



QUOTATION NO: KEBS/QUOT/539/2018/2019
PROVISION FOR EMPLOYEE SATISFACTION SURVEY FOR YEAR 2018/2019

Kenya Bureau of Standards
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NAIROBI

MARCH 2019.

1. You are invited to submit a quotation on the item listed.
2. This quotation should be deposited in the quotation box provided in the main reception on or before **10.00AM. On 22nd MARCH, 2019.**
3. Your quotation should include all government taxes

1. QUOTATION PRICE

Kenya shillings (in words)

In figures

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2. VALIDITY PERIOD

The bid shall remain valid for a period of 120 (One Hundred and twenty) days from the date of submission.

3. TERMS OF REFERENCE FOR THE EMPLOYEE SATISFACTION SURVEY FOR 2018/2019.

Terms of Reference (TORs) for the employee satisfaction survey 2018/19.

1. Develop a tool to measure and determine the overall level of Staff satisfaction.
2. Prepare the questionnaire in consultation with HR, KEBS.
1. Determine the staff perception on aspects like Recognition and Reward, Compensation, Medical Scheme, Pension Scheme, Communication, Management/Supervision, Performance Management, among others.
3. Determine the satisfaction level on the Work Environment.
4. Determine the Accessibility requirements for persons with disabilities in accordance with NCPWD Accessibility Audit guidelines. Head office, Kisumu Office and Mombasa Office only.
5. Determine all areas of strong staff satisfaction and those which need improvement.
6. Make practical recommendations on the findings.
7. Give a summary of the satisfaction index on all aspects under study.
8. Give a summary of priority areas for improvement.
9. Prepare and submit a comprehensive report before 18th May, 2019.
10. Prepare and present summary report to KEBS management before 15th June, 2019.

4. EMPLOYEE SATISFACTION SURVEY EVALUATION CRITERIA; 2019.

The tenders/quotations submitted will be evaluated in three stages;
Preliminary (Mandatory), Technical and Financial.

A) Mandatory Requirements (Preliminary Evaluation)

Must submit copies of the following documents;

- (a) PIN Certificate/Vat certificate
- (b) Tax Compliance Certificate
- (c) Certificate of Registration/Incorporation

Note: Only those bids that meet **mandatory requirements** will proceed to technical and financial evaluations

The criteria for evaluation of technical and financial proposal are as follows:

TECHNICAL & FINANCIAL EVALAUTION CRITERIA

The tenders submitted will be evaluated in two stages; Technical and Financial. The evaluation criteria will be based on the following weights:

- a. Technical – 80%
- b. Financial – 20%

5. TECHNICAL REQUIREMENTS

TECHNICAL REQUIREMENT FOR PROVISION FOR EMPLOYEE SATISFACTION SURVEY FOR YEAR 2018/2019.

The table below gives criteria to be followed for the technical evaluation stage:

	CRITERIA	WEIGHT
1	Relevant Experience for the Assignment (Corporate)	
a	Number of Employee Satisfaction, Work Environment Surveys and Persons With Disability in government institutions especially parastatals (Score of 1 per assignment. List assignments carried out in the last three years and provide dates and contact persons, name of the organization personnel used for each	10
b	Years of experience in Employee Satisfaction Surveys, Work Environment and Persons With Disability surveys.	5
c	The organization or lead consultant to provide evidence of familiarity or working knowledge on issues of Employee Satisfaction or Work environment and Persons With Disability in Kenya and a working knowledge of the same	5
	Sub Total	20
2	Methodology and Approach	
a	Understanding the ToRs <ul style="list-style-type: none"> • Conformity to the ToRs • Consultant's initiatives and comments on the TORs 	10
b	Appropriateness of Methodology and work plan <ul style="list-style-type: none"> • Completeness of description of methodology • Effectiveness of the information collection 	10
c	Project schedule, manning, allocation of proposed staff and final report outline	10
	Sub Total	30
3	Human Resource Capacity	
a	The lead consultant must be a holder of a minimum degree in Social or Business field, MUST show relevant trainings in HRM and MUST have a minimum of five years work experience in HRM Practice and or HRM consultancy. At least one staff to be conversant with issues of Persons With Disability	10
b	Other key three staff: Education, experience, positions held and duration with the firm. At least Diploma in any field.	10
c	Proof of availability of the whole team throughout the duration of assignment	10
	Sub Total	30
	GRAND TOTAL	80

To be eligible for Financial Evaluation, bidders must score **at least Sixty (60) out of Eighty (80) Points at the Technical Evaluation stage**. Each responsive proposal will be given a **Technical Score (St)**. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve **the minimum technical score**.

6.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies 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 Email
 Nature of Business
 Registration Certificate No.
 Maximum value of business which you can handle at any one time –
 Kshs.....
 Name of your bankers
 Branch

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....
 Nationality.....Country of Origin.....
 Citizenship details.....

Date.....Signature of Tenderer.....

Part 2 (b) – Partnership

Given details of partners as follows
 Name Nationality Citizenship details Shares

1.
2.
3.
4.

Date.....Signature of Tenderer.....

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
 Name Nationality Citizenship details Shares

1.

2.
3.
4.

Date..... Signature of Tenderer.....

Signature and Stamp of Bidder

Name of Bidder (in CAPITALS)

Address.....

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Date