



**KENYA NATIONAL BUREAU OF STATISTICS  
P.O.BOX 30266-00100  
NAIROBI**

**TENDER NO.KNBS/RFP/27/2019-2020**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**REVAMPING AND RE-DESIGNING KNBS INTRANET**

**RESERVATION FOR SPECIAL GROUPS~(WOMEN,  
YOUTH AND PERSONS WITH DISABILITY~PWDs)**

**CLOSING DATE: 16<sup>TH</sup> JUNE, 2020 AT 10:00AM**

**Issued by the Public Procurement Oversight Authority**

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**SECTION I ~ LETTER OF INVITATION**

**TENDER REF: NO. KNBS/RFP/27/2019 -2020**

**DATE: 2<sup>ND</sup> JUNE, 2020**

**TENDER NAME REVAMPING AND RE-DESIGNING KNBS INTRANET**

1.1 The Kenya National Bureau of Statistics invites technical and financial proposals for the above services of Revamping and re-designing of KNBS Intranet. The scope includes:

- ✓ Re-designing the new interface, producing customized icons, images and animations, scripting, uploading and transfer of files, testing and debugging, providing user's documentation, and training of Key internal staff for maintenance.
- ✓ The developer will provide a mobile app for smart phones and gadgets.

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

- Section I ~ Letter of invitation
- Section II ~ Information to service providers  
Appendix to Service provider's information
- Section III ~ Terms of Reference
- Section IV ~ Technical proposals
- Section V ~ Financial proposal

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

**SENIOR MANAGER, PROCUREMENT**  
**FOR: KENYA NATIONAL BUREAU OF STATISTICS**

**SECTION II ~ INFORMATION TO SERVICE PROVIDERS**

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## SECTION II ~ INFORMATION TO SERVICE PROVIDERS

### 2.1 Introduction

- 2.1.1 The Kenya National Bureau of Statistics will select a service provider among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The service providers are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees, will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the service providers. In such a case the highest ranked Service provider in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected Service provider.
- 2.1.4 The service providers must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, service providers are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the Service provider to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

## **2.2 Clarification and amendment to the RFP documents**

- 2.2.1 Service providers may request clarification of any of the RFP documents not later than three (3) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post or email 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 Service providers invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason; either at its own initiative or in response to a clarification requested by an intended Service provider amend the RFP. Any amendment shall be issued in writing or email to all invited Service providers and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.
- 2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 3 days prior to the deadline for submission of tenders.
- 2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **2.3 Preparation of proposals**

- 2.3.1 The Service provider's proposal shall be written in English language.
- 2.3.2 In preparing the Technical proposal, the Service providers are expected to examine the documents consisting the 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, the Service provider must give particulars attention to the following:-
- (a) If a Service provider considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other service individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. Service provider will not propose other Service providers

invited to submit proposals for the assignment. Any Service provider in contravention of this requirement shall automatically be disqualified.

- (b) For all the staff who will be involved in the exercise of the proposals to service provider must indicate their responsibility in the assignment and also the staff time as necessary.
- (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- (a) The Service providers CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the Service provider's involvement.
- (b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- (c) A description of the methodology and work plan for performing the proposed assignment.
- (d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the financial proposal and shall not include any financial information.

## 2.4 Financial proposal

2.4.1 In preparing the financial proposal, the Service providers are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 120 days after the submission date. During this period the Service provider is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the service providers who do not agree, have the right not to extend the validity of their proposals.

2.4.5 The financial proposal must comply with the law governing the profession of the service provider.

## 2.5 Submission, Receipt and opening of proposals

2.5.1 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Service providers. Any such corrections must be initialed by the Service provider.

2.5.2 For each proposal the Service provider shall prepare the proposals in the number of copies indicated in the special conditions of contract. 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 duly marked “**FINANCIAL PROPOSAL**”. Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to service providers and clearly marked “**DO NOT OPEN before 16<sup>th</sup> June, 2020 at 10:00am**”

2.5.4 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to service providers. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the Service provider unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the Service provider submitting the proposals.

2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the Service provider’s number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.



## 2.6 Evaluation of the Proposal (General)

2.6.1 From the time the proposals are opened to the time of the contract award, if any Service provider wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to service providers. Any effort by Service provider to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the Service provider proposal.

2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

## 2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

NO	CRITERIA	POINTS
1	Experience of the firm in similar assignments	40
2	Technical Approach	30
3	Qualifications and competence of key staff	30
	<b>TOTAL POINTS</b>	<b>100</b>

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non-responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a technical score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the Service provider unopened.

## 2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the Service providers whose proposal did not meet the minimum technical score or were declared non-responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the service providers who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the Service providers who choose to attend the opening. The name of the Service provider, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:-

$$Sf = 100 \times fm/f \text{ where}$$

Sf is the financial score

Fm is the lowest fees quoted and

F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 20 Points

2.8.4 The Service providers proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to service providers. Unless otherwise stated in the appendix to the instructions to service providers the formula for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The Service provider achieving the highest combined technical and financial score will be invited for negotiations.

## **2.9 Negotiations**

2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to service providers. The purpose of the negotiations is for the procuring entity and the Service provider to reach agreements on all points regarding the assignment and sign a contract.

2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the Service provider to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.

2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the Service provider whose proposal achieved the second highest score to negotiate a contract.

## **2.10 Award of Contract**

2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other Service providers that they were unsuccessful and return the financial proposals of the Service providers who did not pass technical evaluation.

2.10.2 The selected Service provider is expected to commence the assignment on the date indicated in the appendix to the information to service providers or any other date agreed with the procuring entity.

## **2.11 Confidentiality**

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the Service providers who submitted the proposal or to other persons not officially concerned with the

process, until the winning Service provider has been notified that he/she has been awarded the contract.

#### **APPENDIX TO INFORMATION TO SERVICE PROVIDERS**

The following information for procurement of consultancy services and selection of service providers shall complement or amend the provisions of the information to service providers, wherever there is a conflict between the provisions of the

information to service providers and the provisions of the terms of reference, the provisions of the appendix herein shall prevail over those of the information to service providers.

### Clause Reference

2.1 The name of the client is: **Kenya National Bureau of Statistics**

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

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

The name, objectives, and description of the assignment are:

Name of the assignment: **Revamping and Re-designing of KNBS intranet**

The objective of the consulting assignment is to assist the Bureau:

- ✓ In Provision of **Revamping and Re-designing of the KNBS intranet as per the Terms of Reference**

Description of the Assignment: ~ Refer Terms of Reference

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

However, Service providers are allowed to seek clarifications on RFP-see 2.6.1

2.1.4 The Kenya National Bureau of Statistics will provide the following input: All data statistics and information required for the assignment to the successful bidder

2.1.5 (i) The estimated number of professional staff months required for the assignment is;- Refer to Terms of Reference and Evaluation criteria

(ii) The minimum required experience of proposed professional staff is:  
~ Refer to Terms of Reference and Evaluation criteria

2.1.6 (i) Training is a specific component of this assignment: **Yes.**

(ii) Additional information in the Technical Proposal includes: **None**

2.1.7 Taxes [Specify firm's liability: nature, sources of information]: the service provider shall be responsible for payment of all applicable taxes

2.1.8 Service providers must submit an original and a copy of each proposal.

2.1.9 The proposal submission address is:

**The Director General  
Kenya National Bureau of Statistics  
P.O Box 30266-00100  
NAIROBI**

Information on the outer envelope should also include: **“Revamping and Redesigning”, Do not open before 16<sup>th</sup> June, 2020 at 10.00 am”**

2.1.10 Proposals must be submitted no later than the following date and time: on or before **16<sup>th</sup> June, 2020 at 10.00 a.m.**

2.1.11 The KNBS Officials to be contacted for additional information or Clarifications is the Ag. Senior Manager, Procurement of email address: [procurement@knbs.or.ke](mailto:procurement@knbs.or.ke)

2.1.12 The minimum technical score required to pass: 80%

2.1.13 The weights given to the Technical and Financial Proposals are:

T=80%

P=20%

2.9.2 The assignment is expected to commence in August/September, 2020 at KNBS Real Towers.

### SECTION III ~ TECHNICAL PROPOSAL

#### Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the service provider is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the service providers own risk and may result in rejection of the service provider'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 service providers or the Special Conditions of contract. **Financial proposal should be submitted separately in a different envelop.**
- 4 Before proceeding to the financial proposal the service provider should have scored 80% and above based on the technical evaluation criteria set.

The technical proposal shall be prepared and submitted by the service provider.

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the service provider including Curriculum vitae (CV)
- (c) Comments and suggestions of the service provider on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Proposed staff to undertake the assignment
- (f) Consultancy services activities times' schedule.

*(To be prepared by the service provider as appropriate)*

## EVALUATION CRITERIA

The weight for the technical proposal is 80%. The evaluation of the proposals will be done based on the criteria set out in Table 1 below.

## Evaluation Criteria

### STAGE 1. MANDATORY REQUIREMENTS

- a) Provide a valid Tax Compliance Certificates from Kenya Revenue Authority (KRA)
- b) Provide a Trade license and/or Single Business permit/Unified Business Permit for 2020 issued by relevant government agency that should be certified by commissioner of oaths and /or Advocate.
- c) Provide Certificate of Incorporation/Registration Certificate certified by commissioner of oaths/Advocate
- d) Provide Bank statement for the last 6 (six) months certified by the issuing bank.
- e) Submit a Signed Declaration statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA).
- f) Submit a Signed Declaration statement that you will not be involved in corrupt or fraudulent practices.
- g) Duly, Filled, Signed and stamped Confidential Business Questionnaire.
- h) Provide **ONE ORIGINAL** and **ONE COPY** of tender document **properly bound and paginated/serialized/numbered** in a **sequential** manner on all pages and all attachments. **All pages of the tender shall be initialed by the person or persons signing the tender.**

**NB: Please note that all the above requirements shall be treated as Mandatory and will form part of the Tender Responsiveness. Only bidders who meet the above shall proceed to the technical evaluation stage for further evaluation.**

### STAGE 2: TECHNICAL EVALUATION CRITERIA

#### TECHNICAL REQUIREMENTS

NO.	CRITERIA	POINTS	TOTAL
1	Specific experience of the organization in similar assignments		40
a	A minimum of five (5) years' experience.	5	
b	Provide five (5) recommendation letters from reputable organizations/clients on similar assignment.	10	



NO.	CRITERIA	POINTS	TOTAL
c	Provide evidence of undertaking at least five (5) related assignments in the last five (5) years. Provide recent LSOs/Contract Documents as evidence.	10	
d	Provide manufacturers authorization for an existing electronic document management system	15	
<b>2</b>	<b>Technical approach</b>		<b>30</b>
<b>2.1</b>	<b>Methodology</b>		
a	Demonstration of clear understanding of the Terms of reference	10	
b	Detailed Methodology and Technical proposal	10	
<b>2.2</b>	<b>Detailed Work Plan to guide the undertaking of the assignment</b>	10	
<b>3</b>	<b>Qualification and competence of key staff</b>		<b>30</b>
<b>3.1</b>	<b>Team leader</b>	12	
a	A Bachelor's Degree in Computer Sciences from a recognized university or equivalent.		5
b	At least five (5) years working experience in intranet design with thorough knowledge of intranet development tools.		5
c	At least 3 years in implementing integrated solutions.		2
<b>3.2</b>	<b>Technical Expert</b>	10	
a	Degree/Higher Diploma in Computer Sciences/Information technology or equivalent from a recognized university/institution.		5
b	Minimum of three (3) years' working experience in in software development and maintenance of interactive intranet.		3
c	At least 3 years in implementing integrated solutions.		2
<b>3.3</b>	<b>Technical Expert Assistant</b>	8	
a	Higher Diploma/Certificate in Internet Design/Information technology from a recognized institution.		6

NO.	CRITERIA	POINTS	TOTAL
b	At least three (3) years working experience in installation, implementation and maintenance of interactive intranet.		2
	<b>TOTAL</b>		<b>100</b>

SECTION III - TECHNICAL PROPOSAL

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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.

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:	Clients contact person for the assignment.
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):
Name of Associated Service providers. If any providers:	Approx. Value of Services (Kshs) No of Months of Professional Staff provided by Associated Service
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:	

Firm's Name: \_\_\_\_\_

Name and title of signatory; \_\_\_\_\_

*(May be amended as necessary)*

**3. COMMENTS AND SUGGESTIONS OF SERVICE PROVIDERS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE 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.

1. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT

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## 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**

Weeks (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	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

*[1<sup>st</sup>, 2<sup>nd</sup>, etc, are weeks from the start of assignment)*

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	
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 the weight for financial proposal is 20%

- 4.1 The Financial proposal prepared by the service provider 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 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
- 4.4 The financial proposal shall be prepared and submitted by the service providers. It shall contain the following.
  - (a) Submission letter indicating total fees per Phase
  - (b) Summary of costs
  - (c) Breakdown of fees per activity
  - (d) Breakdown of reimbursable costs/expenses per activity
  - (e) Miscellaneous expenses

*(to be prepared by the service provider as appropriate)*

## SECTION V ~ STANDARD FORMS

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### 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		
<b>Total Amount of Financial Proposal</b>		<hr/>

**3. BREAKDOWN OF PRICE PER ACTIVITY**



Activity No.: _____	Description: _____
<b>Price Component</b>	<b>Amount(s)</b>
Remuneration	
Reimbursables	
Miscellaneous Expenses	
<b>Subtotal</b>	_____

**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)					
Service providers					
<b>Grand Total</b>					

**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			
	<b>Grand Total</b>				

## 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				
	<b>Grand Total</b>				

## SECTION VI: - TERMS OF REFERENCE

### 1. Introduction

The (KNBS) is a Government Agency established under the Statistics Act 2006 to collect, compile, analyze and disseminate socio-economic statistics needed for planning and policy formulation in Kenya.

The Statistics Act 2006 specifically mandates KNBS to:

- Be the principal agency of the government for collecting, analyzing and disseminating statistical data in Kenya
- Be the custodian of official statistics.
- Conduct the Population and Housing Census every ten years, and such other censuses and surveys as the Board may determine;
- Maintain a comprehensive and reliable national socio-economic database
- Establish standards and promote the use of best practices and methods in the production and dissemination of statistical information across the National Statistical System (NSS); and
- Plan, authorize, coordinate and supervise all official statistical programmes undertaken within the NSS.

The Bureau has an existing internal communication tool which helps members of staff to retrieve and access several KNBS documents. The platform is also meant to pass across important information to the staff. The platform which was introduced in 2016 needs to be revamped, to enable all staff to embrace and utilize it. It is for this reason that the Bureau intends to engage an experienced and reliable firm to redesign the KNBS intranet.

### 2. Purpose

To redesign and commission KNBS Intranet that meets the specified technical requirement (interactive, secure and responsive).

### 3. Scope

Re-designing the new interface, producing customized icons, images and animations, scripting, uploading and transfer of files, testing and debugging, providing user's documentation, and training of Key internal staff for maintenance.

The developer will provide a mobile app for smart phones and gadgets and provide manufacturers authorization for the current electronic document management system (EDMS).

#### **4. Duties and Responsibilities**

- 1) The contracted firm shall be responsible for revamping the Intranet to the requirements standard.
- 2) Redesigning the Intranet using WordPress taking into account Web 2.0 elements.
- 3) Integrate intranet with the existing electronic document management system
- 4) Interactive design: Show-case their best elements in delivering a best suited intranet design options.
- 5) Configure, implement and support the maintenance of the intranet.

#### **5. Capabilities of the Intranet:**

- i. Embedded discussion forum tied to a the organization knowledge base /mailing List
- ii. Create an Online library (e resource portal) with restrictions
- iii. Projects page, with “Restricted” sections for certain users
- iv. Restricted wiki sections for internal collaboration / sharing
- v. Photo album
- vi. RSS feeds
- vii. Advanced search engine
- viii. Content forwarding and commenting
- ix. Content archiving
- x. Administrator and user-level access
- xi. Other features as may be determined necessary by the organization
- xii. Provide a searchable directory of contacts for different departmental heads or project coordinators.

- xiii. Robust customer feedback mechanism
- xiv. Integrate with google analytics for performance monitoring.
- xv. Mobile app that can run on both android and ios

**The new Intranet must also meet the following compatibility requirements:**

- a) Site must be compatible with all the latest internet browsers (IE, Firefox, Chrome, Safari, etc.)
- b) Site must be built in accordance to the Web Content Accessibility Guidelines 2.0, provided by the W3C and should also be easily accessible to the novice as well as the experienced Internet user.
- c) The output will include a mobile app that can run on both android and ios
- d) The intranet must be integrated with the existing email system (Google app for email)

## **6. Training**

The provider is expected to train key organization staff on the maintaining, updating and securing the new Intranet.

## **7. Project Duration**

The project period not exceeding 60 days.

## **8. Expertize**

### **a) Team leader**

Should have a degree in Computer Sciences with over eight (8) years working experience. Thorough knowledge of Intranet development tools.

### **b) Technical Expert**

Should have a degree in computer science/ Information Technology with over 5 years working experience in software development and, maintenance of interactive Intranet at least 3 years in implementing integrated solutions.

**c) Technical Expert Assistant**

Should have a Degree or Higher Diploma in Intranet design or Information Technology with over three 3 years working experience installation, implementation and maintenance interactive Intranet.

**9. Maintenance**

The contracted firm shall maintain the intranet for a period three (3) years and the contract will be renewed annually, subject to meeting the required standards.

Complete RFP documents submitted in two copies “ORIGINAL” and “COPY” and placed in plain sealed envelopes clearly marked the tender reference and name should be addressed to: -

**The Director General  
Kenya National Bureau of Statistics  
P. O. Box 30266-00100  
NAIROBI**

The RFP document should be deposited in the Tender Box situated at 13<sup>th</sup> Floor, Real Towers, Upperhill and to be received **on or before 16<sup>th</sup> June, 2020 at 10:00 a.m.** Bulky RFP documents which will not fit in the tender box shall be delivered and received at the Ag. Senior Manager, Procurement office, 5<sup>th</sup> Floor Real Towers, Upperhill.

RFP documents will be opened immediately thereafter in the presence of the bidders’ representatives who choose to attend the opening at the KNBS Board room- Real Towers, 13<sup>th</sup> Floor.

Canvassing will lead to automatic disqualification.

**AG. SENIOR MANAGER, PROCUREMENT  
FOR: DIRECTOR GENERAL**



**SECTION VII - CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You 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.

***Part 1 - General:***

Business Name.....

Location of business premises.....

Plot No. ....Street/Road .....

Postal Address.....Tel No. ....

Nature of business.....

Current Trade License No. ....Expiring date .....

Maximum value of business which you can handle at any one time:

Kshs.....

Name of your bankers .....

Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO

**Part 2(a) - Sole Proprietor:**

Your name in full.....

Age.....

Nationality .....Country of origin .....

\*Citizenship details .....

**Part 2(b) - Partnership:**

Give details of partners as follows:

Name	Nationality	Citizenship Details*	Shares
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1.....			
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2.....			
--------	--	--	--

3.....

**Part 2(c) - Registered Company:**

Private or public .....

State the nominal and issued capital of the company-

Nominal Kshs. ....

Issued Kshs. ....

Give details of all directors as follows:

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

Date Signature of Bidder

*\*Attach proof of citizenship (Certified Copy of National ID or Passport) (Compulsory)*

*\*\* Indicate by birth, registration or naturalization (Compulsory)*

*\*\*\* Attach certified copy of Recent Form CR12 (Compulsory)*

**Part 3- Interest in the Firm:**

Is there any person / **Kenya National Bureau of Statistics** who has interest in this firm?

Yes****	
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No****	
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.....

Date Signature of Bidder

*\*\*\*\* Tick (✓) to agree as necessary (Compulsory)*