



# NATIONAL CEREALS AND PRODUCE BOARD

Leaders in Trade & Management of Agricultural Commodities

**APPLICATION NO. NCPB/AUCTIONEERS&DEBTORS/15/2022-2023 FOR  
REGISTRATION AND LISTING OF SUPPLIERS FOR DEBT COLLECTION AND  
AUCTIONEERING SERVICES FOR A PERIOD OF TWO YEARS.**

**ALL APPLICANTS ARE ADVISED TO READ CAREFULLY THIS APPLICATION  
DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID**

**APPLICATION DOCUMENT FOR REGISTRATION AND LISTING OF  
SUPPLIERS/SERVICE PROVIDERS FOR DEBT COLLECTION AND  
AUCTIONEERING SERVICES FOR A PERIOD OF TWO YEARS**

**SUBMISSION DEADLINE – TUESDAY 13<sup>TH</sup> DECEMBER, 2022 AT 12:00 NOON**

**NATIONAL CEREALS AND PRODUCE BOARD  
NYUMBA YA NAFKA  
MACHAKOS/ENTERPRISE ROADS  
INDUSTRIAL AREA  
P.O. BOX 30586  
NAIROBI**

**Telephone: +254-020-6536028, +254-723030399**

**Email: [supplies@ncpb.co.ke](mailto:supplies@ncpb.co.ke)**

**Website: [www.ncpb.co.ke](http://www.ncpb.co.ke)**

## INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: **REGISTRATION AND LISTING OF SUPPLIERS/SERVICE PROVIDERS FOR DEBT COLLECTION AND AUCTIONEERING SERVICES FOR A PERIOD OF TWO YEARS.**

Prequalification Reference No.: **NCPB/AUCTIONEERS/15/2022-2023**

1. The NATIONAL CEREALS AND PRODUCE BOARD intends to prequalify Suppliers/Service Providers for *debt collection and auctioneering services for a period of two years as per Prequalification Document.*
2. It is expected that the Invitation to Tender will be made in \_\_\_\_\_ [insert month and year]. Tendering will be conducted through open *national competitive tendering* procedure using a standardized tender document and will be open to all applicants who prequalify.
3. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours [ **0900 to 1500 hours**] at the **Procurement Services Department.**
4. A complete set of Prequalification Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fees of Kenya shillings **1,000.00** via **MPESA at the Cash Office of NCPB Head Office, by Reception Area.** Application documents obtained electronically will be free of charge.
5. Prequalification Document may be viewed and downloaded for free from the NCPB website ([www.ncpb.co.ke](http://www.ncpb.co.ke)) or the Government PPIP Portal([www.tenders.go.ke](http://www.tenders.go.ke)). Applicants who download the Prequalification Document must forward their particulars immediately to [supplies@ncpb.co.ke](mailto:supplies@ncpb.co.ke) or [ncpbsupplies@gmail.com](mailto:ncpbsupplies@gmail.com) to facilitate any further clarification or addendum.
6. The applicant shall chronologically serialize all pages of the application documents submitted.
7. Completed prequalification documents should be submitted in a sealed envelope clearly marked in Bold Letters: "NCPB/AUCTIONEERS/15/2022-2023 FOR REGISTRATION AND LISTING OF SUPPLIERS/SERVICE PROVIDERS FOR DEBT COLLECTION AND AUCTIONEERING SERVICES FOR A PERIOD OF TWO YEARS"  
Addressed to:-

**THE MANAGING DIRECTOR,  
NATIONAL CEREALS AND PRODUCE BOARD,  
NYUMBA YA NAFKA,  
MACHAKOS/ENTERPRISE ROADS,  
INDUSTRIAL AREA,  
P.O BOX 30586,  
NAIROBI.**

8. and physically deposited in the tender box situated in Nafaka House, Ground Floor, by the Reception Area, so as to be received on or before **13<sup>th</sup> December, 2022** at 12:00 noon. **Electronic applications will not be permitted /accepted.** Late applications shall be rejected.



**N.WASWA**

**FOR: MANAGING DIRECTOR**

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

**DATE**\_\_\_\_\_



## PART 1 PREQUALIFICATION PROCEDURE

### SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

#### A. General

##### 1. Scope of Application

1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Non-Consulting Services (**Terms of Reference**)).

2 **Source of Funds** to be specified in the PDS, if deemed necessary.

##### 3 Fraud and Corruption

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

##### 4 Collusive practices

4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

##### 5 Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may



not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

- 5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
  - a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
  - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at [www.ppra.go.ke](http://www.ppra.go.ke)
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can



establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

## **6 Eligibility**

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
  - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non-Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.
- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

## **B. Contents of the Prequalification Documents**

### **7 Sections of Prequalification Document**

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

#### **PART 1 - Prequalification Procedures**

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

#### **PART 2 - Works, Goods, or Non-Consulting Services Requirements**

- i) Section VII- Scope of Non-Consulting Services (**Terms of Reference**)



- 7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.
- 7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

## **8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting**

- 8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.
- 8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre-application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **PDS** before the submission date of applications.
- 8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.
- 8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the webpage identified **in the PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of an applicant.



## **9 Amendment of Prequalification Document**

- 9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.
- 9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the PDS.
- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

## **C. Preparation of Applications**

### **10 Cost of Applications**

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

### **11 Language of Application**

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

### **12 Documents Comprising the Application**

- 12.1 The Application shall comprise the following:
  - a. Application Submission Letter, in accordance with ITA 13.1;
  - b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
  - c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
  - d. Any other document required as specified in the PDS.
- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

### **13 Application Submission Letter**

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

### **14 Documents Establishing the Eligibility of the Applicant**





- 14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

## **15 Documents Establishing the Qualifications of the Applicant**

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
  - b Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its



application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
  - b. If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

## **16 Signing of the Application and Number of Copies**

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

## **D. Submission of Applications**

### **17 Sealing and Marking of Applications**

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a. Bear the name and address of the Applicant;
  - b. Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
  - c. Bear the specific identification of this prequalification process indicated in the PDS 1.1.
- 17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

### **18 Deadline for Submission of Applications**



**18.1** Applicants shall submit their Applications by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS**.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## **19 Late Applications**

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

## **20. Opening of Applications**

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants.

## **E. Procedures for Evaluation of Applications**

### **21 Confidentiality**

21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

### **22 Clarification of Applications**

22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.



## **23 Responsiveness of Applications**

- 23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

## **24 Margin of Preference**

- 24.1 Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

## **25 Nominated Subcontractors**

- 25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called "Nominated Subcontractors").
- 25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

## **F. Evaluation of Applications and Prequalification of Applicants**

### **26 Evaluation of Applications**

- 26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
- 26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
  - ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of its evaluation.
- Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender



may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

## **27 Procuring Entity's Right to Accept or Reject Applications**

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

## **28 Prequalification of Applicants**

28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.32 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

## **28 Invitation to Tender**

29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

## **29 Changes in Qualifications of Applicants**

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications



were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

### **31 Procurement Related Complaints and Administrative Review**

- 31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.
- 31.2 A request for administrative review shall be made in the form provided.



**SECTION II - PREQUALIFICATION DATA SHEET (PDS)**

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 1.1	<p>The Procuring Entity is: <b>NATIONAL CEREALS AND PRODUCE BOARD</b></p> <p>The identification of the Invitation for Prequalification is:  <b>NCPB/AUCTIONEERS/15/2022-2023 FOR REGISTRATION AND LISTING OF SUPPLIERS/SERVICE PROVIDERS FOR DEBT COLLECTION AND AUCTIONEERING SERVICES FOR A PERIOD OF TWO YEARS</b></p> <p>The particular type of contract is on <b>Non-Consulting Services</b></p> <p>The application is for <b>REGISTRATION AND LISTING OF SUPPLIERS/SERVICE PROVIDERS FOR DEBT COLLECTION AND AUCTIONEERING SERVICES FOR A PERIOD OF TWO YEARS</b></p> <p>Prequalification will be based on <b>individual contracts</b>.</p>
ITA 2	The Source of funds shall be <u>  <b>BUDGET</b>  </u>
ITA 5.2	Maximum number of members in the JV shall be: <u>  <b>ZERO</b>  </u>
<b>B. Contents of the Prequalification Document</b>	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is:            Attention: <b>Head of Procurement Services</b>            Address: <b>P.O BOX 30586 – 00100 Nairobi</b>            Floor/ Room number: <b>Ground floor, Room G54</b>            City:] <b>Nairobi</b>            Country: <b>Kenya</b>            Telephone: <b>020-6536028</b> or <b>0723 030 399</b>            Electronic mail address: <a href="mailto:supplies@ncpb.co.ke">supplies@ncpb.co.ke</a> , <a href="mailto:ncpbsupplies@gmail.com">ncpbsupplies@gmail.com</a></p>
ITA 8.2	<p>A pre-application meeting will <b>NOT</b> be held on            A pre-arranged Site visit will <b>NOT</b> be held</p>
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than <b>4 days before closing of the tender</b>
ITT 9.2	Addendum issued shall be published at the website <a href="http://www.ncpb.co.ke">www.ncpb.co.ke</a>
<b>C. Preparation of Applications</b>	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: [ <b>NONE</b> ]
ITA 15.2(b)	The source for determining exchange rates is [ <b>CENTRAL BANK OF KENYA</b> ]
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: [ <b>ONE</b> ]
<b>D. Submission of Applications</b>	
ITA 17.1	<p>The deadline for Application submission is:            Date: [<b>13<sup>TH</sup> DECEMBER 2022</b>]            Time: [<b>1200 NOON</b>]</p> <p>For Application submission purposes only, the Procuring Entity's address is:  <b>[NATIONAL CEREALS AND PRODUCE BOARD]</b>            Attention: [<b>HEAD OF PROCUREMENT SERVICES,</b>  <b>Floor/room No. GROUND FLOOR, G54</b>            Address: P.O BOX 30586-00100, NAIROBI, NYUMBA YA NAFKA            INDUSTRIAL AREA, ENTERPRISE/MACHAKOS RDs JUNCTION            Country: [<b>KENYA</b>]            Telephone: [<i>insert telephone number including country and city codes</i>]</p>

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
	Email address: <a href="mailto:supplies@ncpb.co.ke">supplies@ncpb.co.ke</a> or <a href="mailto:ncpbsupplies@gmail.com">ncpbsupplies@gmail.com</a> Applicants <b>“shall not”</b> have the option of submitting their Applications electronically.
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	The Procuring Entity <b>will not</b> accept late applications.
ITA 20.1	The opening of the Applications shall be at : Street Address: [ <b>National Cereals and Produce Boards, (NYUMBA YA NAFKA) P.O BOX 30586 – 00100 Nairobi located in Industrial area along Enterprise/Machakos road ]</b> Floor/Room number: [ <b>Gilfillian Hall, ground floor</b> ] City: [ <b>Nairobi</b> ] Country: [ <b>Kenya</b> ] Date: <b>13<sup>th</sup> December, 2022</b> Time: <b>12:00 noon</b>
<b>E. Procedures for Evaluation of Applications</b>	
ITA 24.1	A margin of preference <b>“shall not”</b> apply.
ITA 25.1	At this time the Procuring Entity <b>“does not intend”</b> to execute certain specific parts of the Works by sub-contractors selected in advance.
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are designated as follows: <b>N/A</b>
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to: For the attention: [ <b>MANAGING DIRECTOR</b> ] Title/position: <b>HEAD OF PROCUREMENT SERVICES</b> Procuring Entity: [ <b>NATIONAL CEREALS AND PRODUCE BOARD</b> ] Email address: <a href="mailto:supplies@ncpb.co.ke">supplies@ncpb.co.ke</a>  In summary, at this stage, a Procurement-related Complaint may challenge any of the following: the terms of the Prequalification Documents; and the Procuring Entity's decision not to prequalify an Applicant.



### SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

#### i) APPLICATION SUBMISSION CHECKLIST

Failure to submit any one of the items listed below shall be basis for disqualification.

NO	REQUIREMENT	SCORE
<b>a)</b>	<b>Debt Collectors</b>	
1.	Copy of Certificate of Incorporation/Registration	Yes/No
2.	Copy of Valid Tax Compliance Certificate from KRA	Yes/No
3.	Copy of current Business License from County government where business is located	Yes/No
4.	A copy of audited financial statements/accounts for the last two financial years i.e. 2020 and 2021	Yes/No
5.	Dully filled application submission letter	Yes/No
6.	Dully filled Applicant Information Form(Form ELI 1.1	Yes/No
<b>b)</b>	<b>Auctioneers</b>	
1.	Copy of Certificate of Incorporation/Registration	Yes/No
2.	Copy of Valid Tax Compliance Certificate from KRA	Yes/No
3.	Copy of current Business License from County government where business is located	Yes/No
4.	A copy of audited financial statements/accounts for the last two financial years i.e. 2020 and 2021	Yes/No
5.	Dully filled application submission letter	Yes/No
6.	Dully filled Applicant Information Form(Form ELI 1.1	Yes/No

**SECTION IV- APPLICATION FORMS**

**1. Application Submission Letter**

Date: .....[insert day, month, and year]

ITT No. and title: ..... [insert ITT number and title]

To: .....[insert full name of Procuring Entity] We, the undersigned, apply to be prequalified for the referenced ITT and declare that:

- a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: [insert the number and issuing date of each addendum].
- b) No conflict of interest: We have no conflict of interest in accordance with ITA 5.7;
- c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by the Procuring Entity based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;  
Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state- owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA5.9];

- f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts: ..... [Insert any of the key activities identified in Section III-4.2 (a)or(b) or 4.3(a) or (b) which the Procuring Entity has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]
- g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
[insert full name for ex	[insert street/ number/c.	[indicate reason]	[specify amount curren- exchange rate and KE SHILLING equivalent]
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application]

- (h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.
- (i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed.....[insert signature(s) of an authorized representative(s) of the Applicant]

Name .....[insert full name of person signing the Application]  
In the capacity of ..... [insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of: Applicant's Name..... [insert full name of Applicant or the name of the JV]

Address ..... [insert street number/town or city/country address]

Dated on .....[insert day number] day of [insert month], [insert year]

*[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]*

## 2. Form ELI -1.1 - Applicant Information Form

Date: ..... [insert day, month, year]

ITT No. and title: ..... [insert ITT number and title]

Page.....[insert page number] of [insert total number] pages

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing: Legal and financial autonomy Operation under commercial law Establishing that the Applicant is not under supervision of the Procuring Entity 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### 3. Form ELI-1.2 - Applicant's JV Information Form

*[The following form is additional to Form ELI-1.1., and shall be completed to provide information relating to each JV member (incase the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]*

Date: ..... *[insert day, month, year]*

ITT No. and title: ..... *[insert ITT number and title]*

Page.....*[insert page number]* of *[insert total number]* pages

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 5.6 <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Procuring Entity, in accordance with ITA 5.9. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

#### 4. Form FIN – 3.1 - Financial Situation and Performance

##### Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: ..... [insert full name]

Date: ..... [insert day, month, year]

Joint Venture Member Name: ..... [insert full name]

ITT No. and title: ..... [insert ITT number and title]

Page..... [insert page number] of [insert total number] pages

##### 1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>_[insert number] years, [insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

## 5.2 Sources of Finance

[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya shilling equivalent)
1		
2		
3		

## 5.3 Financial documents

The Applicant and its parties shall provide copies of financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
- b) Be independently audited or certified in accordance with local legislation.
- c) Be complete, including all notes to the financial statements.
- d) Correspond to accounting periods already completed and audited.

Attached are copies of financial statements<sup>1</sup> for the [number] years required above; and complying with the requirements

## PART 2 - NON - CONSULTING SERVICES REQUIREMENTS

### SECTION V - SCOPE OF NON-CONSULTING SERVICES REQUIRED

#### A. DEBT COLLECTION SERVICES

##### TERMS OF REFERENCE

##### 1.0 Scope of Work

1.1 The Service Provider shall be required to provide the following as Terms of Reference:

- 1.1.1 Tracing of all the handed over debtors
- 1.1.2 Locate the Debtors and information from the debtors to succeed in the recoveries
- 1.1.3 Obtain the Outstanding information from the Debtors where possible
- 1.1.4 Setting up and maintaining up the Debtors' files
- 1.1.5 Reporting on a monthly basis on the status of the various Debtors handed over for the Collection of Debts as well as the successful collection of the capital amount collected.
- 1.1.6 Provision of a service which is expedient, economical and feasible backed by experience, resources and appropriate technology
- 1.1.7 Negotiate and manage repayment plans
- 1.1.8 To conduct recovery services by collecting and recovering all outstanding monies by means of telephonic as well as written communication
- 1.1.9 To request the debtors to make payments by utilizing the payment mechanisms as stipulated in NCPB Debt Management policy.
- 1.1.10 To submit all relevant enquiries and requests obtained from the debtors in respect of the Debts outstanding
- 1.1.11 To keep full and proper books of accounts and records showing clearly all enquiries, transactions and proceedings as stipulated on the various databases of the Board
- 1.1.12 To identify and evaluate the possible write-offs of outstanding debts
- 1.1.13 To submit reports regarding the debt position

##### 2.0 Debt Management services

The Debt Management services that are required from the tenderer shall include the following:

- 2.1 Issuing of reminders to customers of their outstanding debts, be means of telephone, SMS, email, telegram or fax
- 2.2 Issuing of 24 hours notices
- 2.3 Handling all logistical matters and in this respect the contractors will at all times employ persons with the relevant qualifications and experience as prescribed by the applicable legislation to undertake this work.





- 2.4 Negotiating acceptable payment agreements in accordance with NCPB Debt Management Policy and such arrangements shall apply to all debts, both current and in arrears.
- 2.5 Obtaining and maintaining acknowledgment of debts, emolument attachment orders
- 2.6 Follow up on negotiated agreements
- 2.7 Identification of defaulters on negotiated agreements
- 2.8 Preparation of summons
- 2.9 Obtaining judgements
- 2.10 Responsibility for all correspondence with debtors handled by the Service Provider in terms of the policy, up to the stage of handing over for legal proceedings

### **3.0 Credit Control and Debt Collection Systems**

To help develop a system that would cater for all the Credit Control and Debt Control Functions, such as:

- 3.1 Telephone warnings
- 3.2 Final Demands
- 3.3 Arrangements
- 3.4 Summons
- 3.5 Tracing
- 3.6 Acknowledgement of Debts
- 3.7 Judgements
- 3.8 Assets Attachment orders
- 3.9 Letters of Execution
- 3.10 Write offs
- 3.11 Management Reports
- 3.12 Social Assessments

### **4.0 Preparation of Reports**

- 4.1 Preparation of reports according to the time frames set out in the table below:
  - 4.1.1 Monthly correspondence handled with the debtors
  - 4.1.2 Monthly/quarterly/annually Final Demands issued
  - 4.1.3 Recommended write offs – annually
  - 4.1.4 Payment level statistics – monthly
  - 4.1.5 Arrears extract statistics – monthly
  - 4.1.6 Quarterly reports within – 30 days of the end of the quarter
  - 4.1.7 Performance targets set for the Following Quarter – quarterly
  - 4.1.8 Measures that were or are to be considered to improve performance quarterly/annually
  - 4.1.9 Quality assessments reports of the situation by
  - 4.1.10 Identifying possible constraints and developing plans to overcome the



constraints

- 4.1.11 An analysis of the Board's outstanding debtor's book
- 4.1.12 Proposals for the improved assistance to diligent customers
- 4.1.13 Proposed specific projects, the areas of focus, resources required and the proposed outcomes
- 4.1.14 Annual reports of:-
  - 4.1.14.1 The Contracts Performance during that financial year, in comparison with targets of and with performance in the previous financial year.
  - 4.1.14.2 The Development of performance targets set by the Contractors for the Following Year.

## **5.0 Performance Gauge**

The Service Provider shall meet the following minimum performance targets;

- 5.1 Actual collection:- 15% of the amount of debt in the debtors listing allocated per month
- 5.2 Identification of Debtors and Debtors Current physical address:- 85% of the number of debtors allocated per month.
- 5.3 The period for collection shall be 6 months from the date of allocation after which shall be recalled.

The Service Provider shall immediately upon receipt of any debtors list perform the services and carry out its obligations with due diligence, efficiency, in accordance with the generally and legally accepted techniques and practices commonly recognized by firms and bodies carrying similar work and shall observe sound management, technical and financial practices and employ appropriate technology, methods, and decorum.

## **6.0 Contractual Conditions**

### **6.1 Key Deliverables**

- a) The Service Provider will be expected to deliver,
  - An inception report at the beginning of the assignment outlining how they propose to undertake the exercise (methodology)
  - b) A Project implementation plan

### **6.2 Risks and Risk Management Plan**

The Service Provider's Public Liability Insurance will not be covered by the Board's overall Public Liability Insurance. The Service Provides must be able to provide its own Public Liability Insurance

### **6.3 Operating Costs**

All related to the performance of the Service Providers Debt Collection and Management Services will be for its own and should be included in the fees stipulated in the bid.



#### 6.4 **Relation between Parties**

The relationship between the parties shall be that of Agent – Principals in so far as service provider is collecting debt on behalf of the Board. The service provider shall act in a manner that shall not cause the Board to come to disrepute and shall be directly liable on any negligent or illegal act committed on its part.

#### 6.5 **Deadline for Each Assignment**

The Service Provider shall use all endeavors and collect all debt contained in any Debtors list within a period of 6 months from the time the debt is provided to the Service Provider. All Debts remaining uncollected after this period shall be returned to the Board. The Board shall not be liable to the service provider for any payment over the accounts not collected except where arrangements have been made to settle the bill in installments.

#### 6.6 **Reporting**

The Service Provider shall submit to the Board debt collection progress reports of the status of collection made in respect of services being provided and any investigation details there to be submitted on or before the 5<sup>th</sup> day of every month.

The report as a minimum to indicate date of report, the Board business unit, file number, debt date file was issued, account number, account name, account of debt allocated for collection, total amount collected as at the reporting date, brief description of the debtor's physical address, identify accounts being paid in installments, other remarks and recommendations thereof.

#### 6.7 **Evaluation of Debt Listing**

The Board shall have the right to and the service provider shall be obligated to allow the Board to carry out relevant evaluation and investigations over debt collection exercise in progress or completed so as to determine conformity with the terms and requirements of the contract. Should the evaluated service fail to conform to the requirements, and standards set therein, the Board may raise objection of the work and the service provider will have to alter his approach to suit the specifications and requirements or the Board shall be entitled to terminate the contract without incurring any liabilities.

#### 6.8. **Confidentiality**

The Service Provider, its directors and the personnel or either of them shall not, either during the term or after the expiration of this contract, disclose any propriety or confidential information relating to the contract, the services, the Debtors or the Board's business operations without the prior written consent of the Board.

#### 6.9. **Indemnity for Loss or Damage**

The Service Provider undertakes to indemnify the Board against all claims and all costs arising from their actions, where such claims shall have resulted from any act or omission of the said Service Provider.

The Board shall within fourteen (14) days of such act or omission give the



Service Provider a written assessment for the loss or damage occasioned thereon together with the monetary value thereof. The Board shall be entitled to recover the full value of the said loss or damage.

Recoveries shall be immediate upon notification

The Service Provider shall have an obligation to settle the claim within thirty (30) days from the date of such notification. Where no settlement is made within the stipulated time, the Board shall have a right to offset the claim against any monies or other property due to the Service Provider until the said claim is settled in full.

#### 6.14 **Insurance Policy**

The Service Provider shall maintain, throughout the term of this Contract, as its own expense, a professional indemnity cover, prior to signing the contract, the service provider shall furnish the Board with a current Professional Indemnity Cover Certificate.

The Service Provider shall demonstrate efforts employed in validating the amounts of debts allocated which through their indulgence can be verified that the amounts allocated have been paid or errors corrected and debt book entirely reconciled due to internal factors which were not detected before allocation hand-over, safe for statutory deductions which have not been cleared by the Board.

#### 7.0 **Consideration**

The bidder is expected to put it's charges based on the following parameters:

<b>Activity No.</b>	<b>Thresholds</b>	<b>Amount in Percentage of Collected Debts</b>
Cost of debt recovery	Debt age within 2 years	.....% of the charge exclusive of VAT
	Debt age after 2 years	.....% of the charge exclusive of VAT
	All reconciliation matters	.....% of Reconciled amounts

No amount of monies, whether for one or more days, shall become payable by the Board to the Service Provider, in respect of Debt collection Services until payment or associated service is provided.

The debt collected must also be inclusive of the debt collection fee.



## **B. AUCTIONEERING SERVICES**

### **TERMS OF REFERENCE**

#### **1.0 Scope of Work**

- 1.1 The Service Provider shall be required to provide the following as terms of reference:
- 1.1.1 Levy distress for rent or distrains under the provisions of the Auctioneers Act Laws of Kenya.
  - 1.1.2 Obtain Court Orders where necessary.
  - 1.1.3 Attach for sale any movable or immovable property in execution of a Court Order made pursuant to the provisions of the written law.
  - 1.1.4 Sell or offer for sale any movable or immovable property or an interest therein by auction or by any other mode of sale by competition or as prescribed in law.
  - 1.1.5 Carry out evictions under an Order of a Court.
  - 1.1.6 Repossess goods from any person pursuant to the provisions of written law or contract.
  - 1.1.7 Negotiate and manage repayment plans
  - 1.1.8 To keep full and proper books of accounts and records showing clearly all enquiries, transactions and proceedings as stipulated on the various databases of the Board
  - 1.19 Reporting on a monthly basis on the status of each instruction issued.

#### **2.0 Auctioneering Management services**

The Auctioneering Management services that are required from the tenderer shall include the following:

- 2.1 Issuing of reminders to customers/tenants of their outstanding debts, be means of telephone, SMS, email, telegram or fax.
- 2.2 Issuing of Proclamation Notices and/or any other Notices provided for in law.
- 2.3 Handling all logistical matters and in this respect the contractors will at all times employ persons with the relevant qualifications and experience as prescribed by the applicable legislation to undertake this work.
- 2.4 Negotiating acceptable payment agreements in accordance with NCPB Auctioneering Management Policy and make follow ups on the negotiated agreements.
- 2.5 Identification of defaulters on negotiated agreements.

#### **3.0 Contractual Conditions**

##### **3.1 Key Deliverables**

- a) The Service Provider will be expected to deliver,  
An inception report at the beginning of the assignment outlining how they propose to undertake the exercise (methodology)



b) A Project implementation plan

### 3.2 **Risks and Risk Management Plan**

The Service Provider's Public Liability Insurance will not be covered by the Board's overall Public Liability Insurance. The Service Provides must be able to provide its own Public Liability Insurance

### 3.3 **Operating Costs**

All related to the performance of the Service Providers Auctioneering Services will be for its own and should be included in the fees stipulated in the bid.

### 3.4 **Relation between Parties**

The relationship between the parties shall be that of Agent – Principals in so far as service provider is offering Auctioneering services to the Board. The service provider shall act in a manner that shall not cause the Board to come to disrepute and shall be directly liable on any negligent or illegal act committed on its part.

### 3.5 **Reporting**

The Service Provider shall submit to the Board progress reports of the status of collection made in respect of services being provided and any investigation details there to be submitted on or before the 5<sup>th</sup> day of every month.

The report as a minimum to indicate date of report, the Board business unit, file number, debt date file was issued, account number, account name, total amount collected as at the reporting date, brief description of the debtor's physical address, identify accounts being paid in installments, other remarks and recommendations thereof.

### 3.6 **Confidentiality**

The Service Provider, its directors and the personnel or either of them shall not, either during the term or after the expiration of this contract, disclose any propriety or confidential information relating to the contract, the services, the Debtors or the Board's business operations without the prior written consent of the Board.

### 3.7 **Indemnity for Loss or Damage**

3.8 The Service Provider undertakes to indemnify the Board against all claims and all costs arising from their actions, where such claims shall have resulted from any act or omission of the said Service Provider.

3.9 The Board shall within fourteen (14) days of such act or omission give the Service Provider a written assessment for the loss or damage occasioned thereon together with the monetary value thereof. The Board shall be entitled to recover the full value of the said loss or damage.

3.10 Recoveries shall be immediate upon notification

3.11 The Service Provider shall have an obligation to settle the claim within thirty (30) days from the date of such notification. Where no settlement is made within the stipulated time, the Board shall have a right to offset the claim against any monies or other property due to the Service Provider until the said claim is settled in full.



### 3.12 **Insurance Policy**

The Service Provider shall maintain, throughout the term of this Contract, as its own expense, a professional indemnity cover, prior to signing the contract, the service provider shall furnish the Board with a current Professional Indemnity Cover Certificate.

The Service Provider shall demonstrate efforts employed in validating the amounts of debts allocated which through their indulgence can be verified that the amounts allocated have been paid or errors corrected and debt book entirely reconciled due to internal factors which were not detected before allocation hand-over, save for statutory deductions which have not been cleared by the Board.

### 4.0 **Consideration**

4.1 The bidder is expected to put its charges based on the provisions of the Auctioneers Act and Auctioneers Rules.

