Kenya Bureau of Standards

Standards for quality life

QUOTATION NO. KEBS/QUOTE/330/2019/2020 — QUOTATION FOR PROVISION OF TRAINING SERVICES ON SUCCESSION PLANNING.

KENYA BUREAU OF STANDARDS

HEAD OFFICE

P.O. Box 54974-00200

NAIROBI

2RD MARCH, 2020

1. You are invited to submit a quotation on the service listed
2. This quotation should be deposited in the ***Quotation Box*** provided in the main reception on or before **10.00 a.m Tuesday 9TH March 2020.**
3. Your quotation should include all government taxes

1. QUOTATION PRICE

Kenya shillings (in words) …………………………………………

In figures ………………………………………………………………………

2. VALIDITY PERIOD

The bid shall remain valid for a period of one year from the date of submission.

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 SECTION A: TERMS OF REFERENCE- PROVISION OF TRAINING SERVICES SUCCESSION PLANING

I. OBJECTIVES OF THE ASSIGNMENT

The purpose of this course is to equip Staff of the Kenya Bureau of Standards (KEBS) with knowledge and skills of adopting an effective succession management to provide the organization with an improved ability to maintain continuity of operations

II. DELIVERABLES/OUT PUT

- Develop succession plan to map the future
- Assessment of the Succession Planning Program
- Succession Planning Process
- Individual Succession Planning Guide
- Succession Planning Communication Plan

III. AREAS TO BE COVERED SHOULD INCLUDE AMONG OTHERS;

- **Assess Demand:** What are the critical roles and functions within KEBS?
- **Supply:** What is the current talent capability and potential?
- **Identification:** Developing a plan to obtain critical talent based on the current pool of talent.
- **Action:** How to mobilize and develop succession candidates.
- **Output:** How to measure current and future bench strength

IV. TARGET GROUP

Heads of Departments and Middle Level Managers

V. DURATION:

- Duration: 5 days
- Tentative Dates: Third Quarter
- No. of Participants: 2 groups of 25 pax each

VII. CONDITIONS

1. Must be registered/recognized trainer with NITA (National Industrial Training Authority);
2. Must have participated in a similar training (attach a list of clients and their contacts);
3. Must have basic knowledge / understanding of KEBS operations;
4. Attach a detailed work plan/schedule and course content;;
5. Indicate cost of training;
6. Indicate course duration;
7. Indicate your/KEBS responsibilities.
8. Delivery within one month upon appointment

VIII. Venue: To be communicated after award

3.0 SECTION B: EVALUATION CRITERIA

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

a. Mandatory Requirement
b. Technical – 80%
c. Financial – 20%

a) Mandatory Requirement

i. Certificate of Registration/Incorporation
ii. Valid Tax Compliance Certificate from Kenya Revenue Authority
iii. NITA Registration
iv. Dully completed Confidential Business Questionnaire (MUST be filled and signed by authorized signatory.

b) Technical Evaluation

	CRITERIA	WEIGHT
1	**Relevant Experience for the Assignment (Corporate)**	
a.	Number of Succession Planning Trainings/Consultancy services done in government institutions especially parastatals (Score of 1 per assignment. List assignments carried out in the last five years and provide dates and contact persons, name of the organization personnel used for each) Attach copy of Contract/LSO/LPO	10
b.	Years of experience in Succession Planning Trainings/Consultancy (2marks for each year)	10
	Sub Total	**20**
3	**Methodology and Approach**	
a.	Appropriateness of Methodology.	5
b.	Detailed course content	10
c.	Training schedule, manning, allocation of proposed staff and final report outline	10
	Sub Total	**25**
4	**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.	Lead consultant's education background professional qualifications & trainings Master's Degree and above in a relevant field(5 marks) i) Degree in the relevant filed(3) ii) Membership to a professional body with current (2020) membership status(2 Marks)	10
b.	Lead consultant's experience in carrying out similar tasks both local and international. Attach offer/engagement letter/contract (3marks for each Consultancy/Training)	15
c.	Other key staff: Relevant Academic Certificate Relevant experience i) Bachelor's and above Degree in a relevant field(5 marks) ii) Diploma in Human Resource or any other similar and relevant field(3 marks) iii) Membership to a professional body with current (2020) membership status(2 marks)	10
	Sub Total	**35**
	GRAND TOTAL	**80**

To be

eligible for Financial Evaluation, bidder must score at least Sixty-five (65) out of Eighty (80) Points at the Technical Evaluation stage.

c) Financial Evaluation

Evaluation of financial proposal

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.

The formulae for determining the **Financial Score (Sf)** shall, be as follows:-

Sf = 100 X $^{FM}/_{F}$ where Sf is the financial score;

Fm is the lowest priced financial proposal and,

F is the price of the proposal under consideration. Proposals will be ranked according to their combined **technical *(St)*** and **financial *(Sf)* scores** using the weights *(**T**=***the weight given to the Technical Proposal T=80%): *P =* the weight given to the Financial Proposal (P=20%); *T* + *p =* l**.

Combined Technical and Financial score

Both technical and financial scores will be combined. **The combined technical and financial score, S, is calculated as follows:- *S = St* x *T* % + *Sf* x *P* %.**

Terms of Service

Terms of contracting will be agreed between client and the successful consultant.

4.0: 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.
____Date: ______________
[Signature of staff member]
____Date: ______________
[*Signature of authorised representative of the firm*]

Full name of staff member: ____
Full name of authorized representative: __________________________

5.0 SECTION C: 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 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: ……………………………………………………….

Email.................................. Website: ……………………………………………………………………………

Nature of Business ....

Registration Certificate No. ....

Maximum value of business, which you can handle at any one time – Kshs.

Name of your bankers..

Branch..

Date……………………………Signature of Candidate………………………..

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

Name **Nationality** **Citizenship details**

Shares

1. ……………………………………………………………………………………………

2. ……………………………………………………………………………………………

3. ……………………………………………………………………………………………

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

1. ………
2. ……..
3. …….
4. ………..