



# COUNTY GOVERNMENT OF MERU

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## DEPARTMENT OF FINANCE, ECONOMIC PLANNING AND ICT

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### EXPRESSION OF INTEREST

### CAPACITY BUILDING AND TECHNICAL ASSISTANCE DURING THE FINANCIAL YEAR 2019/2020

TENDER NUMBER: CGM/EOI/006/2019-2020  
NEGOTIATION NUMBER: 766057

(Reserved For Women Category)

(December 2019)

EXECUTING AGENCY/CLIENT  
CHIEF EXECUTIVE OFFICER  
COUNTY GOVERNMENT OF MERU  
P. O. BOX 120  
MERU

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**SECTION I: INVITATION FOR EXPRESSION OF INTEREST (EOI) TENDER  
NO.CGM/EOI/006/2019-2020**

**TENDER NAME: EXPRESSION OF INTEREST TO PROVIDE CAPACITY BUILDING  
AND TECHNICAL ASSISTANCE DURING THE FINANCIAL YEAR 2019/2020.  
NEGOTIATION NUMBER: 766057**

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County Government of Meru (CGM) now invites sealed EOI **technical proposals** from eligible and competent Kenyan Consultancy Firms under Women Category for the provision of the above-mentioned services during the Financial Year 2019/2020. Funds for this procurement are available with the Exchequer under the Kenya Devolution Support Program (KDSP)

- 1.1 Consultants who will be interested shall download the tender document from the website [www.meru.go.ke](http://www.meru.go.ke) or Government Portal: <https://tenders.go.ke> and MUST forward their particulars immediately for recording and further clarification and addenda to [procurement.finance@meru.go.ke](mailto:procurement.finance@meru.go.ke)
- 1.2 Interested eligible candidates may also obtain further information from and inspect the tender documents at Meru County Head-quarters procurement office room 118 of P.O Box 120-60200 Meru Located along Meru Maua Road as from 8.00am- 1.00pm and 2.00pm to 5.00pm from Monday to Friday
- 1.3 Completed tender documents must be submitted through the IFMIS Supplier Portal: [supplier.treasury.go.ke](http://supplier.treasury.go.ke) as per the requirements contained in the tender document to be received on or before the date and time indicated in **IFMIS-(08/01/2020 @ 10.30 AM**
- 1.4 Tenderers shall furnish, as part of their application a tender securing Declaration Form as per the standard forms. Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at Meru County Headquarters chambers located at ground floor.

Signed

**CHIEF OFFICER: LEGAL AFFAIRS, PUBLIC SERVICE MANAGEMENT &  
ADMINISTRATION**

## **SECTION II: TERMS OF REFERENCE**

### **2.1 Back Ground Information**

County Government of Meru is one of the forty-seven counties created after the promulgation of the New Constitution in 2010. The mandate and functions of all County Governments in Kenya is provided for in Article 186 and assigned in the Fourth Schedule of the Constitution.

The County lies to the East of Mt. Kenya whose peak cuts through the Southern boundary of the County. It shares borders with Laikipia County to the west, Nyeri to the south west, Tharaka/Nithi to the east and Isiolo to the north. It straddles the equator lying within 006' North and about 001' South, and latitudes 370 West and 380 East. The County has a total area of 6,936.2 km<sup>2</sup> out of which 1,776.1 Km<sup>2</sup> is gazetted forest. The County comprises of nine parliamentary constituencies and 45 electoral wards. The nine parliamentary constituencies are North Imenti, Tigania East, Tigania West, Igembe North, Igembe South, Igembe Central, South Imenti, Buuri and Central Imenti.

### **2.2 Scope of Services**

The Consultant's scope of the services will involve the following:-

- i) The consultant shall be required to develop training modules
- ii) Conducts training to enable the participants acquire knowledge and skills necessary for efficient and effective running of the County.
- iii) Guide staff of the County on the development of policies and implementation frameworks.
- iv) Transfer practical knowledge and skills for training and development through interaction with County staff. The training should give sound theoretical background, real and practical examples that are implementable
- v) Improve organizational performance by measuring what matters

### **2.3 Purpose and Objectives of the Assignment**

#### **2.3.1 Overall Purpose**

The overall purpose is to build requisite capacity and operating frameworks for CGM for sound and sustainable management. The key objective of this consultancy is to provide capacity building and technical support for the entire

County Government employees. This is to ensure that the devolution process is smooth and seamless to facilitate the delivery of quality services to the citizenry.

### **2.3.2 Specific Objectives**

The following are the specific objectives of the consultancy assignment:-

- i. To enable and reactivate local people capabilities to participate in initiating decisions, making plans, implementing and monitoring projects taking into consideration the local needs, priorities, capacities and resource availability.
- ii. To strengthen accountability and transparency in CGM by making leaders directly accountable to the communities they serve and by establishing a clear linkage between the taxes people pay and the services that are financed by those taxes
- iii. To enhance the sensitivity and responsiveness of Public Administration to the local environment by placing the planning, financing, management, and control of service provision at the point where services are provided.
- iv. To develop sustainable economic planning and management capacity at local levels that will serve as the driving motor for planning, mobilization, and implementation of social, political, and economic development.
- v. To build and upgrade competences and skills of lower level County staff to enhance their capacity to plan, monitor, and deliver quality services. This will reduce burden on senior county government officials and enable them focus on more strategic issues.
- vi. To provide CGM with capacities to build structures and systems to promote and ensure sustainable socio-economic development
- vii. To train key County officials on effective policy development and implementation of M & E frameworks
- viii. To facilitate development of County competences for capacities in management of financial and human resources, County institutions, community and stakeholders participation
- ix. Improve communication, linkage and alignment of County programmes and activities with County strategic plans.

### **2.3 Specific Terms of Reference**

The terms of reference of the assignment are to:-

- i. Develop tools and systems, processes, and capacity-building materials for implementation and scale-up by Government.
- ii. Build the capacity of County government staff for effective governance, implementation of support programmes and other intervention.

- iii. Collection of good practices and lessons learnt from management of other well performing Counties and external effective devolved governance.
- iv. Creating the trust and confidence in the County staff on clients' team technical capacity necessary to add value to County processes and practices
- v. Develop successful approaches and strategies to overcome the County Government capacity deficiencies in the area of leadership and project governance
- vi. To justify and make recommendations about the continuation of the training through reports

#### **2.4 Specific Request Outputs**

The following are the deliverables of this Consultancy:-

- i) Developed training modules or training materials for the participants.
- ii) Certificates upon completion of training for the trainees.
- iii) Training Reports
- iv) Developed policies and frameworks depending on the nature of the assignment.

#### **2.5 Eligibility and Requirements**

CGM now invites eligible, consulting firms or Joint ventures under Disadvantaged Group- Women Category, to express interest by providing information demonstrating that they have the required technical capabilities or technical qualification and relevant experience to perform these services. This information has been provided in Section 2.

The shortlisted consultants or Joint ventures will participate in the second stage of the procurement process that will involve submission of financial proposals.

#### **2.6 Validity of Offer:**

The offer for EOI as per this document shall be valid for the entire period of KDSP Training or period of Twelve (12) months initially which may be extended further if required by CGM.

## **SECTION III: INSTRUCTIONS TO CONSULTANT**

### **3.1 Submission Criteria**

All information is to be submitted through IFMIS. The Expression of Interest is to be submitted in the manner prescribed manner as provided this tender: Form 1-8

### **3.2 EOI Documents**

EOI Documents have been hosted on the website [www.meru.go.ke](http://www.meru.go.ke) as well as Government Portal <https://tenders.go.ke> and may be downloaded from the website. The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

### **3.3 Qualification Criteria**

Each eligible consultant firms should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated. The Proposals eligibility to bid shall be confirmed based on the following qualifications & demonstrations:-

#### **Preliminaries:**

- a) Applying firms must be Kenyan based
- b) Copies of Certificate of registration/ Incorporation.
- c) Copy of Tax Compliant certificate from Kenya Revenue Authority.  
Acknowledgements not considered here
- d) Current trading license/ Business permit
- e) CR 12 & copies of National IDs for Directors
- f) Registered with National Treasury with certificate of AGPO (women)

#### **Technical:**

- a) Proof of Good Credit Rating with CRB
- b) Certificate copy of registration as a trainer from National Industrial Training
- c) Certificate copy of registration with IFMIS
- d) Certificate copy of registration with Institute of Human Resources Management (IHRM)
- e) Recommendation from Kenya Devolution Support programme (KDSP)

- f) Sample Certificate copies of trainers of trainee (TOT)
- g) Prospective Consultants must have carried out successfully similar services to Government/Corporation/Institutions of similar size and complexity with at least 3 years' experience in relevant similar assignments (attach evidences)
- h) Certified Letters of reference from at least 3 public sector clients on relevant assignments previously undertaken in the last 3 years, one of which should have been in the last 2 years.
- i) Audited accounts for the last 3 years – 2018, 2017, 2016
- j) All pages of EOI must be serialized and initialed
- k) Completely Filled up and certified Confidential Business Questionnaire
- l) Completely Filled up and certified Forms 1-8

### **3.4 Evaluation Criteria and Method of Evaluation**

- i. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted. Documents requiring certification in Qualification Criteria (3.3) shall be strictly certified only by Commissioner for Oaths
- ii. EOI will be evaluated for short listing interalia based on their past experience of handling similar type of assignment, strength of their manpower, financial strength of firm and presentation/proposal to the selection committee whose decision will be final
- iii. Companies who qualify as per the eligibility conditions will be provided a brief about the assignment. The firm maybe required to make a presentation, if required, to a selection committee show-casing their proposals
- iv. County government will take up references and reserves the right to confirm the Bidder's performance elsewhere and any past experience from other counties
- v. Shortlisted firms will be issued Bid Documents and asked to submit their price proposals, via IFMIS



**SECTION IV: FORMATS FOR SUBMISSION**

**FORM 1: LETTER OF APPLICATION (EOI)**

To .....

P.O Box.....

**REF: SUBMISSION OF EXPRESSION OF INTEREST TO UNDERTAKE CAPACITY BUILDING AND TECHNICAL ASSISTANCE UNDER THE KENYA DEVOLUTION SUPPORT PROGRAM**

In response to the Invitation for Expressions of Interest (EOI) published on ..... for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents:-

- a) FORM 1: APPLICANT’S EXPRESSION OF INTEREST
- b) FORM 2: FIRMS RELEVANT PAST EXPERIENCE
- c) FORM 3: FINANCIAL POSITION
- d) FORM 4: INTEGRITY DECLARATION
- e) FORM 5: LIGATION HISTORY
- f) FORM 6: NON-DEBARMENT STATEMENT FORM
- g) FORM 7: CONFIDENTIAL BUSINESS QUESTIONNAIRE
- h) FORM 8: DECLARATION

Enclosed: As Above

Yours Sincerely

\_\_\_\_\_  
Signature of the applicant

\_\_\_\_\_  
Applicants Full Name

Stamp

Date.....

**Note: This is to be furnished on the letter head of the organization.**

**FORM 2: FIRMS RELEVANT PAST EXPERIENCE  
NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS**

**1. Name of 1<sup>st</sup> Client (organization)**

- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client (organization).....
  - iv) Telephone No. of Client.....
  - v) Value of Contract.....
  - vi) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract, recommendation letters etc)

**2. Name of 2<sup>nd</sup> Client (organization)**

- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of contact person at the client (organization).....
  - iv) Telephone No. of Client.....
  - v) Value of Contract.....
  - vi) Duration of Contract (date).....
- (Attach documental evidence of existence of contract, recommendation letters etc)

**3. Names of 3<sup>rd</sup> Client (organization)**

- i) Name of Client (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client (organization).....
  - iv) Telephone No. of Client.....
  - v) Value of Contract .....
  - vi) Duration of Contract (date).....
- (Attach documental evidence of existence of contract, recommendation letters etc)

**Names of 4<sup>th</sup> Client (organization) i) Name of Client**

- (organization).....
  - ii) Address of Client (organization).....
  - iii) Name of Contact Person at the client (organization).....
  - iv) Telephone No. of Client.....
  - v) Value of Contract .....
  - vi) Duration of Contract (date).....
- (Attach documental evidence of existence of contract, recommendation letters etc)

**FORM 3: FINANCIAL POSITION**

**Firms Financial Capability**

1. Name of Banker \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

2. Financial Information

i. Total Assets \_\_\_\_\_

ii. Current Assets \_\_\_\_\_

iii. Total liabilities\_\_

iv. Current liabilities \_\_\_\_\_

3. Attach Audited Accounts for the last 3 years (2016, 2017 & 2018)

4. Terms of Payment (maximum credit period)\_\_\_\_\_

**Contact Person (s)**

**NAME**

**DESIGNATION**

1.	_____
_____	
2.	_____
_____	
3.	_____
_____	

**Other Important pre-requisites**

i. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

ii) Do you have any contingent liabilities arising from tax, court decree or other sources?

YES/NO \_\_\_\_\_

**FORM 4: INTEGRITY DECLARATION**

*(Sections 62 of the PPAD Act, 2015)*

I/We/Messrs.....of.....  
.....Street/avenue, .....Building,  
P. O. Box..... Code.....,of ..... (town),  
.....

(Nationality),.....Phone .....  
E-mail..... declare that Public Procurement is based  
on a free and fair competitive tendering process which should not be open to  
abuse.

I/We.....  
declare that I/We will not offer or facilitate, directly or indirectly, any inducement  
or reward to any public officer, their relations or business associates, in  
connection with

Tender name: .....Tender  
No.....

For/or in the subsequent performance of the contract if I/We am/are successful.

Dated this .....day of..... 20.....

Authorized Signature.....

Official Stamp .....

Name and Title of Signatory

.....

**FORM 5: LIGATION HISTORY**

Provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Awarded For or Against	Name of Client Cause of Litigation and Matter in Dispute	Disputed Amount (Current Value, Kshs. Equivalent)

Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

**FORM 6: NON-DEBARMENT STATEMENT FORM**

I/We/Messrs.....  
of.....  
Street/avenue,.....Building,.....  
P. O. Box.....Code  
.....of.....(town),  
.....(Nationality), .....Phone: .....  
E-mail.....

Declare that I/We/Messrs..... are not  
debarred from participating in public procurement by the Public Procurement  
Regulatory Authority pursuant to section 41 of the Public Procurement and Asset  
Disposal Act, 2015.

Dated this..... day of.....20.....

Authorized Signature.....Official Stamp.....

Name and Title of  
Signatory.....

**FORM 7: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**1. Business Details**

**A. Statutory Requirements and Contacts**

1. Business Name: \_\_\_\_\_

2. Type of Business: \_\_\_\_\_

3. Certificate of Registration /Incorporation No. \_\_\_\_\_

4. VAT Registration No. \_\_\_\_\_

5. Tax Compliance Certificate No. \_\_\_\_\_

6. Current Business/ Practice License No: \_\_\_\_\_

7. Physical Address: \_\_\_\_\_

8. Postal Address:

9. Telephone: Landline: Mobile \_\_\_\_\_

10. Fax: \_\_\_\_\_

11. E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**B. Sole Proprietor: Name-----**

*Nationality*) \_\_\_\_\_

### C. Partnership

Names and Details of Partners:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### D. Limited Companies

Names and Details of Directors:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Share Capital:** Authorized -Kshs. \_\_\_\_\_

Issued and Paid: Kshs. \_\_\_\_\_



**FORM 8: DECLARATION**

I/ We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled here in will be used as grounds for removal from or termination of the qualification process.

**NAME** \_\_\_\_\_

**DESIGNATION** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE AND STAMP** \_\_\_\_\_

“End”