



KENYA BUREAU OF STANDARDS

PRE-QUALIFICATION OF SUPPLIERS FOR PROVISION OF HUMAN RESOURCE PROFESSIONAL SERVICES

KEBS/T016/2019-2020

KENYA BUREAU OF STANDARDS
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NAIROBI
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Registration/Pre-qualification of Supplier 2019-2020

Section A:

Kenya Bureau of Standards (KEBS), a statutory body of the government, has offices in Nairobi, Mombasa, Kisumu, Nyeri, Nakuru, Eldoret and Garissa.

KEBS is in the process of pre-qualifying suppliers for Provision of Human Resource Professional Services for a period of one year.

Tender documents detailing the requirements may be obtained from the Procurement Office at KEBS Centre, Popo Road, Off Mombasa Road, Behind Bellevue Cinema Nairobi on normal working days Between 8.30 a.m and 4.00 p.m or Download from the KEBS website, www.kebs.org free of Charge

Applications in plain sealed envelopes clearly marked “**Prequalification suppliers for Provision of Human Resource Professional Services for year 2019/2020**” should be addressed and delivered to:

**THE MANAGING DIRECTOR,
KENYA BUREAU OF STANDARDS,
P.O. BOX 54974 – 00200,
NAIROBI.**

Or be deposited in the **Tender Box** at the **Main Reception** at KEBS head quarter Centre or regional offices so as to be received **on or before 10.00 a.m. on Friday 28th February 2020.**

Prequalification documents will be opened immediately thereafter in the **Conference Room, Adm. Block, Ground Floor or in regional offices.** Tenderers or their Representatives are free to attend the opening.

Note: This is a Tender for prequalification of Suppliers and not for supply of goods/services.

Only short listed suppliers will be contacted to give competitive quotations for provision of services

MANAGING DIRECTOR

Section B: Introduction

- 1.1 Kenya Bureau of Standards (KEBS) will pre-qualify prospective bidders for the supply of goods/services from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignment as described herein.
- 1.2 Tenderers are invited to submit a Pre-qualification tender for the supply of goods and services. The pre-qualification Tender Document will be the basis for pre-qualification and eventual invitation to bid for the supply of goods and services.
- 1.3 Tenderers may tender for one or more categories of items but must use a separate set of prequalification document for each category.
- 1.4 **Only successful tenderers shall be informed of the outcome in writing.**
- 1.5 The tenderers must familiarize themselves with the requirements of the Tender as described in this Pre-qualification tender document including all attachments.
- 1.6 KEBS will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation or delivery of these prequalification Tender documents including any costs associated with the preparation of the Tender Document and attachments.
- 1.7 It is the Purchaser's policy to require that Tenderers observe the highest Standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Purchaser:
 - a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of an officer of the Purchaser in the pre-qualification process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser.
 - b) will reject a tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c) will declare a Tenderer ineligible, for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract.

- d) Will have the right to inspect the tenderer's accounts and records relating to the performance of services in this tender.
 - e) Will have the right to inspect the business premises of the tenderer.
- 1.8 Tenderers shall furnish information as described in the pre-qualification tender document.
- 1.9 The Tender documents should be prepared and submitted in a plain sealed envelope marked:

“Prequalification suppliers for Provision of Human Resource Professional Services for year 2019/2020”

And addressed and delivered to:

**THE MANAGING DIRECTOR,
KENYA BUREAU OF STANDARDS,
P.O. BOX 54974 - 00200
NAIROBI.**

Or be deposited in the **Tender Box** at the **Main Reception** at KEBS Centre – Nairobi so as to be received **on or before 10.00 a.m. on Friday 28th February, 2020.**

Tender opening will be carried out immediately thereafter in KEBS Centre Nairobi **Conference Room, Adm. Block, Ground Floor or Region offices.** Tenderers or their representatives are invited to witness the opening.

- 2.0 This is a Tender for prequalification of Suppliers and not for supply of goods/services.

Section C: TERMS OF REFERENCE

PROVISION OF HUMAN PROFESSIONAL SERVICES

1.0 BACKGROUND

The Kenya Bureau of Standards (KEBS) is the premier government agency for the provision of Standards, Metrology and Conformity Assessment (SMCA) services since its inception in 1974. Over that period its main activities have grown from the development of standards and quality control for a limited number of locally made products in the 1970s to the provision of more comprehensive Standards development, Metrology, Conformity Assessment, Training and Certification services. With the re-establishment of the East African Community (EAC) and Common Market for Eastern and Southern Africa (COMESA), KEBS activities now include participation in the development and implementation of SMCA activities at the regional level where it participates in the harmonization of standards, measurements and conformity assessment regimes for regional integration. KEBS operates the National Enquiry Point in support of the WTO Agreement on Technical Barriers to Trade (TBT).

To carry out this mandate effectively, KEBS intends to prequalify firms to assist in carrying out HR professional services.

2.0 OVERVIEW

The Bureau require a Consultant with fifteen (15) years' experience, out of which ten (10) should include engagement in the recruitment of key Human Resource positions in a large state corporation as well as demonstrable experience working for a government body. The recruitment firm will have an experienced team with a specified team leader for this assignment.

The Consultant should have vast knowledge in the recruitment of top and middle level management for top state corporations in regulatory and commercial sector in the region. The consultant should be conversant with the operations of Kenya Bureau of Standards in line with the Standard Act Cap 496 and its alignment to the Constitution of Kenya and Employment Laws.

In addition, the Consultant should also understand global and local HR trends and be informed on current

Kenyan (Mwongozo) and global issues on governance and leadership.

The Consulting firm should have at least two (2) professional memberships in Human Resource related fields in good standing. In addition, the consultants should have professional qualification in HRM and registered members of IHRM in good standing.

3.0 SERVICES TO BE PROVIDED

The National Standards Council (NSC) of Kenya Bureau of Standards seeks to engage the consultant to provide support in the recruitment of Chief Manager, Manager and Officer positions for KEBS in the most transparent, cost effective and efficient method. The consultant shall be expected to provide consultancy services in the following areas:

1. Assist the National Standards Council in designing the advertisements of the positions in suitable for placement in suitable print media;
2. Develop a comprehensive list of applicants who respond to the advertisement on behalf of the National Standards Council;

3. Provide expert analysis of the resumes received by making reference to the job description, competency profile and person specification for the role as provided and design a shortlisting criterion which shall be approved by the NSC;
4. Screen and shortlist applications against the set basic criteria by developing a list of prospective candidates who match the requirements specified in the job descriptions and selection criteria;
5. Assist National Standards Council in Conducting reference checks based on information provided by the shortlisted candidates
6. Segment the applicants into qualified and not qualified categories.
7. Identify, compile shortlisted and suitable pool of candidates and forward to the NSC for further assessment and consideration, including a summary of the applicant's personal information, employment history, academic background, results of any preliminary tests conducted and an accurate analysis of the applicants' strengths and key competencies, as outlined in their resumes;
8. Guide the NSC through the process of conducting preliminary competency based interviews for the agreed shortlisted candidates based on the agreed criteria as stated in the vacancy announcement; This interviews may require to be undertaken by the consultant as directed by the NSC and shall include psychometric tests and other relevant assessments on the best six (6) candidates identified.
9. Present to the NSC a list of the three (3) proposed qualifying candidates for each position with a report on the process leading to the recommended candidates, together with their letters of application, certified copies of their certificates and testimonials, CV, national identity card and any other relevant document for the candidate.
10. Prepare and present to the National Standards Council a report on the initial interviews and psychometric tests. This should give a complete listing of all candidate tested with their scores per test.
11. Discuss and review the list of prospective candidates with the NSC whom due to the significance of the matter at hand, shall reserve the right to decline candidate(s) proposed by the Consultant with sufficient and appropriate reason.
12. Provide advisory support services to the National Standards Councils/Managing Director Interview Panel which will include but shall not be limited to: all the necessary requisite arrangements and plans for the interview as guided by the NSC; contacting candidates, preparation of interview schedules, review of the interview questions, design of the score sheets, preparation of folders to be used by the interview panel members, taking minutes during the interviews, including recording marks awarded; preparation and submission of the comprehensive final report to the National Standards Council.
13. The consultant should:
 - i. Carry out cross-reference and background checks on candidate recommended for consideration;
 - ii. Communicate on behalf of the NSC to unsuccessful candidates after completion of the recruitment exercise. This shall be done by letter or email;
 - iii. Facilitate any other administrative arrangements that may be deemed necessary in completing this engagement.
14. The consultant will retain all documentation from the advertisement, data on the list of applicants, shortlisting, screening of applicant, recommendation and final feedback to unsuccessful candidate for a period of six (6) Months.

Section D: Requirement for Prequalification

Tenders will be evaluated in two stages: Preliminary and Technical

Preliminary evaluation

1. Copies of Certificate of Registration/Incorporation
2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License
7. Letter of recommendation from the previous organizations served
8. The firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).

Bidders who fail to meet the preliminary requirement will not qualify to proceed to technical evaluation

TECHNICAL EVALUATION CRITERIA

No.	Technical Requirement	
1	Relevant Experience for the Assignment (Corporate)	
	Experience in the area of HR Management recruitment carried out in government institutions especially parastatals List assignments carried out in the last Ten (10) years and provide dates and contact persons, name of the organization personnel used for each	25
	i. Attach at least 5 – LSO/Contracts for at least five public and recognized Institution. (2 marks each for each assignment)	10
	ii. Attach certificate of completion/ recommendation for each contract as above(2 marks for each assignment)	10
2	Human Resource Capacity Qualification and experience of the key personnel/consultants to undertake the assignment. (MUST attach copy of the Certificates for evidence and CV in the format provided)	
a)	Team Leader – Qualifications: Attached CV and certificates	
	Lead Leader education background	

	<p>professional qualifications, training, length of experience both local and international, and duration with the firm.</p> <p>i) Master's Degree in a relevant field – organization theory & development, Change management, human resource management, business administration, psychology, Leadership</p> <p>ii) Professional certification(Diploma) in Human Resource</p> <p>iii) Membership to a professional body with current (2020) membership status</p> <p>iv) Length of service with contractor or supplier position held</p>	<p>15</p> <p>5</p> <p>2</p> <p>3</p>
b)	Team Members - Experience – Two (2) Attached CV and certificates	
	i. Experience in Managing a similar assignment specifically recruitment	15
	ii. Bachelor's Degree in a relevant Degree	10
	iii.. Diploma in Human Resource or any other similar and relevant field	3
	iv. Membership to a professional body with current (2020) membership status	2
	Total Score	100

To be eligible for Financial Evaluation, tenderers must score **at least seventy (70) out of Hundred (100) Points at the Technical Evaluation stage.**

Section E: Financial Position & Terms of Trade

1. Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.

Part I Assets & Liabilities

1. Total Assets in Kshs. _____
2. Current Assets in Kshs. _____
3. Total Liabilities in Kshs. _____
4. Net worth (Total Assets – Total Liabilities) in Ksh. _____
5. Working Capital (Total Assets-Net Worth) in Ksh. _____

Part II Terms of Trade (Payment Terms)

KEBS would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this: **Acceptable/Not acceptable.**

Section F: Clients Details

PAST EXPERIENCE

NAMES OF THE APPLICANT CLIENTS IN THE LAST TWO (2) YEARS

1. Name of 1st Client (Organization)

(a) Name of Client (organization).....

- i. Address of Client (organization).....
- ii. Name of Contract Person at the client (organization)
- iii. Telephone No. of client
- iv. Value of Contract
- v. Duration of Contract (date)

(Attach documents evidence of existence of contract).

(b) Name of 2nd Client (organization)

- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- i. Value of Contract (date)
- iv. Duration of Contract (date)

(Attach documental evidence of existence of contract)

(c) Name of 3rd Client (organization)

- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract
- v. Duration of Contract (date)

(Attach documental evidence of existence of contract)

Section G: 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 me, my qualifications, and my experience.

[Signature of staff member]

Date: _____

[Signature of authorised representative of the firm]

Date: _____

Full name of staff member: _____

Full name of authorized representative: _____

Section F: 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 one time: Ksh.

Name of your bankers:..... Branch.....

Part 2 (a) – Sole Proprietor:

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 G: PRE-QUALIFICATION SUBMISSION FORM

Date _____

To: Managing Director
Kenya Bureau of Standards
P.O Box 54974-00200
Nairobi, Kenya

Gentlemen and/or Ladies:

1. Having examined the Pre-qualification documents including Addenda Nos. ...the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply the required services in accordance with your Request for Quotations and we hereby submit our Pre- qualification Document.
2. Our Pre-qualification is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand that you are not bound to accept any tender you may receive.

Dated this day of ____ 20 ____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____



Section H: Litigation/Arbitration Incidences

Litigation and Arbitration Incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) 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 I: 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. KEBS/T014/2019/2020** for **THE PROVISION OF SECURITY
SURVEILLANCE SYSTEM CCTV** for **KEBS** 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 J: NON-DEBARMENT DECLARATION

We (insert the name of the company/supplier

.....

.....declares 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 K: 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: _____