



**EXPRESSION OF INTEREST FOR
PROVISION OF CONSULTANCY SERVICES
FOR REVIEW OF ICT STRATEGY AND
POLICIES NKCC/EOI/040/2018-2019**

Receipt No.

Pre-qualification Reg. No.

Category No.....

CLOSING DATE – 3RD JUNE 2019

AT 10.00 A.M.

**RE: INVITATION FOR EXPRESSION OF INTEREST FOR
PROVISION OF CONSULTANCY SERVICES FOR REVIEW
OF ICT STRATEGY AND POLICIES**

SUBMISSION OF TENDER DOCUMENTS

INVITATION TO TENDER

Tenders are invited from interested and eligible firms/suppliers to submit sealed bids for the following:

Tender number	Description	Bid security (Ksh)	Eligibility	Closing/opening Date
NKCC/T/038/2018-19	Provision of Garbage collection Services	N/A	Reserved for AGPO	3 rd June 2019 at 10.00a.m
NKCC/T/039/2018-2019	Supply & installation of Fire Alarm Systems – <i>NB Site visits dates in the tender document.</i>	50,000	Open	17 th June 2019 at 10.00a.m
NKCC/EOI/040/2018-2019	Provision of Consultancy for Review of ICT Strategy and Policies	N/A	Open	3 rd June 2019 at 10.00a.m
NKCC/T/041/2018-2019	Supply and delivery of HDPE Milk Bottles	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/042/2018-2019	Supply and delivery of U-straws	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/043/2018-2019	Supply and delivery of Cartons	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/044/2018-2019	Supply and delivery of 20 Litre Milk O bags	50,000	open	3 rd June 2019 at 10.00a.m

NKCC/T/045/2018-19	Supply and delivery of Shrink Sleeves	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/046/2018-19	Supply and delivery of Yoghurt cups, Aluminum Foils, Logo lids and Trays	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/047/2018-19	Supply and delivery of Ghee and Powder Tins	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/048/2018-19	Supply and delivery of Shrink Bags-Amillon	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/049/2018-19	Supply and Delivery of Milk powder bags	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/050/2018-19	Supply and delivery of Gable Top Packaging Material	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/051/2018-19	Supply and delivery of Sealing Tape	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/052/2018-19	Supply & delivery of powder polythene liners, shrink wrappers & milk powder sachets.	50,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/053/2018-19	Supply and delivery of Branded Coolers	150,000	Open	3 rd June 2019 at 10.00a.m
NKCC/T/054/2018-19	Provision of Transport Services-Eldoret-Sotik route	N/A	Open	3 rd June 2019 at 10.00a.m

Complete tender documents with detailed information may be obtained from the **Office of the Head of Procurement, New KCC Ltd, Dakar Road off Enterprise Road between 9.00 a.m. to 4.00 p.m, upon payment of a non-refundable fee of Kshs. 1,000/- (Kshs. One Thousand only)** per tender document, paid in cash or Bankers Cheque. Prospective bidders may also download the tender documents from <http://supplier.treasury.go.ke> : <https://www.tenders.go.ke> free of charge and New KCC Website (www.newkcc.co.ke). Bidders are required to send/e-mail their names and contact details to: info@newkcc.co.ke.

Tenders must be accompanied by a Bid Security as specified above. **The bid security should be valid for 150 days from the tender closing/opening date and in form of either bank guarantee, cash, Insurance Company Guarantee, a Letter of Credit, or Guarantee by a Deposit taking Microfinance Institution, Sacco Society, the Youth Enterprise Development Fund or the Women Enterprise Fund.**

Completed tender documents in plain sealed envelope clearly marked with **Tender Number** and **Description** should be addressed to:

The Managing Director
New KCC Ltd
P.O. Box 30131-00100
Nairobi

To be received not later than **10.00 a.m** on the closing /opening date shown above.

For enquiries: Email to: info@newkcc.co.ke

GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. **Submission of tenders:** The application for prequalification should be submitted in sealed envelopes properly labeled with the **Tender number & description** as applied for.
5. In selection of suppliers, NKCC will short-list only those firms that are able to demonstrate their competence to supply the listed goods/services or undertake listed works. Registered service

providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business.

6. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **must** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes (tax compliance) etc.
8. Fill the information required as clearly as possible in bold & capital letters where hand written.

PART 1. GENERAL INFORMATION

A) APPLICATION FORM (1)

1.	Name of Firm			
2.	Head Office Address			
3.	Telephone Landline & Mobile.		Contact Person	
4.	Fax		E-mail	
5.	Place of incorporation/registration			
6.	Year of incorporation/registration			

Nationality of owners	
Name	Nationality
1.	

2.		
3.		
4.		
5.		

B) VENDOR APPROVAL QUESTIONNAIRE FORM

(To be filled by prospective suppliers)

One Questionnaire Form qualifies for one class of supply.

Instructions:

As required, in capital & clear hand writing, please give all the particulars as indicated whichever applies to your Business. Note that, an applicant may be disqualified if it is found out that the Information given is false.

PART I –Firms/Company registration & ownership details

Profile of Business

Business Name.....

Location of Business Premises (Town/City/other).....

Physical Address (Building / Street/ Road/ Plot No. /Floor No. / Room No. etc.)

.....

.....

Postal Address & Code

Telephone (Landline & Mobile).....

Fax.....

E-mail.....

Nature of business licensed to operate.....

Current Trade License No (Attach copy).....

Expiry Date.....

Date business name was first registered.....

Certificate of Registration No (Attach copy).....

Pin No (Attach copy).....

VAT no (Attach copy).....

TAX Compliance Certificate
(Attach copy).....

Contact Person(s) (Name /Telephone No.)

.....
.....
.....

Professional registration certificate to offer calibration services by an authorized professional body (Attach a copy).....

Any other relevant recognized professional certification by an authorized professional body.....

All Candidates must provide authentic copies of required documents failure to which NKCC will not consider your submission.

New KCC may on its own volition check with issuing authorities and where documents are not authentic will disqualify & report the errant bidder.

PART 2 – ELIGIBILITY –Please fill the following as truthfully as possible.

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? _____ If yes, when _____ (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

2. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?

3. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes _____ No _____

4. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

PART 3 – OTHER INFORMATION

a) LIMITED COMPANY

NAME OF DIRECTORS

Name	Telephone/address Contacts
1.....
2.....
3.....
4.....
5.....
6.....

b) Sole Proprietors/Partnership

Name	Telephone/address Contacts
1.....
2.....
3.....
4.....

C) Name/address & Telephone numbers of at least five customers

Name/Organization	Address Number
1.
2.
3.
4.
5.

d) Particulars of your bankers (Name & Branch)

PART 4 TECHNICAL EVALUATION

New KCC would like to engage a qualified consulting firm to guide and document the review of the existing ICT strategy and policy and lead in the development and documentation of the new ICT strategy and policies aligned to the business strategy and relevant ICT ACTS and standards. The consultant will:

- Develop a systems requirements specifications document alongside the strategy detailing all the requirements.
- in line with the developed strategy, review the existing ICT security policies and develop new ones where there are gaps
- review and update the various ICT procedures and carry out process mapping
- review and update the ICT Business continuity plans
- review, develop and document an ICT risk framework

In general the strategy review and development will follow the guidelines of ICTA ICT Governance standard ICTA.5.001:2016 for actualization. Some of the areas for review include but not limited to:

- Executive Summary
- Business Strategy
- ICT Governance and Planning
- Network Infrastructure
- Data Centre and Data Storage
- Telecommunications
- Hardware and Server Infrastructure
- Applications and Information
- Collaborative Working Environment
- Users' desktop
- User support
- Learning support
- ICT performance & value for money
- People and Skills (ICT Organization)
- Information Security, Risk Management, Disaster recovery and Business continuity
- Project Management

The consulting firm must present a detailed framework of how they intend to undertake the exercise.

HUMAN RESOURCES.

Please provide the organization structure of your organization and the qualifications, certificates skills and experience of your key staff and consultants in the format given below you may use a separate sheet of paper to provide this information: - (max 3 employees)

KEY STAFF ANALYSIS						
	Name	Title	Highest qualifications	Experience/skills	Organization/Client Company	Technical expertise/certifications
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

PART 5 – FINANCIAL EVALUATION

A. Financial Information.

Please indicate your terms for trading with New KCC.

- (i) 1 month credit on statement _____
- (ii) 2 months credit on statement _____
- (iii) Other terms (specify) _____
- (iv) What is the maximum value of business, which you can handle at any one time? Ksh. _____
- (v) If your firm is pre-qualified and awarded to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by NEW KCC? Yes _____ No _____

B. Financial ability

Attach Audited accounts for the last three years, and/or bank statements for the last six months.

PART 6 – PREVIOUS TRADING PERFORMANCE

List of main relevant services carried out in the last five years that best illustrate your qualification (at least five corporate clients). This form must be filled by both the firm seeking to be prequalified & their clients. However Documents like Purchase orders, award letters, completion certificates etc. can replace item x below. Additional information may be provided as necessary to back up this information.

First Client (Organization)

- i) Assignment /Type of services/good provided
.....
- ii) Country.....
- iii) Professional staff provided by your firm.....
- iv) Name of Client.....
- v) Physical address.....
- vi) Postal address.....
- vii) Email address.....
- viii) Telephone No.....
- ix) Name of contact person at the client.....
- x) Client's rubber stamp.....
- xi) Duration of assignment.....
- xii) Approximate value of goods/services delivered
(KShs.).....
- xiii) Narrative description of project.....
.....

Second Client (Organization)

- i) Assignment /Type of services/good provided.....
- ii) Country.....
- iii) Professional staff provided by your firm.....
- iv) Name of Client.....
- v) Physical address.....
- vi) Postal address.....
- vii) Email address.....
- viii) Telephone No.....
- ix) Name of contact person at the client.....
- x) Clients rubber stamp.....
- xi) Duration of assignment.....
- xii) Approximate value of goods/services delivered
(KShs.).....
- xiii) Narrative description of project.....
.....

Third Client (Organization)

- i) Assignment /Type of services/good provided.....
- ii) Country.....
- iii) Professional staff provided by your firm.....
- iv) Name of Client.....
- v) Physical address.....
- vi) Postal address.....
- vii) Email address.....
- viii) Telephone No.....
- ix) Name of contact person at the client.....
- x) Clients rubber stamp.....
- xi) Duration of assignment.....
- xii) Approximate value of goods/services delivered
(KShs.).....
- xiii) Narrative description of project.....
.....

Fourth Client (Organization)

- i) Assignment /Type of services/good provided.....
- ii) Country.....
- iii) Professional staff provided by your firm.....
- iv) Name of Client.....
- v) Physical address.....
- vi) Postal address.....
- vii) Email address.....
- viii) Telephone No.....
- ix) Name of contact person at the client.....
- x) Clients rubber stamp.....
- xi) Duration of assignment.....
- xii) Approximate value of goods/services delivered
(KShs.).....
- xiii) Narrative description of project.....
.....

Fifth Client (Organization)

- i) Assignment /Type of services/good provided.....
- ii) Country.....
- iii) Professional staff provided by your firm.....
- iv) Name of Client.....
- v) Physical address.....
- vi) Postal address.....
- vii) Email address.....
- viii) Telephone No.....

- ix) Name of contact person at the client.....
- x) Clients rubber stamp.....
- xi) Duration of assignment.....
Approximate value of goods/services delivered
(KShs.).....
- xii) Narrative description of project.....
.....

NB: You may include additional large clients as you may with to support your application.

PART 7

Give any other information relating to your company, which you may consider relevant to this questionnaire.

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.....

PART 8: Evaluation Criteria

Item	Description	Score
1	Part 1, 2 & 3 – are mandatory requirements which must be provided as requested. Failure to meet any of the requirements means you bid will be disqualified.	Mandatory.
2	Human resources employed by the organization with relevant academic & technical qualification and work experience (maximum 3 employees)	30
3	Financial ability – 3 year audited accounts or 6 months bank statements.	15
4	Terms of trading with NKCC full marks for 2 months and above credit. 2.5 for 1 month. 1 marks for below a month.	5
5	Firms experience in offering similar services in at least 5 organizations. provide relevant information as necessary.	50
6	Total score	100
7	Pass mark 75%.	75

DECLARATION

I/We have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for disqualification from further processing.

Signed & sealed: _____

Name: _____

Position in the company: _____

Date: _____

Please affix rubber stamp or seal.