

**NGOs CO-ORDINATION BOARD - CONSULTANCY SERVICES FOR PROVISION OF QUALITY  
MANAGEMENT SYSTEM (ISO 9001:2015)**

**LIST OF ISSUES REQUIRING CLARIFICATION**

SNO	AREA REQUIRING	CLARIFICATION AREA	BOARDS RESPONSE
1.	<p><b>Section B INFORMATION TO CONSULTANT Clause 3.6 page 6</b></p> <p>In preparing the financial proposal, a consultant is .....list all costs associated with the assignment including ..... a) remuneration for staff (in the</p>	<p>Having mentioned field and headquarters, does the NGOs Co-ordination Board have any field/regional offices other than the head office in Nairobi. If yes, where are they?</p>	<p>Although the NGOs Board has other regional offices, for this certification/upgrading will be only be for the Nairobi office.</p>
2.	<p><b>SECTION E: TERMS OF REFERENCE</b></p> <p><b>Page 29</b>, The heading reads, <b>TERMS OF REFERENCE FOR RE CERTIFICATION PROCESS.....”</b></p> <p><b>Clause No 4 page No 30;</b> capacity building training</p> <ul style="list-style-type: none"> <li>□ Training of process ISO champions/implementers</li> <li>□ Training of new internal quality auditors</li> <li>□ General staff training /sensitization on the ISO Certification process</li> </ul> <p><b>Clause No 6 page No 31:</b> Duration of the consultancy and <b>Methodology page 12</b></p> <p>This consultancy is expected to last for a period of thirty days (30)</p> <p>Under methodology, the work plan and methodology including timeframes is supposed to demonstrate on how the assignment will be undertaken within the 30</p>	<p>Is the NGO Coordination Board seeking to be re-certified on ISO 9001:2015 meaning that it had previously been certified or is it seeking to be certified for the first time on ISO 9001:2015?</p> <p>How many staff members will be trained under each category? i.e.</p> <ul style="list-style-type: none"> <li>- ISO champions/Implementers</li> <li>- New Internal quality auditors</li> <li>- General staff training</li> </ul> <p>Are the 30 days, man days or calendar days? We note that 30 calendar days are very limiting to complete the assignment to certification.</p>	<p>This is the first time the Board is seeking to be certified under 9001:2015. Having previously been certified under 9001:2008 which expired in August 2018</p> <p>ISO champions = 16 Internal quality auditors =25 General staff training = 70</p> <p>The days are for Man days</p>

3.	<p><b>INVITATION TO TENDER PAGE NO 2</b>  Number 4 indicates that the prices quoted shall remain valid for (90) days from the closing date of the tender.</p> <p><b>SECTION B CLAUSE N0 3.10</b>  Says that the Proposal must remain valid for 120 days after the submission date</p>	<p>Do the differently indicated validity periods mean that the Technical proposal will have a validity of 120 days and Financial proposal a validity period of 90 days?</p>	<p>Technical and financial proposals will remain valid for 120 days.</p>
4.	<p><b>GENERAL - QUOTING AMOUNT OF THE FINANCIAL PROPOSAL</b></p> <p>The mandatory requirements indicate submission of two critical documents i.e. <b>MR 2 - Must fill a form of tender in the format provided. MR 7 - Must submit a signed and stamped tender bid security of Kshs 2% of tender price valid for 90 days.</b>  Mandatory requirements are usually submitted within the Technical Proposal. On the other hand,...</p> <p>The RFP also clearly states that this is a three-envelope tender having the Technical proposal and Financial proposal sealed separately the re-sealed in an outer envelope. Guidelines on such a proposal as indicated in <b>Pages 7 and 8 on Submission Receipt, and Opening of Proposals, and Proposal Evaluation</b> demonstrate that during opening and evaluation of the Technical proposal, the amount of financial proposal should remain unknown in the sealed Financial proposal awaiting conclusion of the Technical evaluation stage.</p>	<p>If the form of tender is submitted within the Technical proposal in the format provided, it will indicate the amount quoted thus defeats the purpose of having a separately sealed Financial proposal.</p> <p>Attaching tender bid security of Kshs 2% of tender price valid for 90 days to the Technical proposal can be used to derive the quoted financial bid as well thus defeats the purpose of having a separately sealed Financial proposal.</p> <p>Does this therefore mean that these 2 mandatory requirements should <b>ONLY</b> be attached within the Financial Proposal and <b>NOT</b> in the Technical Proposal?</p>	<p>The MR2 and MR7 to be enveloped under financial proposal. Thus the financial proposal will remain sealed and closed to await conclusion of the technical evaluation.</p> <p>The validity period for financial remain for 120 days.</p>

