



NGOs CO-ORDINATION BOARD
P.O BOX 44617 – 00100
NAIROBI

REQUEST FOR PROPOSAL (RFP) FOR CONSULTANCY SERVICES
FOR PROVISION OF QUALITY MANAGEMENT SYSTEM
(ISO9001:2015)

TENDER NO: NGOB/RFP/01/2020-2021

SUBMISSION DEADLINE
3RD FEBRUARY, 2021 AT 11:00AM.

SECTION A: - REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR PROVISION OF QUALITY MANAGEMENT SYSTEM (ISO 9001:2015)

INVITATION TO TENDER

The NGOs Co-ordination Board invites sealed proposals to carry out the above consultancy services as detailed in the tender documents. The Board will enter into a contract with the winning firm for period up to the end of the pre -certification process.

1. Interested eligible candidates may obtain further information from and inspect the tender documents at Boards offices, Co-operative Bank House or at the Procurement office based on the 15th & 14th floor during normal working hours.
2. A complete set of tender documents may be obtained by interested candidates from the cash office situated at Co-operative Bank House 15th floor during normal working hours (8.00 a.m. – 5.00 p.m.) upon payment of a non - refundable fee of Kes.1, 000.00 by either direct deposit to account no. **01136030582102** or Bankers Cheque payable to the NGOs Co-ordination Board.
3. The document may also be downloaded from the NGOs Co-ordination website www.ngobureau.go.ke or PPIP portal www.tenders.go.ke free of charge. Bidders who download the tender document **MUST** register with NGOs Board the company name, postal and physical, and email and telephone address for the purposes of receiving any further tender clarifications/or addendums if need be on procurement@ngobureau.go.ke
4. Prices quoted should be net inclusive of all taxes, delivery costs and must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.
5. Complete tender documents should be enclosed in plain sealed envelope clearly marked **NGOB/RFP/01/2020-2021 - REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FOR PROVISION OF QUALITY MANAGEMENT SYSTEM (ISO 9001:2015)** and be deposited in the Tender Box located on the 14th floor of Boards offices and addressed as shown below so as to reach on or before 3rd February,2021. Bulky tender documents which do not fit in the tender box will be delivered and registered at the Executive Director's office on 15th floor.

**EXECUTIVE DIRECTOR,
NGOs CO-ORDINATION BOARD
P.O. Box 44617 -00100
NAIROBI.**

Email: procurement@ngobureau.go.ke
Website: www.ngobureau.go.ke

NOTE:

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the Boards offices 15th Floor Board room. Bidders must page/number or serialize their tender documents.

DISCALAIMER: The Board will not be held liable for loss and/tampering of unpagged/unnumbered or un-serialized tender documents.

SECTION B: - INFORMATION TO CONSULTANTS

- 1. Introduction**
- 1.1 The Board named in Appendix “A” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed under this section.
- 1.2 The consultants are invited to submit a **Technical Proposal and a Financial Proposal**, as specified in Appendix “A” for consulting services required for the assignment named in the said Appendix.
- 1.3 The Board will provide the inputs specified in Appendix “A”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 1.4 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Board are not reimbursable as a direct cost of the assignment; and (ii) the Board is not bound to accept any of the proposals submitted.
- 2. Clarification and Amendment of RFP Documents**
- 2.1 Consultants may request a clarification of any of the 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 or electronic mail to the Board’s address indicated in Appendix “A”. The Board will respond by cable 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 At any time before the submission of proposals, the Board 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 addendum. Addendum shall be sent by mail or cable to all invited consultants and will be binding on them. The Board may at his discretion extend the deadline for the submission of proposals.
- 3. Preparation of Proposal**
- 3.1 The Consultant’s proposal shall be written in English language.

Technical Proposal

- 3.2 In preparing the Technical Proposal, a Consultant is expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 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-months is given in Appendix “A”. The proposal shall however be based on the number of professional staff- months estimated by the firm.
 - (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
 - (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix “A”, 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.
- 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 or so.
- (vi) Estimates of the total staff input (professional and support 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".

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal, a Consultant is expected to take into account the requirements and conditions outlined in the RPF 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.

3.7 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.

- 3.8 A Consultant shall express the price of their services in Kenya Shillings.
- 3.9 Authorities 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.
- 3.10 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 Board will make his best effort to complete negotiations within this period. If the Board wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposal.

4 Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, Financial Proposal) shall be prepared in indelible ink It shall contain no interlineations or overwriting except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person authorized to sign the proposals.
- 4.2 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.
- 4.3 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 Appendix “A” and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**”
- 4.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in Appendix “A”. Any proposal received after the closing

time for submission of proposals shall be returned to the respective consultant unopened.

- 4.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the tender opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the Board department until all submitted proposals are opened publicly.

**5 Proposal Evaluation
General**

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Board on any matter related to his proposal, he should do so in writing at the address indicated in Appendix "A". 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.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

**Evaluation
of Technical
Proposals**

- 5.3 The evaluation committee appointed by the Board shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows

EVALUATION CRITERIA

The tenders submitted will be evaluated in three (3) stages; Mandatory, Technical and Financial. The evaluation criteria will be based on the following weights: -

- a. Mandatory – Pass/Fail
- b. Technical – Out of 80% with a pass mark of 60%
- c. Financial – 20%

(a) Mandatory Evaluation

The tender shall under go a general pre-qualification process in order to determine the compliance of a bid with the following mandatory requirements. Tenderers are required to comply with the following requirements, failure to which the firm shall not proceed to the next stage of evaluation:

No.	Requirements	Responsive or Not Responsive
1.	Must submit a copy of certificate of Registration/Certificate of Incorporation	
2.	Must fill a form of tender in the format provided	
3.	Must submit a dully filled up self-declaration form and stamped in format provided	
4.	Must submit a dully filled and stamped confidential business questionnaire in the format provided	
5.	Must submit a valid tax compliance	
6.	Copy of valid business permit	
7.	Must submit a signed and stamped tender bid security of Kshs 2% of tender price valid for 90 days.	
8.	Declaration stating that the firm has NOT been debarred by Public Procurement Regulatory Authority (PPRA).	

The tenderers who do not satisfy any of the above requirements shall be considered non – responsive and will not be evaluated further.

(b) Technical Evaluation

The technical evaluation is as appended in the table below:-

No.	Requirements	Criteria on score	Marks
1.	Specific experience of the organization in similar assignments	>=3 organizations=15mks 2 organizations-10 mks 1 organization-5mks 0- 0mks	15
2.	Experience in undertaking similar assignment in public and private sectors.	Over 3 years' experience including in public sector - 5 marks 2-3 years' experience in public sector – 3 marks Less than 2 years in public sector- 2 marks Zero (0) experience in public sector – 0 marks Over 3 years' experience in private sector– 5 marks 2-3 years' experience in private sector – 3 marks Less than 2 years in private sector- 2 marks Zero (0) experience – 0 marks	10
3.	Provide three (3) recommendation letters from reputable organizations/clients.	3 or more recommendation letters – 10 marks 2 recommendation letters – 7 marks 1 recommendation letter – 4 marks No recommendation letter – 0 marks	10

<p>4.</p>	<p>Names and CVs of professional resource persons proposed to carry out the exercise. The exercise will require at least four consultants with the following as a minimum: -</p> <p>Team Leader</p> <p>At least a graduate in business Administration/management/social science having strong background in quality management system following</p> <ul style="list-style-type: none"> • ISO 9001, TQM, Policy Management. Having experience in the field for at least 10 years. (Must possess very strong background in training) (8mks) – • Trained by National Quality Institute (2mks) <p>Senior Quality Management System Expert (one): At least a graduate in relevant field having experience in designing Quality Management System, documentation, training etc. for at least 8 years.(5 mks) –</p> <p>Management & HR Expert (one): At least a graduate in relevant field having at least 10 years’ experience in management, HR, and training.(5 mks) –</p> <p>Junior Quality Management System Expert (one): At least a graduate in relevant field having minimum 5 years’ experience in design, document and implementing Quality Management System.(5 mks)</p>		<p>25</p>
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	Methodology		
5.	Work plan and methodology including timeframes on how the assignment will be undertaken within the 30 days		20
6.	Understanding of the terms of reference demonstrated by a brief analysis of the assignment as follows; (ten marks for each) i) Objectives of the Consultancy (Refer to the TORS)	15	20
	ii) Deliverables / Outputs (Refer to the TORS)	5	

To be eligible for the Financial Evaluation, tenderers must score at least sixty (**60**) out of eighty (**80**) at the Technical Evaluation stage.

(c) Financial Evaluation

The financial evaluation will consist of a maximum of 20 points and these will be allocated using the following formulae: -

$$\text{Financial Score} = 20 \times \text{Pm}/\text{P};$$

where:-

Pm : Lowest priced financial proposal

P : Total bid price of the bid under consideration.

Both technical and financial scores will be combined and the firm achieving the highest combined technical and financial score will be considered for award of the tender.

Note: Tenderers will be expected to quote in KES. Inclusive of all taxes in the following format:-

Work Description	Amount (Kshs)
Consultancy Fees	
Disbursements (if any)	
Total	

Duration of the Consultancy Work30 days.....

Tenderers are also expected to indicate their proposed payment schedule in the following format. The payment schedule will form part of the contract for the winning tenderer.

**Public
Opening and
Evaluation of
Financial
Proposals**

- 5.4 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 or electronic mail.
- 5.5 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 Boards shall prepare minutes of the public opening.
- 5.6 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

6. Negotiations

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

7.2 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.

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

6.4 Having selected the firm based on, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract based on the experts named in the proposal. Before contract negotiations, the Board will require assurances that the experts will be actually available. The Board 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.

6.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Board and the selected firm will initial the agreed Contract. If negotiations fail, the Board will invite the firm whose proposal received the second highest score to negotiate a contract.

7. Award of

7.1 The Contract will be awarded following negotiations if need be.

Contract

After negotiations are completed, the Board 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.

7.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".

8. Performance Bond

The selected firm shall prior to execution of the Contract Agreement furnish NGOs Co-ordination Client with a Performance Bond in form of bank guarantee that will remain valid for Thirty (30) days beyond the duration of this Agreement or any termination thereof and whose value shall be equivalent to **5% of the Contract Value**.

The proceeds of the performance Bond shall be payable to NGOs Co-ordination Client as compensation for any loss or damage resulting from failure by the firm to fulfill its obligations hereunder.

The Performance Bond shall be in the form of an On-Demand-Bank-Guarantee issued by a reputable Bank carrying on business within Kenya and acceptable to the Authority.

The Performance Bond will be discharged by NGOs Co-ordination Board and returned to the firm not later than Ninety (90) days following the expiry of this Agreement or earlier termination.

9. Confidentiality

9.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants which 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.

Appendix to Information to Consultants

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

Clause Reference

2.1 The name of the client is: **NGOs CO-ORDINATION BOARD**

2.1.1 The method of selection is: **QUALITY AND COST BASED SELECTION (QCBS)**

2.1.2 Technical and Financial Proposals are requested: **YES**

The name, objectives, and description of the assignment are: **REQUEST FOR PROPOSAL (RFP) FOR CONSULTANCY SERVICES FOR PROVISION OF QUALITY MANAGEMENT SYSTEM (ISO 9001:2015).**

2.1.3 A pre-proposal conference will be held: **NO**

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

EXECUTIVE DIRECTOR,

NGOS CO-RDINATION BOARD

P.O. Box 44617 -00100

NAIROBI.

Email: procurement@ngobureau.go.ke

Website: www.ngobureau.go.ke

2.1.4 The Board will provide the following inputs:

- (i) All data statistics and information required for the assignment.
- (ii) Provide space necessary for the consultant to deliver.

2.1.5 The estimated number of professional staff months required for the assignment is; 30 DAYS

2.1.6 Training is a specific component of this assignment: **YES**

2.1.7 Taxes: All costs should be net inclusive of all taxes.

2.5.2 Consultants must submit an original and one additional copies of each proposal.

2.5.3 The proposal submission address is: and Information on the outer envelope should also include:

EXECUTIVE DIRECTOR,

NGOS CO-RDINATION BOARD

P.O. Box 44617 -00100

NAIROBI.

Email: procurement@ngobureau.go.ke

Website: www.ngobureau.go.ke

Located along Haile Selassie avenue, Co-operative Bank House 15th floor

2.5.4 Proposals must be submitted no later than: **3rd February, 2021 at 11:00am to be deposited in the Tender Box available on 14th floor**

2.6.1 The address to send information to the Board is:

Procurement Manager, Supply Chain Management,

NGOs Co-ordination Board,

P.O. Box 44617-00100,

Nairobi.

Cell: 0722387990

procurement@ngobureau.go.ke

2.6.3 The minimum technical score required to pass: 80%

2.7.1 Formulae for determining the financial scores is the following:

The weights given to the Technical and Financial Proposals are:

T=_____ (0.80 to 0.90)

P=_____ (0.10 to 0.20)

2.9.2 The assignment is expected to commence immediately after contract signing.

SECTION C: - TECHNICAL PROPOSAL – STANDARD FORMS

These forms shall include;

- i) Technical Proposal submission form.
- ii) Firm's references.
- iii) Comments and suggestions of consultants on the Terms of Reference and on data, services and facilities to be provided by the Board.
- iv) Description of the methodology and work plan for performing the assignment.
- v) Team composition and task assignments.
- vi) Format of curriculum vitae (CV) for proposed professional staff.
- vii) Time schedule for professional personnel.
- viii) Activity (work) schedule.

(i). TECHNICAL PROPOSAL SUBMISSION FORM

[_____ *Date*]

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

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for QUALITY MANAGEMENT SYSTEM (ISO9001:2015) 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 you receive.

We remain,

Yours sincerely,

_____ [*Authorized Signature*]:

_____ [*Name and Title of Signatory*]

_____ [*Name of Firm*]

_____ [*Address:*]

(ii). 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 or 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:	No. of Staff:
Address:	No. of Staff- Months (Duration of Assignment):
Start Date (Month/Year):	Approx. Value of Services (Kshs):
Completion Date (Month/Year):	
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; _____

(iii) 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.

(IV) DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(v). TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

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

Proposed
Position: _____

Name of
Firm: _____

Name of
Staff: _____

Profession:

Date of

Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks

Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____Date:

[Signature of staff member]

_____Date;

[Signature of authorized representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

(vii). TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

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

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

(viii). ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc. are weeks 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	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION D: - FINANCIAL PROPOSAL – STANDARD FORMS

These forms shall include: -

- i) Financial Proposal submission form.
- ii) Summary of costs.
- iii) Breakdown of price per activity.
- iv) Breakdown of remuneration per activity.
- v) Reimbursable per activity.
- vi) Miscellaneous expenses.

(i). FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

 [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for QUALITY MANAGEMENT SYSTEM (ISO 9001:2015) in accordance with your Request for Proposal dated (_____) [Date] and our Proposal. Our attached Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

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

We remain,
 Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

(ii). SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)	
Subtotal			
Taxes			
Total Amount of Financial Proposal		_____	

iii). BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____

(iv). BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____	Name: _____			
Names Position	Input (Staff months days or hours as appropriate.)	Remuneration Rate	Amount	
Regular staff				
(i) (ii) Consultants				
Grand Total				

(v). REIMBURSABLE PER ACTIVITY

Activity No: _____		Name: _____			
No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Night			
	Grand Total				_____

(Vi). MISCELLANEOUS EXPENSES

Activity No _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs____ <u>(telephone, telegram, telex)</u>				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4.	Grand Total				_____

SECTION E: - TERMS OF REFERENCE RE CERTIFICATION PROCESS FOR CONSULTANCY SERVICES FOR ISO 9001: 2015

1. Introduction

The Non-Governmental Organisations Co-ordination Board is a State Corporation established under the Non-Governmental Organisations Co-ordination Act No. 19 of 1990. The Board has the responsibility of regulating and enabling the NGO sector in Kenya. Presently, there are approximately more than 12,000 NGOs registered organizations operating in various sectors of the economy and in every corner of the country. The number is growing by over 500 Organisations per year.

The sector contributes an estimated **KES 120 billion** annually to the Kenyan economy. The foregoing situation means that the NGOs Board has to constantly improve service provision and enhance its capacity to enable it respond effectively to the evolving needs of a dynamic NGO sector that continues to grow in size and in the complexity of its operations.

NGO Board's Strategic Objectives

In the next five years the Board will aim to achieve the following strategic objectives:

- i. Improve the legislative and policy framework for the regulation of charities in Kenya
- ii. Strengthen enforcement of compliance and improve capacity for investigations.
- iii. Increase compliance and effectiveness of charities.
- iv. Improve quality of registration and post registration services.
- v. Increase the Board's visibility and improve its image among stakeholders
- vi. Improve support services

2. Our strategy

2.1 Vision

A vibrant, efficient, effective and sustainable PBO sector

2.2 Mission

To regulate, facilitate, develop capacity and provide policy advice to the PBO sector

2.3 Core Values

- Integrity
- Professionalism
- Team work
- Quality service
- Diversity and inclusivity

3. The assignment

In line with our mandate, the Board is committed to provide its customers with high quality services. In this regard, the Board seeks to engage the services of a consultant facilitate in the establishment of the Quality Management System (QMS) in preparation for ISO

9001:2015 Certification.

4. ISO 9001:2015 Certification Process

The Board has appointed ISO 9001:2015 Certification process champions who will spearhead QMS documentation process. The consultant will be expected to carry out all relevant certification activities. The specific responsibilities of the consultant will be (but not limited to) to perform the following:

- i. Conduct a Gap Analysis
- ii. Capacity building trainings on QMS requirements based on ISO 9001:2015 standard.

These shall involve:

- Training of process ISO champions/implementers
- Training of new internal quality auditors
- General staff training/sensitization on the ISO Certification process

iii. Support in development of documented information. This will involve assisting process owners/Implementers in development of new documented information. This documented information may include:

- Quality objectives
- Policies and standard operational procedures
- The context analysis documents
- Risks analysis and opportunities assessment documents
- Control tools and data collection documents such as forms and registers

iv. Support during QMS audits (both internal audits and surveillance audits): This will involve-

- Assisting management representative and internal quality auditors in planning, preparing and conducting internal quality audits.

- Assisting process owners/implementers in undertaking root cause analysis, preparation of corrective action plans and undertaking corrections and corrective actions after audits
- v. Guidance during QMS management review meetings- This will involve assisting the management representative and process owners during planning for meetings and giving guidance during meetings to ensure effectiveness and efficiency in conducting management review meetings
- vi. General support on QMS - This will involve any support that the Board may require to enhance the implementation of the Quality Management System up to KEBS certification.

5. Expected Deliverables

- a) Gap analysis report
- b) Training records including reports and certificates where applicable
 - Implementers training
 - internal quality auditors training
 - All staff training
- c) QMS documented information
- d) Report on internal audit on QMS implementation and correction measures matrix
- e) Final report demonstrating support on management review and implementation of Quality Management System upon successful completion of activities

6. Duration of the Consultancy

This consultancy is expected to last for a period of thirty days (30)

7. Payments

Payments will be done when all deliverables have been met

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 here
- (d) below;
- (e) “Foreign Currency” means any currency other than the Kenya Shilling;
- (f) “GC” means these General Conditions of Contract;
- (g) “Government” means the Government of the Republic of Kenya;
- (h) “Local Currency” means the Kenya Shilling;
- (i) “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;
- (j) “Party” means the Client or the Consultant, as the case may be and “Parties” means both of them;

(viii)

- (k) “Personnel” means persons hired by the Consultant or by any Sub consultant as employees and assigned to the performance of the Services or any part thereof;
- (l) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented;
- (m) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A; and
- (n) “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 Board 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 Board or the Consultant may be taken or executed by the officials specified in the SC.

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 Contract** This Contract shall come into effect on the date the Contract is signed by both Parties and 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.
- 2.5.3 Extension of Time** Any period within which a Party shall, pursuant to this 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 Board 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 Board 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 judgment 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 anything of value to influence the action of a public official in the selection process or in Contract execution.

(xi)

“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 Board of the benefits of free and open competition.

- (e) If the Board 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 Board 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 Board 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.

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 Board and shall at all times support and safeguard the Client's legitimate interests in any dealing with Sub consultants or third parties

3.2.1 Consultant shall

Not to connection with Benefit from Placement Discounts, Contract Etc. under the

(i) The remuneration of the Consultant pursuant to Clause 6 constitute the Consultant's sole remuneration in this Contract or the Services and the Consultant shall not for his own benefit any trade Authority discount or similar payment in connection with activities pursuant to this or to the Services or in the discharge of his obligations 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 Board 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 Board on the procurement of goods, works or services, the Consultant will comply with any applicable

(xiii)

Procurement guidelines and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or Authority's 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

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and his affiliates, as well as any Sub-consultant 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	project resulting from or closely related to the Services.
3.2.3 Prohibition of Conflicting Activities	<p>Neither the Consultant nor his sub-consultant [s] nor their personnel shall engage, either directly or indirectly in any of the following activities:</p> <p>(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</p> <p>(b) After the termination of this Contract, such other activities as may be specified in the SC.</p>
3.3 Confidentiality	The Consultant, his sub-consultant[s] and the personnel of either of them shall not, either during the term of this Contract or within five (5) 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 sub-consultant[s] to take out and maintain, at his (or the sub-consultants’, 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.
3.5 Consultant’s Actions Requiring Client’s Prior Approval	<p>The Consultant shall obtain the Client’s prior approval in writing before taking any of the following actions;</p> <p>(a) entering into a subcontract for the performance of any part of the Services,</p> <p>(b) Appointing such members of the personnel not listed by name in Section C (“Key Personnel and Sub-consultants”).</p>

- 3.6 Reporting Obligations** The Consultants shall submit to the Client the reports 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 Section C. The Key Personnel and Sub consultants listed by title as well as by name in Section 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.
 - (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, Sub-consultants' costs, printing, communications, travel, accommodation and the like and all other costs incurred by the Consultant in carrying out the

(xvi)

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 local currency is set forth in the SC.

6.3 Payment for Additional

For the purposes of determining the remuneration due for additional services as may be agreed under Services 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 Board 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 Board 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 par

Appendix 1

FORM OF TENDER (To be submitted with the Financial proposal)

FROM-----

DATE -----

To: -----

RE:

In accordance with Tender Number ----- Date-----

I/We-----

Tender an amount of Kshs.-----

In accordance with the attached tender forms / conditions of tender / schedule of requirements and in conformity with the scheduled delivery arrangements stated.

I/We understand that the NGOs Board has the right to accept or reject this tender for any reason it considers justifiable.

I/We agree that the terms of this tender will remain valid for and will not be withdraw for a period of----- days from the final date of submission of tender.

In the event of this tender being accepted within the stipulated -----days; I/We agree to provide consultancy services as indicated in this tender to be quoted delivery dates and failure on my/ our part to meet these requirements constitutes a breach of contract.

Witnessed by-----
Address-----
Signature of Witness-----
Date-----

Tenderer's Name-----
Tenderer's Signature-----
Tenderer's designation-----
Full address-----
Telephone No-----
----- Telegraphic Address-----

Date-----

Appendix II

PERFORMANCE BANK GUARANTEE

(To be on the letterhead of the Bank)

To: NGOs Co-ordination Board
P.O. Box 44617 -00100,
NAIROBI. Kenya.

WHEREAS _____ [name of Consultant] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. _____ dated _____ 2020 to provide _____ (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Consultant shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Contractor’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total of (5% of BID PRICE).

_____ (words) _____ (figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of

_____ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

The guarantee is valid until the _____ day of _____ 2021.

Signature and seal of the Guarantors

[name of bank]

[address]

[date]

Appendix III

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2017 between **NGOs Co-ordination Board** (hereinafter called “the Employer”) of the one part and _____ (hereinafter called “the consultant) of the other part:

WHEREAS the Employer invited tenders for certain goods and ancillary services, viz., Provision of consultancy Services and has accepted a tender by the Contractor for the provision of the services _____ in _____ the _____ sum _____ of _____

_____ (words) _____ [figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Tender Form and the Price Schedule submitted by the Tenderer;
 - (b) The schedule of Requirements;
 - (c) The General Conditions of Contract;
 - (d) The Special Conditions of Contract; and
 - (e) The Notification of Award and Consultants’ letter of Acceptance.
3. In consideration of the payments to be made by the Employer to the Contractor, the Contractor hereby covenants with the Employer to provide the services in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Consultant in consideration of the provision of the services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

5. The consultant undertakes to perform the services with the highest standards of proficiency and ethical competence and integrity.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

SIGNED FOR AND ON BEHALF OF THE NGOs CO-ORDINATION BOARD

EXECUTIVE DIRECTOR)

SIGNED FOR AND ON BEHALF OF

DIRECTOR)
)
In the presence of:)
)
)
)

WITNESS

CONFIDENTIAL BUSINESS QUESTIONNAIRE

s.33

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form. Part 1 General

Business Name Location of Business Premises Plot No, Street/Road Postal address Tel No. Fax E-MAIL: 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	Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.
	Name	Nationality	Citizenship details	Shares												
1.												
2.												
Part 2 (c) – Registered Company	Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	2.
	Name	Nationality	Citizenship details	Shares												
1.												
2.												
	Date.....Signature of Candidate.....															

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.
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 deponed to herein above is true to the best of my knowledge, information and belief.

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

SELF DECLARATION FORMS

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.
2. 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.
3. 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)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp