

# REPUBLIC OF KENYA

When replying please quote

ISILO COUNTY GOVERNMENT

P.O BOX 36 – 60300

ISILO.

REF.NO.ROE/01/AU2017/2018



Date 13<sup>th</sup> October, 2017

## SECTION A: - REQUEST FOR PROPOSAL FOR FINANCIAL AND HUMAN RESOURCE FORENSIC AUDIT CONSULTANCY SERVICES

### INVITATION TO TENDER

Isiolo county Government invites sealed request bid for proposal documents for Financial on financial and human resource Forensic Audit Consultancy Services.

Request for Proposal (RFP) documents should be submitted in plain sealed envelopes, clearly Marked **ICG/REOI/01/2017/2018 “Request for financial proposal for finance and human resource audit consultancy services”**. The RFP documents should be deposited in the county Government Tender Box situated at the treasury head office and addressed as below so as to reach on or before **19th October, 2017 at 10.30 am.**

**The County Secretary**

**Isiolo County Government**

**P. O. Box 36-60300**

RFP document should be submitted in two separate envelopes with completed original and copy Proposals clearly marked:

(i) Financial proposal for consultancy for Finance and Human resource Forensic audit

**Tenders will be opened immediately thereafter in the presence of bidders or representatives who may choose to attend at the county treasury head office.**

### Financial Evaluation

The financial evaluation will consist of a maximum of 50 points and these will be allocated using the following formulae:-

**Financial Score = 50 X Pm/P;**

Where:-

Pm: Lowest priced financial proposal

P: Total bid price of the bid under consideration.

Both technical and financial scores will be combined and the firm achieving the highest combined technical and financial score will be considered for award of the tender.

Note: Tenderers will be expected to quote in Ksh inclusive of all taxes in the following format:-

**Financial proposal for Finance and Human resource Forensic Audit Consultancy**

**Work Description Amount (Ksh)**

Consultancy Fees

Disbursements (if any)

**Total Ksh**

The Client shall simultaneously notify the consultants, who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and Stating that the opening ceremony is open to those consultants who choose to attend. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

The Financial Proposals shall be opened publicly in the presence of the consultants 'representatives who choose to attend. The name of the

Consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the Corresponding and correct any computational errors.

The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail

. Negotiations will be held at the same address as "address to send Information to the Client. The aim is to reach agreement on all points and sign a contract.

Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff , months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

Having selected the firm based on, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract based on the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

The negotiations will conclude with a review of the draft form of the

Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

The Contract will be awarded following negotiations.

**Contract** After negotiations are completed; the Client will promptly notify other Consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical Evaluation.

The selected firm is expected to commence the assignment immediately

### **Performance**

**Bond** The selected firm shall submit the Performance Bond in form of bank guarantee to the County on execution of the contract agreement and before commencement of services. The Performance Bond will remain valid for Thirty (30) days beyond the duration of this Agreement or any termination thereof and whose value shall be 5 % of the quoted tender Sum. The proceeds of the performance Bond shall be payable to county Government as compensation for any loss or damage resulting from failure by the firm to fulfill its obligations hereunder.

The Performance Bond shall be in the form of an On-Demand-Bank-Guarantee issued by a reputable Bank carrying on business within Kenya and acceptable to the county Government

The Performance Bond will be discharged by county and returned to the firm not later than Ninety (90) days following the expiry of this Agreement or earlier termination.

**Confidentiality** Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

**Delays /Penalties** The county will charge for damages on delays in completion of the project/services at a rate of Kenya shillings five thousand (Ksh 5,000.) per week upto a maximum of four weeks, after which the County shall terminate the contract

## **FINANCIAL PROPOSAL – STANDARD FORMS**

These forms shall include;-

- i) Financial Proposal submission form.
- ii) Summary of costs.
- iii) Breakdown of price per activity.
- iv) Breakdown of remuneration per activity.
- v) Reimbursable per activity.
- vi) Miscellaneous expenses.

### **(i). FINANCIAL PROPOSAL SUBMISSION FORM**

\_\_\_\_\_ [ Date]

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for financial and human resource forensic audit in accordance with your Request for EOI (\_\_\_\_\_) [Date] and our Proposal. Our attached Financial Proposal is for the sum of (\_\_\_\_\_) [Amount in words and figures] inclusive of the taxes.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

\_\_\_\_\_  
[Authorized Signature]

:

\_\_\_\_\_  
[Name and Title of Signatory]:

\_\_\_\_\_  
[Name of Firm]

\_\_\_\_\_  
[Address]

**(ii). SUMMARY OF COSTS**

Costs Currency (Ksh) Amount(s)

Subtotal

Taxes

Total Amount of Financial Proposal

**iii). BREAKDOWN OF PRICE PER ACTIVITY**

Activity NO.: \_\_\_\_\_

Description: \_\_\_\_\_

Price Component Amount(s)

Remuneration

Reimbursable

Miscellaneous Expenses

Subtotal

\_\_\_\_\_  
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**(iv). BREAKDOWN OF REMUNERATION PER ACTIVITY**

Activity No. \_\_\_\_\_

Name: \_\_\_\_\_

Names Position Input (Staff months, Remuneration Amount

Days or hours Rate as appropriate.)

Regular staff

(i)

(ii)

Consultants

Grand Total \_\_\_\_\_

**(v). REIMBURSABLE PER ACTIVITY**

Activity No: \_\_\_\_\_ Name: \_\_\_\_\_

No. Description Unit Quantity Unit Price Total  
Amount

1.

2.

3.

4.

Air travel

Road travel

Rail travel

Subsistence Allowance

Grand Total

Trip

Kms

Kms

Day

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**(Vi). MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

No.

1.

2.

3.

4.

Description

Communication costs \_\_\_\_\_

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(telephone, telegram, telex)

Drafting, reproduction of reports

Equipment: computers etc.

Grand Total

Unit Quantity Unit Price Total Amount