference to conditions of effectiveness of the Contract, such as receipt by Consultants of advance payment and by Client of bank guarantee

2.2 The date for the commencement of Services is _____ [date]

2.3 The period shall be _____ [length of time].

Note: Fill in the period, eg, twenty-four (24) months or such other period as the Parties may agree in writing.

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3.4 The risks and coverage shall be:

(i) Professional _____ Liability

(ii) Loss of or damage to equipment and property _____

6.2(a) The amount in foreign currency or currencies is _____
[Insert amount].

6.2(b) The amount in local Currency is _____ [Insert
amount]

6.4 Payments shall be made according to the following schedule:

***Note:** (a) This sample Clause should be specifically drafted for each Contract and the following installments are indicative only; (b) if the payment of foreign currency and of local currency does not follow the same schedule, add a separate schedule for payment in local currency; and (c) if applicable, detail further the nature of the report evidencing performance, as may be required, e.g., submission of study or specific phase of study, survey, drawings, draft bidding documents, etc., as listed in Appendix B, Reporting Requirements. In the example provided, the bank guarantee for the repayment is released when the payments have reached 50 percent of the lump-sum price, because it is assumed that at that point, the advance has been entirely set off against the performance of services.*

- Twenty (20) percent of the Contract Price shall be paid on the commencement date against the submission of a bank guarantee for the same.
- Ten (10) percent of the lump-sum amount shall be paid upon submission of the inception report.
- Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the interim report.
- Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the draft final report.
- Twenty (20) percent of the lump-sum amount shall be paid upon approval of the final report.
- The bank guarantee shall be released when the total payments reach fifty (50) percent of the lump-sum amount.

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IV. Appendices

APPENDIX A – DESCRIPTION OF THE SERVICES

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

APPENDIX B – REPORTING REQUIREMENTS

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”

APPENDIX C – KEY PERSONNEL AND SUBCONSULTANTS

List under: C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of Personnel and staff-months for each.

C-2 List of approved Sub consultants (if already available); same information with respect to their Personnel as in C-1.

APPENDIX D – BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY

List here the elements of cost used to arrive at the breakdown of the lump-sum price – foreign currency portion:

- 1. Monthly rates for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenditures.*

This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX E – BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY

List here the elements of cost used to arrive at the breakdown of the lump-sum price – local currency portion.

1. *Monthly rates for Personnel (Key Personnel and other Personnel).*
2. *Reimbursable expenditures.*

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This appendix will exclusively be used for determining remuneration for additional services.

APPENDIX F – SERVICES AND FACILITIES PROVIDED BY THE CLIENT

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ANNEX II

SAMPLE CONTRACT FOR CONSULTING SERVICES

LARGE ASSIGNMENTS AND Small Assignments

Time-Based Payments

TIME-BASED PAYMENTS

CONTRACT

This Agreement [hereinafter called “the Contract”) is entered into this _____
[Insert starting date of assignment], by and between

[Insert Client’s name] of [or whose registered office is situated at]
_____ [insert Client’s
address](hereinafter called “the Client”) of the one part AND

[Insert Consultant’s name] of [or whose
registered office is situated at] _____ [insert
Consultant’s address](hereinafter called “the Consultant”) of the other part.

WHEREAS, the Client wishes to have the Consultant perform the Services [hereinafter referred to as “the Services”, and

WHEREAS, the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Consultant shall perform the Services specified in Appendix A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract.
 - (ii) The Consultant shall provide the reports listed in Appendix B, “Consultant’s Reporting Obligations,” within the time periods listed in such Appendix and the personnel listed in Appendix C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services.

2. **Term** The Consultant shall perform the Services during the period commencing _____ [Insert start date] and continuing through to _____ [Insert completion date] or any other period(s) as may be subsequently agreed by the parties in writing.

3. **Payment** A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed a ceiling of _____ [Insert ceiling amount]. This amount has

been established based on the understanding that it includes all of the Consultant's costs and profits as

(i)

well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph (B) below and of the reimbursable expenditures as defined in sub-paragraph (C) below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Appendix C, "Cost Estimate of Services, List of Personnel and Schedule of Rates".

C. Reimbursables

The Client shall pay the Consultant for reimbursable expenses which shall consist of and be limited to:

- (i) normal and customary expenditures for official road and air travel, accommodation, printing and telephone charges; air travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.

D. Payment Conditions.

Payment shall be made in Kenya shillings unless otherwise specified not later than thirty {30} days following submission of invoices in duplicate to the Coordinator designated in Clause 4 herebelow. If the Client has delayed payments beyond thirty (30) days after the date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the

prevailing Central Bank of Kenya's average rate for base lending.

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

4. Project Administration

A. Coordinator

The Client designates _____
[Insert name] as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices

(ii)

for payment and for acceptance of the deliverables by the Client.

B. Timesheets.

During the course of their work under this Contract, including field work, the Consultant's employees

providing services under this Contract may be required to complete timesheets or any other document used to identify time spent as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services which will clearly identify all charges and expenses. The Client reserves the right to audit or to nominate a reputable accounting firm to audit the Consultant's records relating to amounts claimed under this Contract during its term and any extension and for a period of three months thereafter.

5. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

- 6. Confidentiality** The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 8. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- (iii)
- 10. Assignment** The Consultant shall not assign this Contract or Subcontract any portion thereof without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the Laws of Kenya and the language of the Contract shall be English Language.
- 12. Dispute Resolution** Any dispute arising out of this Contract which cannot be amicably settled between the parties, shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

FOR THE CLIENT

FOR THE CONSULTANT

Full name; _____ Full name

Title: _____ Title:

Signature; _____

Signature; _____

Date; _____

Date; _____

(iv)

LIST OF APPENDICES

Appendix A: Terms of Reference and Scope of Services

Appendix B: Consultant's Reporting Obligation

Appendix C: Cost Estimate of Services, List of Personnel and Schedule of Rates

(v)

APPENDIX C

Cost Estimate of Services, List of Personnel and Schedule of Rates.

(1) Remuneration of Staff

	Name	Rate (per month/day/hour in currency)	Time spent(numberof month/day/ hour)	Total (currency)
(a) Team Leader				
(b)				
(c)				
				Sub-Total (1)

(2) Reimbursables

	Rate	Days	Total
(a) Air Travel			
(b) Road Transportation			
(c) Per Diem			
			Sub-Total (2)

TOTAL COST _____

Physical Contingency _____

CONTRACT CEILING _____

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ANNEX III

SAMPLE CONTRACT FOR CONSULTING SERVICES

Small Assignments
Lump-sum payments

**SAMPLE CONTRACT FOR CONSULTING SERVICES
SMALL ASSIGNMENTS
LUMP-SUM PAYMENTS**

CONTRACT

This Agreement, [hereinafter called “the Contract”) is entered into this _____ *[Insert starting date of assignment]*, by and between _____ *[Insert Client’s name]* of [or whose registered office is situated at] _____ *[insert Client’s address]*(hereinafter called “the Client”) of the one part AND

_____ *[Insert Consultant’s name]* of [or whose registered office is situated at] _____ *[insert Consultant’s address]*(hereinafter called “the Consultant”) of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as “the Services”, and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
- (i) The Consultant shall perform the Services specified in Appendix A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract.
 - (ii) The Consultant shall provide the personnel listed in Appendix B, “Consultant’s Personnel,” to perform the Services.
 - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, “Consultant’s Reporting Obligations.”

2. Term

The Consultant shall perform the Services during the period commencing on _____ *[Insert starting date]* and continuing through to _____ *[Insert completion date]*, or any other period(s) as may be subsequently agreed by the parties in writing.

(i)

3. Payment

A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed _____ *[Insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs _____ upon the Client’s receipt of a copy of this Contract signed by the Consultant;

Kshs _____ upon the Client’s receipt of the draft report, acceptable to the Client; and

Kshs _____ upon the Client’s receipt of the final report, acceptable to the Client.

Kshs _____ Total

C. Payment Conditions

Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty [30] days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 herebelow. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya’s average rate for base lending.

4. Project Administration

A. Coordinator.

The Client designates _____ *[insert name]* as Client’s Coordinator; the Coordinator will be responsible

for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for payment.

B. Reports.

The reports listed in Appendix C, “Consultant’s Reporting Obligations,” shall be submitted in the course of the
(ii)

assignment and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client’s business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant Not to be Engaged in certain Activities

The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage.

- 10. **Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client’s prior written consent.

- 11. **Law Governing Contract and Language** The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English Language.

- 12. **Dispute Resolution** Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

(iii)

FOR THE CLIENT CONSULTANT FOR THE

Full name; _____ Full name; _____

Title: _____ Title: _____

Signature; _____ Signature; _____

Date; _____ Date; _____

(iv)

LIST OF APPENDICES

Appendix A: Terms of Reference and Scope of Services

Appendix B: Consultant's Personnel

Appendix C: Consultant's Reporting Obligations

(v)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

**FORM RB 1
REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN
.....APPLICANT

AND
.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day
of20.....

SIGNED

Board Secretary

DECLARATION FORM

STATEMENT OF VERIFICATION THAT NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL ACT 2015.

I,of P. O. Box being a resident of in the Republic of Kenya do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (Name of the Company) who is a Tenderer in respect of Tender No. To supply goods, render services and/or carry out works for Kenya Deposit Insurance Corporation and duly authorized and competent to make this statement.
2. THAT the aforesaid Tenderer has not been debarred from participating in procurement proceedings under Part IX.
3. THAT the aforesaid Tenderer will not engage in any corrupt practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Board of Trustees, Kenya Deposit Insurance Corporation, which is the procuring entity.
1. THAT the aforesaid Tenderer, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Deposit Insurance Corporation.
2. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....
(Title) (Signature) (Date)

SELF DECLARATION FORM

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)
SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE
MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of P.O. Box.....being a resident
of.....in the republic of.....do hereby make a
statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director/
Principal Officer/ Director
of..... (insert name of the
Company) who is a Bidder in respect of **Tender No.**
..... for.....(insert tender
title/description) for..... (insert name of Procuring
entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been
debarred from participating in procurement proceeding under Part IV of the
Act.
3. THAT what is deposed to hereinabove is true to the best of my knowledge,
information and belief.

.....
.....
(Title) (Signature)
(Date)
Bidder Official Stamp

**SELF DECLARATION FORMS
REPUBLIC OF KENYA**

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I,.....of P.O. Box.....being a resident of.....in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director/ Principal Officer/ Director of..... (insert name of the Company) who is a Bidder in respect of **Tender No.** for.....(insert tender title/description) for..... (insert name of Procuring entity) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents / subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Deposit Insurance Corporation which is the Procuring entity.

2. THAT the aforesaid Bidder, its servants and/or agents / subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Deposit Insurance Corporation.

3. THAT the aforesaid Bidder will not engage / has not engaged in any corrosive practice with other bidders participating in the subject tender.

THAT what is deposed to hereinabove is true to the best of my knowledge, information and belief.

.....
.....

(Title)

(Signature)

(Date)

Bidder Official Stamp