



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

TENDER NO.KNBS/RFP/20/2018-2019

REQUEST FOR PROPOSALS (RFP)

FOR

**PROVISION OF CONSULTANCY SERVICES
FOR THE PRODUCTION OF A KNBS
DOCUMENTARY**

CLOSING DATE: 28TH MAY, 2019

Issued by the Public Procurement Oversight Authority: January, 2007

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SECTION I - LETTER OF INVITATION

TENDER REF: NO. KNBS/RFP/20/2018 -2019

DATE: 14TH MAY, 2019

TENDER NAME PROVISION OF CONSULTANCY SERVICES FOR THE PRODUCTION OF A KNBS DOCUMENTARY

- 1.1 The Kenya National Bureau of Statistics (KNBS) invites technical and financial proposals for the above consultancy services to assist in the production and development of a KNBS documentary.
- 1.2 The Consultant shall produce the 45 minutes KNBS documentary programmes with special focus on mandate, functions, products, featuring best approaches, best practices, achievements and real impacts in the project areas within 45 days after signing the contract/receipt of LSO. The Expected Output/Deliverable Include but not limited to performing the following among others:-
 - a) Meeting with stakeholders in Nairobi and in the field to collect and record data;
 - b) Submit a storyboard and script for the documentary to KNBS for approval before filming;
 - c) Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
 - d) Present a complete 45 minutes documentary and hand over 2 master copies of each version to KNBS, and two extra copies with the extra footage for future usage.
- 1.3 The request for proposals (RFP) includes the following documents:

Section I	~	Letter of invitation
Section II	~	Information to service provider
		Appendix to Service provider information
Section III	~	Technical proposals
Section IV	~	Financial proposal
Section V	~	Terms of Reference
- 1.4 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

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

SECTION II - INFORMATION TO SERVICE PROVIDER

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SECTION II - INFORMATION TO SERVICE PROVIDER

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 provider. 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 provider 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 provider 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 provider 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 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. A service provider will not propose other service provider 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 consultant 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 provider 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 provider 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 provider 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 consultant.

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 provider. 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 provider and clearly marked “**DO NOT OPEN before 28th May, 2019 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 provider. 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 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 provider. Any effort by the 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	TOTAL
1	Specific experience of the firm in similar assignments		30
2	Technical approach		25
	Methodology		
	a) Demonstration of clear understanding of the Terms of reference	12	
	b) Detailed Work Plan to guide the undertaking of the assignment.	13	
3	Qualification and competence of key staff		45
	TOTAL		100

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 provider 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 provider 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 provider 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 provider 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 provider. Unless otherwise stated in the appendix to the instructions to service provider 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 provider. 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 provider that they were unsuccessful and return the financial proposals of the service provider 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 provider 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 provider 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 PROVIDER

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

Clause Reference

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

2.1.1 (a) Tenderers Eligibility: ~ **Open to interested eligible tenderers.**

(b) 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: **Provision Consultancy Services for the Production of KNBS Documentary.**

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

“To produce a 45 Minutes KNBS documentary programmes with special focus on mandate, functions, products, featuring best approaches, best practices, achievements and real impacts in the project areas

Description of the Assignment: ~ **Refer Terms of Reference**

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

However, Service provider 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:

(i) All relevant documents 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: **No**
- (ii) Additional information in the Technical Proposal includes: Refer to the **Terms of Reference**
- 2.1.7 Taxes [Specify firm's liability: nature, sources of information]: the consultant shall be responsible for payment of all applicable taxes
- 2.1.8 Service provider 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: **Request for Proposal No. RFP/20/2018-2019 "Provision of Consultancy Services for the Development of KNBS Documentary", Do not open before 28th May, 2019 at 10.00 am"**
- 2.1.10 Proposals must be submitted not later than the following date and time: on or before **28th May, 2019 at 10.00 a.m.**
- 2.1.11 The KNBS Officials to be contacted for additional information or Clarifications is the Head of Procurement of email address: 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%
- 2.1.14 The assignment is expected to commence in June/July, 2019 at KNBS Herufi House

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 service provider 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 service provider or the Special Conditions of contract.

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

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant 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 consultant as appropriate)

- 3.4 Before proceeding to the technical proposal the following mandatory requirements have to be met: -

STAGE 1: PRELIMINARY/MANDATORY REQUIREMENTS

No	Requirements	REMARKS (Y/N)
1	Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA)	
2	Certificate of Incorporation/Registration Certificate certified by commissioner of oaths/Advocate	

No	Requirements	REMARKS (Y/N)
3	Trade license and/or Single Business permit/Unified Business Permit for 2019 issued by relevant government agency that should be certified by commissioner of oaths and /or Advocate.	
4	Attach Valid Copies of Financial Audited statements for the last 3 years i.e. 2016, 2017 and 2018. The Financial Audited statements MUST bear the name and Practicing License/Certificate Number of auditors.	
5	Submit a Signed Declaration statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA).	
6	Submit a Signed Declaration statement that you will not be involved in corrupt or fraudulent practices.	
7	Duly, Filled, Signed and stamped Confidential Business Questionnaire.	
8	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.	
	OVERALL REMARKS	

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.

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 the below Table.

TECHNICAL EVALUATION

The Point's breakdown is as indicated below:-

For functionality, the following criteria will be applicable and the maximum value of each criterion is indicated as below:-

NO.	CRITERIA	POINTS	TOTAL
1	Specific experience of the firm in similar assignments		30
	a) A minimum of ten (10) years' experience in communication/public relations/media relations.	5	

NO.	CRITERIA	POINTS	TOTAL
	b) Provide five (5) recommendation letters from reputable organizations/clients. (commissioner of oaths/Advocate)	5	
	c) Provide evidence of undertaking at least five (5) related assignments in the last five (5) years. <i>Provide recent LSOs/Contract Documents as evidence</i> (commissioner of oaths/Advocate.)	15	
	d) Excellent technical capacities (state of art filming equipment preferably High Definition). <i>Provide a list of equipment's to facilitate the production</i>	5	
2	Technical approach		25
	Methodology		
	c) Demonstration of clear understanding of the Terms of reference	12	
	d) Detailed Work Plan to guide the undertaking of the assignment.	13	
3	Qualification and competence of key staff		45
3.1	Lead Consultant	13	
	a) A minimum qualification of a master's degree in mass communication/ Corporate Communication/ Journalism/ Public Relations or any other related discipline from a recognized university. <i>Provide evidence i.e. attach copies of Certificates (certified by commissioner of oaths/Advocate).</i>		7
	b) At least five (10) years' experience in Media Production. <i>Provide evidence i.e. attach a copy of CV.</i>		5
	c) Member of a relevant professional body (provide evidence)		1
3.2	Creative Member	11	
	a) Degree in Mass Communication/ Journalism/Graphic Design/ Public Relations or relevant qualifications from a recognized university. <i>Provide evidence i.e. attach copies of Certificates</i>		6

NO.	CRITERIA	POINTS	TOTAL
	b) At least five (5) years' experience in Communication/ Public Relations/ Graphic Design/ Media Relations or Journalism. <i>Provide evidence i.e. attach a copy of CV.</i>		4
	c) Member of a relevant professional body (provide evidence)		1
3.3	Camera Person	11	
	a) Diploma in Mass Communication /Journalism/Graphic Design/ Public Relations or relevant qualifications from a recognized university. <i>Provide evidence i.e. attach copies of Certificates (certified by commissioner of oaths/Advocate)</i>		6
	b) At least three (3) years' experience in Communication/ Public Relations/ Graphic Design/ Media Relations or Journalism. <i>Provide evidence i.e. attach a copy of CV.</i>		4
	c) Member of a relevant professional body (provide evidence)		1
3.6	Team Members (2)	10	
	a) Diploma in Mass Communication/Graphic design/ Public Relations or Journalism or relevant qualifications from a recognized institution. <i>Provide evidence i.e. attach copies of Certificates (certified by commissioner of oaths/Advocate)</i>		5
	b) Minimum of three (3) years' experience in Communication, Public Relations, Graphic Design, Media Relations or Journalism. <i>Provide evidence i.e. attach a copy of CV</i>		5
	TOTAL		100

PROJECT DURATION

The project period not exceeding 45 days.

Note: The pass mark for technical evaluation **shall be 80%**. Vendors must meet or exceed the specifications to proceed to the next stage (financial evaluation)

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 Ten 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):	Approx. Value of Services (Kshs)
Name of Associated Service provider. If any: No of Months of Professional Staff provided by Associated Service provider:	
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 PROVIDER 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.

4. 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

Days (in the Form of a Bar Chart)

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

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 days from the start of assignment)

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	
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 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 down 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 where applicable
- 4.4 The financial proposal shall be prepared and submitted by the service provider. It shall contain the following.
 - (a) Submission letter indicating total fees
 - (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 consultant 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)-Kshs	Amount(s)- Kshs
Production of a 45 minutes KNBS documentary		
Subtotal		<hr/>
Taxes		
Total Amount of Financial Proposal		

3. BREAKDOWN OF REMUNERATION PER ACTIVITY
(Indicate where applicable as appropriate)

Activity No. _____				
Name: _____				
Names Amount	Position	Input (Staff months, days or hours as appropriate.)	Remuneration Rate	
Regular staff				
(i)				
(ii)				
Service provider				
Grand Total				

4. MISCELLANEOUS EXPENSES (*Indicate where Applicable as appropriate*)

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Production of a 45 minutes KNBS documentary				
	Grand Total				

SECTION VI: - TERMS OF REFERENCE FOR PRODUCTION OF A DOCUMENTARY

Introduction

The Kenya National Bureau of Statistics (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 Constitution of Kenya, 2010 (Fourth Schedule part 1 item 11) also gives mandate to the Bureau to collect National statistics and data on population, the economy and the society in general.

KNBS would like to engage a potential bidder with good technical capability and reasonable value for money for provision of a 45 minutes documentary for the Bureau.

OVERALL OBJECTIVE OF THE PROJECT

The overall objective of the assignment is to produce:

- 45 Minutes KNBS Documentary programmes with a special focus on mandate, functions, Products, featuring best approaches, best practices, achievements and real impacts in the project areas

SPECIFIC TASKS FOR THE CONSULTANCY FIRM

Under the direct supervision of the Communication Manager through the Director Corporate Services, the Consultancy firm will be required to;-

- Develop the documentary film's overall concepts and scenario.
- Interview selected interviewees for the documentary who will include Directors, DG and the Board Chairman
- Develop the documentary scripts and storyboards to be used in the film.
- Perform appropriate video filming and shoot interviews with stakeholders.
- Present draft documentary to KNBS for comments about contents, before a final version is done.

OUTPUT /DELIVERABLES

1. Meeting with stakeholders in Nairobi and in the field to collect and record data;
2. Submit a storyboard and script for the documentary to KNBS for approval before filming;
3. Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
4. Present a complete 45 minutes documentary and hand over 2 master copies of each version to KNBS, and two extra copies with the extra footage for future usage.

REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANCY FIRM

The consultancy firm will be required to have;-

- 10 years and above of experience working in similar field.
- Extensive experience in producing development work related documentaries with the aim of reaching both local and international audiences.
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high-quality production.
- Additional experience in development communication will be an added advantage.

DURATION OF THE ASSIGNMENT

The assignment is expected to take 45 working days from the date of signing the contract.

INTELLECTUAL PROPERTY

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the Consultancy firm may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the Client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable.

CONTRACTUAL ARRANGEMENTS AND SUPERVISION.

The Consultancy firm will be hired under KNBS terms of contract and supervised by the Communications Unit for the purpose of delivering the above outputs, within the agreed time frame.

The Consultancy firm will be required to spend 90 percent of the consultancy time at the project site in the focus areas of KNBS's work across the country.

KNBS as the Client shall provide necessary support to the Consultancy firm in order to execute the assignment during the duration of the consultancy. These shall include:

Access to relevant project documents necessary for execution of the duties under this consultancy.

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 Licence 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.....

NationalityCountry of origin

*Citizenship details

Part 2(b) - Partnership:

Give details of partners as follows:

Name	Nationality	Citizenship Details*	Shares
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- 1.....
- 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 (Copy of National ID or Passport certified by an Advocate/Commissioner of Oaths) (Compulsory)*

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

**** Attach a copy of Recent Form CR12 certified by an Advocate/Commissioner of Oaths (Compulsory)*

Part 3- Interest in the Firm:

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

Yes****	
---------	--

No****	
--------	--

.....

Date Signature of Bidder

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

SECTION VIII – DECLARATION FORM

Date _____

To

**The Director General,
Kenya Bureau of Statistics,
P.O. Box 30266– 00100
NAIROBI**

We (name and address)

_____ declare the following:

That we;

- a) Have not been debarred from participating in public procurement.
- b) Have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Name of Bidder

Signature

Date

(To be signed by authorized representative and officially stamped)