

**TENDER DOCUMENT**

**TENDER NO:KSSL/PD&R/11/2023**

**FOR PROVISION OF POLICY REVIEW & DEVELOPMENT**

**2023**

1. A complete tender document can be obtained from [www.kimisitusacco.or.ke](http://www.kimisitusacco.or.ke) or [www.srmhub.com](http://www.srmhub.com) upon payment of a non-refundable fee of one thousand Kenya shillings (Ksh. 1,500) which must be paid to Kimisitu Sacco Society Limited through MPESA as follows:

**1. GO TO LIPA NA M-PESA**

**2. PAYBILL b. BUSINESS NUMBER: 911200**

**3. ACCOUNT NUMBER: 2022TPL**

Interested eligible candidates may obtain further information and inspect the tender documents online from **Monday December 18th – Wednesday January 8th 2024** before closing time at 2.30 pm.

1. The tender process will be conducted online, and bids **MUST** be submitted electronically, all interest and eligible bidders must complete the tender application online via, **SRMhub** Interested and eligible firms who wish to participate in the tenders must visit [www.srmhub.com](http://www.srmhub.com); under the tab written “**E-Procurement**”. More information will be available on this link.

**Chief Executive Officer**

**Kimisitu Sacco Society Limited**

**P.O. Box 10454- 00100 Nairobi.**

So as to reach us on **or before Wednesday January 8th , 2024, AT 2.30 PM**. The tender will be opened online soon thereafter at **3.30 P.M** in the presence of the bidders’ representatives who choose to attend.

***The Sacco reserves the right to reject any proposal without giving reasons for the rejection and does not bind itself to accept the lowest or any proposal***.

|  |  |  |
| --- | --- | --- |
| 1 | Name of Organization |  |
| 2 | Postal Address | P.O Box…………………Code………………….. |
| 3 | Principal Contact Person | Name…………………………………………………………    Position……………………………………………………….. |
| 4 | Contact: | Telephone:…………………………………………………    Email:……………………………………………… |
| 5 | Physical Location of Business Premises | Town:……………………………………Street:………………………    Building Name:……………………Floor:…………………………………… |
| 6 | Business Operations | Year established…………………………………………    Duration of Business Operation…………………………. |
| 7 | Company Registration No: (*Attach copy)* Tick one | Number:……………………………………. |
| 8 | VAT Registration No:  (*Attach Copy*)  PIN certificate | Number Attached copy?    Number Attached copy? |
| 9 | Valid Tax Compliance  Certificate (Attach copy) | Attached Copy?    YES…………………….NO……………….. |
| 10 | Provide a brief description of Services that you offer |  |

Provide contact details for 3 referees for previous/ current work that is similar or the same to the one now applied for. Note that the referees may be contacted without your further references to you**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | Have you provided any services to Kimisitu Sacco Society Limited before? (Tick one) | |  | | --- | |  |  |  | | --- | |  |   YES NO |
| 1 | Organization Name &  Rubberstamp  Contact Name & Position  Telephone & E-mail Address  Human Resource  Consultancy Services  Total Value of Service | …………………………………………………………  ………………………………Sign.……………….. Date………….  Tel……………………………Email………………………………    Service Provided………………………………………………    Kshs………………………………………………………………… |
| 2 | Organization Name &  Rubberstamp  Contact Name & Position  Telephone & E-mail Address  Human Resource  Consultancy Services  Total Value of Service | …………………………………………………………  ………………………………Sign.……………….. Date………….  Tel……………………………Email………………………………    Service Provided………………………………………………    Kshs………………………………………………………………… |
| 3 | Organization Name &  Rubberstamp  Contact Name & Position  Telephone & E-mail Address  Human Resource  Consultancy Services  Total Value of Service | …………………………………………………………  ………………………………Sign.……………….. Date………….  Tel……………………………Email………………………………    Service Provided………………………………………………    Kshs………………………………………………………………… |

**SECTION II INSTRUCTIONS TO TENDERERS**

**2.0 Terms of Reference**

Terms of Reference (ToRs) on a technical review of existing policies in Kimisitu Sacco Ltd

**Background to Kimisitu Sacco**

Kimisitu Sacco was formed in March 1985 by a group of Staff from ICRAF. The society was formed mainly to promote thrift among its members by affording them an opportunity for accumulating their savings; and to thereby create a source of funds from which loans can be made to them exclusively for provident and productive purposes.

**Purpose and Objective of the Review**

1. Kimisitu Sacco would like to engage an expert or a team of experts to review existing policies with the aim of identifying existing gaps, overlaps and strengths and make recommendations on how they can be redrafted, merged or amended to ensure they are responsive to the Sacco and its members ‘needs.

Specifically, the expert will:

1. Broadly review policies and strategies that influence Sacco management among its members.
2. Identify policies, guidelines and practices related to the Saccos and other financial institution.
3. Interrogate the formulation process of existing policies, guidelines and strategies that influence Sacco management and their implementation with a specific focus on its strengths and gaps.
4. Identify areas of complementarity/conflict and consistency between different policies and in their implementation.
5. Propose practical policy, strategy formulation/ review process and relevant support to the (that can be undertaken in the short term) for improved and sustainable management of the Sacco resources in relation to laid down procedures in the Co-operative Act and Sasra Act.

**Scope and Focus**

The review will be done through consultations with all the stakeholders. During the consultancy period, the expert(s) will be expected to look at existing policies as well as those from other Saccos and financial institutions to get their perspectives on the practicability of current policy framework/mechanisms and firm up the rationale of developing a more inclusive policy that supports smooth running of the Sacco. The expert will be expected to conduct extensive desk review for existing policies touching on sustainable management and engage relevant authorities on the same.

**Technical review process**

1. The expert will be expected to take a period of 8 weeks to do and not limited to the following specific activities:
2. Hold initial meetings with project team to explain context of the review, particular issues to be looked at, challenges, expected outcomes, agreement on the scope of work and contents of a work plan.
3. Conduct desk research to familiarize her/himself with the Sacco’s operations and policy formulation, taking stock of the existing policies, identify key informants (experts, institutions) to interview during the consultancy period.
4. Hold initial consultation with board, management and relevant stakeholders on existing management practices, strategies, needs and priorities to inform the review and recommendation process.
5. Conduct targeted key informants on some of the grey areas realised during the desk review research.
6. Conduct field visits to observe how the policy and regulations are implemented.
7. Conduct a participatory feedback session with the project team and other stakeholders to share key findings before writing the expert paper.

**Key Deliverables**

1. A comprehensive workplan for the technical review process indicating specific tasks, responsibilities and dates and resources required.
2. Key findings identified and verified during the participatory session with project team and the experts to allow the expert to write a draft policy review report.
3. Written interim report indicating strengths, weaknesses of the current policy framework and areas of improvement (short term and long term).
4. Submit a comprehensive technical review report (expert paper) with the set deadlines consistent with the TORs, including recommendations.

**Consultant Qualifications**

1. The suitable person/ team should have the following qualifications:
2. Postgraduate or other advanced university degree and/or professional training in governance, and Co-operative management.
3. Experience in developing policies in the other Saccos and financial institutions.
4. Experience in communication and writing of policies.
5. More than 5 years of professional experience in strategic management, policy, governance, organizational management and institutional/organizational development
6. Extensive conceptual and practical knowledge of responsibility of and workings of Co-operatives
7. Experience of working and collaborating with stakeholders including Saccos and other financial institutions.
8. Demonstrated ability of analytical and report drafting work from the previous work done on the policy review engagements

**4**.**0 General Policy Requirements**

4.1.0 By submitting a tender response in connection with this Procurement Process, potential Vendors confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance, and applicable Kimisitu Sacco Society Ltd policies relevant to the goods and/or services being supplied. All relevant Kimisitu Sacco Society Ltd policies that Vendors are expected to comply with on this training include the Procurement policy, Finance Policy, ISO 9001:2015 QMs and Standard, Internal Audit Policy, Human resources and Administration Policy, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

1. **General tender conditions (“Tender Conditions”)** 
   1. Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound
   2. by all the provisions of this RFP and its Annexes. Accordingly, tender responses should be based on and Financial (Sacco) in accordance with the requirements of this RFP.
   3. Third party verifications – Your tender response is submitted on the basis that you consent to Kimisitu Sacco Society Ltd carrying out all necessary actions to verify the information that you have provided; and the analysis of your tender response being undertaken by one or more third parties commissioned by Kimisitu Sacco Society Ltd for such purposes. Information provided to potential Vendors – Information that is supplied to potential Vendors as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but Kimisitu Sacco Society Ltd will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of Kimisitu Sacco Society Ltd.
   4. Potential Vendors to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify Kimisitu Sacco Society Ltd promptly of any perceived ambiguity, inconsistency, or omission in this RFP and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process
   5. Amendments to the RFP – At any time prior to the Response Deadline, Kimisitu Sacco Society Ltd may amend the RFP. Any such amendment shall be issued to all potential
   6. Vendors, and if appropriate to ensure potential Vendors have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of Kimisitu Sacco Society Ltd, be extended.
   7. **Compliance of tender response submission** – Any goods and/or services offered should be based on and Financial (Sacco) in accordance with the RFP (including, without limitation, any specification of Kimisitu Sacco Society Ltd.’s requirements, these Tender Conditions, and the Contract) and all other documents and any clarifications or updates issued by Kimisitu Sacco Society Ltd as part of this Procurement Process.
   8. Format of tender response submission – Tender responses must comprise the relevant documents specified by Kimisitu Sacco Society Ltd completed in all areas and in the format as detailed by Kimisitu Sacco Society Ltd in Annex (Vendor Response). Any documents requested by Kimisitu Sacco Society Ltd must be completed in full. It is, therefore, important that you read the RFP carefully before completing and submitting your tender response.
2. **Modifications to tender response documents once submitted** – You may modify your tender response prior to the Response Deadline by giving written notice to Kimisitu Sacco Society Ltd. Any modification should be clear and submitted as a complete new tender response in accordance with Annex (Vendor Response) and these Tender Conditions.
   1. Rejection of tender responses or other documents – A tender response or any other document requested by Kimisitu Sacco Society Ltd may be rejected which:
3. contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided.
4. contains handwritten amendments which have not been initiated by the authorized signatory.
5. does not reflect and confirm full and unconditional compliance with all of the documents issued by Kimisitu Sacco Society Ltd forming part of the RFP.
6. contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by Kimisitu Sacco Society Ltd in any way; is not submitted in a manner consistent with the provisions set out in this RFP; Is received after the Response Deadline.

6.2.0 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling Kimisitu Sacco Society Ltd to reject a tender response apply and/or if you or your appointed adviser’s attempt:

1. to inappropriately influence this Procurement Process.
2. to fix or set the price for goods or services.
3. to enter an arrangement with any other party that such party shall refrain from submitting a tender response.
4. to enter any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted; or
5. to collude in any other way
6. to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
7. to obtain information from any of the employees, agents, or advisors of Kimisitu Sacco Society Ltd concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential Vendor or another tender response,

6.3.0 Kimisitu Sacco Society Ltd shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that Kimisitu Sacco Society Ltd shall have no liability to a disqualified potential Vendor in these circumstances.

* 1. Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from Kimisitu Sacco Society Ltd any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.
  2. Rights to cancel or vary this Procurement Process - By issuing this RFP, entering into clarification communications with potential Vendors or by having any other form of communication with potential Vendors, Kimisitu Sacco Society Ltd is not bound in any way to enter into any contractual or other arrangement with you or any other potential Vendor.
  3. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP but Kimisitu Sacco Society Ltd reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential Vendor in writing. Subject to the “Liability” Tender Condition below, Kimisitu Sacco will have no liability for any losses, costs or expenses caused to you because of such termination, amendment or variation.
  4. Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirement of this RFP.
  5. Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of Kimisitu Sacco Society Ltd in relation to fraud or in other circumstances where Kimisitu Sacco

Society Ltd.’s liability may not be limited under any applicable law.

1. **Confidentiality and Information Governance** 
   1. All information supplied to you by Kimisitu Sacco Society Ltd, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors Financial (Sacco) for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
   2. You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless Kimisitu Sacco Society Ltd has given express written consent to the relevant communication.
   3. This RFP and its accompanying documents shall remain the property of Kimisitu Sacco Society Ltd and must be returned on demand.
   4. Kimisitu Sacco Society Ltd reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, Kimisitu Sacco Society Ltd. Kimisitu Sacco Society Ltd further reserves the right to publish the Contract once awarded and/or disclose information in connection with Vendor performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by Kimisitu Sacco Society Ltd in accordance with such rights reserved by it under this paragraph.
   5. You should be aware of Kimisitu Sacco Society Ltd obligations and responsibilities under the Disclosure Obligations to disclose information held by Kimisitu Sacco Society Ltd. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by Kimisitu Sacco Society Ltd under the Disclosure Obligations, unless Kimisitu Sacco Society Ltd decides that one of the statutory exemptions under the FOIA or the EIR applies.
   6. If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Part (Submission Checklist) of Annex (Vendor Response), you must provide clear and specific detail as to:
2. the precise elements which are considered confidential and/or commercially sensitive.
3. The estimated length of time during which the exemption will apply.
   1. The use of blanket protective markings of whole documents such as “commercial in confidence” will not be sufficient. By participating in this Procurement Process, you agree that Kimisitu Sacco Society Ltd should not and will not be bound by any such markings.
   2. In addition, marking any material as “confidential” or “commercially sensitive” or equivalent should not be taken to mean that Kimisitu Sacco Society Ltd accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to Kimisitu Sacco Society Ltd, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to Kimisitu Sacco Society Ltd on the basis that it may be disclosed under the Disclosure Obligations if Kimisitu Sacco Society Ltd considers that it is required to do so and/or may be used by Kimisitu Sacco Society Ltd in accordance with the provisions provision of this RFP.
   3. Tender responses are also submitted on the condition that the appointed Vendor will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with Kimisitu Sacco Society
   4. Ltd ’s instructions and will not use such personal data for any other purpose. The contracted Vendor will undertake to process any personal data on Kimisitu Sacco Society Ltd behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

# Tender Validity

Your tender response must remain open for acceptance by Kimisitu Sacco Society Ltd for a period of 90 days from the Response Deadline. A tender response not valid for this period may be rejected by Kimisitu Sacco Society Ltd.

# Mandatory Requirements / Constraints

As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in Kimisitu Sacco Society Ltd.’s specification forming part of this RFP. A failure to comply with one or more mandatory requirements or constraints shall entitle Kimisitu Sacco Society Ltd to reject a tender response in full.

# Qualification Requirements

As part of your tender response, you must confirm compliance with any qualification requirements as set out at Annex (Qualification Questionnaire). A failure to comply with one or more such qualification requirements shall entitle Kimisitu Sacco Society Ltd to reject a tender response in full.

**SECTION 2 (B). DATA SHEET**

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| **Reference to ITC Clause** | **PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS** |
| **A. General Provisions** | |
| 1(j) | Mode of Tender Submission: **Electronic via SRM Portal** |
| 2.1 | Name of the Procuring Entity: ***KIMISITU SACCO SOCIETY LTD***  The consultant selection method is: **QUALITY AND COST BASED SELECTION**  **METHOD (QCBS)** |
| 2.2 | Financial Proposal to be submitted together with Technical Proposal in separate envelopes: **YES**  The name of the assignment is: **TENDER FOR PROVISION OF CONSULTANCY**  **SERVICES FOR THE DEVELOPMENT AND REVIEW OF POLICIES** |
| 2.3 | A pre-proposal conference will be held ***PRE-PROPOSAL CONFERENCE WILL NOT BE HELD*** |
| 2.4 | The Procuring Entity will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: ***NOT APPLICABLE*** |
| 4.1 | *[If “Unfair Competitive Advantage” applies to the selection, explain how it is mitigated, including listing the reports, information, documents, etc. and indicating the sources where these can be downloaded or obtained by the Consultants]-* ***NOT APPLICABLE*** |
| 6.2 | Maximum number of members in the Joint Venture (JV) shall be: ***TWO*** |
| **B. Preparation of Proposals** | |
| 10.1 | The Proposal shall comprise the following:  Technical Proposal:  TECH-1: Technical Proposal Submission Form  TECH-2: Consultant’s references  TECH-3: Comments and Suggestions of consultant in the Terms of References.  TECH-4: Description of Approach, Methodology and Work plan for performing the assignment  TECH-5: Work Schedule and Planning for Deliverables  TECH-6: Team Composition, Assignment, and Key Experts’ Input  TECH-7: Mandatory Documentary Evidence |

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| **ITC** | **PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS** |
|  | AND  Financial Proposal:   1. FIN-1: Financial Proposal Submission Form 2. FIN-2: Summary of Costs 3. FIN-3: Breakdown of Remuneration 4. FIN-4: Breakdown of Reimbursable Expenses |
| 11.1 | Participation of Sub-consultants, and Key Experts in more than one Proposal is ***NOT***  ***PERMISSIBLE*** |
| 12.1 | Proposals must remain valid for ***150 DAYS*** after the proposal submission deadline. |
| 13.1 | Clarifications may be requested not later than ***SEVEN DAYS*** prior to the submission deadline.  The contact information for requesting clarifications is: ***Head of Procurement***  E-mail: [***procurement@kimisitusacco.co.ke***](mailto:procurement@kimisitusacco.co.ke) |
| 14 (d) | Key Experts shall not appear in more than one proposal: ***YES*** |
| 16.4 | The Financial Proposal shall be stated in the following currencies: KENYA SHILLINGS  Consultant may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies. NOT APPLICABLE  The Financial Proposal should state local costs in **KENYA SHILLINGS:** ***YES*** |
| **C. Submission, Opening and Evaluation** | |
| 17.1 | The Consultants ***SHALL NOT***have the option of submitting their Proposals electronically. |
| 17.5 | The Consultant must submit:   1. Technical Proposal: Electronic 2. Financial Proposal: Electronic |
| 18.5 | The Proposals must be submitted no later than:  Date**: 8th January 2024 at 2.30 pm**  Time: ***2.30 PM EAST AFRICAN TIME***  The Proposal submission address is:  ***CHIEF EXECUTIVE OFFICER***  ***KIMISITU SACCO SOCIETY LTD***  ***P. O. BOX 10454***  ***NAIROBI 00100*** |
| 20.1 | An online option of the opening of the Technical Proposals is offered: *“The online opening procedure shall be: [describe the procedure for online opening of Technical Proposals.* The opening shall take place at:  Street Address: ***VALLEY ROAD***  Floor Number: ***1ST FLOOR AEA PLAZA***  Room number ***AT THE BOARD ROOM***  City: ***NAIROBI***, County: ***NAIROBI*** |
| 22.1 | ***PRELIMINARY AND MANDATORY EVALUATION CRITERIA***   |  |  |  | | --- | --- | --- | | **No.** | **Requirement** | **Pass/Fail** | | 1. | Attach copy of certificate of Registration/Incorporation |  | | 2. | Attach a copy of Valid Tax Compliance Certificate as at the date of tender opening |  | | 3. | The tender is exclusively reserved to firms that Kenyans own one hundred percent (100%) shares. The bidder must submit a CR12 Form obtained from Attorney General’s office showing the shareholders of the firm |  | | 4. | Audited accounts for the last 3 years (2020, 2021 and 2022). An Active ICPAK member **must** certify the Copies of Audited accounts with a valid practicing license number. |  | | 5. | Duly filled and signed certificate of independent proposal determination in the format provided in section IV |  | | 6. | Duly **filled and signed Form SD1 Self declaration** confirming that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015 in the format provided in section IV |  | | 7. | Duly **filled and signed Form SD2 Self Declaration** confirming that the person/tenderer will not engage in any corrupt or fraudulent practice in the format provided in section IV |  | | 8 | Firms which have a joint venture agreement MUST attach a duly executed joint agreement, specifying rights and  obligation of each party to the joint venture  **In case of Joint Ventures,** the Prime/Lead bidder will be evaluated based on the mandatory and financial requirements while all partners will be evaluated at the technical evaluation stage.  Written confirmation of authorization of the person signing the tender on behalf of the Tenderer. Attach a duly signed and stamped power of Attorney commissioned by a commissioner of oaths or notary public. |  | |

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|  | | **PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS** |
|  | | Bid evaluation shall be based on pass/fail and any bid failing in any of the general pre-qualification (mandatory requirements) will not proceed to the technical capacity evaluation stage. |
| 22.2 | | The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:  **i. TECHNICAL CAPACITY EVALUATION**  The bidders that will qualify at the mandatory evaluation stage shall be subjected to the technical capacity evaluation. The maximum score attainable at the technical evaluation stage shall be one hundred (100) ) out of hundred (100). Bidders who attain eighty (80) marks and above out of hundred (100) will qualify to proceed to the Financial Evaluation stage.   |  |  |  | | --- | --- | --- | |  | ***CRITERIA – Technical evaluation*** | **WEIGHT** | | **1** | **Company Relevant Experience for the Assignment** |  | | a | Number of Policy review and development done to at least 5 (five) FINANCIAL (SACCO) related organizations. Provide a list of a minimum of three (3) similar assignments carried out in the last seven (7) years indicating the dates and contact persons, name of the organization/company and resource personnel used for each assignment (Score of 2 each per relevant assignment upto a maximum of five assignments.) | 25 | | Provide recommendation letters from the firms listed in (a) above  (1 mark for each reference letter upto a maximum of three for each assignment letters ) | 10 | | b | Years of experience of the firm: Minimum of five years ( Score of 1 mark per year) | 3 | | **2** | **Methodology and Approach** |  | | a | Provide a write-up demonstrating their understanding of the role of Sound corporate policies to Financial (SACCO) sector as an enabler of economic development and socio-economic development in relation to the Mandate of the Sacco | 5 | | b | Demonstrate how the write up will align the policies to the new Sacco Strategic Plan 2024-2028 | 4 | | c | Understanding the ToRs  Consultant’s initiatives and comments on the TORs | 4 | | e | Project schedule/work plan, allocation of proposed staff and final report outline should be between 8-10 weeks). Bidders must breakdown each activity and show the deliverables, duration, and the personnel (based on expertise) involved in each assignment and/or activity. (Deliverable (2 marks), duration (1 mark) | 4 | | 3 | **Human Resource Capacity** |  | | a | **Human Resources Capacity**  Must provide Lead Consultant for each subject area (Provide CVs and relevant certificates of at least 1 lead Consultant, 2 Associates and any other relevant staff for the project. Proof of working for the company should be given)  I)TEAM LEADER/LEAD CONSULTANT FOR FINANCE MANUAL   1. Master’s Degree or post graduate degree in accounts, finance, business administration or any other related field. 2. Have attained full professional qualifications in CPA (K), ACCA, CIMA or their equivalent. 3. Full member of ICPAK in good professional standing (attach current certificate). 4. At least ten (10) years professional experience in audit and management assignments 5. Thorough understanding of the Public Sector /Government laws, regulations, operations, policies and guidelines. 6. Thorough understanding of the International Finance reporting requirement   II) TEAM LEADER/LEAD CONSULTANT FOR ICT MANUAL   1. Master’s Degree or post graduate degree Computer Science 2. Have attained full professional qualifications in CISA, ITL, Cyber Security or their equivalent. 3. At least ten (10) years professional experience in audit and management assignments 4. Thorough understanding of the Public Sector /Government laws, regulations, operations, policies, and guidelines. 5. Thorough understanding of the ERP infrastructure, system integrations, Data Protection Compliance policies   III)TEAM LEADER/LEAD CONSULTANT FOR CREDIT, FOSA AND DEBT MANAGEMENT MANUAL   1. Master’s Degree or post graduate degree in accounts, finance, business administration or any other related field. 2. Have attained full professional qualifications in CPA (K), ACCA, Credit and Loan processes, Product development, or their equivalent. 3. Academic Qualification in Accounting, Economics, Banking and Finance or relevant field 4. At least ten (10) years professional experience in audit and management assignments 5. Thorough understanding of the Public Sector /Government laws, regulations, operations, policies, and guidelines. 6. Thorough understanding of Cooperative society’s business model   IV)TEAM LEADER/LEAD CONSULTANT FOR BUSINESS AND PRODUCT DEVELOPMENT, MARKETING AND CUSTOMER EXPERIENCE MANUAL   1. Master’s Degree or post graduate degree in Business development and Marketing and any other related field. 2. Extensive business experience, especially in creating action plans and strategies. 3. Full member of MSK in good professional standing (attach current certificate). 4. At least ten (10) years professional experience in audit and management assignments 5. Thorough understanding of the Financial Sector, Cooperative Society and SMEs laws, regulations, operations, policies, and guidelines. 6. Thorough understanding of the Customer experience and Finance reporting requirement   V)TEAM LEADER/LEAD CONSULTANT FOR FOSA MANUAL   1. Master’s Degree or post graduate degree in accounts, finance, business administration or any other related field. 2. Have attained full professional qualifications in CPA (K), ACCA, CIMA or their equivalent. Academic Qualification in Accounting, Economics, Banking and Finance or relevant field 3. Thorough understanding of the Public Sector /Government laws, regulations, operations, policies, and guidelines. 4. Thorough understanding of Cooperative society’s business model   VI)TEAM LEADER/LEAD CONSULTANT FOR PROCUREMENT MANUAL   1. Master’s Degree or post graduate degree in supply chain Management or any other related field. 2. Have attained full professional qualifications in CIPS, CPSP-K or their equivalent. 3. Full member of KISM in good professional standing (attach current certificate). 4. At least ten (10) years professional experience in Supply chain management assignments 5. Thorough understanding of the Public Sector /Government laws, regulations, operations, policies, and guidelines. 6. Thorough understanding of the International Supply chain Management requirements   VII)TEAM LEADER/LEAD CONSULTANT FOR HUMAN RESOURCES, ADMINISTRATION MANUAL AND DOCUMENT MANAGEMENT   1. Master’s Degree or post graduate degree in commerce, finance, business administration, Human Resources, or any other related field. 2. Have attained full professional qualifications in, IHRM or their equivalent. 3. Full member of a professional body in good professional standing (attach current certificate). 4. At least ten (10) years professional experience in Administration and management assignments 5. Thorough understanding of the Public Sector /Government laws, regulations, operations, policies, and guidelines. 6. Thorough understanding of the Labour laws and Human capital management | 5  5  5  5    5  5  5 | |
| |  |  |  | | --- | --- | --- | | 4 | **Financial Capability** |  | |  | |  | | --- | | Demonstrate and Provide proof of Financial Adequacy for the management.  the work if invoices are paid in phases after 30 days | | **Sub- Total** |   **Total points for the four items in the criteria *=* 100**    The minimum technical score (TS) required to pass and proceed to the financial evaluation stage is*: \_\_\_\_90 out of 100\_\_* | **10** | | | |

|  |  |
| --- | --- |
| **ITC** | **PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS** |
| 1.0 | An online option of the opening of the Financial Proposals is offered: |
| 2.0 | For the evaluation, the Procuring Entity will include separate items of: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract’s invoices; and (b) all additional local indirect tax on the remuneration of services rendered by experts.  If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized using the itemized list and included in the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Procuring Entity on behalf of the Consultant. |
| 3.0 | The single currency for the conversion of all prices expressed in various currencies into a single one is:***FOREIGN CURRENCY NOT ALLOWED***  The official source of the selling exchange rate is: ***NOT APPLICABLE***  The date of the exchange rate is: ***NOT APPLICABLE*** |
| 4.0  (QCBS only) | The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.  The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:  Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.  The weights given to the Technical (T) and Financial (P) Proposals are  T = 0.8 and  P = 0.2  Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.  The minimum technical score required to pass **is 90 out 100 (80%)**  ***At the financial evaluation stage, the technical and the financial scores will be calculated based on the formulae provided above, with the firm scoring the highest combined scores being recommended for award of the tender.*** |
| 5.0 | The Standstill Period shall be: ***14 DAYS***  The procedures for making a procurement related complaint are detailed in the Public Procurement and Asset Disposal Act and Regulations. If a Consultant wishes to make a procurement related complaint or appeal, the Consultant shall submit its complaint to the Public Procurement Administrative Review Board. |
| **D. Negotiations and Award** | |
| **ITC** | **PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS** |
| 6.0 | Expected date and address for contract negotiations:  Date: ***AS TO BE ADVISED BY THE AUTHORITY***  Address: ***VALLEY ROAD*** |
| 7.0 | Expected date for the commencement of the Services ***IS IMMEDIATELY AFTER CONTRACT SIGNING WITH THE CLIENT*** |
| 8.0 | The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following: The publication will be done within ***14*** days after the contract signing |

**To proceed to the next stage of evaluation, each vendor must obtain 90%**

# Key background documents and further information

Further relevant background documents / information may be provided to potential Vendors as set out below, as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Where no such information / documents are provided, this Section of the RFP will not apply.

Together with all mandatory documents, it is recommended that you submit a summary report that includes the impact of your programmes on staff / organisation.

# Timescales

Subject to any changes notified to potential Vendors by Kimisitu Sacco Society Ltd in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

# Clarification Requests

1. All clarification requests should be submitted to: procurement@kimisitusacco.r.ke Kimisitu Sacco Society Ltd by the Clarification Deadline, as set out in the Timescales section of this RFP. Kimisitu Sacco Society Ltd is under no obligation **to respond to clarification requests received after the Clarification Deadline.**
2. Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.
3. Kimisitu Sacco Society Ltd reserves the right to issue any clarification request made by you, and the response, to all potential Vendors unless you expressly require it to be kept confidential at the time the request is made. If Kimisitu Sacco Society Ltd considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to Kimisitu Sacco Society Ltd responding to all potential Vendors.
4. Kimisitu Sacco Society Ltd may at any time request further information from potential Vendors to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to Kimisitu Sacco Society Ltd by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process

# Evaluation Criteria

You will have your tender response evaluated as set out below:

**Stage 1:** Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders’ responses correctly completed with all relevant information being provided will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

**Stage 2:** The completed Qualification Questionnaire *(if used)* will then be reviewed to confirm that the potential Vendor meets all of the qualification criteria set out in the questionnaire. Potential Vendors that meet the qualification criteria will proceed to Stage 3. Potential Vendors that do not meet the qualification criteria set out in the Qualification Questionnaire *(if used)* may be excluded from the Procurement Process at this point. Where a potential Vendor is excluded at this point, its tender response will be rejected in full and not evaluated further and the Vendor will automatically be disqualified from this Procurement Process.

**Stage 3:** If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to Kimisitu Sacco Society Ltd requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Qualification Questionnaire *(if used)* responses may also be verified part of this stage.

14.2 Award Criteria – Responses from potential Vendors will be assessed to determine the most economically advantages tender using the following criteria and weightings and will be assessed entirely on your response submitted:

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further.

Tender responses not so rejected will be scored by an evaluation panel appointed by Kimisitu Sacco Society Ltd for all criteria other than Commercial using the following scoring model:

|  |  |
| --- | --- |
| **Points** | **Interpretation** |
| **10** | **Excellent** –Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement. |
| **7** | **Good** –Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested. |
| **5** | **Adequate** –Overall the response demonstrates that the bidder meets all areas of the requirement, but not all the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all the evidence requested. |
| **3** | **Poor** –The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| **0** | **Unacceptable** –The response is non-compliant with the requirements of the RFP and/or no response has been provided. |

14.4 Financial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by Kimisitu Sacco Society Ltd as part of the pricing approach. If any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by Kimisitu Sacco Society Ltd as part of the pricing approach, Kimisitu Sacco Society Ltd may reject the full tender response at this point. Kimisitu Sacco Society Ltd may also reject any tender response where the Overall Price for the goods and/or services is considered by Kimisitu Sacco Society Ltd to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of

20 will be awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 20 (rounded to two decimal places) = commercial score.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

14.6 The winning tender response – The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire *(if used)*. If any verification evidence requested from a Vendor, or a relevant third party as may be referred to by the Vendor in the Qualification Questionnaire *(if used)* as a party prepared to provide such information, is not provided in accordance with any timescales specified by Kimisitu Sacco Society Ltd and/or any evidence reviewed by Kimisitu Sacco Society Ltd (whose decision shall be final) does not demonstrate compliance with any such requirement, Kimisitu Sacco Society Ltd may reject that tender response in full and disqualify the potential winning Vendor from the Procurement Process at that point.

**List of Annexes forming part of this RFP (issued as separate documents):**

**FORMTECH-7: MANDATORY SUPPORT DOCUMENTS**

*[The Consultant shall use this form to submit all the required support documentary evidence as required in the RFP, especially the mandatory and eligibility criteria specified in the Data Sheet ITC 21.1]*

* 1. **Certificate of Incorporation/Certificate of Registration**

*{Insert here a copy of certificate of incorporation or registration}*

* 1. **Tax Compliance Certificate**

*{Consultant to insert a copy of the tax compliance certificate from Kenya Revenue Authority or similar body in the case of foreign consulting firms}*

* 1. **Practice License or Certificate for the Firm**

*{If required, Consultant to insert a copy of the firm's practice license or registration certificate issued by the professional body specified under Data Sheet ITC 21.1}*

* 1. **Similar Consulting Assignments Experience**

*{Consultant to insert here copies of the form of contract, purchase order, service order, and performance certificate or similar evidence of similar assignments carried out by the firm. The assignments shall be the same as those provided under FORM TECH 2B}*

* 1. **Academic Certificates**

*{Consultant to insert copies of the required relevant academic certificates relevant to the assignment for all the key experts}*

* 1. **Professional Certificates**

*{Consultant to insert copies of professional certificates and relevant short-term trainings to demonstrate professional qualifications for all the key experts}*

* 1. **Professional Membership of Key Experts**

*{If applicable, Consultant to insert copies of professional membership certificate for its key experts}*

* 1. **Certificate of Independent Proposal Determination**

*(The Form is available on Tech FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM).*

**FORM TECH - 8: SELF-DECLARATIONFORMS**

**FORM SD1**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, ……………………………………., of Post Office 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 the Procuring entity)* and duly authorized and competent to make this statement.

1. THAT the aforesaid Bidder, its directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

1. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

…………………………………. ………………………………. ……………………… (Title) (Signature)

(Date)

Bidder Official Stamp

**FORM SD2**

**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 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 the Procuring entity)* and duly authorized and competent to make this statement.

1. 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……………………. *(insert name of the Procuring entity)* which is the procuring entity.

1. 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……………………. *(name of the procuring entity).*

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

1. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

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

Bidder Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I …………………………....................................................................................………. (person) on behalf of ***(Name***

***of the Business/ Company/Firm***) …………………………………………………. declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory......................................................................................................................

Sign…………….........................................................................................................................................

Position……………...................................................................................................................................

Office address………………………………………………. Telephone…………………....…………….

E-mail……………………………………………….........................................................................

Name of the Firm/Company……………………………..............................................................................

Date………………………………………………………............................................................................

***(Company Seal/ Rubber Stamp where applicable)***

Witness

Name ………………………………………………………........................................................................

Sign………………………………………………………...........................................................................

Date……………………………………………………

**1: FINANCIAL PROPOSAL SUBMISSION FORM**

............................................................... Date}To: ........................................................ [Name and address of Procuring Entity]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for.......................................... [*Insert title of assignment*] in accordance with your Request for Proposal dated................................ *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the amount of............................................. {*Indicate the corresponding to the amount currency*} {*Insert amounts in words and figures*}, including of all taxes in accordance to the Data Sheet. The estimated amount of local taxes is..........................

{*Insert currency*} {*Insert amount in words and figures*}.

{*Please note that all amounts shall be the same as in Form FIN-2}*.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the Datasheet.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below: Name and Address, Amount and Purpose of Commission of Agents, Currency or Gratuity {If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”} We understand you are not bound to accept any, Proposal you receive. We remain, Yours sincerely,

Signature................... *(of Consultant's authorized representative) {In full and initials}*: Full name: .................. *{insert full name of authorized representative}* Title: .................. *{insert title/ position of authorized representative}*

Name of Consultant.................. *(company's name or JV's name):* Capacity: .................. *{insert the person's capacity to sign for the Consultant}* Physical Address: .................. *{insert the authorized representative's address}*

Phone: .................. *{insert the authorized representative's phone and fax number, if applicable}* Email: .................. *{insert the authorized representative's email address}*

*{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}*

**2: SUMMARY OF COSTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Cost | | | | |
| {Consultant must state the proposed Costs in accordance with ITC  16.4 of the Data Sheet; delete columns which are not used} | | | | |
| {*Insert*  *Foreign*  *Currency # 1*} | {*Insert*  *Foreign*  *Currency # 2, if used*} | {*Insert*  *Foreign*  *Currency # 3, if used*} | {*Insert*  *Local*  *Currency, if used and/or* | |
| Cost of the Financial Proposal |  |  |  |  |  |
| Including: |  |  |  |  |  |
| (1) Remuneration |  |  |  |  |  |
| (2)Reimbursables |  |  |  |  |  |
| Subtotal [Remuneration +  Reimbursables] |  |  |  |  |  |
| Taxes: |  | | | |  |
| {insert type of tax. e.g., VAT or sales tax} |  |  |  |  |  |
| {e.g., withholding tax on experts’  remuneration} |  |  |  |  |  |
| {*insert type of tax*} |  |  |  |  |  |
| Total Taxes |  |  |  |  |  |
| Total Cost of the Financial Proposal:  {Should match the amount in Form FIN-1} |  |  |  |  |  |