

TENDER NOTICE

ADDENDUM NO. 1

TENDER NO. KUCCPS/RFP/02/2024-2025

21/03/2025

REQUEST FOR PROPOSAL FOR PROCUREMENT OF A CONSULTANCY FIRM TO CONDUCT A GOVERNANCE AUDIT.

Reference is made to the Request of Proposal Notice advertised on 12th March, 2025.

The Kenya Universities and Colleges Central Placement Service wishes to notify the public the following:

1. In the data sheet, the eligibility and mandatory criteria shall be:

PRELIMINARY EVALUATION STAGE

j) Original bid bond (Tender Security) of Kshs50, 000.00 with validity period of 270 days from the date of opening issued by a reputable bank or an Insurance Bond from Insurance Company and approved by Public Procurement Regulatory Authority (PPRA)

2. Under Technical Evaluation:

No.	TECHNICAL EVALUATION	MARKS
1.	Methodology and work plan	
	a) Understanding and conformity to the Terms of Reference (TORs)	3
	b) Value addition to the assignments/improvements to our terms of reference. Post assignment implementation Strategies for support and Knowledge transfer (Attach evidence of the same implemented in the past assignment handled)	3
	c) Proposed work plan, methodology and audit schedule and the completeness of the same in relation to the TORs, particularly with respect to the outlined objectives.	4
	SUB TOTAL	10
2.	General experience of the firm relevant to the assignment	
	a) Number of actual governance audits undertaken in the last five years	15

No.	TECHNICAL EVALUATION	MARKS
	undertaken in Ministries, Parastatals, SAGAs or Private Company (3 marks each consultancy maximum 15 marks)	
	b) Number of actual governance audits undertaken in the last five (5) years in other corporate clients (public or private) (2 marks each, maximum 6 marks)	6
	c) Recommendation letters from five (5) public/ private institutions listed under (a) above on the client letterhead (3 marks each)	15
	(Attach LSO/Contract/Completion certificates from each institution)	
	SUB TOTAL	36
3.	Lead Consultant qualifications.	
	a) Advocate of the High Court of Kenya with current valid practicing certificate	3
	b) Masters Education	3
	c) Post admission experience of at least ten (10) years	3
	d) Certified Secretary in good standing	5
	e) Governance Audit Accreditation certificate from Institute of Certified Secretaries (ICS)	5
	f) Demonstrable experience in undertaking legal and governance audit [provide reference letter (s)] <i>5years - 10 marks; 4 Years - 7marks; 3years - 5marks; Below 3 years – 2 marks</i>	10
	Attach relevant certificates and curriculum vitae	1
	SUB TOTAL	29
4.	Qualifications and experience for two (2) other key staff to undertake the audit	
	a) Degree in Law (LLB), Public Policy, Public/ Business Administration or a related field. (2 Marks each)	4
	b) Advocates of the High Court of Kenya with current valid Practicing certificates (2 marks each)	4

No.	TECHNICAL EVALUATION	MARKS
	c) Post admission experience of at least five (5) years (1 mark for each year)	10
	d) Successfully completed assignments on legal and governance audits (marks to be awarded for each) <i>3 years – 3 marks 1 -3 years - 1.5 marks Below 1 year - 0.5 marks</i> (attach Attach relevant certificates and curriculum vitae)	6
	SUB TOTAL	24
	TOTAL	100

3. Financial Proposal

Bidders are reminded, Pursuant to paragraph 3(1) of the levy order 2023, it provides that ‘there shall be paid a levy by a supplier on all procurements contracts signed between the supplier and a procuring entity, at the rate of zero point zero three per centum (0.03%) of the value of the signed contract, exclusive of applicable taxes.’

4. Special Conditions of Contract:

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
9.1	The Authorized Representatives are: For the Procuring Entity: Ms. Daina Kibogo- Manager, Supply Chain Management For the Consultant: <i>[name, title]</i> __

5. The submission date and time for the following tender has been reviewed, the tender will close and opened on Friday, 28th March, 2025.

All other requirements remain as indicated in the Tender Document.

DAINA KIBOGO,
MANAGER, SUPPLY CHAIN MANAGEMENT.