



**TENDER NO. KP1/9A.2/OT/06/HR/17-18 FOR
PREQUALIFICATION OF HUMAN RESOURCE
CONSULTANCY SERVICES**

AUGUST 2017

(E-PROCUREMENT SYSTEM)

ALL TENDERERS ARE ADVISED TO READ CAREFULLY THIS PRE-QUALIFICATION TENDER DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID

THE KENYA POWER & LIGHTING COMPANY LIMITED
CENTRAL OFFICE, STIMA PLAZA,
KOLOBOT ROAD, PARKLANDS,
P.O. BOX 30099-00100,
NAIROBI,
KENYA.

Telephones: 254-020-3201000; 3644000 Pilot Lines

Telephones: 254 -720-600070/1-5; 733-755001/2-3 Cellular

Facsimile: 254-20-3514485

Website: www.kplc.co.ke

Email: CGitamo@kplc.co.ke

jochieng@kplc.co.ke

vsimiyu@kplc.co.ke

INTRODUCTION

Dear Prospective Bidder,

1. Description of The Kenya Power & Lighting Company Limited and our Core Business

- 1.1 The Kenya Power & Lighting Company Limited (KPLC) is a limited liability company registered under the Companies Act, Chapter 486 of the Laws of Kenya. It was incorporated in 1922 as the East African Power & Lighting Company Limited. KPLC was listed on the Nairobi Stock Exchange (NSE) in 1954. The Company changed to its present name in 1983.
- 1.2 Our shareholders include the Government of Kenya (GoK) institutional and individual persons. KPLC is a public company with GoK holding the majority block of shares. We are subject to the State Corporations Act, Chapter 442 of the laws of Kenya and the laws governing procurement by public bodies, mainly the Public Procurement and Disposal Act, 2005 and the various regulations made there-under.
- 1.3 **Our Vision is “To provide world class power that delights our customers”**
- 1.4 **Our Mission is “Powering People for Better Lives.”**
- 1.5 Our Core Business is bulk purchase of electrical energy; transmit; distribute; supply electrical energy and related customer services throughout Kenya.
- 1.6 Our Core Values were developed to support the Company’s Mission. These Values are Customer First, One Team, Passion, Integrity and Excellence.

2. Organizational and Business Structure

- 2.1 KPLC is presently divided into several divisions, departments, regions counties and branches countrywide, which are headed by general managers, managers, regional, county managers and business branch heads respectively
- 2.2 Our headquarters is referred to as Central Office located at Stima Plaza, Kolobot Road, Parklands, Nairobi.
- 2.3 At present the regions are geographically split as follows - Nairobi South and Nairobi West Region with their main office in Electricity House, Harambee Avenue Nairobi Central Business District; Nairobi North Region with its main office in Stima Sacco Plaza (*a few meters from KPLC Hq*), Mushembi Road, Parklands, Nairobi; Coast Region with the main office in Electricity House, Nkrumah Road, Mombasa Central Business District. Mount Kenya Region has the main office in Stima House Nyeri, North Eastern Region with the main office in Thika. Western Region with the main office in Electricity House, Kisumu and South Nyanza with the main office in Kisii. North Rift Region whose main office is at National Bank House and Central Rift Regional office in Electricity House, Nakuru.
- 2.4 As part of our growth and transformation strategy, from 2009 the Company engaged in a process of rebranding in a programme dubbed “Project Mwangaza”. Part of the results of this has been the change of our logo to a new one depicted as a bulb with the words “Kenya Power” at the bottom.

- 2.5 However, the name of the Company remains the same i.e. The Kenya Power & Lighting Company Limited (abbreviated as KPLC).

3. *The Objective*

- 3.1 The promulgation of the new Constitution on 27th August 2010, the expansion of operations within KPLC and other developments within the energy sector together with the changes in legislation affecting KPLC necessitate continuous review and improvement of our operations and business.
- 3.2 In particular implementation of the Constitution, devolved governance structure and the Government of Kenya's objective of increasing 5,000MW+ generation pose challenges and opportunities for KPLC. These have legal ramifications and the chosen lawyers may be called to render services in these respects.
- 3.3 The customer base has increased to the present approximately 5.6 million customers as at end January 2017. This expansion has come with human and technical challenges as the Company strives to deliver world class power to its customers in line with its Vision 2030. This growth has been driven by the human capacity under the supervision and responsibility of top cadre management staff.
- 3.4 KPLC wishes to engage a suitably qualified consultancy firm for Structure Review and Organizational Design

4. *Professionalism and Experience*

- 4.1 The consultancy team should be adequately competent, possess substantial relevant experience who can be able to promptly offer the services.
- 4.2 The consultancy team shall at all times during the period of the engagement conduct itself in a manner suited to the best interests of KPLC. All members will be required to maintain strict confidentiality throughout the period of engagement of their services. That confidentiality shall survive for a specified extended period after the conclusion of the task.
- 4.3 The team members should demonstrate the capability of conducting consultancy services on relevant aspects.
- 4.4 The selected team members should have good credentials in handling relevant consultancy. Each member of the Team should also have appropriate experience and/or international affiliations including the East African Region. (*Such affiliation will be an added advantage*).

5. *Confirmation and Verification of Bid Documents*

- 5.1 All bidding firms are advised to:-
- 5.1.1 Follow and conform to the information contained in the Pre-Q tender document in preparing and submitting its bid.
- 5.1.2 Ensure that they officially verify the accuracy, authenticity and validity of any and all documentation, certification or information obtained from third parties

eg. Kenya Revenue Authority (*KRA*), professional organisations, letters from references that they intend to or submit to KPLC as part of their bid.

- 5.2 The bidders are also encouraged to demonstrate high degrees of integrity, fidelity to and honesty in the information supplied to KPLC as part of their bids. The information should be as clear and concise as possible.
- 5.3 KPLC advises bidders that any deviations from the contents of this paragraph may lead to disappointment and automatic disqualification of such bidder.

SECTION I - INVITATION TO TENDER

DATE: **AUGUST 2017**

TENDER REFERENCE NUMBER AND NAME: **KP1/9A.2/OT/06/HR/17-18 FOR PREQUALIFICATION OF HUMAN RESOURCE CONSULTANCY SERVICES**

- 1.1 The Kenya Power & Lighting Company Limited hereinafter referred to as KPLC invites bids from eligible Tenderers for Prequalification of Human Resource Consultancy Services. Tenderers may obtain further information from the General Manager, Supply Chain, KPLC at Stima Plaza, 3rd Floor, Kolobot Road, P.O. Box 30099 – 00100 Nairobi, Kenya.
- 1.2 **Obtaining Tender Documents**
Tender documents detailing the requirements may be viewed at **KPLC E-Procurement Web Portal** found on the KPLC website (www.kplc.co.ke) beginning on **Tuesday 29/8/2017**
- 1.3 **Submission of Pre-Qualification tender documents**
Completed Tenders are to be **saved as PDF** documents marked **KP1/9A.2/OT/06/HR/17-18 - FOR PREQUALIFICATION OF HUMAN RESOURCE CONSULTANCY SERVICES** and submitted through the KPLC E-Procurement Web Portal found on the KPLC website (www.kplc.co.ke) so as to be received on or before **Monday 11th September 2017 at 10.00 am**
- 1.4 **Opening of submitted Tenders**
Tenders will be opened promptly thereafter at 10.30am, in the presence of the Tenderer's or their representatives who choose to attend in KPLC Auditorium at Stima Plaza, Kolobot Road, Parklands, Nairobi.
- 1.5 There will be no pre-bid meeting. on **Wednesday 6th September, 2017 at 10.00 am** in the Auditorium, Stima Plaza, Kolobot Road, Parklands, Nairobi. It is advisable for prospective bidders to attend this meeting as guidance will be given on the E-procurement process.

SECTION II - SUBMISSION CHECKLIST

This order and arrangement shall be strictly adhered to as the Tender Format. Failure to submit the tender in this order and format lead to automatic disqualification. Candidates shall tick against each item indicating that they have provided it.

No.	Item	<i>Tick where applicable</i>
1	Submission of Company Profile	
2	Submission of Firm's Registration Certificate	
3	Submission of Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.	
4	Submission of PIN Certificate	
5	Submission of Valid Tax Compliance Certificate	
6	Submission of Declaration Form(s) duly completed and signed.	
7	Submission of Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent (for foreign tenderers)	
8	Submission of names with full contacts of three (3) organizations with a turnover of at least Kshs. 20 Billion (for the year preceding the consultancy) where similar services have been carried out as per the format provided in section XXII.	
9	Submission of audited Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the tender document. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).	
10	Submission of documents confirming registration of the firm to relevant Professional bodies and/or submission of CVs for 3 lead consultants showing affiliation to relevant HR bodies (provide copies of certificate of memberships)	

***NOTES TO TENDERERS ON TENDER SUBMISSION CHECKLIST**

1. Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All Kenyan registered Tenderers must provide a valid Tax Compliance Certificate.
2. All Kenyan registered Tenderers must provide the Personal Identification Number Certificate (PIN Certificate).

SECTION III - INSTRUCTIONS TO TENDERERS (ITT)

3.1 Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.*
- b) *“Date of Pre-Qualification tender document” shall begin with the first day and end on the last day of the month appearing on the cover page of the Pre-Q tender document.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“PPRA” wherever appearing means The Public Procurement Regulatory Authority or its successor(s) and assign(s) where the context so admits.*
- e) *Reference to “the tender” or the “Pre-Qualification tender document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- f) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- g) *“The Tenderer” means the person(s) submitting its Tender for the provision of services in response to the Invitation to Tender.*
- h) *Where there are two or more persons included in the expression the “Tenderer”, any act or default or omission by the Tenderer shall be deemed to be an act, default or omission by any one or more of such persons.*
- i) *Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.*
- j) *Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Tenderer” the covenants, agreements and obligations expressed to be made or performed by the Tenderer shall be deemed to be made or performed by such persons jointly and severally.*

3.2 Eligible Tenderers

3.2.1 This Invitation to Tender is open to all Tenderers dully registered in Kenya and authorized to carry out the business of Human Resource Consultancy Services. Successful Tenderers shall provide the services in accordance with this Tender and the ensuing contract.

3.2.2 Tenderers shall provide the qualification information statement that the Tenderer (including all members of a joint venture and subcontractors) is not associated, or have

been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by KPLC to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation to Tender.

3.3 Declarations of Eligibility

- 3.3.1 Tenderers shall not be under declarations of ineligibility for corrupt and fraudulent practices.
- 3.3.2 Tenderers who are not under these declarations shall complete the Declaration Form strictly in the form and content as prescribed at Section XVI.
- 3.3.3 Those that are under the Declaration for corrupt and fraudulent practices whether currently or in the past shall not complete the Form. They will submit a suitable Form giving details, the nature and present status of their circumstances.

3.4 Pre-Bid Meeting

- 3.4.1 KPLC will conduct a pre-bid meeting. The purpose of the pre-bid meeting shall be to clarify issues and answer any questions that may be raised at that stage. The pre-bid meeting will be held at the Auditorium, Stima Plaza, Kolobot Road, Parklands, Nairobi on **6th September 2017** from **10.00AM**.
- 3.4.2 The Tenderer is requested as far as possible to submit any questions in writing or by electronic means to reach KPLC before the pre-bid meeting.
- 3.4.3 Minutes of the pre-bid meeting including the text of the questions raised and the responses given together with any response prepared after the pre-bid meeting may be transmitted to all who duly obtain the Pre-Q tender document.
- 3.4.4 Attendance during the pre-bid meeting is advised.

3.5 Cost of Tendering

- 3.5.1 Tenderers shall bear all costs associated with the preparation and submission of its Tender. KPLC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.5.2 There are no charges for the Pre-Qualification tender document.

3.6 Contents of the Pre-Q tender document

- 3.6.1 The *Pre-Qualification* tender document comprises the documents listed below and Addendum (where applicable) issued in accordance with paragraph 3.7 of these Instructions to Tenderers: -
 - a) *Introduction*
 - b) *Invitation to Tender*
 - c) *Tender Submission Checklist*
 - d) *Instructions to Tenderers*
 - e) *Schedule of Requirements*
 - f) *Evaluation Criteria*

- g) *General Conditions of Contract*
- h) *Special Conditions of Contract*
- i) *Tender Form*
- j) *Confidential Business Questionnaire Form*
- k) *Evaluation Criteria and its Table*
- l) *Declaration Form*
- m) *Tenderer's References*
- n) *Format of CV for Team Members*

- 3.6.2 The Tenderer is expected to examine all instructions, forms, provisions, terms and specifications in the Pre-Qualification tender document. Failure to furnish all information required by the Pre-Qualification tender document or to submit a tender not substantially responsive to the Pre-Qualification tender document in every respect will be at the Tenderer's risk and may result in the rejection of its Tender.
- 3.6.3 All recipients of the documents for the proposed engagement for the purpose of submitting a tender (whether they submit a tender or not) shall treat the details of the documents as "Private and Confidential".

3.7 Clarification of Documents

- 3.7.1 A prospective Tenderer requiring any clarification of the Pre-Qualification tender document may notify the Supply Chain Manager (Procurement) in writing or by post at KPLC's address indicated in the Invitation to Tender.
- 3.7.2 KPLC will respond in writing to any request for clarification of the Pre-Qualification tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of Tenders, prescribed by KPLC. Written copies of KPLC's response (*including an explanation of the query but without identifying the source of inquiry*) will be sent to all prospective Tenderers that have duly received the Pre-Qualification tender document.

3.8 Amendment of Documents

- 3.8.1 At any time prior to the deadline for submission of Tenders, KPLC, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, may modify the Pre-Qualification tender documents by amendment.
- 3.8.2 All prospective Tenderers that have received the Pre-Qualification tender documents will be notified of the amendment(s) (*hereinafter referred to or otherwise known as addendum*) in writing and will be binding on them.
- 3.8.3 In order to allow prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tenders, KPLC, at its discretion, may extend the deadline for the submission of Tenders.

3.9 Language of Tender

The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender, exchanged between the Tenderer and KPLC, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language provided that they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the Tender, the English translation shall govern. The English translation shall be on the Tenderer's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Tenderer's stamp.

3.10 Documents Comprising the Tender

The Tender prepared and submitted by the Tenderers shall include but not be limited to all the following components: -

- a) *Declaration Form and Tender Form completed in compliance with paragraphs 3.3 and 3.11.*
- b) *Documentary evidence established in accordance with paragraph 3.14 that the Tenderer is eligible to tender and is qualified to perform the service if its tender is accepted.*
- c) *A detailed list of previous clients as prescribed for similar services on tender and their contact addresses shall be submitted with the Tender for the purpose of reference and evaluation as per the Evaluation Criteria.*

3.11 Tender Form

The Tenderer shall complete and sign the Tender Form and all other documents furnished in the Pre-Qualification tender document, indicating the Services to be performed, a brief description of the services, quantity (where applicable) amongst other information required.

3.12 Tenderer's Eligibility and Qualifications

3.12.1 Pursuant to paragraph 3.2, the Tenderer shall furnish, as part of its Tender, documents establishing the Tenderer's eligibility to tender and its qualifications to perform the contract if its Tender is accepted.

3.12.2 The documentary evidence of the Tenderer's qualifications to perform the contract if its Tender is accepted shall be established to KPLC's satisfaction –

- a) *that, the Tenderer has the technical and legal capability to provide the services.*
- b) *that the Tenderer has the financial capability necessary to perform the contract. The Tenderer shall be required to provide Financial Statements of the law firm. The audited financial statements required must be those that are reported within fifteen (15) calendar months of the Date of the Pre-Qualification tender document.*
- c) *Valid and current Tax Clearance Certificate issued by the Kenya revenue Authority (KRA). The Tenderer is strongly advised to confirm the authenticity of the TCC with KRA's Compliance Department to avoid rejection of its Tender.*

- d) *that the Tenderer has the technical and production capability necessary to be appointed and perform the Services well when called upon to do so.*
- e) *that the Tenderer is duly registered, recognized and is a current member of the body or institution accredited and or pertaining to the Services.*
- f) *that the Tenderer is duly registered and is a current member of a recognized body or institution accredited and or pertaining to that service. (This is an added advantage.)*

3.12.3 The law firm will furnish KPLC with a copy of its registration certificate. KPLC reserves the right to subject the certificate and recognition to authentication.

3.13 Past Record

3.13.1 Tenderers with a record of unsatisfactory or default in performance obligations in any contract or service delivery shall not be considered for evaluation or award.

3.13.2 For the avoidance of doubt, this shall include any Tenderer with unresolved case(s) in its obligations for more than six (6) months in any assignment or service delivery.

3.14 Conformity of Services to Pre-Qualification tender documents

3.14.1 The Tenderer shall furnish, as part of its tender, documents establishing the conformity to the Pre-Q tender document of all Services that the Tenderer proposes to perform under the contract.

3.14.2 The documentary evidence of conformity of the services to the Pre-Qualification tender document may be in the form of literature, drawings, and data.

3.14.3 For purposes of the documentary and other evidence to be furnished the Tenderer shall note that standards for competence, professionalism, material, and equipment, designated by KPLC in its Evaluation Criteria are intended to be descriptive only and not restrictive. The Tenderer may adopt higher standards in its Tender, provided that it demonstrates to KPLC's satisfaction that the substitutions ensure substantial and/or higher equivalence to those designated in the Pre-Qualification tender document.

3.15 Deviations

3.15.1 Where a Tenderer deems that it possesses competency that may not aptly fit into any of the evaluation criteria set out in the Pre-Qualification tender document, it is at liberty to provide a statement of deviations from the tender requirements on a separate sheet of paper clearly marked as "Statement of Deviations".

3.15.2 The Statement should include the following:-

- a) the specific Pre-Qualification tender document requirement
- b) the deviation proposed by the Tenderer
- c) the details of the deviation
- d) justification or reason for the deviation
- e) where possible, the Tenderer's cost of that deviation and its estimate of the cost of complying with KPLC's requirement without the deviation.

3.16 Demonstration(s), Inspection(s) and Test(s)

- 3.16.1 Where required in the tender, all Tenderers shall demonstrate ability of performance of the required service in conformity with the contract.
- 3.16.2 KPLC or its representative(s) shall have the right to inspect/ test the Tenderer's capacity, equipment, premises, and to confirm their conformity to the tender requirements. This shall include the quality management system. KPLC's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection/ test.
- 3.16.3 KPLC shall meet its own costs of the inspection/ test. Where conducted on the premises of the Tenderer(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to KPLC. This shall exclude any confidential information held by the Tenderer.
- 3.16.4 Demonstration, Inspection/ Test Report(s) shall be completed upon conclusion of the inspection/ tests. This Report will be considered at time of evaluation and or award.

3.17 Validity of Tenders

- 3.17.1 Tenders shall remain valid for One Hundred and Twenty (120) days after the date of tender opening as specified in the Invitation to Tender or as otherwise may be pre period shall be rejected by KPLC as non-responsive.
- 3.17.2 In exceptional circumstances, KPLC may extend the Tender validity period. The extension shall be made in writing. A Tenderer shall not be required nor permitted to modify its tender during the extended period.

3.18 Preparation and Signing of the Tender

- 3.18.1 The Tender shall be typed or written in indelible ink. It shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the contract.
- 3.18.2 The authorization shall be indicated by a written Power of Attorney granted by the Tenderer to the authorized person before any of the following persons:-
- a) *For local Tenderers, a Commissioner of Oaths or a Notary Public or a Magistrate of the Kenyan Judiciary.*
 - b) *For foreign Tenderers, a Notary Public in the country of the Tenderer.*
- In either case above, the Power of Attorney shall accompany the Tender.
- 3.18.3 All pages of the Tender, including un-amended printed literature, shall be initialled by the person or persons signing the Tender and serially numbered.
- 3.18.4 The Tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialled by the person or persons signing the Tender.
- 3.18.5 KPLC will assume no responsibility whatsoever for the Tenderer's failure to comply with or observe the entire contents of this paragraph 3.21.
- 3.18.6 Any Tender not prepared and signed in accordance with this paragraph may be rejected by KPLC as non-responsive, pursuant to paragraph 3.28.

3.19 Deadline for Submission of Tenders

- 3.19.1 Tenders must be received by KPLC by the date and time specified in KPLC's tendering portal in PDF form.
- 3.19.2 KPLC may, at its discretion, extend this deadline for submission of Tenders by amending the Pre-Qualification tender documents in accordance with paragraph 3.7, in which case all rights and obligations of KPLC and the Tenderer previously subject to the initial deadline, will therefore be subject to the deadline as extended.

3.20 Modification and Withdrawal of Tenders

- 3.20.1 The Tenderer may modify or withdraw its Tender after it has submitted, provided that the modification, including substitution or withdrawal of the Tender is received by KPLC prior to the deadline prescribed for submission of tenders.
- 3.20.2 No Tender may be modified after the deadline for submission of Tenders.
- 3.20.3 No Tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period during which the Tender must remain valid except where KPLC extends the initial validity period. Any withdrawal of a Tender during this interval shall result in forfeiture of the Tenderer's Tender Security except where KPLC extends the initial validity period.

3.21 Opening of Tenders

- 3.21.1 KPLC shall open all Tenders promptly at the date and time specified in the KPLC tendering portal and at the location specified in the Invitation to Tender or as may otherwise be indicated.
- 3.21.2 The Tenderer's names, tender modifications or withdrawals, the presence or absence of requisite Tender Security and such other details as KPLC, at its discretion, may consider appropriate, will be announced at the opening.
- 3.21.3 At the Tender opening, tender prices, discounts, and such other details as KPLC, at its discretion, may consider appropriate will be read out.
- 3.21.4 The Tenderers or their representatives may attend the opening and those present shall sign a register evidencing their attendance.

3.22 Process to be Confidential

- 3.22.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Tenderer or other person(s) not officially concerned with such process until conclusion of that process.
- 3.22.2 Conclusion of that process shall be deemed to have occurred, at the latest, by the date and time KPLC announces to the successful qualified bidder and unsuccessful bidders of the outcome of the Tender. In any event, official disclosure by KPLC of any information upon conclusion of that process may contain only the information permissible by law in summary form.

- 3.22.3 Information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations concerning the award of Contract shall not be disclosed to a Tenderer or other person(s) not officially concerned with such process until the award of Contract is announced.
- 3.22.4 Any effort by a Tenderer to influence KPLC or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning award of Contract may result in the rejection of the Tenderer's bid.

3.23 Clarification of Tenders and Contacting KPLC

- 3.23.1 To assist in the examination, evaluation and comparison of Tenders KPLC may, at its discretion, ask the Tenderer for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Tender shall be sought, offered, or permitted.
- 3.23.2 The Tenderer is required to provide timely clarification or substantiation of the information that is essential for effective evaluation of its qualifications. It is the responsibility of the Tenderer to provide in writing the clarification or substantiation which should reach KPLC within five (5) days from the date of KPLC's query. Such writing may include by electronic mail, facsimile or postal mail. Should there be no conclusive response within this period, it shall result in the Tenderer's disqualification.
- 3.23.3 Save as is provided in this paragraph and paragraph 3.27 above, no Tenderer shall contact KPLC on any matter related to its Tender, from the time of the tender openings to the time the contract is awarded.
- 3.23.4 Any effort by a Tenderer to influence KPLC in its decisions on tender evaluation, tender comparison, tender recommendation(s) or contract award may result in the rejection of the Tenderer's Tender.

3.24 Preliminary Evaluation and Responsiveness

- 3.24.1 Prior to the detailed Technical and Financial evaluation, KPLC will determine the substantial responsiveness of each Tender. For purposes of this tender, a substantially responsive Tender is one that substantially conforms to the requirements of Preliminary Evaluation. KPLC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.
- 3.24.2 KPLC will examine the Tenders to determine whether they conform to the Preliminary Evaluation Criteria set out in Section VI Evaluation Criteria.
- 3.24.3 Notwithstanding the contents of the foregoing sub-paragraphs, if a Tender is not substantially responsive, it will be rejected at the earliest stage of evaluation by KPLC and cannot subsequently be made responsive by the Tenderer by correction of any non-conformity.

3.25 Minor Deviations, Errors or Oversights

- 3.25.1 KPLC may waive any minor deviation in a Tender that does not materially depart from the requirements of the Services set out in the Pre-Q tender document.

3.25.2 Such minor deviation -

- a) *shall be quantified to the extent possible,*
- b) *shall be taken into account in the evaluation process, and,*
- c) *shall be applied uniformly and consistently to all qualified Tenders duly received by KPLC.*

3.25.3 KPLC may waive errors and oversights that can be corrected without affecting the substance of the Tender.

3.25.4 A material deviation or reservation is one –

- a) *which affects in any substantial way the scope, quality, or ability of performance of the Services;*
- b) *which limits in any substantial way, inconsistent with the tendering documents, KPLC's rights or the Tenderer's obligations under any ensuing engagement; or,*
- c) *whose rectification would affect unfairly the competitive position of other Tenderers presenting responsive tenders.*

3.26 Preferences

Preferences as per the PPDA, 2015, PPDR, 2006 together with any other relevant Regulations under the PPDA 2015 applies to these Services.

3.27 Tender Evaluation Period

3.27.1 The Tender Processing Committee may conduct and complete a preliminary and technical evaluation of the tender within fifteen (15) days of the validity period from the date of the first opening of the Tender.

3.27.2 The Tender Processing Committee may conduct the financial evaluation of the tender within fifteen (15) days of the validity period from the date of the first opening of the Tender.

3.27.3 Notwithstanding the above, the evaluation period as stated in the Evaluation Criteria may be extended by KPLC but in any event such evaluation will not exceed thirty (30) days in the validity period of the tender.

3.28 Debarment of a Tenderer

A Tenderer who gives false information in the Tender about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

3.28 Confirmation of Qualification for Award

3.28.1 KPLC may confirm to its satisfaction whether the Tenderer that is selected as having submitted the lowest compliant evaluated responsive tender is qualified to perform the contract satisfactorily.

3.28.2 The confirmation will take into account the Tenderer's financial, technical and performance capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to

paragraphs 3.14 and 3.16 as well as confirmation of such other information as KPLC deems necessary and appropriate. This may include office and other facilities inspection and audits.

- 3.28.3 An affirmative confirmation will be a prerequisite for award of the contract to the Tenderer. A negative confirmation will result in rejection of the Tenderer's Tender, in which event KPLC will proceed to the next lowest evaluated responsive tender to make a similar confirmation of that Tenderer's capabilities to perform satisfactorily.

3.29 Notification of appointment

KPLC will notify the successful Tenderer whose Tender has been determined to be substantially responsive, compliant with the evaluation criteria, and further, where deemed necessary, that the Tenderer is confirmed to be qualified to perform the contract satisfactorily.

3.29 Termination of Procurement Proceedings

- 3.29.1 KPLC may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 3.29.2 KPLC shall give prompt notice of the termination to the Tenderers, and, on request from any Tenderer, give its reasons for termination within fourteen (14) days of such request.
- 3.29.3 Paragraph 3.39 together with the provisions of this paragraph 3.40 will apply with necessary modifications with respect to the Tenderer notified under sub-paragraph 3.40.4.

3.30 Corrupt or Fraudulent Practices

- 3.30.1 KPLC requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present Regulations, the following terms are defined as follows: -
- a) *“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of public official in the procurement process or in contract execution;*
 - b) *“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KPLC, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KPLC of the benefits of free and open competition.*

- 3.30.2 KPLC will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 3.30.3 Further, a Tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

SECTION V: APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Tenderers *hereinafter abbreviated as ITT*. Wherever there is a conflict between the provisions of the ITT and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITT.

No.	ITT Reference Clause	Particulars of Appendix
1.	3.2.1 Eligible Tenderers	<i>Consultancy Companies meeting the criteria set Nationally and Internationally.</i>
2.	3.9 (e) Documents Comprising the Tender – List of Previous Customers	<i>Names with full contacts of three (3) organizations with a turnover of at least Kshs. 20 Billion (for the year preceding the consultancy) where similar services have been carried out as per the format provided in section XII.</i>
3.	3.13.2 (b) Documentary evidence of financial capability	<i>The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the Pre-Qualification tender document.</i> <i>(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Pre-Q tender document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the Pre-Q tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).</i>
4.	3.13.2 (c) and (d) Documents of evidence of eligibility	<i>Refer to the Evaluation Criteria</i>
5.	3.13.2 (e) Tenderer’s membership of a recognized or accredited institution.	<i>Membership to Institutions recognized internationally related to the consultancy service to be provided.</i>
6.	3.36.2 Notification of prequalification	<i>The tenderer who complies with all the requirements shall be prequalified.</i>

SECTION V - SCHEDULE OF REQUIREMENTS

Brief Schedule of Services Required

Prequalification tender for Provision of Human Resource Consultancy Services Tender No. KP1/ 9A.2/ RT/ 06/ HR/ 17-18

SECTION II – REGISTRATION AREAS OF INTEREST (TICK AS APPROPRIATE)

I. HR CONSULTANCY SERVICES	AREA OF INTEREST (TICK APPROPRIATELY)
<u>CATEGORY</u>	
1.1 Competency Framework Development	
1.2 Talent Management	
1.3 HR surveys	
1.4 Organization reviews and restructuring	
1.5 Business process review and optimization	
1.6 Executive Search and Selection	
1.7 Manpower planning	
1.8 Organizational Change management	
1.9 Psychometric and Behavioral Assessments	

N.B.

For each category selected, please provide details of three (3) different organizations where similar consultancy services were conducted using the format provided in section XII.

SECTION VI - EVALUATION CRITERIA

Evaluation of duly submitted tenders will be conducted along the following stages: -

6.1 Part 1 - Preliminary Evaluation under paragraph 3.29 of the ITT.

These are mandatory requirements. All candidates must meet all the requirements. Those who do not meet any of the requirements will automatically be disqualified from evaluation.

Candidates already barred from working for KPLC due to fraud will be automatically disqualified.

This shall include confirmation of the following:-

- 6.1.1 *Submission of Declaration Form duly completed and signed*
- 6.1.2 *Submission and considering Tender Form duly completed and signed*
- 6.1.3 *Submission and considering the following:-*
 - a) *Company or Firm's Registration Certificate in Kenya*
 - b) *PIN or Taxpayer's Registration Certificate issued by KRA*
 - c) *Valid Tax Compliance Certificate issued by KRA*
 - d) *Firm profile*
- 6.1.4 *Submission and considering the Confidential Business Questionnaire:-*
 - a) *Is fully filled*
 - b) *That details correspond to the related information in the bid*
 - c) *That the Tenderer is not ineligible as per paragraph 3.2 of the ITT*
- 6.1.5 *Submission of List of Organisations as evidence of the Tenderer's Performance and Experience on Human Resource Consultancy in the last seven (7) years from the Date of the Pre-Q tender document.*
- 6.1.6 *Submission of copies of the following documents in respect of each and all Tenderer's personnel who will be dedicated to this Tender if successful –*
 - a) *Detailed Curriculum Vitae (C.V.)*
 - b) *Employment Contracts or Service Level Agreements*
 - c) *Academic certificates (from Undergraduate level and above)*
 - d) *Professional certificates*
 - e) *Independent valid evidence of active membership and registration with Human Resource professional bodies.*
- 6.1.7 *Record of unsatisfactory or default in performance obligations in any contract shall be considered. This shall include any Tenderer with unresolved disputes with any contracting Employer in its performance obligations for more than six (6) months in any contract.*

Tenders will proceed to the Technical Evaluation Stage only if they qualify in compliance with Part 1 above.

Sub-Part A - Verification of Information and Documentation

1. Relevant requested certificates and or documents
2. Any other details required in the Tender

3. ***Curriculum Vitae (CV)***
 - 3.1 Some Consultants or their staff may have long chequered careers and experience. However, all Consultants and team members are strongly advised to furnish their CV's in the format provided and which should not be more than two (2) single sided A4 size pages at font 12.
 - 3.2 Any information in the CV that is beyond the 2 pages may stand disregarded for purposes of evaluation.
 - 3.3 Any CV that is not signed by both the owner of the CV and the person authorized to sign the tender may be disregarded. Where the owner and authorized person are the same, the signature by such same person will suffice.

4. ***Combining Information in Single Document***
 - 4.1 KPLC recognizes that there could be several documents which are required to be authored by the bidder whereas the information may be combined in one document or letter. Where the bidder feels that the information may be adequately contained in one letter or document, the bidder may do so. The bidder must state that the information variously requested is in the submitted single letter or document and identify that document or letter.
 - 4.2 Where the bidder exercises this option of combining, care must be taken to ensure that all the information required of the several separate documents is included in the composite letter or document.
 - 4.2.1 No information sought should be omitted at all.
 - 4.2.2 The requirements as to several signatures in the different documents may be dispensed with. Instead a single signature (*and co-signature where required*) all on each printed page of the letter or document may suffice.

5. ***Staff's Nature of Engagement with the Consultancy Firm***
 - 5.1 It is recommended that the staff *including the Team Leader* be permanent employees or at least have an extended and stable relationship with the firm.

SECTION VIII – GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract *hereinafter referred abbreviated as the GCC* shall form part of the Conditions of Contract in accordance with the law and KPLC’s guidelines, practices, procedures and working circumstances. The provisions in the GCC will apply unless an alternative solution or amendment is made under other parts of the Contract including the Special Conditions of Contract.

7.1 Definitions

In this contract, the following terms shall be interpreted as follows: -

- a) *“Day” means calendar day and “month” means calendar month.*
- b) *“The Contract” means the agreements entered into between KPLC and the Consultant, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.*
- c) *“The Contract Price” means the price payable to the Consultant under the contract for the full and proper performance of its contractual obligations.*
- d) *“The Services” means services or part thereof to be provided by the Consultant and includes all of the materials and incidentals, which the Consultant is required to perform and provide to KPLC under the contract.*
- e) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- f) *“The Consultant” or the “Consulting firm” means the individual or firm providing the services under this contract or his/ her/ its permitted heir(s), personal representative(s), successor(s) or permitted assign(s) where the context so admits. For the avoidance of doubt this shall mean the successful Tenderer pursuant to the tender.*
- g) *Wherever used in the contract, “performance” shall be complete or be deemed to be complete, unless the circumstances indicate otherwise, when the services have been performed in accordance with the Contract and where KPLC does not signify its approval to the Consultant, but without giving notice of dissatisfaction, on the expiration of thirty (30) days from date of documented completion of performance of the service.*

7.2 Application

These General Conditions shall apply to the extent that provisions of other parts of the contract do not supersede them.

7.3 Standards

The Services supplied under this contract shall conform to the standards mentioned in the Details of Service.

7.4 Use of Contract Documents and Information

7.4.1 The Consultant shall not, without KPLC's prior written consent, disclose the contract, or any provision thereof or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of KPLC in connection therewith, to any person other than a person employed by the Consultant in the performance of the contract.

7.4.2 The Consultant shall not, without KPLC's prior written consent, make use of any document or information enumerated in clause 7.4.1 above.

7.4.3 Any document, other than the contract itself, enumerated in clause 7.4.1 shall remain the property of KPLC and shall be returned (including all copies) to KPLC on completion of the Consultant's performance under the contract if so required by KPLC.

7.5 Patent Rights

The Consultant shall indemnify KPLC against all third party claims of infringement of patent, trademark, or industrial design rights arising from provision of the services or any part thereof.

7.6 Inspection and Tests

7.6.1 KPLC or its representative(s) shall have the right to inspect and/or to test the services to confirm their conformity to the contract specifications. KPLC shall notify the Consultant in writing in a timely manner, of the identity of any representative(s) retained for these purposes. Such visit and or inspection/ test shall in no way prejudice KPLC's rights and privileges.

7.6.2 In appropriate circumstances, Inspection/ Test Report(s) shall be completed upon conclusion of the inspection/ tests.

7.6.3 The inspections and tests may be conducted in the premises of the Consultant. If conducted on the premises of the Consultant, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to KPLC.

7.6.4 Should any inspected or tested services fail to conform to the specifications, KPLC may reject the Service(s), and the Consultant shall either replace or remedy the rejected services or make alterations necessary to meet specification requirements free of cost to KPLC.

7.6.5 KPLC's right to inspect, test and where necessary, reject the services after provision shall in no way be limited or waived by reason of the services having previously been inspected, tested and passed by KPLC or its representative(s) prior to the services performance / delivery.

- 7.6.6 For the avoidance of doubt, any acknowledgement by KPLC on the Consultant's document shall not be conclusive proof or evidence of satisfactory performance without duly authorized approval by KPLC.
- 7.6.7 Nothing in this clause 7.7 shall in any way release the Consultant from any other obligations under this Contract.

7.7 Packaging and Labelling

- 7.7.1 Where applicable, the Consultant shall provide such packaging of the material and equipment as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract.
- 7.7.2 The method of packaging, labeling and marking shall comply strictly with such special requirements as shall be specified and attached to the Contract and particular Order.
- 7.7.3 The labelling, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract.
- 7.7.4 The materials and equipment shall be packed in good condition suitable for air or road dispatch. Hazard in transit to the final destination shall include rough handling and storage in tropical conditions.
- 7.7.5 The Consultant shall enclose a packing list in each package and all documents relating to the Order shall show the Tender reference number and name against the items or package as follows:-

The Kenya Power and Lighting Company Limited,

Tender Number: KP1/ 9A.2/RT/06/HR/17-18

*Name of Tender: **Pre-qualification of Human Resource Consultancy Services***

Care of Supply Chain Manager (Procurement),

Nairobi, Kenya.

7.8 Delivery and Documents for Materials/ Equipment

- 7.8.1 Where applicable, delivery of the materials/ equipment shall be made by the Consultant to the place and in accordance with the terms specified by KPLC in its Schedule of Requirements or as may be otherwise indicated.
- 7.8.2 The Consultant shall notify KPLC of the full details of the delivered materials/ equipment by delivering the materials/ equipment with a full set of the following documents: -
- a) *Consultant's invoice showing the materials/ equipment description, quantity, unit price and total price*
 - b) *Delivery note*
 - c) *Packing list identifying contents of each package*
- 7.8.3 It is the responsibility of the Consultant to ensure that the delivery documents are received by KPLC at the designated delivery point at the time of delivery.

7.9 Insurance

- 7.9.1 The Consultant shall be responsible for and keep in force current appropriate insurance covers for its property and persons engaged in the performance and or provision of the Services under the contract.
- 7.9.2 The Consultant shall (*except in respect to losses, injuries or damage resulting from any act or neglect of KPLC*) indemnify and keep indemnified KPLC against all losses and claims for injuries or damage to any person or property whatsoever which may arise out of or in consequence of the contract and against all claims, demands, proceedings, damages, costs, charges, and expenses whatsoever in respect thereof or in relation thereto.

7.10 Payment

- 7.10.1 Payments shall be made promptly by KPLC and shall not be less than thirty (30) days from completion of satisfactory performance and submission of invoice together with other required and related documents or as otherwise prescribed in the contract.
- 7.10.2 Payment shall primarily be through KPLC's cheque or Real Time Gross Settlement (*RTGS*) or telegraphic transfer. A copy of a valid Performance Security, stamped, certified as authentic by KPLC, shall form part of the documents to be presented to KPLC before any payment is made.

7.11 Interest

Interest payment by KPLC is inapplicable in the contract.

7.12 Prices

- 7.12.1 Without prejudice to clause 7.14 herein below, prices charged by the Consultant for services performed under the contract shall be fixed for the period of the contract with no variations.
- 7.12.2 A price that is derived by a pre-disclosed incorporation or usage of an internationally accepted standard formula shall not be deemed to be a price variation within the meaning of this clause.

7.13 Variation of Contract

KPLC and the Consultant may vary the contract only in accordance with the following:

-

- a) *the quantity/scope of variation shall not exceed ten percent (10%) of the original contract quantity/scope.*
- b) *the quantity/scope variation must be executed within the period of the contract.*

7.14 Assignment

- 7.14.1 The Consultant shall not assign in whole or in part its obligations to perform under this contract, except with KPLC's prior written consent.

7.14.2 KPLC shall have sole discretion to consent or decline to any assignment without disclosing any reasons to the Consultant.

7.15 Termination of Contract

7.15.1 KPLC may, without prejudice to any other remedy for breach of contract, by written notice sent to the Consultant, terminate this contract in whole or in part due to any of the following: -

- a) *if the Consultant fails to perform any or all of the services within the period(s) specified in the contract, or within any extension thereof granted by KPLC.*
- b) *if the Consultant fails to perform any other obligation(s) under the contract.*
- c) *if the Consultant, in the judgment of KPLC has engaged in corrupt or fraudulent practices in competing for or in executing the contract.*
- d) *by an act of force majeure.*
- e) *if the Consultant becomes insolvent or bankrupt*
- f) *if the Consultant has a receiving order issued against it, compounds with its creditors, or an order is made for its winding up (except for the purposes of its amalgamation or reconstruction), or a receiver is appointed over its or any part of its undertaking or assets, or if the Consultant suffers any other analogous action in consequence of debt.*
- g) *if the Consultant abandons or repudiates the Contract.*

7.15.2 In the event that KPLC terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not rendered, and the Consultant shall be liable to KPLC for any excess costs for such similar services and or any other loss PROVIDED that the Consultant shall not be so liable where the termination is for convenience of KPLC.

7.15.3 The Parties may terminate the Contract by reason of an act of *force majeure* as provided for in the contract.

7.15.4 The Contract may automatically terminate by reason of an act of *force majeure* as provided for in the Contract.

7.16 Liquidated Damages

Notwithstanding and without prejudice to any other provisions of the contract, if the Consultant fails to perform any or all of the services within the period specified in the contract, KPLC shall, without prejudice to its other remedies under the contract, deduct from the contract prices, liquidated damages sum equivalent to 0.5% of the performance price per day of delay of the delayed due services up to a maximum of ten percent (10%) of the performance price of the delayed due services.

7.16 Resolution of Disputes

7.16.1 KPLC and the Consultant may make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

- 7.16.2 If, after fourteen (14) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may resort to resolution before a recognized local forum for the resolution of disputes.

7.17 Language and Law

The language of the contract and the law governing the contract shall be the English language and the laws of Kenya respectively unless otherwise stated.

7.17 Waiver

Any omission or failure by KPLC to exercise any of its rights or enforce any of the penalties arising from the obligations imposed on the Consultant shall in no way, manner or otherwise howsoever, alter, amend, prejudice, vary, waive or be deemed to alter, amend, prejudice, vary, waive or otherwise whatsoever any of KPLC's powers and rights as expressly provided in and as regards this contract.

7.18 Force Majeure

- 7.18.1 Force majeure means any circumstances beyond the control of the parties, including but not limited to:

- a) *war and other hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo;*
- b) *ionizing radiation or contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosives or other hazardous properties of any explosive nuclear assembly or nuclear components thereof;*
- c) *rebellion, revolution, insurrection, military or usurped power & civil war;*
- d) *riot, commotion or disorder except where solely restricted to employees servants or agents of the parties;*
- e) *un-navigable storm or tempest at sea.*

- 7.18.2 Notwithstanding the provisions of the contract, neither party shall be considered to be in default or in breach of its obligations under the Contract to the extent that performance of such obligations is prevented by any circumstances of *force majeure* which arise after the contract is entered into by the parties.

- 7.18.3 If either party considers that any circumstances of *force majeure* are occurring or have occurred which may affect performance of its obligations it shall promptly notify the other party and provide reasonable proof of such circumstances.

- 7.18.4 Upon the occurrence of any circumstances of *force majeure*, the Consultant shall endeavour to continue to perform its obligations under the contract so far as is reasonably practicable. The Consultant shall notify KPLC of the steps it proposes to take including any reasonable alternative means for performance, which is not prevented by *force majeure*. The Consultant shall not take any such steps unless directed so to do by KPLC.

- 7.18.5 If the Consultant incurs additional costs in complying with KPLC's directions under sub clause 7.21.4, then notwithstanding the provisions of the contract, the amount thereof shall be agreed upon with KPLC and added to the contract price.
- 7.18.6 If circumstances of *force majeure* have occurred and shall continue for a period of twenty one (21) days then, notwithstanding that the Consultant may by reason thereof have been granted an extension of time for performance of the contract, either party shall be entitled to serve upon the other seven (7) days' notice to terminate the contract. If at the expiry of the period of twenty-eight (28) days, *force majeure* shall still continue, the contract shall terminate.

SECTION X - TENDER FORM

Date:

Tender No.

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, Kenya.

Ladies and Gentlemen,

1. Having read, examined and understood the Pre-Qualification tender document including all Addenda, the receipt of which is hereby duly acknowledged, we, the undersigned Tenderer, offer to perform **Human Resource Consultancy Services** in accordance and conformity with the said Pre-Q tender document and in particular the Schedule of Prices that are made part of this Tender.
2. We undertake, if our Tender is accepted, to perform and provide the services in accordance with the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to ten percent (10%) of the contract price for the due performance of the contract, in the form(s) prescribed by The Kenya Power & Lighting Company Limited.
4. We agree to abide by this Tender for a period of.....days (**Tenderer please indicate validity of your Tender**) from the date fixed for tender opening as per the Pre-Q tender document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Tender, together with your written acceptance thereof and your notification of award, shall not constitute a contract, between us. The contract shall be formed between us when both parties duly sign the written contract.
6. We understand that you are not bound to accept any Tender you may receive.

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer

NOTES ON TENDER FORM:

1. KPLC requires a validity period of at least One Hundred and Twenty (120) days.
2. This form must be duly signed, stamped and/or sealed.

SECTION XI - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All Tenderers are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

<p>Part 1 – General</p> <p>Business Name.....</p> <p>Location of business premises.....</p> <p>Plot No.Street/ Road</p> <p>Postal Address Postal Code</p> <p>Tel No.....</p> <p>Facsimile.....</p> <p>Mobile and/ or CDMA No.....</p> <p>E-mail:.....</p> <p>Nature of your business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any time KSh.....</p> <p>Name of your BankersBranch... ..</p> <p>*Names of Tenderer’s contact person(s)</p> <p>Designation/ capacity of the Tenderer’s contact person(s)</p> <p>Address, Tel, Fax and E-mail of the Tenderer’s contact person(s)</p> <p>.....</p> <p>.....</p>
--

Part 2 (a) Sole Proprietor

Your name in full
NationalityCountry of origin
*Citizenship details.....

Part 2 (b) Partnership

Give details of partners as follows: -

Names	Nationality	*Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal KSh.....

Issued KSh.....

Give details of all directors as follows

Name	Nationality	*Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Name of duly authorized person to sign for and on behalf of the Tenderer

.....

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

***NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

1. *The address and contact person of the Tenderer provided above shall at all times be used for purposes of this tender.*
2. *If a Kenyan citizen, please indicate under “Citizenship Details” whether by birth, naturalization or registration.*
3. *The details on this Form are essential and compulsory for all Tenderers. **Failure to provide all the information requested may lead to the Tenderer’s disqualification.***

SECTION XII – TENDERER’S REFERENCES

Relevant Services carried out in the last seven years that best illustrates the Tenderer’s qualifications.

Guided by the format below, provide information on each assignment for which your firm, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional staff provided by your firm (profiles):
Name of Client:		No. of staff:
Address:		No. of staff-months; duration of assignment:
Start date (Month/Year):	Completion (Month/Year):	Date
		Approx. value of services (in KSh.):
Name of associated Transaction Advisors, if any:		No. of months of professional staff provided by associated Transaction Advisors:
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 and the outcome of the Consultancy.

Annual Turnover in KSh. for the year preceding the Consultancy.

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer

SECTION XV – FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED TEAM MEMBERS (INCLUDING TEAM LEADER)

Full name of Team Member: _____ Position in firm _____

Years and or months with Tenderer: _____ Membership (and status) in Professional Bodies: _____

Key Qualifications:

[Give an outline of team member’s key experience most pertinent to the Services going not more than seven years prior to the Date of the Pre-Qualification tender document. Indicate degree of responsibility held by the team member on relevant previous assignments and give dates and locations. For experience in last seven years, also give types of activities performed and client references, where appropriate].

Education:

[Summarize university, other training and specialized education of team member, giving names of universities, dates attended, and degrees, diplomas other certification or accolades obtained]

Employment Record:

[Starting with present position, list in reverse order every employment held in the last seven years. List all positions held by the team member in that period giving dates, names of employing organizations, titles of positions held, and station of work].

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the information above correctly describes me, my qualifications, and my experience.

[Signature of Team Member] Date: _____
Day/Month/Year

Yours sincerely,

Full name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp of the Tenderer

SECTION XVI - DECLARATION FORM

Date _____

To:

The Kenya Power & Lighting Company Limited,
Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi,
KENYA.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address) _____
_____ declares the following:

- a) That I/ We have not been debarred from participating in public procurement by any body, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any partner and/or other lawyer of the firm is not a person within the meaning of paragraphs 3.2 and 3.3 of ITT.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/ We are not associated with any other Tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer

SECTION XVII – DRAFT LETTER OF NOTIFICATION OF AWARD

KPLC1/9AD/PT/PREQ/12/10-11 /jn

Date

**M/s -----
P.O BOX -----
NAIROBI.**

TEL: -----

Dear Sir/ Madam,

**RE: NOTIFICATION OF PRE-QUALIFICATION FORTENDER
NO-**

We refer to your Tender dated for pre-qualification of provision of and are pleased to inform you that you have been pre-qualified as a Supplier for a period of two years with effect from
Please sign and stamp this copy and return to the Procurement Manager.

Yours faithfully,

for: THE KENYA POWER AND LIGHTING COMPANY LIMITED

PROCUREMENT MANAGER.

Signed for and on behalf of: **M/s -----**

Name -----

Signature -----and Official Stamp) -----

In the capacity of ----- (title of Officer signing). Date -----

Enclosures

SECTION XVIII – DRAFT LETTER OF NOTIFICATION OF REGRET

KPLC1/1C/5/3/51/08/JM/eo

Date

M/s -----
P.O. BOX -----
NAIROBI

TEL: -----FAX; -----

Dear Sir,

RE: NOTIFICATION OF PRE-QUALIFICATION OF SUPPLIERS FOR

We refer to the above tender and have to notify you that following evaluation, your bid was not successful as you did not submit the following:-

1. Evidence of office availability
2. Tax compliance certificate
3. Reference letters
4. Purchase service orders
5. Payment Receipt

However, we take this opportunity to thank you for participating in the tender and wish you success in your future bids.

Yours faithfully,

For: THE KENYA POWER & LIGHTING CO. LTD.

PROCUREMENT MANAGER

Enclosures

SECTION XXI - THE DETAILS OF SERVICES

The Details of Services describe the basic requirements for services. In addition to the information and documentation in the Pre-Qualification tender document regarding the technical aspects of this tender, all Tenderers shall comply with the following wherever applicable -

GENERAL REQUIREMENTS

1. Technical documentation shall be in English language. The specific services on offer shall be marked clearly for the services they intend to provide.
2. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data including calculation sheets, detailed drawings and certified test reports. KPLC reserves the right to reject the services if such deviations shall be found critical to the use and operation of the services.
3. Detailed contact information including title, e-mail, facsimile, telephone or any other form of acceptable communication of the certification or recognition and standards body used shall be provided.
4. Where Certificates and their Reports and are translated into English, all pages of the translations must be signed and stamped by the certifying authority.
5. The Consultant's conformity to reference standards and copies of quality management certifications including valid and current ISO certifications shall be submitted for consideration.

END