BANKI KUU YA KENYA

CENTRAL BANK OF KENYA

Haile Selassie Avenue
P. O. Box 60000 Nairobi Kenya
Telephone 2860000 Telex 22324
Fax 310604/340192

INTERNATIONAL COMPETITIVE BIDDING (ICB)

EXPRESSION OF INTEREST (EOI) FOR PROVISION OF CONSULTANCY SERVICES FOR FINANCIAL INCLUSION SUPPLY-SIDE DIAGNOSTIC STUDY TO CENTRAL BANK OF KENYA

EOI NO. CBK/ICB/32/2014-2015

CLOSING DATE: 17TH MARCH, 2015 AT 1030 HRS EAST AFRICAN TIME (EAT)

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SECTION I: INVITATION FOR EXPRESSION OF INTEREST

1. The Central Bank of Kenya invites Expression of Interest (EOI) from professional consultancy firms or a consortium of consultancy firms with practical experience to undertake a Financial Inclusion Supply-Side Diagnostic Study.

2. The overall goal/objective of the project is to collect and collate reliable supply data which will accurately measure and diagnose the state of Financial Inclusion in Kenya. In addition, it will identify barriers and develop appropriate and effective policies to further deepen Kenya's financial system through developing an inclusive Financial System. The broad objectives of the project will be:

a) To document Kenya's Banking Infrastructure; by institutional type and which segments of society they serve.
b) To establish levels of financial access and usage from a supply perspective and the scope and scale of accessible supply within the banking sector.
c) Identify gaps in the current policies for accessible supply of banking services.
d) To propose indicators by which expected enhancements in levels of access to finance within the banking sector can be tracked over time.
e) To enable policymakers to develop strategies to expand the landscape of formal financial access and build a more inclusive financial system in Kenya.

3. Further information as pertains to the **EOI** may be obtained from **the Office of the Ag. Director, Department of Procurement & Logistics Services**, **Tel: +254 20 2860000, email: supplies@centralbank.go.ke,** CBK Head Office, on 6th Floor between 0900hrs and 1700hrs East Africa Time (EAT) during working days (Monday to Friday).

4. A complete set of Expression of Interest (EOI) documents containing detailed information may be obtained from Central Bank of Kenya, Head Office, along Haile Selassie Avenue, Department of Procurement & Logistics Services on **6th Floor** at no cost or be downloaded from the Website, www.centralbank.go.ke for free. Those who download the EOI document are advised to sign a tender register at Supplies Division on 6th Floor CBK Building or submit their contact address using the email: **supplies@ centralbank.go.ke**, before the tender closing date and time.

5. Completed EOI documents should be deposited in the **Green Tender Box No. 3** at the main entrance, Ground Floor of **Central Bank of Kenya along Haile Selassie Avenue,** so as to be received on or before **17th March, 2015 at 1030 hrs EAT**.

6. The EOI will be opened immediately after the closing time i.e. **17th March, 2015, at 1030 hrs EAT** in the **Senior Staff Canteen on 6th Floor** Central Bank of Kenya Head Office in Nairobi. Interested tenderers or their representatives may attend the tender opening.

Ag. DIRECTOR
DEPARTMENT OF PROCUREMENT & LOGISTICS SERVICES

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1 The Central Bank of Kenya hereinafter referred to as the procuring entity intends to invite Expression of Interest (EOI) from professional consultancy firms or consortium of consultancy firms with practical experience to undertake a Financial Inclusion Supply-Side Diagnostic Study. It is expected that EOI will be submitted to be received by the procuring entity not later than 17th March, 2015 at 1030hrs EAT

2.1.2 The Expression of Interest is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.1.3 This is not a Request for Proposal, the shortlisted consultancy firms will be issued with the Request for Proposal document containing Terms of Reference (TOR).

2.2 Submission of Application

2.2.1 The Expression of Interest shall be submitted in sealed envelopes marked with the EOI name and reference number and deposited in the **Green Tender Box No. 3** at the main entrance, ground floor of **Central Bank of Kenya along Haile Selassie Avenue,** so as to be received on or before **17th March, 2015 at 1030hrs EAT**.

2.2.2 The name and mailing address of the applicant should not be marked on the envelope.

2.2.3 All the information requested for Expression of Interest shall be provided in the **English language**. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.2.5 Consultations and clarifications may be sought from **the Office of the Director, Department of Procurement & Logistics Services (Tel: +254 20 2860000),** CBK Head Office, on 6th Floor between 0900hrs and 1700hrs EAT during working days (Monday to Friday).

2.3 Eligible Candidates

2.3.1 The Expression of Interest is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in this Expression of interest unless where specially allowed under section 131 of the of the Public Procurement and Disposal, Act, 2005.

2.3.3 A shortlist of five consultancy firms that score at least **75%** on the technical evaluation will be ranked from the bidder with the highest score to the lowest and a shortlist of qualified consultants drawn. **The best five consultants that score 75% and above will be given the Request for Proposal (RFP) to respond to**. If less than five bidders score 75% and above then all bidders will be given the RFP to respond to.

2.4 Qualification Criteria

2.4.1 The qualification will be based on meeting the minimum requirements to pass in the Evaluation criteria set out in section IV of this EOI document.

2.4.2 When highly specialized inputs (especially for execution of the contact) are required by the applicant from specialist sub contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 Qualifications Requirements:

(i) The consultancy firm should have at least 5 years relevant experience in the provision of consultancy services and should have undertaken at least five (5) similar assignments in the last five (5) years.

(ii) The lead consultant should at least hold Masters Degree in Sociology, Economics, finance, statistics or related discipline from a recognized university.

(iii) The lead consultant should have a minimum of 10 years experience in conducting data analysis and surveys of a scale similar to that proposed. Experience of both qualitative and quantitative methodologies will be an added advantage.

(iv) The lead consultant should be reasonably conversant with the basic structure, key stakeholders and role of the financial sector in Kenya.

(v) The lead consultant or one of the members of the technical team should have knowledge on data analysis software and should have at least 5 years of demonstrable experience on data management.

(vi) The consultant firm should have Capacity to organize logistics in diverse parts of Kenya.

(vii) The lead consultant should have good report writing skills as the output report should be of sufficiently high quality, well-written and structured.

(viii) The lead consultant should have excellent communication skills. Fluent in written and spoken English. Fluency in Kiswahili and other local language(s) would be an added advantage.

(ix) The consultancy firm should have sound financial standing and is required to provide audited accounts for the last two years (falling within 2012 – 2015)

2.4.4 Personnel capabilities. The Consultancy firm must have suitably qualified personnel to fill the following positions.

Position	Total experience (years)	In similar Services(years)	As lead consultant of similar services (years)
Lead Consultant			
Other Position			
Other position			
Other position			

Note *List only Key management specialist positions. Do not include principals, head office personnel who are not key to the Consultancy services and other non-specialist personnel. The experience requirements should be specified*

2.4.5 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the service cash flow during the contract period

2.4.6 The audited Accounts for the last two years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.5 Joint Venture

2.5.1 Joint ventures must comply with the following:-

(a) Following are the minimum qualification requirements.

(i) The lead partner shall meet all the qualifying criteria in paras's 2.4.3 and 2.4.6

(ii) It is the responsibility of the Lead partner to ensure that he/she engages qualified partners.

(b) The formation of a joint venture after shortlisting and any change in a shortlisted joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the **joint venture agreement providing the joint and several liability with respect to the contract**.

2.5.2 The shortlisting of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may be shortlisted if it meets all the qualification requirements, subject to a written approval of the procuring entity

2.6 Public Sector companies

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.7. **Conflict of Interest**

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the specifications, and other prequalification and bidding documents for the services, or with an entity that was proposed as consultant for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.8. Updating qualification Information

2.8.1 Shortlisted candidates may be required to update the financial information used for qualification at the time of submitting their Request for Proposals and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the Expression of Interest shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

INFORMATION TO CONSULTANTS REFERENCE	PARTICULARS OF APPENDIX TO INFORMATION TO CONSULTANTS
2.1.2	The Expression of Interest is open to **National and International professional consultancy firms or a consortium of consultancy firms** with practical experience to undertake a Financial Inclusion Supply-Side Diagnostic Study.
2.2.1	Expression of Interest documents should be deposited in the **Green Tender Box No. 3** at the main entrance, ground floor of **Central Bank of Kenya along Haile Selassie Avenue,** so as to be received on or before **17th March, 2015 at 1030hrs EAT**. OR posted to **Central Bank of Kenya, P. O. Box 60000- 00200, Nairobi, Kenya, Haile Selassie Avenue, Telephone +254 20 2860000 Telex 22324, Email: supplies@centralbank.go.ke**. To be received on or before the said date.
2.2.5	The name, address and telephone numbers of the Client's official(s) is: **Director, Department of Procurement & Logistics Services, Tel: +254 20 2860000, email: supplies@centralbank.go.ke,** CBK Head Office, on 6th Floor
2.3.2	The Procuring Entity employees, committee members, board members and their relatives (spouse and children) are not eligible to participate. Further former employees, committee members and board members who have left the Bank within the last one year are not eligible to participate in this Expression of Interest and the resultant Request for Proposals
	The opening date of the expression of Interest shall be immediately after the closing date on **17th March, 2015 at 1030hrs EAT** at Central Bank of Kenya, Head Office , Nairobi, Senior Staff Canteen on 6th Floor

SECTION III: TERMS OF REFERENCE (TOR)

I. Background

The Central Bank of Kenya (CBK) is mandated to promote the orderly growth and development of a safe and stable financial system based on three pillars; Access, Efficiency and Stability under section 4(2) of Central Bank of Kenya (CBK) Act. The Bank is specifically charged with fostering the liquidity, solvency and proper functioning of a vibrant, efficient, stable and sound market-based financial system. This mandate has then been extended by the Government of Kenya's economic blue print, Vision 2030, which hinges upon the financial sector as one of the pillars to realize the vision of becoming a middle income country by the year 2030. For the sector to play the envisaged role, its performance must be enhanced in terms of stability, efficiency and access. This will help realize the specific target of raising the levels of savings and efficiently allocating resources in order to spur economic development to the levels of middle income countries. This can only be realized with the availability of a comprehensive data set covering both demand and supply side data on the provision of financial services. This data set is important in informing the design, implementation, monitoring and evaluation of the requisite policy programs to reach the goals set.

In Kenya, a number of surveys have been carried out to measure financial access from various perspectives. The major surveys which informed this study are the 2006 and 2009 national demand side surveys (FinAccess Surveys) which established that there was need for, and potential to expand the provision of financial services to 32.7% of adult Kenyans who were excluded from accessing formal financial services. This need was further highlighted by the 2013 FinAccess findings which indicated that although gains had been made in enhancing financial inclusion, 25.7% of the Kenyan adult population still remained excluded from accessing any financial services. In addition, a GIS Spatial Mapping of Financial Access Touch Points in Kenya was conducted in 2013 to digitally map out the financial access touch points in the country and provide insights in understanding the financial inclusion landscape. However, Supply-side data is also fundamental in creating a complete picture of the financial sector landscape.

Supply-side surveys are intended to capture information such as number of accounts, branches, ATMs, bank agents as well as products and services offered by financial services providers. In addition, they provide information on the coverage of informal, semi-formal and formal financial service provision and the challenges the various providers face in providing their services to Kenyans. Supply-side data is also useful in comparing banking penetration to other formal and informal service providers within the various regions of Kenya and studying trends between demographic population segments.

In this regard, the FinAccess surveys and GIS spatial mapping, complemented by a **supply-side diagnostic**, will provide vast possibilities to interrogate the status, opportunities and constraints faced in the supply of financial services. A banking sector supply-side diagnostic study is thus proposed to gather supply side data needed to define supply-side financial indicators and measure the current status, levels and trends of financial inclusion within the banking sector in Kenya. This would lead to the formulation of additional policies and innovations in expanding financial inclusion to ensure increased access and use of affordable, appropriate and sustainable financial services. For the Central Bank, this comprehensive information will guide decision making towards the development, implementation and entrenchment of further banking sector reforms hinged on the pillars of access, stability and efficiency.

The Central Bank of Kenya (CBK) has already carried out phase one of this project dubbed the gap analysis. This involved a review of existing data sets to establish the status, levels and trends of the demand and supply of financial services in Kenya. The findings of this analysis will be used to inform the diagnostic study. This study will help provide a clear picture of the Kenyan Financial Sector, access landscape as well as constraints hindering the enhancement of financial inclusion in the Country. This information will then be used to formulate additional policies and innovations in expanding financial inclusion.

The main purpose of these Terms of Reference (TOR) are to support the recruitment of a Consultant to undertake the supply-side diagnostic study survey to review the status, opportunities and constraints faced in the supply of financial services.

II. Objectives of the Consultancy

The broad objectives of the project are:

a. To document Kenya's banking infrastructure; by institutional type and which segments of society they serve.
b. To establish levels of financial access and usage from a supply perspective and the scope and scale of accessible supply within the banking sector.
c. Identify gaps in the current policies for accessible supply of banking services.
d. To propose indicators by which expected enhancements in levels of access to finance within the banking sector can be tracked over time.
e. To enable policymakers to develop strategies to expand the landscape of formal financial access and build a more inclusive financial system in Kenya.

III. Scope of the Work

The assignment will require the consultant to have excellent technical skills and knowledge of data collection, analysis, presentation and a good understanding of the financial sector in Kenya. The consultant is expected to sequence the requisite activities as follows:

a. Review the findings of the gap analysis conducted in phase one to understand the existing information gaps that need to be addressed by the study.
b. Define the supply side data needed to draw insights and conclusions on the current status, levels and trends of financial inclusion within the banking sector in Kenya.
c. Develop a high level plan for data collection to address the gaps highlighted.
d. Select a sample from the financial institutions in Kenya. These include Commercial banks, Microfinance banks and Credit Reference Bureaus. This will involve documenting Kenya's banking infrastructure; by institutional type and which segments of society they serve.
e. Carry out expert Panel Interviews with experts of the Banking sector. To this end, the consultant will develop a questionnaire schedule and identify prospective interviewees together with the CBK project management team. Thereafter, using structured interview schedules and appropriate interview methods, will raise issues on levels of financial access and usage from a supply perspective and the scope and scale of accessible supply within the banking sector. In addition, raise issues on the gaps in the current policies for accessible supply of banking services.
f. Carry out a detailed analysis of the data and present it in a detailed report of extremely high quality.

The consultant should provide reports and briefings directly to the Bank Supervision Department. The consultant should ensure data privacy and confidentiality measures are in place and must make efforts to protect personal data related to the beneficiaries.

IV. Conduct of the Work

In undertaking this work, the consultant will report to the Project Manager nominated by the Central Bank of Kenya. It should be noted that this is a Central Bank of Kenya project. CBK will contract and pay for the consultancy services.

V. Key Outputs and Deliverables

The consultant will be expected to prepare and present a detailed report with the following minimum contents:

a. Identification of the existing gaps as per the findings of the gap analysis
b. A comprehensive analysis of the supply side data needed to draw insights and conclusions on the current status, levels and trends of financial inclusion within the banking sector in Kenya.
c. Documentation of the Kenya's banking infrastructure; by institutional type and which segments of society they serve.
d. Comprehensive assessment of the levels of financial access and usage from a supply perspective and the scope and scale of accessible supply within the

banking sector. In depth analysis of the findings and interpretation of the same. In addition, identification of any gaps in the current policies for accessible supply of banking services.

e. Conclusion and recommendations on current status, levels and trends of financial inclusion within the banking sector in Kenya.
f. Appendices containing the detailed documentation of the research methodology, the questionnaires administered if any, the un-edited transcripts from the focus group discussions and the expert panel interviews undertaken.

VI. Timeline

This is a short-term consultancy whose duration will not exceed eight (8) weeks from the date of commencement.

VII. Capacity and Relevant Consultancy Experience

The consultancy firm should have technical personnel with requisite knowledge and skills in research design, data collection, analysis and report writing. The lead consultant should have experience in carrying out surveys and data analysis for at least 10 years is essential.

Qualifications Requirements:

(i) The consultancy firm should have at least 5 years relevant experience in the provision of consultancy services and should have undertaken at least five (5) similar assignments in the last five (5) years.

(ii) The lead consultant should at least hold Masters Degree in Sociology, Economics, Finance, Statistics or related discipline from a recognized university.

(iii) The lead consultant should have a minimum of 10 years' experience in conducting data analysis and surveys of a scale similar to that proposed. Experience of both qualitative and quantitative methodologies would be an added advantage.

(iv) The lead consultant should be reasonably conversant with the basic structure, key stakeholders and role of the financial sector in Kenya.

(v) The lead consultant or one of the members of the technical team should have knowledge on data analysis software and should have at least 5 years of demonstrable experience on data management.

(vi) The consultant firm should have Capacity to organize logistics in diverse parts of Kenya.

(vii) The lead consultant should have good report writing skills as the output report should be of sufficiently high quality, well-written and structured.

(viii) The lead consultant should have excellent communication skills. Fluent in written and spoken English. Fluency in Kiswahili and other local language(s) would be an added advantage.

(ix) The consultancy firm should have sound financial standing and is required to provide audited accounts for the last two years (falling within 2012 – 2015)

SECTION IV: EVALUATION CRITERIA

EVALUATION CRITERIA TO BE USE TO EVALUATE THE EOI

The received EOI will be evaluated in three stages to determine the consultants to be invited to submit Request for Proposals as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: Compliance with Technical requirements
3. Stage 3: Shortlisting of bidders to be invited to submit proposals

Stage 1: Compliance with the Mandatory Requirements (MR)

The first stage of the evaluation will involve determination of responsiveness to the mandatory requirements of the Expression of Interest that will include:

No.	Requirements	Remarks
MR 1	Provide a copy of the company's Certificate of Incorporation from the domiciled country	
MR 2	Provide copy of the company's **current** Certificate of Tax Compliance issued by the relevant Revenue Authority from the domiciled country.	
MR 3	Submit a completed company's profile using the Confidential Business Questionnaire provided in this document.	
MR 4	Provision of audited accounts prepared in accordance with the Financial Reporting Standards (FRS) for the last two years (falling within 2012 – 2015)	

The second stage will involve technical evaluation of the bids that meet all the Mandatory Requirements in stage one.

Stage 2: Compliance with the Technical Requirements

Expression of Interest meeting all the mandatory requirements will be subjected to technical evaluation based on the criteria given below:

No.	Evaluation Attribute	Tenderer's Response	Weighting Score	Max Score %
1.	**Relevant Experience of the Consultancy Firm related to the Assignment**		• Over 5 years relevant experience – 15 % Below 5 years – 5 % • At least five (5) number related assignments undertaken in the last 5 years (list the assignments, respective clients, dates and contract amount). - Each relevant assignment - 2 % up to a max. of 10 %	**15** **10**

2.	Relevant academic qualifications and background of the lead consultant: *At least a Masters Degree in Sociology, Economics, Finance, Statistics or related discipline from a recognized university - provide signed CV and copies of certificates.*		• Masters and above -15% • Degree holders with relevant post graduate qualification - 5% • Others -Nil	**15**
3.	Relevant research skills and field experience of the lead consultant: *At least ten (10) years' experience in conducting data analysis and surveys of a scale similar to that proposed. Experience of both qualitative and quantitative methodologies would be an added advantage.*		• Ten years and above with proof of at least five projects undertaken (Provide list of projects and their costs) – 15 % • Five to ten years with at least three projects - 10 % • Below 5years – 0%	**15**
4.	• Provide links or a list of at least five (5) relevant research projects or publications of research projects undertaken in the last five years • Kindly indicate if any of these projects have been undertaken in the Kenya market		• Links or list of five(5) relevant project – 15% • Less than five(5) Links or list of projects prorate - No. of projects x 15% 5	**15**
5.	Demonstrable knowledge and experience of the lead consultant or one of the proposed members of the technical team in using data analysis software.		• Five years and above in use of data management software - 10% • Less than five years prorate - Number of years x 10% 5	**10**
6.	Provide a brief understanding of the Terms of Reference.		• A written paragraph not more than a page on the bidders understanding of the TOR – 10%	**10**
7.	FINANCIAL STABILITY a) Annual turnover		Kshs. 1.0m – 4.9m – 3% Kshs. 5.0m – 19.9m – 5% Kshs. 20.0m and above –10%	**10**
	Total			**100**

The minimum technical score required to pass is Seventy Five percent (*75%)*

Stage 3: Shortlisting of bidders to be invited to submit proposals

Bidders that score 75% and above on the technical evaluation will be ranked from the bidder with the highest score to the lowest and a shortlist of qualified consultants drawn. The best five consultants that score 75% and above will be issued with the Request for Proposal (RFP) to respond to. If less than five bidders score 75% and above then all bidders will be issued with the RFP to respond to.

SECTION V: LETTER OF APPLICATION

Date ……………………………

To **Director**
Procurement and Logistics Services
Central Bank of Kenya
P. O. Box 60000 – 00200
Nairobi

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of ________________ (*name of firm*) (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the Expression of Interest information provided, the undersigned hereby apply to be **shortlisted** by yourselves as a consultant to submit proposals for **Provision of Consultancy Services on Financial Inclusion Supply-Side Diagnostic Study to Central Bank of Kenya**

2. Attached to this letter are copies of original documents defining
   - (a) the Applicant's legal status
   - (b) the principal place of business and
   - (c) the place of incorporation (*for applicants who are corporations*)
   - (d) the company profile

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
   - (a) Bids by shortlisted applicants will be subject to verification of all information submitted at the time of bidding.
   - (b) Your Agency reserves the right to:

- amend the scope and value of any contracts bid under the contract; in such event, bids will only be called from shortlisted bidders who meet the revised requirements; and
- reject or accept any application, cancel the Expression of Interest process, and reject all applications

(c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association.

2. We confirm that if we bid, that bid, as well as any resulting contract, will be:

   (a) signed so as to legally bind all partners, jointly and severally; and
   (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

SECTION VI - STANDARD FORMS

Notes on completion of Standard Forms

6.1. General information

This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form.

6.2. General Experience Record

This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture.

6.3. Joint Venture Summary

This form is to be completed by joint venture applicants only.

6.4. Details of Contracts of similar nature and complexity

This form shall be completed by all applicants and will contain similar consultancy services completed by the applicant or a member of a joint venture.

6.5. Summary sheet: Contract commitments in progress

This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

6.6. Personnel Capabilities

This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 6.7.

6.7. Candidate Summary

This form is to be completed by all applicants. The information provided will complement information on Form 6.6 separate form shall be used for each personnel.

6.8. Financial Capability

This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary, separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

6.9. Letter of Notification of award

This form is not to be filled by the bidders.

6.10. Form RB1- Request for Review

This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

6.1. GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
Name		Nationality
1.		
2.		
3.		
4.		

6.2. GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data in US$		
Year	Turnover	US$
1.		
2.		
3.		
4.		
5.		

6.3. JOINT VENTURE SUMMARY(To be filled in case of a Joint venture)

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual turnover, in terms of services billed to clients, in US$

Annual turnover data: US$.

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

6.4. DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of consultancy services and special features relevant to the contract for which the Applicant wishes to express interest	
5.	Contract role (check one)	

	* Sole contract * Management contract * Subcontract * Partner in a joint venture
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)
7.	Date of award
8.	Date of completion
9.	Contract/subcontract duration (years and months) - years - months
10	Specified requirements

6.5. SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS IN PROGRESS

Name of Applicant or partner of a joint venture

Name of contract	Value of outstanding services (US$)	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

6.6. PERSONNEL CAPABILITIES

Name of Applicant

1.	Lead Consultant Name of Lead Consultant
2.	Tile of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

6.7. CANDIDATE SUMMARY

Name of Applicant

Position		Candidate * Prime * Alternate
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer 5. Address of employer	
Telephone		Contact (manager/personnel officer)
Fax		E mail
Job title of candidate		Years with present employer

Summarize professional experience over the last 5 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

6.8. FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture

Banker	Name of banker
	Address of banker …………………………………………………………………………
	Telephone / Contact name and title
	Fax / E mail

Financial information in US$.	Actual : previous five years			Projected: next two years
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

6.9. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

____

____

To:____________________

____

____

____

RE: Expression of Interest No.________

Expression of Interest Name_____

This is to notify that you have been shortlisted to participate in the expression of Interest for:

____

____

1. Please acknowledge receipt of this letter of notification signifying your acceptance.

2. The will be issued with the Request for Proposals document within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

   Director, Department of Procurement & Logistics Services (Tel: +254 20 2860000), CBK Head Office, on 6th Floor between 0900hrs and 1700 hrs East African Time

SIGNED FOR ACCOUNTING OFFICER

6.10. REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO…………….OF……….….20……...
BETWEEN
…………………………………………….APPLICANT
AND
…………………………………RESPONDENT (*Procuring Entity*)

Request for review of the decision of the…………… (*Name of the Procuring Entity)* of ……………dated the…day of …………20……….in the matter of Tender No………..…of …………..20…

REQUEST FOR REVIEW

I/We……………………………,the above named Applicant(s), of address: Physical address…………….Fax No……Tel. No……..Email ……………, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

1.
2.
etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

1.
2.
etc

SIGNED ………………. (Applicant)

Dated on…………….day of ……………/…20…

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on ………… day of ………....20….………

SIGNED
Board Secretary