



Kenya Bureau of
Standards
Standards for Quality life

RESTRICTED TENDER NO. KEBS/RT/007/2020/2021: PROVISION OF VIRTUAL TRAINING SERVICES ON IMPLEMENTATION OF FSSC 22000 VERSION 5.1.

**KENYA BUREAU OF STANDARDS,
P.O.BOX 54974-00200,
HEADOFFICE,
NAIROBI.**

27th May 2021

1. You are invited to submit your bid on the service listed above.
2. Completed bid documents are to be enclosed in a plain sealed envelope marked with Tender reference number and be deposited in the **Tender box** provided in the main reception at KEBS headquarters on or **before 12.00 p.m.(EAT) on 03th June 2021.** or
Received through the following emails:
Procurement@kebs.org
info@kebs.org
togom@kebs.org
3. Your bid should include **all government taxes.**

1.TENDER PRICE.

Kenya shillings (in words)

.....

In figures.....

2. VALIDITY PERIOD

The bid shall remain valid for a period of 180 (one hundred and eighty) days from the date of submission.

4. TERMS OF REFERENCE.

Kenya Bureau of Standards is an accredited Certification Body in Kenya currently offering different system certifications including FSSC 22000. Following the publication of ISO 22000:2018 and the subsequent upgrade of FSSC scheme to version 5.1, we want to train our Food Safety practitioners on **Implementation** of FSSC 22000 Version 5.1 Course.

This is to request you to provide us with a quotation as follows:

- I. Virtual Training of 20 auditors and trainers.
- II. The training will be for five (5) days.
- III. The expected Training date is **3rd or 4th week of June 2021**.
- IV. Issue **qualification Certificates** for trainees/participants.
- V. The provider should be registered to offer the training by the FSSC 22000 Foundation.
- VI. The Training will be conducted in **English Language**.

4. MANDATORY REQUIREMENTS

| No. | Specification | Indicate Page Submitted In The Tender Document. | Remarks |
|-----|---|---|-----------|
| 1. | Bidding documents must be paginated. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2,3. . n) w h e r e n is the last page | | Mandatory |
| 2. | Copy of certificate of registration /incorporation. | | Mandatory |
| 3. | Dully filled, signed and stamped Business Questionnaire | | Mandatory |

NOTE: Failure to provide any of the above mentioned will lead to automatic disqualification of the Bidder at the mandatory evaluation stage. The bidders that will meet the mandatory requirement above will qualify to proceed to financial evaluation stage.

SECTION B: FORMAT OF CURRICULUM VITAE (CV) FOR TEAM LEADER AND 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 my qualifications, my experience, and me.

Date: _____

[Signature of staff member]

_____ Date: _____
[Signature of authorised representative of the firm]

Full name of staff member: _____
Full name of authorized representative: _____

SECTION C: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.

Part 1- General:

Business Name:

Location of business premises:

Plot No:

Postal address:

Nature of business:

Current trade license: Expiring date

Maximum value of business which you can handle at any onetime: Ksh.

Name of your bankers: Branch

Part 2 (a) – Sole Proprietors:

Your Name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b)

Give details of partners as follows:

| | Name | Nationality | Citizenship Details | Shares |
|----|-------|-------------|---------------------|--------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |



Part 2 (c) – Registered Company

Private or Public.....

State the nominal and issued capital of the
company- Nominal Ksh.....

Issued Ksh.....

Give details of all directors as follows

| | Name | Nationality | Citizenship details | Shares |
|------|----------------------------|-------------|---------------------|--------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| Date | Signature of tenderer..... | | | |

If Kenya citizen, indicate “citizenship details” whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if more space is required. The attachment must be duly signed and stamped.)

SECTION D: LITIGATION/ARBITRATION INCIDENTS

Litigation and Arbitration Incidences

- Enumerate any past litigation and arbitration incidences encountered by the firm.
- State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

SECTION E: SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident ofin the Republic ofdo 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 **RESTRICTED TENDER NO. KEBS/RT006/2020/2021**for **PROVISION OF VIRTUAL TRAINING SERVICES ON IMPLEMENTATION OF FSSC 22000 SCHEME VERSION 5.1.**

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 the **KEBS** which is the procuring entity.

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

4. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title)

(Signature)

Date

Bidder's Official Stamp

SECTION F: NON-DEBARMENT DECLARATION

We (insert the name of the company/supplier

.....decl
ares and

guarantees that no director or any person who has any controlling interest in

our organization has been debarred from participating in a procurement proceeding.

Name..... Signature.....

Date.....

Company Seal/Business Stamp

Section G: DECLARATION

I/We have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further processing.

Signed & stamped: _____

Name: _____

Position in the company: _____

Date: