

READVERTISEMENT: TENDER FOR PROVISION OF CONSULTANCY SERVICES - REVIEW OF STAFF PROVIDENT FUND SCHEME POLICY DOCUMENTS

1. Introduction

The Nairobi Securities Exchange PLC and the Central Depository & Settlement Corporation jointly run the NSE & CDSC Staff Provident Fund Scheme (Scheme) which was commissioned with a view to catering for the retirement of the staff of the two respective institutions.

2. Scope of Work

The Scheme would like to engage the services of a suitable firm to provide legal review of the following under listed scheme documents:

- i. Code of Conduct Policy;
- ii. Trustee Election Policy;
- iii. Trustee Remuneration Policy; and
- iv. Member Communication Policy.

The scope will include, but not limited to, reviewing the policy documents to ensure full compliance with the Retirement Benefits Authority regulations and adoption of best practice.

To this end, we hereby invite suitably qualified firms to submit their proposals in respect of the review.

3. Requirements

The firm should submit the following to be considered for the assignment:

- i. ALL documents as per the “**KNOW YOUR CLIENT (KYC) REQUIREMENTS FOR THIRD PARTIES**” attached;
- ii. Technical capability proposal describing the proposed methodology and work plan for delivery of the assignment;
- iii. Financial proposal comprising the cost of undertaking the review and delivering revised policies;
- iv. Profiles of the key consultants for this assignment clearly stating their experience and responsibility in the assignment; and
- v. Any other relevant information.

4. Eligibility Criteria

The firm **MUST** be qualified with proven experience in drafting/ reviewing policies preferably of Retirement Schemes.

Key considerations:

- i. Area of consultation – preferably in Policy review, advisory and implementation;
- ii. Experience - 5 years and above; and
- iii. At least three (3) reference letters from clientele recently served.

5. Clarification of Documents

A prospective bidder requiring any clarification may send enquiries by e-mail to the following addresses: hr@nse.co.ke and hr@cdskenya.com and copy procurement@nse.co.ke and rfp@cdskenya.com.

The Board of Trustees' Secretary shall respond to any requests for clarification sought by bidders by adding an addendum on the Websites of both the NSE & CDSC to enable the bidder to make timely submission and for all prospective bidders to have a view of the same.

6. Quotation Price and Currency

Prices quoted by the bidders shall be fixed during the bid validity period and not subject to variation on any account. Any **adjusted price must be counter signed by an authorized person.**

The Price quoted shall be in the Kenya Shilling currency.

7. Validity of Bids

Bids shall remain valid for one hundred and fifty (150) days after date of bid closure.

8. Modifications and Withdrawals of Quotations

The bidder may modify or withdraw his/her bid after submission, provided that the modification, including substitution or withdrawal of the bid is received by the Scheme prior to the deadline prescribed for submission of bids.

No quotation may be modified after the deadline for submission of bids.

9. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the Scheme may, at its discretion ask the bidder for a clarification of its bid. No change in the prices or substance of the bid shall be sought, offered, or permitted. Any effort by the bidder to influence Trustees in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

10. Evaluation and Comparison of Bids

The Board of Trustees will examine the KYC - **MANDATORY** documents before evaluating the bids to determine whether they are complete and are generally in order. After examination, a bid that will be determined to be substantially non-responsive, will be rejected and will not be considered in the technical and financial evaluation.

11. Award Criteria

The Scheme will award the contract to the successful bidder who has all the KYC documents, whose bid has been determined to be substantially responsive and has been evaluated as the highest scorer.

12. Notification of Award

Prior to the expiration of the period of tender validity, the Scheme will notify the successful bidder that their bid has been accepted.

13. Contacting the Scheme

No bidder shall contact NSE and/or CDSC on any matter relating to its bid from the time of opening of quotations to the time the contract is awarded. Any effort by a bidder to influence the Scheme in its decisions on tender evaluation, tender comparison or contract award may result in the rejection of the bid.

The Scheme reserves the right to accept or reject any bid without giving reasons for such acceptance or rejection.

Please submit your quotation with the subject '**QUOTATION FOR REVIEW OF SPFS LISTED POLICIES**' on email to hr@nse.co.ke, hr@cdskenya.com with copies to procurement@nse.co.ke and rfp@cdskenya.com.

The Requests for Quotation should be submitted not later than 5.00 p.m. on **Wednesday 21 October 2020.**

KNOW YOUR CLIENT (KYC) REQUIREMENTS FOR THIRD PARTIES

SOLE PROPRIETOR	<ol style="list-style-type: none"> 1. Copy of Business Registration 2. Copy Business Permit 3. Individual KRAPIN 4. KRA Tax Compliance Certificate (to be provided annually) 5. Bank details 6. Copy of Utility Bill or Lease to confirm existence of the Business premises 7. Client list of ongoing assignment. Provide contracting document and/or reference letters. 8. Audited Financial Statements for the last 24 months
LIMITED LIABILITY COMPANY	<ol style="list-style-type: none"> 1. Copy of the certificate of incorporation 2. Copy Business Permit 3. KRA PIN certificate 4. KRA Tax Compliance Certificate (to be provided annually) 5. Copy of CR12 6. Bank details 7. Copy of Utility Bill or Lease to confirm existence of the Business premises 8. Client list of ongoing assignment. Provide contracting document and/or reference letters. 9. Audited Financial Statements for the last 24 months
PARTNERSHIPS	<ol style="list-style-type: none"> 1. Copy of Partnership Deed /OR Affidavit 2. Copy of Certificate of Registration 3. Copy of Business Permit 4. KRA PIN certificate 5. KRA Tax Compliance Certificate (to be provided annually) 6. Letter signed by all the partners (on company letter head) indicating mandates to transact business on behalf of the firm. 7. Copy of Utility Bill or Lease to confirm existence of the Business premises 8. Bank details. 9. Copy of Utility Bill or Lease to confirm existence of the Business premises 10. Client list of ongoing assignment. Provide contracting document and/or reference letters 11. Audited Financial Statements for the last 24 months