PSASB

PUBLIC SECTOR ACCOUNTING STANDARDS BOARD (KENYA)

RFP NO: PSASB/PFMR/RFP/04/2020-2021

SUPPLY, DELIVERY & INSTALLATION OF DYNAMIC AND INTERACTIVE E-LEARNING PLATFORM.

INVITATION DATE: 4TH NOVEMBER, 2020

CLOSING DATE: 17TH NOVEMBER, 2020

NOVEMBER, 2020

TABLE OF CONTENTS

INTRODUCTION

1. This Standard Request for Proposals (SRFP) has been prepared for use by public entities in Kenya in the procurement of consultancy services and selection of consultants.

2. The RFP includes Standard form of Contract for Large Assignments and small assignment which are for lump sum or time based payments.

3. A separate RFP has been provided for selection of individual professional consultants.

4. The General Conditions of Contract should not be modified and instead the Special Conditions of Contract should be used to reflect the unique circumstances of the particular assignment. Similarly the information to consultants should only be clarified or amended through the Appendix to information to Consultants.

5. This RFP document shall be used where a shortlist of consultancy firms already exist or has been obtained through a shortlist after an advertisement of Expression of Interest for Consultancy required.

SECTION I - LETTER OF INVITATION

TO: **Public Sector Accounting Standards Board** ***Date*** ***4/11/2020***
CPA CENTRE, 8TH FLOOR
P.O BOX 38831-00100
NAIROBI, KENYA

Dear Sir/Madam,

RE: <u>SUPPLY, DELIVERY & INSTALLATION OF DYNAMIC AND INTERACTIVE E-LEARNING PLATFORM</u>

1.1 The Public Sector Accounting Standards Board invites proposals for the following consultancy services for **the supply, delivery and installation of Dynamic and Interactive E-Learning Platform.**

1.2 The request for proposals (RFP) includes the following documents:

Section I - Letter of invitation
Section II - Information to consultants
Appendix to Consultants information
Section III - Terms of Reference
Section IV - Technical proposals
Section V - Financial proposal
Section VI - Standard Contract Form

1.3 Upon receipt, please inform us

(a) that you have received the letter of invitation
(b) whether or not you will submit a proposal for the assignment

Yours sincerely

SHAFEE YAQUB MOHAMED
<u>HEAD OF SUPPLY CHAIN MANAGEMENT</u>
<u>PUBLIC SECTOR ACCOUNTING STANDARDS BOARD</u>

SECTION II – INFORMATION TO CONSULTANTS (ITC)

Table of Contents

SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 The Client named the Appendix to "ITC" will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liase with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.1.4 The Procuring entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.

2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

2.1.7 The price to be changed for the tender document shall be **FREE of Charge**.

2.1.8 The Public Sector Accounting Standards Board shall allow the tenderer to review the tender document free of charge before purchase.

2.2 Clarification and Amendment of RFP Documents

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

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

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language

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

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

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.

(iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.

(v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

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

(i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia,* the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.

(iii) A description of the methodology and work plan for performing the assignment.

(iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.

(v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

(vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.

(vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.

(viii) Any additional information requested in Appendix "A".

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.

2.4.3 Consultants shall express the price of their services in Kenya Shillings.

2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.

2.4.5 The Proposal must remain valid for 60 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

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

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

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

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

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

2.6 **Proposal Evaluation General**

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

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

2.7 **Evaluation of Technical Proposal**

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria developed in the TOR page.

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix “ITC”.

2.8 Public Opening and Evaluation of Financial Proposal

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

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

2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. Whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

2.8.5 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-

Sf = 100 X $^{FM}/_{F}$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical *(St)* and financial *(Sf)* scores using the weights *(T*=the weight given to the Technical Proposal: *P* = the weight given to the Financial Proposal; *T* + *p* = I) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:- *S* = *St* x *T* % + *Sf* x *P* %. The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.8.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.

2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

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

2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

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

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.

2.10.2The selected firm is expected to commence the assignment on the date and at the location specified in Appendix “A”.

2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.10.6 To qualify for contract awards, the **Public Sector Accounting Standards Board** will carry out due diligence to determine that the tenderer shall have the following:

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
(b) Legal capacity to enter into a contract for procurement
(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

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

2.11 Confidentiality

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

2.12 Corrupt or fraudulent practices

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

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

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

Appendix to information to consultants

Note on the Appendix to Information to Consultants

1. The Appendix to information to consultant is intended to assist the procuring entity in providing specific information in relation to corresponding claims in the information to consultants included in Section II and the appendix has to be prepared for each specific consultancy.

2. The Procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the assignment of the consultancy and the proposals evaluation criteria that will apply to the RFP Consultancy.

3. In preparing the appendix the following aspects should be taken into consideration.

   (a) The information that specifies or complements provisions of Section II to be incorporated.

   (b) Amendments of Section II as necessitated by the circumstances of the specific consultancy to be also incorporated

   (c) Section II should remain unchanged and any changes or amendments should be introduced through the appendix.

Appendix to Information to Consultants

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

Clause Reference

2.1 The name of the Client is: **Public Sector Accounting Standards Board**

2.1.1 The method of selection is: **Quality and Cost Based Selection**

2.1.2 Technical and Financial Proposals are requested: **Yes**

2.1.2 The name, objectives, and description of the assignment is as indicated in the terms of reference.

2.1.3 A pre-proposal conference will be held: **NO**

Public Sector Accounting Standards Board
P.O Box 38831-00100
Nairobi, Kenya
Cell no.0757924842
www.psasb.go.ke

2.1.4 The Client will provide the following inputs as specified in the terms of reference

2.1.6 (vii) Training is a specific component of this assignment: **YES**

(viii) Additional information in the Technical Proposal includes:

The Consultant must submit certified copies the following mandatory Documents.

a) List of Current Directors of Firm(CR12)
b) Tax Compliance Certificate.
c) Tender Security of Kshs.70,000 or from reputable banks and insurance firms approved by **PPRA**

2.1.7 Taxes: all applicable taxes shall be inclusive in the financial proposals

2.5.2 Consultants must submit **ONE (1**) original and **ONE (1)** additional copies of each proposal.

2.5.3 The proposal submission address is: Chief Executive Officer, Public Sector Accounting Standards Board,P.o Box 38831-00100 Nairobi.

2.5.4 Proposals must be submitted no later than the following date and time: **17TH November, 2020 AT 10:00AM**

2.6.1 The address to send information to the Client is

Chief Executive Officer
Public Sector Accounting Standards Board
CPA CENTRE, 8TH FLOOR
P.O BOX 38831-00100
NAIROBI, KENYA

2.6.3 The minimum technical score required to pass; ***70%***

2.7.1Alternative formulae for determining the financial scores is the following:

The weights given to the Technical and Financial Proposals are:
T=___________ (0.80 to 0.90)

P=__________ (0.10 to 0.20)

2.8.1 The weights given to the Technical and Financial Proposals are: T= 0.80 and P= 0.20 respectively

2.9.2 The assignment is expected to commence on signing of the contract at ***Public Sector Accounting Standards Board, CPA Centre along Thika Road, Ruaraka.***

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

Table of Contents

1. TECHNICAL PROPOSAL SUBMISSION FORM

[_______________ *Date*]

To:______________________[*Name and address of Client)*

Ladies/Gentlemen:

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

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

We remain,

Yours sincerely,

_______________________________*[Authorized Signature]:*

________________________________*[Name and Title of Signatory]*
:
_________________________________*[Name of Firm]*
:
_________________________________*[Address:]*

2. FIRM'S REFERENCES

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

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

<table>
<tr><td colspan="2">Assignment Name:</td><td>Country</td></tr>
<tr><td colspan="2">Location within Country:</td><td>Professional Staff provided by Your

Firm/Entity(profiles):</td></tr>
<tr><td colspan="2">Name of Client:</td><td>Clients contact person for the assignment.</td></tr>
<tr><td colspan="2">Address:</td><td>No of Staff-Months; Duration of Assignment:</td></tr>
<tr><td>Start Date (Month/Year):</td><td>Completion Date (Month/Year):</td><td>Approx. Value of Services (Kshs)</td></tr>
<tr><td colspan="2">Name of Associated Consultants. If any:</td><td>No of Months of Professional Staff provided by Associated Consultants:</td></tr>
<tr><td colspan="3">Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:</td></tr>
<tr><td colspan="3">Narrative Description of project:</td></tr>
<tr><td colspan="3">Description of Actual Services Provided by Your Staff:</td></tr>
</table>

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 AS IT PROVIDED BY THE CLIENT.

On the Terms of Reference:

1.

2.

3.

4.

5.

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

1.

2.

3.

4.

5.

14. Description of the Methodology and Work Plan for Performing the Assignment

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

6. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: ____

Name of Firm: ____

Name of Staff: ____

Profession: ____

Date of Birth: ____

Years with Firm: ____________________ Nationality: ________________

Membership in Professional Societies: ______________________________

Detailed Tasks Assigned: ______________________________________

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

____ Date: _____________

[Signature of staff member]

____ *Date;* _________

[*Signature of authorised representative of the firm*]

Full name of staff member: ____

Full name of authorized representative: __________________________________

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

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

Reports Due: _________

Activities Duration: _________

Signature: ________________________
(Authorized representative)

Full Name: ________________________

Title: ______________________________

Address: ___________________________

8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st,2nd,etc, are weeks from the start of assignment)

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
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 done to be clearly understood by the procuring entity.

4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.

4.3 The financial proposal should be prepared using the Standard forms provided in this part

SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

1. FINANCIAL 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. Our attached Financial Proposal is for the sum of (____) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

______________________________*[Authorized Signature]*
:
______________________ *[Name and Title of Signatory]:*

________________________ *[Name of Firm]*

_______________________ *[Address]*

2. SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal Taxes Total Amount of Financial Proposal		____________________

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: ______________________	Description:________________________
Price Component	Amount(s)
Remuneration Reimbursables Miscellaneous Expenses Subtotal	 ______________________________

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. ________________________________ Name:______________________

Names	Position	Input(Staff months, days or hours as appropriate.)	Remuneration Rate	Amount
Regular staff (i) (ii) Consultants Grand Total				 ______________

5. REIMBURSABLES PER ACTIVITY

Activity No: ________________________________ Name:______________________

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

6. MISCELLANEOUS EXPENSES

Activity No. ______________________________ Activity Name: _______________________

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

SECTION V: - TERMS OF REFERENCE

TERMS OF REFERENCE (TOR) – DYNAMIC & INTERACTIVE E-LEARNING PLATFORM

The Background/ Introduction:
The Public Sector Accounting Standards Board (PSASB) was established and constituted in accordance to sections 192 and 193 of the PFM Act, 2012 through a Gazette Notice No. 1199 of 28th February 2014. At the Cabinet level, the Board is represented by the Cabinet Secretary to the National Treasury.

The mandate and functions of the PSASB are established in Part VI of the Public Financial Management Act i.e Sections 192 to 195 of the Act. The purpose or mandate of the Board can be summarized as follows:

1. Set generally accepted accounting and financial system standards for the Public Sector.
2. Prescribe and pronounce generally accepted internal auditing standards.
3. Mainstreaming of best practices for good governance, internal controls and risk management in the Public Sector.

The PSASB is therefore established as the 'de facto' and only authorized setter of financial accounting and internal audit standards for the Public Sector in Kenya.

Justification for the Consultancy:
Public Sector Accounting Standards Board (PSASB), being a public entity, the corporation's procurement function is governed by the Public Procurement and Disposal Act 2015 and Public Procurement and Disposal Regulations, 2020.

Among the objectives of the Board's Strategic Plan under the Strategic Pillar 4 on Capacity Building is to conduct capacity building interventions for implementing entities.

In view of the above there is need for the Board to seek the services of professionals to assist the corporation in achieving its strategic objectives by ensuring that there is value for money spent on goods and services.
It is therefore the intention of PSASB to acquire an e-learning platform for disseminating knowledge, access to interactive training material and support self-paced learning for the Board's stakeholders.

Objectives of the Assignment:
This assignment will assist the Public Sector Accounting Standards Board (PSASB) to establish the following:

- To develop and implement training programmes for financial reporting standards and internal audit implementers across the Public sector through remote learning channels
- To develop and disseminate appropriate training\ capacity building material
- To promote reliable financial reporting and or internal auditing post training for the stakeholders
- To improve level of interaction with the stakeholders

The Scope:

- Review of the current environment to determine if it adequately meets the operational requirements of the Board;
- Undertake implementation as per the technical specifications indicated
- Research and implement technological solutions and business processes to help ensure that PSASB complies with its e-learning obligations in a cost-effective and non-intrusive way.

<u>TECHNICAL SPECIFICATIONS FOR E LEARNING PLATFORM:</u>
Functionalities and Capabilities of the e-learning Platform

The e-learning platform shall include the following functionalities and modules:

A Learning Management System (LMS)

The LMS should have the capability to track participation, security and access controls, controlled access to training (where people are eligible only if they pay), registration platform that allows people to log in and make payments where applicable, management of training in terms of what courses/ modules are to be offered and filter the eligible trainees for specific courses.

Module 1: System Administration

The administration of the system shall include a full range of functions for the management and configuration of system parameters and attributes, data, users and courses. The following basic functions shall be included; authentication, management of rights and roles, user management, import and export of users and resources, customizable view, management of language packs and log and report management.

Required Functionalities for System Administration

The system should support a number of standard roles (e.g. Administrator, Trainer, Trainee, Guest, and Evaluator/Reviewer) and have the potential to create an unlimited number of additional roles.

- The system should be able to create user groups to collaborate, communicate and share content. These can also accommodate different groups of users attending different courses.
- The platform should enable users to access resources from external websites.
- It should be possible to access all administrative tools and functionalities from a single interface.
- System Administrators should be able to set quotas on the disk space for individual users, courses and organizations.
- The administrator should be able to set specific settings for the rights of users based on user roles, including settings for bandwidth on e-resource access.
- The capability to monitor visits and other statistics of the platform (i.e. number of users, time period, etc.).

Module 2: Course Management

This module should provide tools for synchronous and asynchronous e-learning, creating, editing, saving and deleting e-learning courses, encouraging student participation in the learning process and ensuring better interactivity within the teaching process.

- The platform should provide an opportunity to post news and announcements. It should also provide an opportunity to test, assess and oversee the student and teacher performance.
- An opportunity to assign different roles and rights to the different users, as well as assign access rights to various e-resources within the system.
- Single Sign On authentication protocols that save the specified rights and roles and offer trainee and trainers a single point of access to the entire system.
- The capability of producing standard user activity and system access reports and creating customized reports without the need for additional programming.
- The system should dispose of available tools for communication and interaction such as a calendar, messages and announcements, email service, tasks, and chat.
- The system should allow the upload of training materials that are accessible through trainees, specific access rights.
- The capability to create templates for the courses and a course content wizard to help create standard courses from templates.

- Modern and intuitive Web 2.0 interface with the capability for the user to customize the appearance of the Web interface (colors, fonts, design, background and content).
- A capability to customize the layout of the platform at the user level or at community level. Users should be able to remove modules and change their location via drag-and-drop functionality.
- The capability to create course catalogues and to search and view training courses according to specific rights and roles of individual users in the system.
- The capability to integrate and embed images, presentations and video content from Flickr, YouTube, Facebook and other social networks without leaving the school environment and without the need for specialized knowledge of web development (HTML, CSS, JavaScript).
- The capability to change the course settings and make certain tools and parts of the course content (in)accessible on specific dates and at specific times.
- The capability for the trainer to archive a portion of the course or the entire course.
- The capability of automatic notification to users about new activities, publications, assignments, examinations, tests, or changes in the course.
- Trainer should be able to create groups, to control a group's membership by assigning specific rights to users, and to determine what tools are available to certain groups.
- The capability to publish publicly available information related to the teacher and the course.
- The capability for online submission of assignments and tests.
- The capability to recognize learner achievements and issue certifications. Give awards to those who complete courses and finish programs of study. Smaller achievements can be recognized by using a system of badges that are awarded after specific course goals have been met.
- The capability to conduct surveys among users in the system as well as registered stakeholders.

The platform should have the following functionalities for evaluating users:

- It should be possible for test questions to be defined with additional descriptive information (metadata) that allows rapid sorting by subject or other indicators, in order to reuse questions in subsequent tests.
- The tests should allow testing the knowledge of trainees via online quizzes.
- The capability for multiple submission of tests and examinations.
- The capability for self-assessment.
- The capability for anonymous evaluation by the trainer.
- The capability to import and export tests and questionnaires.
- The capability to create a repository of questions, allowing repeated use of the questions in different courses and tests without the need for recreation

Module 3: Content Management

This module should store and manage learning content of all users on the platform in order to facilitate work with the learning material.

- The capability to store and manage any type of content from a centralized location where it can be administered, updated and shared.
- The capability to set different access rights to users.

- The capability for centralized organization and management of electronic content, including multimedia in several different courses rather than duplicating the changes in every single course.
- The capability for teachers and students to set access rights to specific files and directories for a number of different courses, instead of copying the content for each course.
- The capability to track the history of each file or directory from the content management system, i.e. to check which user accessed it, when and from where.
- The capability to provide summary and history of the file, or the directory.
- The capability to keep different versions of the file – the system should be able to automatically save the last version of the document and keep all previous versions. The capability to store detailed information about all versions and track changes to the file or project made by different users.
- Graphical functionality resembling the management of files and directories in desktop operating systems such as Windows, Linux and Mac.
- The capability for users to easily, quickly and conveniently share educational resources by assigning access rights to files and folders that can be organized and managed by both the administrator and individual users.
- The capability for quick and simultaneous update of information from one centralized location to different organizations, portfolios and courses.
- The platform should have a drag-and-drop functionality.
- The content management module should be fully integrated with the File Managers of desktop operating systems (Windows Explorer, Finder, etc.). The system should allow access to directories in the information repository direct from the user's desktop via the file managers of operating systems without the need to use a Web browser.
- Trainers should be able to quickly and easily view and manage all the files related to their courses.
- Visualization of supported file formats from external websites through hyperlinks.
- The capability for controlled sharing of content components with external users.

Module 4: Collaboration and Videoconferencing

This module should provide a virtual environment resembling the actual learning environment and containing the required functionality for online learning, such as videoconferencing, in addition to facilitating the work on group projects within the class and encouraging interaction between trainees

Required Functionalities for Collaboration and Videoconferencing

- Video conferencing.
- Text messaging.
- The capability to raise your hand in an online class, give the floor to someone and allow online discussions between the students.
- Recording and playback of audio and/or video messages during certain activities in the learning process. Sharing desktop applications.
- Sharing presentations.
- Adding an existing sound recording to the current session.

- An 'Interactive Whiteboard' space, to support interaction of all participants simultaneously or separately (the rules for such interaction should be set by the teacher who acts as moderator). • Screen sharing (or sharing parts of the screen).
- Sharing Web content and management of students' browsers in order to focus on the content imposed by the moderator.
- The capability for audio and/or video recording of the session for streaming purposes and for reusing the learning material integrated into the platform.
- Management of the classroom by the teacher, including granting and revoking rights for voice and video participation, rights for writing on the whiteboard, assignment and withdrawal of rights for writing and receiving text messages, for screen sharing and for individual desktop applications.
- The capability to make advanced audio and/or video recordings of parts of the session, or the entire session, and specify settings for classroom management in the absence of a moderator.
- The module for videoconferencing and virtual classroom should allow real-time posting of questions and inquiries, which students can respond to in real time.
- The videoconferencing and virtual classroom module should offer an option to use a timer for certain activities with automatic submission of the task after the time limit.
- The videoconferencing and virtual classroom module should allow for splitting the session into individual subgroups or chat rooms to be managed inside the session.

Self-selected FAQs - A facility where people select the questions they are interested in from a list, and the replies to those questions are then automatically assembled in a new page for the person choosing to read. This area will provide an appropriate learning centre for new visitors to get to know more details about the training and courses offered within the e-learning platform.

Module 5: Electronic Register:

It stores the results and marks from various examinations, tests, assignments and group projects. The system should be able to generate various reports on performance in order to help analyze their performance and attendance.

In order to compare achieved results to predefined standards and objectives in the training process, the system should allow for assessment of the elements using multi-component evaluations that can be retained, copied and processed. Functionality that enables trainers to identify all components that are to be assessed from a single location and to visualize all components for assessment in a single screen, regardless of where the elements are located in the structure and content of subjects. This functionality should allow the trainer to evaluate all collected components awaiting assessment without having to look for them throughout the structure of the course.

Required Functionalities for Electronic Register

- The possibility to create multi-component evaluation schemes.
- The possibility of anonymous assessment.
- The possibility to make a weighted evaluation of several different types of performance and the opportunity to individually set different weights for different users.

- The possibility to create and save filters for the results of students so that the teacher can analyze their individual and group performance.
- Automatically adding marks for assignments, examinations, tests and other group assignments in the electronic register.
- The possibility of manual editing by the trainer of the automatically generated assessments.
- The possibility to track changes in the assessments.
- The possibility for trainers to directly send messages to users from the electronic register.
- The possibility to write notes and information to accompany marks that can be seen only by the trainer and/or authorized users.
- The possibility to generate reports on progress and analyze the level of acquisition of various elements from the learning material.
- The performance of users can be monitored by the trainer through automated reports that reflect user participation in courses and other e-learning activities.

Quality Requirements
The system should also meet the following quality requirements:
- Productivity – the system should have the capacity to serve a minimum of 10 simultaneous (concurrent) sessions.
- Scalability and flexibility – the system should be able to expand and serve up to one thousand concurrent users, and to allow for additional settings.
- Compatibility – the system should be compatible with current Web standards (HTML, XHTML).
- Accessibility – the system should be installed centrally on one or more servers, and should be accessible via http or https over the Internet. It should have a Web-based user and administrative interface for public and protected sections and, as a minimum, it should be compatible with the most popular Internet browsers, such as Internet Explorer v.8 and higher, Mozilla Firefox v.3.6 and higher, Safari v.3 and higher and Chrome v.10 and higher.
- Functionality and easy access – the system should be adapted for people with visual impairments to allow for ease of access and use.
- Must be accessible and easy to use across a range of devices so that the learning can begin at the desk and then continue on smart devices
- Stability – the system should guarantee a secure and reliable learning process.

Technological Requirements
These are the baseline requirements for the technology:
- Have a sub-domain linkage within the Board's website
- Interface – the system should be simple and easy to use with an intuitive Web interface, following Web 2.0 + trends.
- Architecture – the system should have a standard three-layer model for Web applications, consisting of database, application server system and user interface.
- Database – the system data should be stored and managed in a relational database management system whose price should be calculated in the applicant's tender and should comply with the following requirements: the capability of complete backup and recovery, the capability to work with arrays larger than

100 GB, simultaneous operation with unlimited number of users. If licensed software is used, all necessary licenses have to be reported and delivered to the system for implementation and operation of the developed information system. Maintenance fees and license costs should be taken into account to allow the assignor to use the software for an indefinite amount of time.

Other Requirements and Remarks

It is important that the system should be able to be integrated with other existing systems. This will provide greater potential for the ability to convert data from the built-in e-register into table format (xls, csv, etc.) in order to develop an interface for automated incorporation of data from existing systems.

- Integration with online payment solutions including Paypal, credit cards, Mobile money transfer solutions to enable users make payments for the various courses, trainings, webinars, seminars
- Secure integration with MS Dynamics ERP system to manage financial obligations of the users and issue payment receipts and financial statements
- Accessible 24/7 via any electronic devices, flexible, convenient and user centric as a centralized knowledge management entity.

TECHNICAL EVALUATION (OUT OF 100%)

No.	Item Description/Criteria	Maximum Marks
1.	Details of 3 similar assignments successfully concluded in the last 3yrs (attach LPO and Contracts for e-learning Platform implementation) @5mks	**15**
2.	Detailed proposed Workplan and Methodology for the E-learning platform Project and Delivery to PSASB	**10**
3.	Key Technical staff and their profiles	**5**
4.	Conformity to the specifications (marks to be awarded as below)	**70**
	- Overview of System Architecture design and Interactive user interface layout	5
	- Module 1: System Administration including the required functionalities indicated	10
	- Module 2: Course Management including the required functionalities indicated	10
	- Module 3: Content Management	10

	including the required functionalities indicated	
	- Module 4: Collaboration & Video conferencing including the required functionalities indicated	10
	- Module 5: Electronic Register including the required functionalities indicated	10
	- Quality and Technological Requirements as indicated	5
	- Integration with payment solutions	5
	- Monitoring and Resource Management Reporting feature	5
	TOTAL	**100%**

- **The procuring entity will use the above technical qualifications to evaluate tenders.**
- **The tenderers who scores 70% pass mark will proceed to the financial stage**
- **The tenderers with best evaluated score as per the formulae (2.8.5) both technical and financial and with Quality and Cost Based Selection will be selected for the award.**

Reporting

The Consultants/consulting firms will in the first instance report to the Chief Executive Officer who is responsible for overseeing and coordinating the Consultants/consulting firms' input. All reports produced by the Consultants/consulting firms are subject to review and endorsement by PSASB management.

Timetable and Inputs

The work is expected to commence in 2020 and to last a maximum of two months. The planning and scheduling of days will be undertaken with agreement from the PSASB Chief Executive Officer according to an agreed work schedule.

General Conditions & Qualifications

Preferred Qualification for the Consultants (Attach CV and Copy of Certificates and testimonials)

Lead Consultant/ Project Manager:

- Must have been in the industry for not less than 10 years
- Minimum of Bachelors' degree in Computer Science/Information Technology or its' equivalent from a reputable institution of Higher learning.
- A proof of a Minimum of 7-10 years working on design, development and implementation of software solutions
- Relevant certifications relating to programming; web design; development
- Experience in Project Management with Prince 2 Certification required
- An excellent report writer and Good communicator
- An excellent Team builder and solution provider
- Must be a strategic thinker and keen Analyzer

Team members

Attach CVs of three consultants intended for this consultancy

The Consultant/s is expected to spend two months carrying out this assignment.

- The Consultants/consulting firms should possess **ISO 9001 Quality Management system Certification** and compliance from accredited certification bodies.
- The Consultants/consulting firms shall perform all professional, administrative, financial and other services required within the scope of the appointment with due care and diligence;
- The Consultants/consulting firms shall employ professional staff with experience in their respective fields to achieve the objectives of the service as set out in these Terms of Reference;

- PSASB will provide or cause to be provided to the Consultants/consulting firms inputs from its various departments. The Consultants/consulting firms will review all materials supplied and shall be responsible for commenting on its correctness and the effect (if any) of its accuracy and relevance on the task. All materials provided by or on behalf of the Trustees to the Consultants/consulting firms in the course of the services shall be treated as confidential and shall not be divulged without the express authority of PSASB.

SAMPLE CONTRACT FOR CONSULTING SERVICES
SMALL ASSIGNMENTS
LUMP-SUM PAYMENTS

CONTRACT

This Agreement, [hereinafter called "the Contract") is entered into this _____________*[Insert starting date of assignment],* by and between ____*[Insert Client's name] of [*or whose registered office is situated at*]*____*[insert Client's address]*(hereinafter called "the Client") of the one part AND

____ *[Insert Consultant's name]* of [or whose registered office is situated at]_____________________________________*[insert Consultant's address]*(hereinafter called "the Consultant") of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as "the Services", and

WHEREAS the Consultant is willing to perform the said Services, NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

(i) The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract.

(ii) The Consultant shall provide the personnel listed in Appendix B, "Consultant's Personnel," to perform the Services.

(iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, "Consultant's Reporting Obligations."

2. Term

The Consultant shall perform the Services during the period commencing on_____________ *[Insert starting date]* and continuing through to_____________ *[Insert completion date],* or any other period(s) as may be subsequently agreed by the parties in writing.

(i)

3. Payment

A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed___ _____________ *[Insert amount].* This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs______________________ upon the Client's receipt of a copy of this Contract signed by the Consultant;

Kshs______________________ upon the Client's receipt of the draft report, acceptable to the Client; and

Kshs______________________ upon the Client's receipt of the final report, acceptable to the Client.

Kshs______________________ Total

C. Payment Conditions

Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty [30] days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 herebelow. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

4. Project Administration

A. Coordinator.

The Client designates ________________*[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for payment.

B. Reports.

The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the course of the

(ii)

assignment and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant Not to be Engaged in certain Activities

The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage.

10.	**Assignment**	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
11.	**Law Governing Contract and Language**	The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English Language.
12.	**Dispute Resolution**	Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

(iii)

FOR THE CLIENT FOR THE CONSULTANT

Full name; ______________________________ Full name;______________________

Title: __________________________________Title: ____________________________

Signature;______________________________Signature;____________________

Date;___________________________________Date;_________________________

(iv)

List of Appendices

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity
____
____

To:____________________
____
____
____

RE: Tender No.____________________

Tender Name_________________

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

____
____

1. Please acknowledge receipt of this letter of notification signifying your acceptance.

2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

   *(FULL PARTICULARS)*____
   ____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO…………….OF………….20………

BETWEEN

…………………………………………….APPLICANT

AND

…………………………………RESPONDENT *(Procuring Entity)*

Request for review of the decision of the………….. (*Name of the Procuring Entity)* of ……………dated the…day of …………20……….in the matter of Tender No………….of ………….20…

REQUEST FOR REVIEW

I/We……………………………,the above named Applicant(s), of address: Physical address…………….Fax No……Tel. No……..Email ……………, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

1.

2.

etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

1.

2.

etc

SIGNED ……………….(Applicant)

Dated on…………….day of ……………/…20…

FOR OFFICIAL USE ONLY

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

SIGNED

Board Secretary