



THE KITALE NATIONAL POLYTECHNIC

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REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF RECRUITMENT AND SELECTION CONSULTANCY SERVICES TENDER NUMBER TKNP/RFP/2021-2022/01

SECTION I: INTRODUCTION

The Kitale National Polytechnic is a Technical and Vocational Institution registered under the Ministry of Education, Directorate of Technical Education. Established through Legal Order No. 95 of 2016, the Polytechnic's broad mandate is to provide technical and vocational training, undertake research in and dissemination of technical innovations.

The Polytechnic is committed to attracting and retaining a highly skilled and motivated workforce as provided for in the Order.

The Polytechnic is seeking the services of a firm to undertake provision of consultancy services for recruitment and selection for human resource as detailed below:

Description of tender	Commencement date
Recruitment of selected human resource (Supply Chain Management Officer and Internal Auditor)	

The Tender document can be accessed and downloaded free of charge from the Polytechnic website: www.kitalenationalpolytechnic.ac.ke. Firms that download the document must contact the Principal, The Kitale National Polytechnic through email address kitalenationalpolytechnic@gmail.com before closing date for records and for the purposes of receiving clarifications and/or addendums, if any.

Prices quoted must be inclusive of all taxes, must be in Kenya shillings and must remain valid for 90 days from the date of tender opening.

Bidders are required to undertake serialization of all bid documents as per requirements of the Public Procurement and Asset Disposal Act (PPADA), 2016 Clause 74 (1) (i) to enable safeguard loss of documentation during and after evaluation.

Completed tender documents are to be enclosed in plain sealed envelopes clearly marked **TKNP/RFP/2021-2022/01** are to be deposited in the tender box provided at the Polytechnic Main Administration Block, or be addressed to:

Principal
The Kitale National Polytechnic
P.O Box 2162
30200-Kitale

Website: www.kitalenationalpolytechnic.ac.ke

So as to be received on or before 11.00 A.M on 24th September, 2021..

The Technical and Financial proposals should be enclosed in separate envelopes and each clearly marked before enclosure in an outer envelope.

Tenders will be opened soon after, in the presence of bidders or their representatives who choose to attend at the Polytechnic Boardroom located at the Administration Block.

SECTION II: GENERAL INFORMATION TO BIDDERS

- i) The language used in this tender is English.
- ii) Bidders will be required to provide a summarized company profile and organization structure, company history, as well as Physical and postal addresses, telephone contacts, email and any other relevant contact information.
- iii) Bidders shall be required to Submit separate Technical and Financial Proposals. The envelopes should be clearly marked “TECHNICAL PROPOSAL” and FINANCIAL PROPOSAL. Both the Technical and Financial proposals shall then be placed envelopes shall then be placed in an outer envelope and sealed. The outer envelope shall be addressed to:

Principal
The Kitale National Polytechnic
P.O. Box 2162
30200- KITALE

- iv) The Technical proposal shall include the following details:
 - Company details (Registration certificate, Valid Tax compliance Certificate, KRA Pin, CR-12, and a valid business permit/ trading licence)
 - Company experience
 - Company proposal

- Staff qualifications
- v) The Financial proposal shall include prices of bidders' services to the Polytechnic expressed in Kenyan shillings. This shall include a list of all activities to be undertaken with their estimated costs, together with the grand totals inclusive of any taxes.
- vi) Soon after the tender closing date, the Tender Opening Committee shall open the technical proposals.
- Only the Financial proposals of firms that qualify in the Technical proposal shall be opened.** Evaluators of the Technical Proposals shall not have access to the Financial proposals until the Technical evaluation is completed. The minimum score required to proceed to the Financial stage is 60.
- vii) Only Financial proposals for bidders who pass the Technical evaluation stage shall be opened.
- viii) Proposals accepted by the closing date shall be subjected to three stages of the evaluation process as follows:
- Mandatory requirements: Pass/ Fail basis
 - Technical evaluation : 80 marks with a pass mark of 60
 - Financial evaluation: 20 marks
- ix) Mandatory requirements:
- Company profile (company history, contacts- email, physical address, postal address, telephone and services offered)
 - Attach copy of valid certificate of registration/ incorporation
 - Attach copy of valid tax compliance certificate from KRA
 - Attach a copy of valid PIN certificate
 - Demonstration of financial ability
 - Nb: failure to attach any of these requirements will lead to Fail/ disqualification
- x) Technical capacity evaluation criteria and scores

S/N	CRITERIA	WEIGHT
1.	Number and size of at least three (3) similar assignments carried out in the last three years (brief description)	16
	Experience in handling recruitment for high ranking positions in the last three years	8
	Relevant experience (Sub total)	24
2.	Understanding of terms of reference, consultants initiatives and comments on terms of reference	12
	Adequacy of proposed work plan and suitability of the proposed methodology	8
	Methodology and approach (Sub total)	20

3.	Team Leader: General education background, professional qualifications, training, length of experience, positions held, duration with the firm	13
	Two other staff: education background, training experience, qualifications, positions held and duration with the firm	8
	Adequacy and capability of staff to carry out assignment	5
	Human resource capacity (Sub total)	26
4.	General financial capability to carry out consultancy work	10
	Financial capability (Subtotal)	10

xi) Financial Evaluation and Scores

The financial proposals of the bidders that qualify at the technical evaluation stage shall be opened and evaluated. Financial evaluation shall be based on the proposed costs for the job as detailed below:

S/No.	Position	Job Grade	Unit Rate (KSh)
1.	Supplier Chain Management Officer	L	
2.	Internal Auditor	L	
	Total		

Terms of reference (TOR)

In line with provisions of the Kitale National Polytechnic Order No. 95 of 2016, the consultant shall be required to undertake the following:

- a) Review all adverts for the positions declared vacant.
- b) Provide expert advice and/ or input on the job requirements.
- c) Discuss modalities of advertising
- d) Receive all applications, and screen them as per job requirements
- e) Carry out shortlisting of candidates
- f) Carry out interview
- g) Prepare and submit a report on each candidate
- h) Recommend to the Governing Council the top three (3) candidates for each position for final consideration and appointment..