

# REPUBLIC OF KENYA



## PARLIAMENT OF KENYA

### THE NATIONAL ASSEMBLY

#### REQUEST FOR PROPOSAL (RFP) DOCUMENT (RFP NO. NA/RFP/03/2020-2021)

#### FOR

PROVISION OF EXTERNAL AUDITING SERVICES FOR THE OFFICE OF THE AUDITOR GENERAL (KENYA NATIONAL AUDIT OFFICE) OF:-

- 1) THE FINANCIAL STATEMENTS FOR THE PERIOD 2018/2019 AND 2019/2020 AND MORTGAGE AS PER THE TERMS OF REFERENCE
- 2) THE MORTGAGE AND CAR LOAN SCHEME FUND FOR THE FINANCIAL YEAR 2015/2016 AS PER THE TERMS OF REFERENCE

#### PROPOSALS SUBMISSION DEADLINE:

**MONDAY, 15<sup>TH</sup> MARCH 2021 AT 11.00AM.**

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**SECTION I - LETTER OF INVITATION**

**19th February 2021**

Consultancy Firm's Name.....  
Address.....  
.....

**RE: REQUEST FOR PROPOSALS FOR PROVISION OF EXTERNAL AUDIT SERVICES FOR PURPOSES OF AUDITING THE OFFICE OF THE AUDITOR GENERAL (KENYA NATIONAL AUDIT OFFICE-KNAO) FOR (1)THE FINANCIAL STATEMENTS-2018/2019 AND 2019/2020 AND (2)MORTGAGE AND CAR LOAN SCHEME FUND FOR THE FINANCIAL YEAR 2015/2016**

- 1.0. The National Assembly invites sealed proposals (separate Technical and Financial) for the provision of the above mentioned consultancy services.
- 1.1. Interested auditing firms may obtain further information and inspect the RFP Document for free from the **Procurement Office on 13th Floor, Protection House, Nairobi** or download the same from the **Parliament's Website; [www.parliament.go.ke](http://www.parliament.go.ke)** or IFMIS Portal website; **[www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)**.
- 1.2. Firms are requested to submit their clarifications to the Office of the Clerk of the National Assembly through the address provided or email: **[clerk@parliament.go.ke](mailto:clerk@parliament.go.ke)** on or before the **Monday, 8th March 2021** (close of business).
- 1.3. The Request for Proposals (RFP) Document includes the following documents:
  - Section I - Letter of invitation
  - Section II - Information to consultants
    - Appendix to Consultants information
  - Section III - Terms of Reference
  - Section IV - Technical proposals
  - Section V - Financial proposal
  - Section VI - Standard Contract Form
  - Section VII - Annexes
- 1.4. Completed proposal documents in the prescribed format **MUST** be deposited in the Tender Box at the Reception on **2nd Floor, Protection House, Parliament Road, Nairobi** and addressed to, **The Clerk of the National Assembly, P.O. Box 41842 – 00100, Nairobi** so as to be received on or before, **Friday, 15th March 2021 at 11:00 am**.
- 1.5. Only the technical proposals will be opened immediately thereafter in the presence of the Firms or their representatives who choose to attend the opening in the **Board Room, 2nd Floor, Protection House, Parliament Road, Nairobi**. The Financial Proposals shall remain sealed & unopened until the evaluation on the Technical proposals is completed.

Yours sincerely

**CLERK OF THE NATIONAL ASSEMBLY**

## **SECTION II – INFORMATION TO CONSULTANTS (ITC)**

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## **SECTION II: - INFORMATION TO CONSULTANTS (ITC)**

### **2.1 Introduction**

- 2.1.1 The Client named the Appendix to "ITC" will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix to 'ITC'.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The Procuring entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

## **2.2 Clarification and Amendment of RFP Documents**

2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in the Appendix "ITC". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

## **2.3 Preparation of Technical Proposal**

2.3.1 The Consultants proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majorities of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

**2.3.5** The Technical Proposal shall not include any financial information.

## **2.4 Preparation of Financial Proposal**

- 2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.
- 2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.
- 2.4.3 Consultants shall express the price of their services in Kenya Shillings.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 2.4.5 The Proposal must remain valid for 60 days after the submission date or as may be indicated in Appendix to ITC. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the

assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

## **2.5 Submission, Receipt, and Opening of Proposals**

2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

**2.5.3** The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL,**" and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix "ITC" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "ITC". Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

## **2.6 Proposal Evaluation General**

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.



## 2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:-

	<b>Points</b>
(i) Specific experience of the consultant related to the assignment	(25)
(ii) Adequacy of the proposed work plan and methodology in responding to the terms of reference	(30)
(iii) Qualifications and competence of the key staff to undertake the assignment	(45)
<b>Total Points</b>	<b><u>100</u></b>

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 indicated in the Appendix "ITC".

## 2.8 Public Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

2.8.3 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.

- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.
- 2.8.5 The formulae for determining the Financial Score ( $S_f$ ) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-  
 $S_f = 100 \times \frac{F_m}{F}$  where  $S_f$  is the financial score;  $F_m$  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 ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$ =the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + P = 1$ ) indicated in the Appendix. The combined technical and financial score,  $S$ , is calculated as follows:-  $S = S_t \times T \% + S_f \times P \%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 2.8.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.
- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price
- 2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request

## **2.9 Negotiations**

- 2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

## **2.10 Award of Contract**

- 2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".
- 2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.10.6 To qualify for contract awards, the tenderer shall have the following:
- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
  - (b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in public procurement.

## **2.11 Confidentiality**

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

## **2.12 Corrupt or fraudulent practices**

2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

# Appendix to information to Consultants

## Note on the Appendix to Information to Consultants

1. The Appendix to information to consultant is intended to assist the procuring entity in providing specific information in relation to corresponding claims in the information to consultants included in Section II and the appendix has to be prepared for each specific consultancy.
2. The Procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the assignment of the consultancy and the proposals evaluation criteria that will apply to the RFP Consultancy.
3. In preparing the appendix the following aspects should be taken into consideration.
  - (a) The information that specifies or complements provisions of Section II to be incorporated.
  - (b) Amendments of Section II as necessitated by the circumstances of the specific consultancy to be also incorporated
  - (c) Section II should remain unchanged and any changes or amendments should be introduced through the appendix.

# APPENDIX TO INFORMATION TO CONSULTANTS

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

## Clause Reference

- 2.1 The name of the Client is: **The National Assembly of Kenya**
- 2.1.1 The method of selection is: **Quality and Cost Based Selection Criteria**
- 2.1.2 Technical and Financial Proposals are requested: **Yes**

The name, objectives, and description of the assignment are: **PROVISION OF EXTERNAL AUDIT SERVICES FOR THE OFFICE OF THE AUDITOR GENERAL (KENYA NATIONAL AUDIT OFFICE-KNAO) FOR THE FINANCIAL STATEMENTS FOR THE PERIOD- 2018/19 AND 2019/20 AND MORTGAGE AND CAR LOAN SCHEME FUND FROM FINANCIAL YEAR 2015/2016**

- 2.1.3 Interested firms are requested to submit any clarification to the below address or email by **8<sup>th</sup> March 2021(Cob)**.

The name(s), address(es) and telephone numbers of the Client's official(s) are:-

*The Clerk of the National Assembly,  
P. O. Box 41842 – 00100, Nairobi, Kenya  
Tel. 2848000  
Email: clerk@parliament.go.ke*

- 2.1.4 The National Assembly shall facilitate the Consultant in ensuring that Kenya National Audit Office provides the following:-
  - ❖ *Unobstructed access of all offices and locations involved in carrying out the services.*
  - ❖ *Providing, to the consultant, any assistance that may be required during the course of execution of the contract.*
  - ❖ *Provide the consultants with necessary documentation such as:-*
    - ✓ *Strategic Plan*
    - ✓ *Service Charter*
    - ✓ *Act/Regulations*
    - ✓ *Any government circulars received affecting the office of the Auditor General's operations*
    - ✓ *Contracts, agreements, Memoranda of Understanding, entered into by the office of the Auditor General.*
  - ❖ *Nominating a liaison officer who will maintain regular contact with the consultants on matters regarding this consultancy assignment.*
  - ❖ *Any other input as may be agreed during the Negotiation Meeting and in writing.*

- 2.2.1 Consultants may request a clarification of any of the requirements of the RFP documents only up to seven [7] days before the proposal submission date.

- 2.3.3 The estimated period for the assignment is; **One (1) year or completion of the assignment whichever is later from the date of commencement.**
  - ❖ The minimum required experience of proposed professional staff is: **As per the attached Terms of Reference**

2.3.4 Training is a specific component of this assignment: **NO**.

Additional information in the Technical Proposal includes:-

- a) *The Consultant should not have undertaken any assignment on behalf of the Office of the Auditor General for the period between 2011 and the date of submission of this tender. In addition, the Consultant shall not undertake any assignment on behalf of Office of the Auditor General during the subsistence of this contract.*
- b) *The tenderer shall submit a technical proposal that must give the names and CVs of one (1) lead consultant and three (3) other associate consultants from diverse backgrounds and as specified in the Terms of Reference.*
- c) *The proposals shall be evaluated as per the criteria and stages specified under this Appendix to Information to Consultants and as per the attached Terms of Reference (ToRs).*
- d) *The Commission will invite the successful firm for a negotiation meeting to discuss the terms and conditions of the contract.*

2.4.2 Taxes: **The Proposal by the firms should be inclusive of all taxes and duties for the Provision of the whole assignment.**

2.4.5 The proposals shall remain valid for a period of **120 days** from the date of tender closing.

2.5.2 Consultants must submit an **original** and **one (1) additional copy of each proposal**

2.5.3 Information on the outer envelope should also include: **Name of the assignment and the Request for Proposal Number.**

2.5.4 The proposal submission address is: **Protection House 2nd Floor, Parliament Road, Nairobi**  
Proposals must be submitted not later than the following date and time: **Monday, 15<sup>th</sup> March 2021 at 11.00 am**

2.6.1 The address to send information to the Client is: **The Clerk of the National Assembly, P.O. Box 41842 – 00100, NAIROBI**

2.7.1 The minimum technical score required to pass: **75%**

2.8.4 Preference: **This Consultancy is reserved for local audit firms only.**

2.8.5 Alternative formulae for determining the financial scores is the following: **N/A**

The weights given to the Technical and Financial Proposals are:

**T= \_\_\_\_\_ (0.80)**

**P= \_\_\_\_\_ (0.20)**

2.10.2 The assignment is expected to commence immediately **after signing of the contract document between the Successful firm and the National Assembly or as may be agreed during negotiations.**

## 2.10.6 PRELIMINARY EVALUATION REQUIREMENTS

In order to assess whether the firm fulfills the qualification requirements of contract award as outlined under Clause 2.10.6 and provisions of the Public Procurement and Disposal Act, 2015, the Commission will first evaluate the firm's proposal documents based on the following basic/ preliminary evaluation requirements which should be submitted and enclosed in the technical proposal documents:-

- ❖ Submit **one (1) original** and **a copy** of separate Technical and Financial Bid enclosed in clearly marked envelopes.
- ❖ Attach a Certificate of Incorporation/Registration.
- ❖ Attach a valid Tax Compliance/Clearance Certificate.
- ❖ Submit a duly signed joint venture or consortium agreement (if applicable) for firms that have chosen to collaborate to enhance their qualifications.
- ❖ Submit a company's profile detailing among others, the names of the Directors, key staff and organizational structure.
- ❖ CVs of at least four (4) key staff with relevant academic and professional qualifications and adequate experience in undertaking assignments of similar magnitude preferably in large Government Institutions and Regulatory bodies.
- ❖ Attach a bid security of Kshs. 50,000.00 in favour of the Parliamentary Service Commission (PSC) from a reputable Kenyan bank or Insurance Company approved by Public Procurement Regulatory Authority (PPRA) as per the attached prescribed format valid for 150 days from the date of tender closing;
- ❖ Fully fill the attached mandatory Confidential Business Questionnaire.
- ❖ A list of five (5) major Clients, their location, description of the assignment, date, duration of the assignment and contact details of persons in client's organization who supervised the assignment (name of the person, telephone and email address);
- ❖ Evidence in form of recommendation letters from at least three (3) large firms/institutions of having offered audit services;
- ❖ Proof of registration with ICPAK as a firm.
- ❖ Submission of valid Partners' Practicing Certificates;
- ❖ Confirmation/evidence of having undergone a Quality Assurance Review by ICPAK;
- ❖ Confirmation that neither the firm, nor any of its partners or key staff, have faced any disciplinary action by ICPAK or other professional bodies;
- ❖ Confirmation that the firm and /or its partners and key staff are not aware of any conflict of interest which may exist between the auditee and the auditor.
- ❖ Submission of a well bound, serialized and paginated proposal documents including the attachments.

## EVALUATION STAGES

### **STAGE 1: Evaluation on the Preliminary/Basic Requirements on 'Yes or No' Basis.**

- ❖ A technical proposal shall be disqualified without further consideration if it does not fulfill any of the preliminary/basic requirements indicated above under 2.10.6.
- ❖ Only those proposals that fulfill all the preliminary requirements shall proceed to stage 2 below of the evaluation.



## **STAGE 2: Evaluation on the quality of the Technical Proposal as per the ToRs.**

- ❖ The proposals that fulfill all the preliminary requirements under Stage 1 above shall be evaluated and allocated scores as per the Evaluation Criteria under Clause 2.7.
- ❖ The Commission will use the specified parameters as indicated in the Terms of Reference under Consultant's skills, competencies and key staff as a guide to evaluating the firm's qualifications and capacity to undertake the assignment.
- ❖ Only firms that fulfill all the mandatory/preliminary requirements as indicated on page 16 will be invited to demonstrate their proposed solution as per the set requirements. The Commission will give adequate notice to inform the firms on the date and time for the demonstration exercise.
- ❖ Only the technical proposals that scores 75% and above shall be considered as responsive for further consideration i.e. opening of their financial proposals.

## **STAGE 3: Evaluation and consideration of the financial proposals**

- ❖ Only the financial proposals of the firms that score 75% and above shall be evaluated for responsiveness.
- ❖ The financial proposals of firms that score below 75% shall remain sealed and unopened and will be returned to the bidders after the conclusion of the procurement process.
- ❖ The Commission shall consider the total amount of financial proposal as indicated on Financial Proposal submission form and summary of costs form.

## **STAGE 4: Determination of the Highest Combined Score and ranking stage**

- ❖ The Technical Proposal Score of each responsive firm shall be weighted upto 80% whereas the financial proposals score weighted up to 20%.
- ❖ The below formulae as indicated under Clause 2.8.5 shall be applied:-  
 **$S_f = 100 \times \frac{F_m}{F}$**  where  $S_f$  is the financial score;  $F_m$  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 ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$ =the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + p = 1$ ) indicated in the Appendix.

The combined technical and financial score,  $S$ , is calculated as follows:-  $S = S_t \times T \% + S_f \times P \%$ .

## **STAGE 5: Recommendation for award**

- ❖ The firm's proposal that scores the highest combined technical and financial score shall be recommended for award.
- ❖ The firm achieving the highest combined technical and financial score will be invited for negotiations to discuss the terms and conditions of the contract.
- ❖ The procuring entity shall notify the successful tenderer of the award for its acceptance which award shall then be tabled before the National Assembly for approval/appointment in accordance with Article 226 (4) of the Constitution. The award shall not be final until the National Assembly passes a resolution appointing the successful tenderer.

## **SECTION III: - TECHNICAL PROPOSAL**

### **Notes on the preparation of the Technical Proposals**

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.
- 3.4 The following documents to be contained in the Technical Proposal Document only in the prescribed/provided format, where applicable:-
  - a) Technical proposal submission form
  - b) Firms references
  - c) Comments and suggestions of consultants on the:-
    - a. Terms of reference and on data, services and
    - b. Facilities to be provided by the procuring entity
  - d) Description of the methodology and work plan for performing the assignment
  - e) Team composition and Task assignments
  - f) Format of curriculum vitae (CV) for proposed Professional staff
  - g) Time schedule for professional personnel
  - h) Activity (work schedule)
  - i) Technical proposal document in a CD.
  - j) The attached Mandatory Confidential Questionnaire
  - k) Power of attorney and Joint venture/consortium agreement
  - l) Statements that the proposal and the costs are valid for a period of 120 days from the date of Proposals Opening.
  - m) Tender security form in the prescribed format valid for 150 days.
  - n) Any other supporting document that enhances the firm's technical proposal.

## SECTION III - TECHNICAL PROPOSAL

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# 1. TECHNICAL PROPOSAL SUBMISSION FORM

[\_\_\_\_\_ Date]

To: \_\_\_\_\_ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for \_\_\_\_\_  
\_\_\_\_\_ [Title of consulting services] in accordance with your  
Request for Proposal dated \_\_\_\_\_ [Date] and our Proposal. We are  
hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial  
Proposal sealed under a separate envelope-where applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

\_\_\_\_\_ [Authorized Signature]:

\_\_\_\_\_ [Name and Title of Signatory]

:

\_\_\_\_\_ [Name of Firm]

:

\_\_\_\_\_ [Address:]

## 2. FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:	Clients contact person for the assignment.
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Staff:	

Firm's Name: \_\_\_\_\_

Name and title of signatory; \_\_\_\_\_

*(May be amended as necessary)*

**3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**14. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

---

**5. TEAM COMPOSITION AND TASK ASSIGNMENTS**

**1. Technical/Managerial Staff**

Name	Position	Task

**2. Support Staff**

Name	Position	Task



## 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED 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: \_\_\_\_\_

## 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months		
			1	2	3	4	5	6	7	8	9	10	11	12			

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

## 8. ACTIVITY (WORK) SCHEDULE

### (a). Field Investigation and Study Items

*[1<sup>st</sup>, 2<sup>nd</sup>, etc., are months from the start of assignment)*

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	
Activity (Work)													
_____													
_____													
_____													
_____													

### (b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

## SECTION IV: - FINANCIAL PROPOSAL

### Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken to be clearly understood by the procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this part
- 4.4 Only the following documents should be included in the financial proposal document in the prescribed/provided format:-
  - a) Financial proposal submission Form
  - b) Summary of costs
  - c) Breakdown of price/per activity
  - d) Breakdown of remuneration per activity
  - e) Reimbursable per activity
  - f) Miscellaneous expenses
  - g) Proof of local incorporation and citizenship.
  - h) Any other supporting document that enhances the firm financial proposal.

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**1. FINANCIAL PROPOSAL SUBMISSION FORM**

To: \_\_\_\_\_ [ Date]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*[Name and address of Client]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (\_\_\_\_\_) *[Title of consulting services]* in accordance with your Request for Proposal dated (\_\_\_\_\_) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (\_\_\_\_\_) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

\_\_\_\_\_ *[Authorized Signature]*  
:  
\_\_\_\_\_ *[Name and Title of Signatory]:*  
\_\_\_\_\_ *[Name of Firm]*  
\_\_\_\_\_ *[Address]*

## 2. SUMMARY OF COSTS

### TOTAL FINANCIAL PROPOSAL

	<b>SERVICE DESCRIPTION</b>	<b>Total Amount (Kshs.)</b>
1)	Provision of External Audit Services for the office of the Auditor General for <b>the financial statements for Financial Year 2018/2019 and 2019/2020</b> as per the Terms of Reference	
2)	Provision of External Audit Services for the office of the Auditor General for <b>the mortgage and car loan scheme fund</b> from the Financial years 2015/2016 as per the Terms of Reference	
	<b>Sub-Total Cost (Kshs.)</b>	
	Taxes & applicable duties (Kshs.)	
	<b>GRAND TOTAL AMOUNT OF FINANCIAL PROPOSAL (KSHS.)</b>	

- ❖ The financial proposal consideration will be based on the Total Amount of Financial Proposal provided by the firm/consortium not on individual items.

### 3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____



#### 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input (Staff months, days or hours as appropriate.)	Remuneration Rate	Amount
Regular staff				
(i)				
(ii)				
Consultants				
Grand Total				

**5. REIMBURSABLES PER ACTIVITY**

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
	Grand Total				

**6. MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs____ _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4.	Software				
	Grand Total				_____

# SECTION V: - TERMS OF REFERENCE

---

## **REQUEST FOR PROPOSAL (RFP) - CONSULTANCY SERVICES ON PROVISION OF EXTERNAL AUDIT SERVICES FOR THE OFFICE OF THE AUDITOR GENERAL (KENYA NATIONAL AUDIT OFFICE-KNA) FOR THE PERIOD 2018/2019 AND 2019/2020 AND MORTGAGE AND CAR LOAN SCHEME FUND FROM FINANCIAL YEAR 2015/2016**

- (a) Background,
- (b) Objectives of the assignment,
- (c) Training (where appropriate),
- (d) Scope of the Work/Services,
- (e) Reports and Time Schedule,
- (f) Data Services, Personnel and Facilities to be provided by the Client, and
- (g) Terms of Payment.

5.1 This Section should be prepared very carefully by the procuring entity to ensure that the consultancy assignment is well understood by the consultants.

### **1) BACKGROUND**

The National Assembly is established pursuant to Article 93 of the Constitution. Article 226(4) of the Constitution mandates the National Assembly to appoint the Auditors to carry out annual audits of the Office of the Auditor-General.

### **2) OBJECTIVES OF THE ASSIGNMENT**

To identify a firm that will provide external audit services for the purpose of auditing the office of the Auditor General on:-

- a) The Financial statements period- 2018/2019 and 2019/2020
- b) The Mortgage and Car Loan Scheme Fund for the office which is administered by the Housing Finance Company Limited from the FY 2015/2016.

### **3) SCOPE OF WORK/SERVICES**

#### **a) Scope**

The auditor's responsibilities shall include the following:-

- a) Conducting independent audit of the Organization's activities/operations in line with International Standards on Auditing and International Financial Reporting Standards and guidelines by Public Sector Accounting Standards Board.
- b) Expressing an opinion on whether the financial statements are prepared, in all material respects, in accordance with the applicable financial reporting standards and frameworks, whether the Organization has maintained proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position of the Trust.
- c) Audit the mortgage and car loan scheme fund for the office of Auditor General which is administered by the Housing Finance Company Limited from Financial

Years 2015/2016.

- d) Reviewing and evaluating the Organization's internal control and risk management system and advising Management and the Board on adequacy/effectiveness of the system, and proposals for its improvement.
- e) Reviewing adequacy of the Organization's Information Systems and related infrastructure.
- f) Providing any other value-addition services consistent with the audit of the Organization.

**a) Consultants Skills, Competencies and key staff**

The consulting firm will provide an inter-disciplinary team of individuals or consultants that will bring together combined expertise as enumerated in the below evaluation criteria. The consultant shall clearly indicate who among his key personnel shall be the team leader of the consultancy. The lead consultant shall have experience of leading an inter-disciplinary team of professionals; have excellent management, coordination, supervision and report writing skills.

**b) Required Profile Of The Audit Firm**

Bidding Firms will be required to meet the following criteria:

- i. Be registered with Institute of Certified Public Accountants of Kenya and its partners must hold a current Practicing Certificate.
- ii. Have at least three partners who must be of good standing with ICPAK, while the Firm and its Partners should not have been subject to any disciplinary action by ICPAK or other related professional bodies.
- iii. Should be in operation for a period of at least five years and undergone a Quality Assurance Review by ICPAK.
- iv. Should demonstrate that it has the capacity, capability and experience required to undertake the audit within required timelines.
- v. Demonstrated experience in auditing public sector institutions will be an added advantage.

**c) Tender Submission**

Firms meeting the above criteria are requested to submit their proposals in two sealed envelopes by the bid closing deadline as follows:-

- a) Technical Proposal containing:
  - Confirmation of the firms understanding of the Terms of Reference and its capacity to deliver the TOR;
  - The methodology, work-plan and timelines for undertaking and completing the assignment and the deliverables;
  - Appropriate references to demonstrate having the experience specified in the TOR;
  - The CVs of key staff proposed to do the assignment.
  - Any other supporting document as required under the preliminary/mandatory requirements.
- b) Financial Proposal indicating the proposed fees and expenses.

d) Bidding firms should also submit the following documents with their Technical Proposals:

- Proof of registration with ICPAK and Partners' Practicing Certificates;
- Confirmation/Evidence of having undergone a Quality Assurance Review by ICPAK;
- Confirmation that neither the firm, nor any of its partners or key staff, have faced any disciplinary action by ICPAK or other professional bodies;
- Confirmation that the firm and /or its partners and key staff are not aware of any conflict of interest which may exist between the auditee and the auditor.

**e) Evaluation criteria**

Item	Consultancy skills, competencies and key staff evaluation criteria parameters
<b>A.</b>	<b>Specific experience of the Consultant and profile of the firm relevant to the assignment (25 Marks)</b>
I.	<p><b>a)</b> Brief Company profile covering:</p> <ul style="list-style-type: none"> <li>• Organization structure and staffing set-up for the relevant staff to be engaged in the task</li> <li>• A list of five (5) major Clients, their location, description of the assignment, date, duration of the assignment and contact details of persons in client's organization who supervised the assignment (name of the person, telephone and email address);</li> <li>• Contact details-address, telephone numbers, email</li> <li>• Firm's staff policy on rotational of staff/substitution etc</li> </ul>
II.	<p><b>b)</b> Provide proof/evidence of minimum three (3) past assignments of similar nature and magnitude (both private/ public sector institutions) in the last 5 years by the company,</p>
<b>B.</b>	<b>Adequacy of the proposed work plan and methodology in responding to the ToR (30 marks)</b>
	<p><b>a)</b> General understanding of the Terms of Reference for this assignment</p>
	<p><b>b)</b> Adequacy of the following in responding to the Terms of Reference;</p> <p>I) Methodology            II) Approach            III) Work Plan</p>
	<p><b>c)</b> Consultant's suggestions on improvement to the Commission's Terms of Reference</p>
<b>C.</b>	<b>Qualifications and Competence of key staff for the assignment (45 marks)</b>
III.	<p>Provide CVs and relevant certificates of at least 1 lead Consultant, 2 Associates and any other relevant staff for the project. Proof of working for the company should be given.</p> <p><b>TEAM LEADER/LEAD CONSULTANT</b></p> <ul style="list-style-type: none"> <li>• Master's Degree or post graduate degree in accounts, finance, business administration or any other related field.</li> <li>• Have attained full professional qualifications in CPA (K), ACCA, CIMA or their equivalent.</li> <li>• Full member of ICPAK in good professional standing (attach current certificate).</li> <li>• At least ten (10) years professional experience in audit and management assignments</li> <li>• Thorough understanding of the Public Sector /Government laws, regulations, operations, policies and guidelines.</li> <li>• Thorough understanding of the International auditing reporting requirements</li> </ul> <p><b>THREE (3) ADDITIONAL STAFF</b></p> <ul style="list-style-type: none"> <li>• Advanced degree in accounts, finance, business administration or any other related field.</li> <li>• Have attained full professional qualifications in CPA (K), ACCA, CIMA or their equivalent.</li> <li>• Membership to ICPAK or its equivalent and in good professional standing (attach current certificate)</li> <li>• Adequate and strong experience in audit, risk management, management, regulatory affairs etc</li> </ul>

**4) REPORTS AND TIME SCHEDULE**

#### **a) General**

Various reports shall be prepared and submitted in the course of execution of the assignment. All reports will be produced and submitted in electronic and hard copy to the respective Committee of Parliament. The relationship between the audit firm and the institutions currently responsible for assignment, are set out here below:

#### **b) Progress Reports**

The consulting firm shall prepare and submit progress reports which shall detail all work performed during the reporting period. These reports shall detail encountered and anticipated difficulties and delays in the work, their causes and remedies proposed to solve them. All reports shall be in standard A4.

#### **c) Final Reports**

A substantial final report will be drafted at the end of every phase of the assignment. It will incorporate all revisions made during all the stages of the assignment.

#### **d) Time frame**

- The consulting firm shall submit a work program for the entire project with his proposal.
- The firm will be engaged for a period of three(3) years
- The works shall be scheduled taking into account the Parliamentary Calendar so as to avoid conflict with other Parliamentary programs. The Client shall provide its working program.

### **5) DATA SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT,**

Parliament shall supply all pertinent information and give such assistance as shall reasonably be required for the conduct by the auditing firm of their duties under the contract save that such assistance shall not be extended to the provision of any supplies or services. The PSC shall liaise with other stakeholders to organize meetings that will facilitate the auditing firm's work.

#### **Security and Confidentiality**

The auditing firm shall treat in the strictest confidence and not make use of and/or divulge to third party any information or documents which are linked to the performance of the contract. The auditing firm shall treat all material encountered during the duration of this Contract and any specific contract as confidential and will not disclose the material to any third party, except when explicitly authorized. The auditing firm may only utilize the information contained in the material for the purposes identified in the Contract. The auditing firm shall take all practical steps to keep the material confidential and shall restrict access to the material to the members of the auditing firm's team only. The auditing firm shall take all appropriate steps for each product to ensure that the data and the magnetic media upon which they are stored are safely preserved.

### **Ownership of the Results – Intellectual and Industrial Property**

Any results or rights thereon, including copyright and other intellectual or industrial rights, obtained in performance of the Contract, shall be owned solely by the Parliament, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitations.

## **6) TERMS OF PAYMENT**

### **Taxes and Duties**

The auditing firm shall be liable to pay all taxes and duties payable under the laws of Kenya in connection with this assignment including Value Added Tax. The firm shall be deemed to have taken the above into consideration while preparing its proposals.

### **Variation of the rates**

The rates for the assignment can only be revised with adequate justifications after a period of twelve (12) months and as provided for under the Public Procurement and Asset Disposal Act, 2015 and the resultant contract.

### **Consultancy Fees**

The fees for the consultancy shall be paid as per the agreed terms of payment in Section 6.4 of the tender document.

### **Notes:**

- a) The consultant shall be evaluated and scored based on the degree to which the proposal meets the requirements of this Request for Proposals. Selection of the preferred proposal will be based on compliance to the requirements of this Request for Proposals and the highest overall score.
- b) The evaluation Team may also contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current users of the proposer's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process.



**REPUBLIC OF KENYA**

**THE NATIONAL ASSEMBLY**

**CONTRACT**

**BETWEEN**

**THE NATIONAL ASSEMBLY**

**AND**

**(NAME OF THE SUCCESSFUL CONSULTANCY FIRM)**

**FOR**

**PROVISION OF EXTERNAL AUDITING SERVICES FOR THE OFFICE OF THE AUDITOR GENERAL (KENYA NATIONAL AUDIT OFFICE)- FINANCIAL STATEMENTS FOR THE PERIOD 2018/2019 AND 2019/2020 AND MORTGAGE AND CAR LOAN SCHEME FUND FOR THE FY 2015/2016 AS PER THE TERMS OF REFERENCE**

**DATED**

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## I. FORM OF CONTRACT

This Agreement (hereinafter called the "Contract") is made the \_\_\_\_\_ day of the month \_\_\_\_\_ of \_\_\_\_\_ [month], \_\_\_\_\_ [year], between \_\_\_\_\_, [name of client] of [or whose registered office is situated at ] \_\_\_\_\_ [location of office] (hereinafter called the "Client") of the one part AND

\_\_\_\_\_ [name of consultant] of [or whose registered office is situated at] \_\_\_\_\_ [location of office] (hereinafter called the "Consultant") of the other part.

### WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Consultant, having presented to the Client that he has the required professional skills and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) The General Conditions of Contract;
  - (b) The Special Conditions of Contract;
  - (c) The following Appendices: [**Note:** *If any of these Appendices are not used, they should be deleted from the list*]
    - Appendix A: Description of the Services
    - Appendix B: Reporting Requirements
    - Appendix C: Key Personnel and Sub consultants
    - Appendix D: Breakdown of Contract Price in Foreign Currency
    - Appendix E: Breakdown of Contract Price in Local Currency
    - Appendix F: Services and Facilities Provided by the Client

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:
- (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of \_\_\_\_\_ *[name of client]*

*[full name of* \_\_\_\_\_ *of Client's*  
*authorised representative*

*[title]* \_\_\_\_\_

*[signature]* \_\_\_\_\_

*[date]* \_\_\_\_\_

For and on behalf of \_\_\_\_\_ *[name of consultant]*

*[full name of Consultant's*  
*authorized representative]* \_\_\_\_\_

*[title]* \_\_\_\_\_

*[signature]* \_\_\_\_\_

*[date]* \_\_\_\_\_

## II. GENERAL CONDITIONS OF CONTRACT

### 1. GENERAL PROVISIONS

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract shall have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in the Republic of Kenya as they may be issued and in force from time to time;
- (b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached together with all the documents listed in Clause 1 of such signed Contract;
- (c) "Contract Price" means the price to be paid for the performance of the Services in accordance with Clause 6 here below;
- (d) "Foreign Currency" means any currency other than the Kenya Shilling;
- (e) "GC" means these General Conditions of Contract;
- (f) "Government" means the Government of the Republic of Kenya;
- (g) "Local Currency" means the Kenya Shilling;
- (h) "Member", in case the Consultant consists of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract;
- (i) "Party" means the Client or the Consultant, as the case may be and "Parties" means both of them;
- (j) "Personnel" means persons hired by the Consultant or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof;
- (k) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented;
- (l) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A; and
- (m) "Sub consultant" means any entity to which the Consultant subcontracts any part of the Services in accordance with the provisions of Clauses 3 and 4.

- 1.2 Law Governing the Contract** This Contract, its meaning and interpretation and the relationship between the Parties shall be governed by the Laws of Kenya.
- 1.3 Language** This Contract has been executed in English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 1.4 Notices** Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.
- 1.5 Location** The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in the Republic of Kenya or elsewhere, as the Client may approve.
- 1.6 Authorized Representatives** Any action required or permitted to be taken and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SC.
- 1.7 Taxes and Duties** The Consultant, Sub consultant[s] and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Laws of Kenya, the amount of which is deemed to have been included in the Contract Price.

**2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC.
- 2.2 Commencement of Services** The Consultant shall begin carrying out the Services thirty (30) days after the date the Contract becomes effective or at such other date as may be specified in the SC.
- 2.3 Expiration of Contract** Unless terminated earlier pursuant to Clause 2.6, this Contract shall terminate at the end of such time period, after the Effective Date, as is specified in the SC.
- 2.4 Modification** Modification of the terms and Conditions of this Contract, including any modification of the scope of the Services or the Contract Price, may only be made by written agreement between the Parties.

## 2.5 Force Majeure

- 2.5.1 Definition** For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 2.5.3 Extension Of Time** Any period within which a Party shall, pursuant to this Contract complete any action or task shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 2.5.4 Payments** During the period of his inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by him during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## 2.6 Termination

- 2.6.1 By the Client** The Client may terminate this Contract by not less than thirty (30) days' written notice of termination to the Consultant, to be given after the occurrence of any of the events specified in this Clause;
- (a) if the Consultant does not remedy a failure in the performance of his obligations under the Contract within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
  - (b) if the Consultant becomes insolvent or bankrupt;



- (c) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Consultant, in the judgement of the Client, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause;

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in Contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of Contract to the detriment of the Client, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Client of the benefits of free and open competition.

- (e) if the Client in his sole discretion decides to terminate this Contract.

**2.6.2 By the Consultant** The Consultant may terminate this Contract by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the following events;

- (a) if the Client fails to pay any monies due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause 7 within sixty (60) days after receiving written notice from the Consultant that such payment is overdue; or
- (b) if, as a result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

**2.6.3 Payment upon Termination** Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;

- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.6.1, reimbursement of any reasonable costs incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

### 3. OBLIGATIONS OF THE CONSULTANT

**3.1 General** The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and safeguard the Client's legitimate interests in any dealing with Sub consultants or third parties.

#### 3.2 Conflict of Interests

- 3.2.1 Consultant Not to Benefit from Commissions, Discounts, Etc.**
- (i) The remuneration of the Consultant pursuant to Clause 6 shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and the Consultant shall not accept for his own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of his obligations under the Contract and the Consultant shall use his best efforts to ensure that his personnel, any sub consultant[s] and agents of either of them similarly shall not receive any such additional remuneration.
  - (ii) For a period of two years after the expiration of this Contract, the Consultant shall not engage and shall cause his personnel as well as his sub consultant[s] and his/their personnel not to engage in the activity of a purchaser (directly or indirectly) of the assets on which he advised the Client on this Contract nor shall he engage in the activity of an adviser (directly or indirectly) of potential purchasers of such assets.
  - (iii) Where the Consultant as part of the Services has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant will comply with any applicable procurement guidelines and shall

at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement shall be for the account of the Client.

**3.2.2 Consultant and Affiliates Not to be Otherwise Interested in Project** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and his affiliates, as well as any Sub consultant and any of his affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**3.2.3 Prohibition of Conflicting Activities** Neither the Consultant nor his sub consultant[s] nor their personnel shall engage, either directly or indirectly in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Republic of Kenya which would conflict with the activities assigned to them under this Contract; or
- (b) after the termination of this Contract, such other activities as may be specified in the SC.

**3.3 Confidentiality** The Consultant, his sub consultant[s] and the personnel of either of them shall not, either during the term of this Contract or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

**3.4 Insurance to be Taken Out by the Consultant** The Consultant (a) shall take out and maintain and shall cause any sub consultant[s] to take out and maintain, at his (or the sub consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

**3.5 Consultant's Actions Requiring Client's Prior Approval** The Consultant shall obtain the Client's prior approval in writing before taking any of the following actions;

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the personnel not listed by name in Appendix C ("Key Personnel and Sub consultants").

**3.6 Reporting Obligations** The Consultants shall submit to the Client the reports and documents specified in Appendix A in the form, in the numbers, and within the periods set forth in the said Appendix.

**3.7 Documents prepared by the Consultant to Be the Property of the Client** All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultant in accordance with Clause 3.6 shall become and remain the property of the Client and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. Neither Party shall use these documents for purposes unrelated to this Contract without the prior approval of the other Party.

#### **4 CONSULTANT'S PERSONNEL**

**4.1 Description of Personnel** The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

**4.2 Removal and/or Replacement Of Personnel** (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

(b) If the Client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) the Client has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a

replacement a person with qualifications and experience acceptable to the Client.

- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. OBLIGATIONS OF THE CLIENT**

### **5.1 Assistance and Exemptions**

The Client shall use his best efforts to ensure that he provides the Consultant such assistance and exemptions as may be necessary for due performance of this Contract.

### **5.2 Change in the Applicable Law**

If after the date of this Contract, there is any change in the Laws of Kenya with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Consultant, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties and corresponding adjustments shall be made to the amounts referred to in Clause 6.2 (a) or (b), as the case may be.

### **5.3 Services and Facilities**

The Client shall make available to the Consultant the Services and Facilities listed under Appendix F.

## **6. PAYMENTS TO THE CONSULTANT**

### **6.1 Lump-Sum Remuneration**

The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all staff costs, Sub consultants' costs, printing, communications, travel, accommodation and the like and all other costs incurred by the Consultant in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

### **6.2 Contract Price**

- (a) The price payable in foreign currency is set forth in the SC.
- (b) The price payable in local currency is set forth in the SC.

### **6.3 Payment for Additional Services**

For the purposes of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

**6.4 Terms and  
Conditions of  
Payment**

Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of a bank guarantee for the same amount and shall be valid for the period stated in the SC. Any other payment shall be made after the conditions listed in the SC for such payment have been met and the Consultant has submitted an invoice to the Client specifying the amount due.

**6.5 Interest on  
Delayed  
Payment**

Payment shall be made within forty five (45) days of receipt of invoice and the relevant documents specified in Clause 6.4. No interest shall be payable on account of delayed payment.

**7. SETTLEMENT OF DISPUTES**

**7.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

**7.2 Dispute Settlement**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be referred by either Party to the arbitration and final decision of a person to be agreed between the Parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman of the Chartered Institute of Arbitrators, Kenya Branch, on the request of the applying party.

**III. SPECIAL CONDITIONS OF CONTRACT**

**Number of GC Amendments of and Supplements to Clauses in the Clause General Conditions of Contract**

1.1 (i) The Member in Charge is \_\_\_\_\_ [name of Member]

1.4 The addresses are:

Client: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Telex; \_\_\_\_\_  
Facsimile: \_\_\_\_\_

Consultant: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Telephone; \_\_\_\_\_  
Telex: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

1.6 The Authorized Representatives are:

For the Client: \_\_\_\_\_

For the Consultant: \_\_\_\_\_

2.1 The date on which this Contract shall come into effect is(\_\_\_\_\_) [date].

**Note:** The date may be specified by reference to conditions of effectiveness of the Contract, such as receipt by Consultants of advance payment and by Client of bank guarantee

2.2 The date for the commencement of Services is \_\_\_\_\_ [date]

2.3 The period shall be \_\_\_\_\_ [length of time].

**Note:** Fill in the period, e.g, twenty-four (24) months or such other period as the Parties may agree in writing.

3.4 The risks and coverage shall be:

(i) Professional Liability \_\_\_\_\_

(ii) Loss of or damage to equipment and property \_\_\_\_\_

6.2(b) The amount in local Currency is \_\_\_\_\_ [Insert amount].

6.4

The following is the proposed payment schedule:

Payments for each financial year of audit will be as follows:

- a) Upon submission of the draft proposed audit report and management letter covering the financial year, 60% of the contract value shall be paid.
- b) Upon submission of the final audit report and management letter acceptable to the client, 40% of the contract value shall be paid.

**Note:** *The parties may adopt the above payment schedule or agree on a more acceptable payment schedule during the Negotiation Meeting based on the agreed final work plan /project an Implementation Schedule.*

### **Award of contract**

The procuring entity shall notify the successful tenderer of the award which shall then be tabled before the National Assembly for approval/appointment in accordance with Article 226 (4) of the Constitution. The award shall not be final until the National Assembly appoints the successful tenderer.

### **Conflict of interest**

Conflict of interest includes any existing contract between the Consultant and the office of the Auditor General for the provision of audits on behalf of the Auditor General.

The Consultant should not have undertaken any assignment on behalf of the Office of the Auditor General for the period 2014/2015, 2015/2016, 2016/2017 and 2017-2018. In addition, the Consultant shall not undertake any assignment on behalf of Office of the Auditor General during the subsistence of this contract.

## **IV. APPENDICES TO THE CONTRACT**



## **APPENDIX A – DESCRIPTION OF THE SERVICES**

*Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.*

## **APPENDIX B – REPORTING REQUIREMENTS**

*List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”*

## **APPENDIX C– KEY PERSONNEL AND SUBCONSULTANTS**

*List under:*

- C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of Personnel and staff-months for each.*
- C-2 List of approved Sub consultants (if already available); same information with respect to their Personnel as in C-1.*

## **APPENDIX D – BREAKDOWN OF CONTRACT PRICE IN FOREIGN CURRENCY**

*List here the elements of cost used to arrive at the breakdown of the lump-sum price – foreign currency portion:*

- 1. Monthly rates for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenditures.*

*This appendix will exclusively be used for determining remuneration for additional services.*

## **APPENDIX E – BREAKDOWN OF CONTRACT PRICE IN LOCAL CURRENCY**

*List here the elements of cost used to arrive at the breakdown of the lump-sum price – local currency portion.*

- 1. Monthly rates for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenditures.*

*This appendix will exclusively be used for determining remuneration for additional services.*

## **APPENDIX F – SERVICES AND FACILITIES PROVIDED BY THE CLIENT**

## **APPENDIX G-LETTER OF OFFER FROM PARLIAMENTARY SERVICE COMMISSION (PSC)**

## **APPENDIX H-LETTER OF ACCEPTANCE FROM THE SUCCESSFUL CONSULTANCY FIRM**

## **APPENDIX I-PERFORMANCE SECURITY BOND FROM A RECOGNIZED BANK IN KENYA OR INSURANCE COMPANY APPROVED BY PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA).**

## **APPENDIX J-TECHNICAL AND FINANCIAL PROPOSALS BY THE SUCCESSFUL FIRM**

## **APPENDIX K-MINUTES OF THE NEGOTIATION MEETING BETWEEN COMMISSION AND SUCCESSFUL BIDDER**

## **ANNEX A: MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**(Must be filled by all applicants or Tenderers' who choose to participate in this tender and enclosed in the technical proposal submission envelope)**

<b>Name of Applicant (S)</b> .....
---------------------------------------

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

**Part 1 – General**

Business Name:.....Certificate of Incorporation / Registration No. ....Location of business premises:

Country .....Physical address .....  
Town .....Building.....  
Floor..... Plot No. ....  
Street / Road .....Postal Address .....  
Postal / Country Code.....Telephone No's.....  
Fax No's. ....E-mail address .....  
Website .....  
Contact Person (Full Names) .....Direct / Mobile No's.....

Title ..... Power of Attorney (**Yes / No**)  
If **Yes**, attach written document.  
Nature of Business (Indicate whether manufacturer, distributor, etc)  
.....

<b>(Applicable to Local suppliers only)</b> Local Authority Trading License No. .... Expiry Date ..... Value Added Tax No.....
--

Value of the largest single assignment you have undertaken to date (**US\$/Kshs.**)  
.....

Was this successfully undertaken? **Yes / No**. ....(If **Yes**, attach reference)

Name (s) of your banker s).....

Branches ..... Tel No's. ....

**Part 2 (a) – Sole Proprietor**

Full names .....  
Nationality..... Country of Origin.....  
Company Profile .....

**Part 2 (b) – Partnerships**

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

Company Profile .....

**Part 2 (c) – Registered Company**

Private or public .....

Company Profile ..... (*Attach brochures or annual reports in case of public companies*)

State the nominal and issued capital of the Company

Nominal KShs .....

Issued KShs .....

List of top ten (10) shareholders and distribution of shareholding in the company.  
Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the Commission and any other public or private institutions.

Full Names .....

Signature.....

Dated this .....day of .....2021

In the capacity of .....

Duly authorized to sign Tender for and on behalf of .....

**Part 2 (e) – Criminal Offence**

I/We, (Name (s) of Director (s)):-

a) .....

b) .....

c) .....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of.....

In the capacity of .....  
Dated this .....day of .....2021

Suppliers' / Company's Official Rubber Stamp.....

**Part 2 (f) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a) .....
- b) .....
- c) .....
- d) .....

For and on behalf of M/s .....  
In the capacity of .....  
Dated this .....day of .....2021  
Suppliers' / Company's Official Rubber Stamp

.....

**Part 2 (g) – Interest in the Firm:**

Is there any person/persons in the PSC or any other public institution who has interest in the Firm? Yes/No ..... (Delete as necessary) Institution  
.....

.....  
**(Title)** **(Signature)** **(Date)**

**Part 2(h) – Experience**

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<b>Company Name</b>	<b>Country</b>	<b>Contract/ Order No.</b>	<b>Value</b>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....
5.....	.....	.....	.....
Contact person (Full Names).....			
E-mail address.....			
Cellphone no .....			

**Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give the PSC authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names.....

Signature.....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2021.

Suppliers' / Company's Official Rubber Stamp

.....

## **ANNEX B: FORMAT OF TENDER SECURITY INSTRUMENT**

Whereas ..... [Name of the tenderer] (hereinafter called "the tenderer") has submitted its tender dated

..... [Date of submission of tender] for the  
..... [Name  
and/or description of the tender] (hereinafter called "the Tender")

KNOW ALL PEOPLE by these presents that WE  
..... [Name of Insurance Company]  
having our registered office at ..... (hereinafter  
called "the Guarantor"), are bound unto NATIONAL ASSEMBLY (hereinafter called "the  
Procuring Entity") in the sum of KSHS. .... for which payment well and truly to be  
made to the said Procuring Entity, the Guarantor binds itself, its successors, and assigns  
by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_\_ day of \_\_\_\_\_  
20 \_\_.

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of  
tender validity specified in the instructions to tenderers, Or
2. If the tenderer, having been notified of the acceptance of his tender by the  
Employer during the period of tender validity:
  - (a) fails or refuses to execute the form of Agreement in accordance with the  
Instructions to Tenderers, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the  
Instructions to Tenderers;

We undertake to pay to the Procuring Entity up to the above amount upon receipt of  
its first written demand, without the Procuring Entity having to substantiate its demand,  
provided that in its demand the Procuring Entity will note that the amount claimed by it  
is due to it, owing to the occurrence of one or both of the two conditions, specifying  
the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period  
of tender validity, and any demand in respect thereof should reach the Guarantor not  
later than the said date.

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature of the Guarantor]

\_\_\_\_\_  
[Witness]

\_\_\_\_\_  
[Seal]

**ANNEX C: PERFORMANCE BANK OR INSURANCE GUARANTEE  
[UNCONDITIONAL]**

[The **Bank or Insurance Company/successful Tenderer** providing the Guarantee shall fill in this form in accordance with the instructions indicated in brackets, if the Procuring Entity requires this type of security.]

*[insert bank's or insurance company's name, and address of issuing branch or office]*

**Beneficiary:** *[insert name and address of Procuring Entity]*

**Date:** *[insert date]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[insert reference number of the Contract]* dated with you, for the execution of *[insert name of Contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we *[insert name of Bank or Insurance Company]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change, addition or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any change, addition, or modification.

This guarantee shall expire not later than thirty days from the date of issuance of the Taking-Over Certificate.

*[signature(s) of an authorized representative(s) of the Bank or Insurance Company]*

**ANNEX D: LETTER OF NOTIFICATION OF AWARD**

(In client's letterhead)

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE: RFP NO. NA/RFP/03/2020-2021 FOR PROVISION OF EXTERNAL AUDIT SERVICES FOR THE OFFICE OF THE AUDITOR GENERAL (KENYA NATIONAL AUDIT OFFICE-KNAO) AS PER THE TERMS OF REFERENCE**

Thank you for participating in the above mentioned consultancy.

Following conclusion of the Evaluation exercise and consideration of all the proposals submitted by firms, we are pleased to inform/notify you that your firm's proposal to provide *(name of the consultancy services)* at a total consultancy fee of *(amount in words and figures)* only is hereby accepted.

The Contract is under preparation and you will be invited for the signing after fourteen (14) days (in the absence of administrative review being lodged with PPARB) have elapsed from the date of this letter and upon successful negotiation and submission of an acceptable letter of offer and performance bond.

The *(name /designation of the proposed Client's Liaison Officer)* is hereby appointed the Liaison Person for this assignment for the purpose of facilitating the interactions between the Client's team and Auditing firm.

Please acknowledge receipt of this letter and acceptance of the offer within seven (7) days from the date of this letter and contact the Liaison Officer on any other matter pertaining to this assignment.

**CLERK OF THE NATIONAL ASSEMBLY**



**ANNEX E: 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 order/orders that: -

- 1.
- 2.
- etc

SIGNED .....(Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

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

**SIGNED**

**Board Secretary**