

**INDUSTRIAL & COMMERCIAL  
DEVELOPMENT CORPORATION**

**REQUEST FOR PROPOSAL**

**PROVISION OF CONSULTANCY SERVICES FOR  
EXTERNAL QUALITY ASSESSMENT FOR THE  
INTERNAL AUDIT FUNCTION**

**TENDER NO. **RFP/ICDC/35/2016-2017****

**P.O. BOX 45519-00100 NAIROBI  
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**UCHUMI HOUSE, AGA KHAN WALK**

**[www.icdc.co.ke](http://www.icdc.co.ke)**

# REQUEST FOR PROPOSAL

RFP/ICDC/35/2016-2017

## PROVISION OF CONSULTANCY SERVICES FOR EXTERNAL QUALITY ASSESSMENT FOR THE INTERNAL AUDIT FUNCTION

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## SECTION I- LETTER OF INVITATION

**Tender: No. RFP/ICDC/35/2016-2017**

**Tender name: PROVISION OF CONSULTANCY SERVICES FOR EXTERNAL QUALITY ASSESSMENT FOR THE INTERNAL AUDIT FUNCTION**

Dear Sir/Madam,

- 1.1 The Industrial & Commercial Development Corporation (ICDC) invites proposals **FOR THE PROVISION OF CONSULTANCY SERVICES FOR EXTERNAL QUALITY ASSESSMENT FOR THE INTERNAL AUDIT FUNCTION**
- 1.2 More details of the services are provided in the terms of reference herein.
- 1.3 The Request For Proposal (RFP) includes the following documents:
  - Section I - Letter of invitation
  - Section II - Information to Consultants
  - Section III - Technical proposal
  - Section IV - Financial proposal
  - Section V - Terms of reference
  - Section VI - Anti-Corruption Declaration
- 1.4 Request For Proposal documents shall be sealed in a plain sealed envelope, clearly marked as stated in section 2.5 in the particular document showing the reference and title should be addressed to:-

**The Executive Director**  
**Industrial & Commercial Development Corporation (ICDC)**  
**17<sup>th</sup> Floor, Uchumi House, Aga Khan Walk**  
**P.O. Box 45519-00100, Nairobi**

Completed documents shall be deposited in the Tender box located at the reception area on 17<sup>th</sup> Floor, Uchumi House Aga Khan Walk, and Nairobi, so as to be received on or before **10.00 am on 16<sup>th</sup> June 2017.**
- 1.5 Request for Proposals will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at the **Corporation's Boardroom.**
- 1.6 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of ninety (90) days from the closing date of the tender
- 1.7 On receipt of this RFP please inform us
  - (a) that you have received the letter of invitation; and
  - (b) whether or not you will submit a proposal for the assignment

Yours sincerely,

**Executive Director**

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

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

### 2.1 Introduction

- 2.1.1 Industrial & Commercial Development Corporation (ICDC) 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 Industrial & Commercial Development Corporation (ICDC) in the Appendix öITCö.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix öITCö for services required for the assignment named in the Appendix. 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 Industrial & Commercial Development Corporation (ICDC) regarding any information that they may require before submitting a proposal. Consultants should contact the officials named in the Appendix öITCö 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 Industrial & Commercial Development Corporation (ICDC) will provide the necessary inputs to assist the firm in 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 Industrial & Commercial Development Corporation (ICDC) is not bound to accept any of the proposals submitted.
- 2.1.6 The Industrial & Commercial Development Corporation (ICDC)ø 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 Industrial & Commercial Development Corporation (ICDC) shall allow the tenderer to review the tender document free of charge before purchase.

### 2.2 Tender Security

- 2.2.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Invitation to tender.
- 2.2.2 The tender security shall be in the amount of **Kshs. 20,000.00** valid for 90 days
- 2.2.3 The tender security is required to protect the Industrial & Commercial Development Corporation (ICDC) against the risk of Tendererø conduct which would warrant the securityø forfeiture, pursuant to paragraph 2.2.8

- 2.2.4 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:
- a) A bank guarantee.
  - b) Cash.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit
- 2.2.5 Any tender not secured in accordance with paragraph 2.2.1 and 2.2.3 will be rejected by the Industrial and Commercial Development Corporation as non-responsive.
- 2.2.6 Unsuccessful tenderer's tender security will be discharged or returned as promptly as possible, but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the Industrial and Commercial Development Corporation.
- 2.2.7 The successful tenderer's tender security will be discharged upon the tenderer signing the contract and furnishing the corporation with the performance security.
- 2.2.8 The tender security may be forfeited:
- (a) If a tenderer **withdraws** its tender **during** the period of tender validity specified by the Industrial and Commercial Development Corporation on the Tender Form; or
  - (b) In the case of a successful tenderer, *if* the tenderer fails:
    - (i) to sign the contract in accordance with paragraph 30
    - or**
    - (ii) to furnish performance security in accordance with paragraph 31.
  - (c) If the tenderer rejects, correction of an error in the tender.

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

- 2.3.1 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 Industrial & Commercial Development Corporation (ICDC) at address indicated in the Appendix 5. The Industrial & Commercial Development Corporation (ICDC) will respond by letter, 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.
- 2.3.2 At any time before the submission of proposals, the Industrial & Commercial Development Corporation (ICDC) may for any reason, whether at its 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

Industrial & Commercial Development Corporation (ICDC) may at his discretion extend the deadline for the submission of proposals.

## **2.4 Preparation of Technical Proposal**

2.4.1 The Consultants proposal shall be written in English language.

2.4.2 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.

2.4.3 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) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (iv) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.4.4 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 Industrial & Commercial Development Corporation (ICDC).
- (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 five five (5) 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.
- (viii) Any additional information requested in Appendix 8ITCö.

2.4.5 The Technical Proposal shall not include any financial information.

## **2.5 Preparation of Financial Proposal**

2.5.1 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 (Attached). 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 which is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.5.2 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.

2.5.3 Consultants shall express the price of their services in Kenya Shillings. Where other currencies are used, the Corporation will convert those currencies to Kenya shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.5.4 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.

2.5.5 The Proposal must remain valid for 90 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Industrial & Commercial Development Corporation (ICDC) will make his best effort to complete negotiations within this period. If the Industrial & Commercial Development Corporation (ICDC) wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

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

2.6.1 The original proposal (Technical Proposal and Financial Proposal) 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 authorised to sign the proposals.

- 2.6.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix 5A. Each Technical Proposal and Financial Proposal shall be marked **“ORIGINAL”** as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.6.3 The original of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL”**, and the original 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 5TC and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE”** before **10.00 am on 16<sup>th</sup> June 2017.**
- 2.6.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix 5TC. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 2.6.5 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 Industrial & Commercial Development Corporation (ICDC) department up to the time for public opening of financial proposals.

## **2.7 Proposal Evaluation General**

- 2.7.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Industrial & Commercial Development Corporation (ICDC) on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix 5TC. Any effort by the firm to influence the Industrial & Commercial Development Corporation (ICDC) in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.
- 2.7.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## **2.8 Evaluation of Technical Proposal**

- 2.8.1 The evaluation committee appointed by the Industrial & Commercial Development Corporation (ICDC) shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows
- (i) Specific experience of the consultant related to the assignment
  - (ii) Adequacy of the proposed work plan and methodology in responding to the terms of reference

- (iii) Qualifications and competence of the key staff for the assignment
- (iv) Suitability of the transfer of Technology (Training)

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 öITCö.

## **2.9 Public Opening and Evaluation of Financial Proposal**

- 2.9.1 After Technical Proposal evaluation, the Industrial & Commercial Development Corporation (ICDC) 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 Industrial & Commercial Development Corporation (ICDC) 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.
- 2.9.2 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 Industrial & Commercial Development Corporation (ICDC) shall prepare minutes of the public opening.
- 2.9.3 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.
- 2.9.4 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.
- 2.9.5 The formulae for determining the Financial Score (Sf) is indicated in the Appendix öITCö
- 2.9.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.
- 2.9.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

2.9.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price

2.9.9 Price variation requests shall be processed by the Industrial & Commercial Development Corporation (ICDC) within 30 days of receiving the request.

## **2.10 Negotiations**

2.10.1 Negotiations will be held at the same address as address to send information to the Industrial & Commercial Development Corporation (ICDC) indicated in the Appendix ITCö. The aim is to reach agreement on all points and sign a contract.

2.10.2 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 Industrial & Commercial Development Corporation (ICDC) 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 Industrial & Commercial Development Corporation (ICDC) to ensure satisfactory implementation of the assignment.

2.10.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.10.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Industrial & Commercial Development Corporation (ICDC) expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Industrial & Commercial Development Corporation (ICDC) will require assurances that the experts will be actually available. The Industrial & Commercial Development Corporation (ICDC) 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.

2.10.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Industrial & Commercial Development Corporation (ICDC) and the selected firm will initial the agreed Contract. If negotiations fail, the Industrial & Commercial Development Corporation (ICDC) will invite the firm whose proposal received the second highest score to negotiate a contract.

2.10.6 The Industrial & Commercial Development Corporation (ICDC) shall appoint a team for the purpose of the negotiations.

## **2.11 Award of Contract**

- 2.11.1 The Contract will be awarded following negotiations. After negotiations are completed, the Industrial & Commercial Development Corporation (ICDC) 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.
- 2.11.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix 5ITCö.
- 2.11.3 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.
- 2.11.4 The Industrial & Commercial Development Corporation (ICDC) may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.11.5 The Industrial & Commercial Development Corporation (ICDC) 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.
- 2.11.6 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.
- 2.11.7 The tender will be awarded to the bidder with the highest combined technical and financial score

## **2.12 Confidentiality**

- 2.12.1 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.

## **2.13 Corrupt or fraudulent practices**

- 2.13.1 The Industrial & Commercial Development Corporation (ICDC) 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.

- 2.13.2 The Industrial & Commercial Development Corporation (ICDC) 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.
- 2.13.3 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 SECTION II - INSTRUCTIONS TO CONSULTANTS

The following information regarding the particulars of the tender shall complement, supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
Paragraph 1.4	<p><i>The address of submission of tenders is:</i></p> <p style="text-align: center;"><b>The Executive Director Industrial &amp; Commercial Development Corporation (ICDC) 17<sup>th</sup> Floor, Uchumi House, Aga Khan Walk P.O. Box 45519-00100, Nairobi.</b></p>
Paragraph 1.4	<p><i>The day, date and time of closing is as per the letter of invitation:</i></p>
Paragraph 1.4	<p><i>Bulky tenders which will not fit in the tender box shall be delivered and deposited in the address given where the deliverer shall sign in a register.</i></p>
Paragraph 2.1.1	<p><i>All tenderers who meet requirements as indicated in the tender document</i></p>
Paragraph 2.1.7	<p><i>The cost of the tender is Kshs. 1,000.00 or free of charge if downloaded</i></p>
Paragraph 2.2	<p><i>The tender security shall be equal to <b>Kshs. 20,000.00 valid for 90 days after tender opening</b></i></p>
Paragraph 2.4	<p><i>The tenderers shall complete the Technical Proposal as instructed.</i></p>
Paragraph 2.4.5	<p><i>The tender validity is 90 days from the date of submission of the tenders</i></p>
Paragraph 2.5.1	<p><i>The tenderers shall complete the Financial Submission Form and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.</i></p>
Paragraph 2.5.2	<p><i>The grand total price should be inclusive of taxes and any other costs associated with the tender.</i></p>
Paragraph 2.5.3	<p><i>All prices shall be quoted in Kenya shillings or conversion of a single currency will apply</i></p>
Paragraph 2.6.3	<p><i>The tenderer shall prepare <b>“ONE ORIGINAL PROPOSAL</b>. The original technical and financial proposals shall be sealed in separate envelopes. The sealed envelopes shall be put in one outer envelope which shall bear the name and tender number of the tender</i></p>
Paragraph 2.11.7	<p><i>Award will be made to the bidder with the highest combined technical and financial score</i></p>
Paragraph 2.13	<p><i>Bidders to submit declaration statement on corrupt and fraudulent practices attached</i></p>

## EVALUATION CRITERIA

The evaluation of the tenders shall be carried out through the following stages:

Area	Sub-area	Rating / Scores
Preliminary evaluation	Compliance evaluation	Elimination
Technical Evaluation (80%)	Technical Proposal	80 -
Financial (20%)	Financial proposal	20
<b>Total</b>		<b>100</b>

### STAGE 1- PRELIMINARY (MANDATORY) EVALUATION

**Firms that do not meet the following mandatory checks shall be rejected at this stage:**

1. Must submit a current copy of tax compliance certificate from Kenya Revenue Authority for locally incorporated firms, foreign firms should provide similar clearance acceptable to the Kenyan Tax Authorities.
2. Must be registered under the relevant law. Proof of registration and incorporation to be supported by attaching a copy of the certificate from registrar of companies.
3. Bidders must indicate the physical location of the business premises.
4. The quotations must remain valid for 90 days from the date of submission of tender.
5. Bidders shall furnish a tender security equal to **Ksh. 20,000.00 valid for 90 days valid after tender opening**
6. Audited accounts for last two years 2014 to 2016
7. Duly completed confidential Business Questionnaire
8. Submit the proposal which are signed and stamped. The copies must have a company seal along with a covering letter. The proposal should clearly show the **table of contents** and the **page numbers**

### STAGE 2 - TECHNICAL EVALUATION

The evaluation committee appointed by the Client shall evaluate the Technical proposal on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows.

- |  |            |
|--|------------|
| (i) Experience   | <b>10</b>  |
| (ii) Referees/ clientele   | <b>10</b>  |
| (iii) Specific experience of the consultant related to the assignment, Qualifications and competence of the key staff for the assignment | <b>40</b>  |
| (v) Adequacy of the proposed work plan and methodology in responding to the terms of reference   | <b>40</b>  |
| <b>Total Points</b>  | <b>100</b> |

Each responsive proposal will be given a technical score (St). Only Tenderers who

score 70% and above will be considered to be technically responsive and therefore shall qualify for the final stage of the financial evaluation. A proposal shall be rejected if it fails to achieve the minimum technical score

The technical evaluation shall be based on the criteria as indicated below:

<b>Evaluation Parameters</b>	<b>Percentage Weightage</b>
Provide Evidence of similar tasks in the last 5 years experience in financial institutions and in the public sector (documented evidence . <b>each year 2 marks -Total 10</b> )	10
Details of at least 5 recent Clients of similar size where similar assignment was carried out for the last five years (include details of client, contact person and year service was provided using format provided in the Technical Proposal) <b>Each 2 marks – Total 10</b>	10
Proof of adequate establishment including number and profiles of key personnel to undertake the assignment (Attach signed CVs in the format provided in Technical Proposal.) The personnel (Minimum 4) should have extensive theoretical and practical experience in Standards of Professional Practice in Internal Auditing (SPPIA) – <b>5 marks for each x 4 (Total 20)</b> Project Manager must have 6 years experience in Internal Auditing. The Project Manager must be certified as Internal Auditor and should provide details of academic and professional qualifications. <b>[Master’s Degree and above 10 marks; Membership of mandatory statutory professional bodies – 3 marks each] [Total 20 Marks]</b> <b>Proposed staff MUST be certified internal audit quality assessors</b>	40
Adequacy and clarity of the proposed work plan and methodology in responding to the Terms of Reference. Provide logical, sequential and well-structured Work plan consistent with the time frames and the TOR.	40
<b>Total</b>	<b>100</b>

**The minimum technical score required to pass is 70 points**

A tender shall be rejected at this stage if it fails to achieve the above minimum

### **STAGE 3 - FINANCIAL EVALUATION CRITERIA**

Provide a financial proposal of consultancy fees, costs and estimate of expenses which will be evaluated as follows:-

Financial score (FS) = 100 x FM/F

- ✓ **FM** is the lowest fees quoted and
- ✓ **F** is the fees of the proposal under consideration

**NB: the lowest fees quoted will be allocated the maximum score of 20%**

**Overall Combined scoring criteria**



The consultants proposals will be ranked according to their combined technical score (ts) and financial score (fs) using the weights as follows:-

- ✓ **Technical score weight (T) = 80%**
- ✓ **Financial Score weight (p) = 20%**

$$S = TS \times T\% + FS \times P\%$$

Where:

S, is the total combined scores of technical and financial scores

TS is the technical score

FS is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

### **Submission of Proposal**

Submit the proposal which are signed and stamped. The copies must have a Corporation seal along with a covering letter. The proposal should clearly show the page numbers.

## **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.

## SECTION III - TECHNICAL PROPOSAL

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5. Team composition and Task assignments	
6. Format of curriculum vitae (CV) for proposed Professional staff	
7. Time schedule for professional personnel	
8. Activity (work schedule)	

# 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 Ten 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

Days (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	Days												Number of Days		
			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 days 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 down to be clearly understood by the Industrial and Commercial Development Corporation.
- 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

# SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents	Page
<b>1. Financial proposal submission Form</b>	
<b>2. Summary of costs</b>	
<b>3. Breakdown of price/per activity</b>	
<b>4. Breakdown of remuneration per activity</b>	
<b>5. Reimbursable per activity</b>	
<b>6. Miscellaneous expenses</b>	

1. FINANCIAL SUBMISSION FORM PROPOSAL

\_\_\_\_\_ *[ 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. 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 COST

Based on the information contained in the technical specifications, the prospective bidders should provide a breakdown of costs.

<b>Costs</b>	<b>Currency(ies)</b>	<b>Amount(s)</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>Subtotal</b>		
<b>Taxes</b>		_____
<b>Total Amount of Financial Proposal</b>		

## 3. BREAKDOWN OF PRICE PER ACTIVITY

<b>Activity NO.:</b> _____	<b>Description:</b> _____
<b>Price Component</b>	<b>Amount(s)</b>
<b>Remuneration</b>	
<b>Reimbursables</b>	
<b>Miscellaneous Expenses</b>	
<b>Subtotal</b>	_____

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

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

5. REIMBURSABLES PER ACTIVITY

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

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

6. MISCELLANEOUS EXPENSES

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

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	<b>Communication costs</b> <hr/> (telephone, telegram, )				
2.	<b>Drafting, reproduction of reports</b>				
3.	<b>Equipment: computers etc.</b>				
	<b>Grand Total</b>				<hr/>

# **SECTION V: - TERMS OF REFERENCE**

## **PROVISION OF CONSULTANCY SERVICES FOR EXTERNAL QUALITY ASSESSMENT FOR THE INTERNAL AUDIT FUNCTION**

### **INTRODUCTION**

The Industrial and Commercial Development Corporation (ICDC) is the pioneer Development Finance Institution (DFI) in Kenya, established in 1954 under its own Act Cap 445 of the Laws of Kenya. ICDC was set up to promote the economic development of Kenya through provision of financial products and services to diverse sectors of the economy.

Established in 1954, ICDC has 60 years of experience and stability in promoting projects that create wealth and jobs for Kenyans in diverse sectors of the economy. The Corporation enjoyed a heritage of expertise and stability as it promoted businesses with the potential to become blue chip companies.

The Corporation's investments niche include projects in the Manufacturing, Agro-processing, Financial services and Education sectors. The Corporation has among of functions a well-established Internal Audit and Risk and Strategy departments.

By a Treasury Circular No AG3/086/6/ (61) of the year 2000, the government initiated the establishment of Ministerial audit committees. At the time, ICDC already had an established internal audit function and an active Board Audit Committee.

### **OBJECTIVES OF THE REVIEW**

The International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors (IIA Standards) require external quality assessments (QA) of the internal audit activity to be conducted at least once every five years by a qualified, independent reviewer or review team from outside the organization

The broad objectives of performing the Quality Assessment will be to:

- i) Assess the effectiveness of the Internal Audit Function in providing assurance and consulting services to the Board, senior management, and other interested parties.

- ii) Assess and give an opinion on the internal audit function conformance to the *Standards for Professional Practice of Internal Auditing*.
- iii) Identify opportunities, offer recommendations for improvement, to the internal auditing team for improving their performance and services and promoting the image and credibility of the Internal Audit Function.

## **SCOPE OF WORK**

- a. The external quality assessment will confirm the Internal Quality Assessment in areas such as but not limited to the following:
  - i. Internal Audit purpose and positioning;
  - ii. Internal Audit structure and resources;
  - iii. Audits Executions; and
  - iv. Internal Audit Impact.
- b. The service provider will also fulfill all requirements pertaining to External Quality Assessment in line with the requirements of the IIA Standards with regard to external quality assessment.

## **EXPECTED OUTCOMES/DELIVERABLES**

The key deliverables for this project will be as follows:

- a. Independent External Quality Assessment Report in line with the scope and in compliance with the relevant IIA Standards on performance of External Quality Assessment;
- b. External Quality Assessment working paper file;
- c. Gather proper understanding of ICDC systems and processes for the purpose of External Quality Assessment.
- d. Make recommendations on the possible actions that need to be taken to correct the weaknesses identified.

## **MINIMUM REQUIRED INFORMATION**

- a. Detailed curriculum vitae (CV) of key personnel that could be carrying assigned projects ;
- b. The minimum requirement for External Quality Assessor should be Certified Quality Assessor or equivalent qualification in the External Quality

Assessment field coupled with three to five years of practical experience in External Quality Assessment

### **KEY EXPERTISE REQUIRED**

- a. The project requires the services of persons possessing practical and technical competencies in External Quality Assessment;
- b. Understanding of the Standards of Professional Practice in Internal Auditing (SPPIA) and that of Institute of Internal Auditors;
- c. Understanding of applicable relevant standards around External Quality Assessment;
- d. Personnel assigned to this project must have:
  - i. A thorough understanding of references to governance, risk management and internal controls in the Public Finance Management Act (PFMA) and Treasury Regulations;
  - ii. Relevant academic qualifications.

### **FORMAT OF THE TECHNICAL PROPOSAL**

- a. Brief profile and description of the firm indicating the specific reasons why it is best suited to carry out this assignment
- b. Details of relevant work experience over the last 5 years with proof of clientele served
- c. The skills and profiles of the staff who will handle the assignment. Provide detailed CVs of the lead consultant(s) and other team members
- d. Financial proposal indicating consultancy fees, costs and other related expenses
- e. Details of how the consultancy firm proposes to undertake the assignment.

### **TIME FRAME**

The selected firm will be expected to commence work immediately after the contract award and submit to ICDC a final report within 2 months from the date of commencement of the contract.

## **REPORTING**

- a. The External Quality Assessment exercise is confidential, with the results provided to the Board Risk and Audit Committee;
- b. Upon completion of the assignment, a draft report shall be submitted to the Internal Audit Manager, within 10 working days after fieldwork;
- c. The report will be finalized within 10 working days following comments received from the Internal Audit Manager.
- d. Submit the final External Quality Assessment report to the Board Risk and Audit Committee.

## **SPECIAL CONDITION**

- a. Any intellectual proprietary rights emanating from this project will vest in ICDC;
- b. All working paper files shall become the property of ICDC, and must be delivered to ICDC on conclusion of the project;
- c. The prospective service providers must submit an all-inclusive price and detailed cost breakdown schedule once requested to provide investigation. (The price must be VAT inclusive);
- d. Travelling costs and time spent or incurred between home and office of the consultant including their staff will not be for the account of the ICDC;
- e. Supporting documentations for all disbursement incurred must be submitted to the ICDC together with the invoices;
- f. ICDC will only pay upon the acceptance of the work performed by the Internal Audit Manager
- g. The service provider must adhere to IIA Standards including all relevant legislations applicable to ICDC (i.e. PFMA, Treasury Regulations, etc) when conducting the external quality assessment







## TENDER SECURITY FORM

WHEREAS.....(hereinafter called ðthe Tendererö)  
has submitted his tender dated.....for the construction of  
.....  
.....(name of Contract)

KNOW ALL PEOPLE by these presents that WE.....having  
our registered office at  
.....(hereinafter called ðthe Bankö), are bound unto  
.....(hereinafter called ðthe Employerö in the sum  
of Kshs.....for which payment well and truly to be made  
to the said Employer, the Bank bind itself, its successors and assigns by these presents sealed with  
the Common Seal of the said Bank 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 this 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 Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force **for a period of 90 days from the date of tender opening**, and any demand in respect thereof should reach the Bank not later than the said date.

\_\_\_\_\_

[Date]

\_\_\_\_\_

[Signature of the Bank]

\_\_\_\_\_

[Witness]

\_\_\_\_\_

[Seal]

