



STIMA INVESTMENT CO-OPERATIVE SOCIETY.

STIMA INVESTMENT PLAZA I,

MUSHEMBI ROAD,

P.O. Box 37895-00100

NAIROBI.

REQUEST FOR QUOTATION FOR PROVISION OF RECRUITMENT SERVICES.

21st March 2024.

RFQ NO: SICSL/RFQ/10/24

Email: jnyandaya@stimainvestment.co.ke

fkiplagat@stimainvestment.co.ke

jmusembi@stimainvestment.co.ke

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SECTION I - LETTER OF INVITATION

Dear Sir/Madam,

RE: PROVISION OF RECRUITMENT SERVICES.

- 1.1.1 Stima Investment Co-operative Society invites sealed bids from eligible bidders with relevant qualifications and experience to submit quotations for the provision of Recruitment Services
- 1.1.2 Prices quoted should be inclusive of all taxes and must be in Kenya shillings or any other easily convertible currency and shall remain valid for **60 days** from the closing date.
- 1.1.3 Duly completed bid documents are to be sent to the following email addresses;

jnyandaya@stimainvestment.co.ke

fkiplagat@stimainvestment.co.ke

jmusembi@stimainvestment.co.ke

on or before **Thursday 28th March ,2024 at 12.00 noon.**

- 1.1.4 Bids shall be opened immediately thereafter in the presence of candidate's representatives who choose to attend in the Stima Investment Board Room on fifth floor. **Late bids shall be rejected.**
- 1.1.5 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

SECTION II: - INFORMATION TO BIDDERS, ITB (Contd)

- 1) No liability whatsoever will be admitted nor claim allowed in this document which should have been rectified through formal inquiry.
- 2) The bidder shall not alter or otherwise qualify the text of this specification. Any alteration or qualification made without authority will be ignored and the text of the principle tender document as printed will be adhered to.
- 3) The bidder price shall include all government taxes including duties. The rates should be vat inclusive.
- 4) In no case will any expenses incurred by the bidder in preparation of this tender be reimbursed.
- 5) The amount quoted for the services must be in Kenya shillings and cents.
- 6) Award and further negotiations shall be with the lowest evaluated bidder.
- 7) Bidders should provide all required mandatory documents failure to which shall be declared non-responsive.
- 8) Payment Terms:30 days on receipt of invoice after delivery of the valuation report.
- 9) The society reserves the right to award the contract in full or part as it may deem fit.

SECTION III: EVALUATION OF BIDS

The received tenders will be evaluated in three stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: Financial Evaluation;
3. Stage 3: Recommendation of award.

1. Mandatory Requirements

The following mandatory requirements must be met:

1. Confirmation of Directors (CR. 12) - This should be the one issued within three months to the tender closing date. OR Kenya Business Name Registration form (BN2) for sole proprietor or partnerships.
2. Copy of Certificate of Incorporation/Registration
3. Independent valid evidence of active membership and registration with Human Resource professional bodies.
4. Submission of Valid Tax compliance certificate (Expired tax compliance certificates will not be accepted)
5. Firm Profile
6. Duly filled, signed and stamped form of Tender
7. Dully filled, signed and stamped Confidential Business Questionnaire.
8. Dully filled, signed and stamped Declaration form
9. Time completion schedule. (state how long it would take to submit final report)
10. Provide a list of clients (complete with recommendation letter, address and telephone numbers & contact person) of which the company has provided similar services in the last three (3) year

SECTION IV: FINANCIAL PROPOSAL STANDARD FORMS

FINANCIAL PROPOSAL SUBMISSION FORM

Date.....

Stima Investment Co-operative Society Ltd,
Stima Investment Plaza 1,

Mushembi road, Parklands

P. O. Box 37895 -00100

Nairobi

Dear Sir:

We, the undersigned, offer to **provide Recruitment Services** in accordance with your Request for Quotation dated and our quotation thereof. Our attached Financial Proposal is for the sum of Kshs.....
(_____)

[Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

SECTION V: - TERMS OF REFERENCE

TOR FOR RECRUITMENT OF ICT OFFICER

1.0 INTRODUCTION.

Stima Investment Co-operative Society Limited is a registered Investment Society whose principal objective is to mobilize savings from its members for investment in a variety of assets and financial instruments. The Society is regulated by the Commissioner for Cooperatives, under the Cooperatives Act, Cooperative Regulations and the Society's By-laws.

2.0 THE RATIONALE

The aim of this assignment is to help the society in filling the position of the ICT Officer.

3.0 SCOPE OF ASSIGNMENT

No.	Activity
1	Project Mobilization, planning, Contract execution
2	Search of Candidates (Applicants)
3	Analysis of Candidates (Applicants)
4	Selection Process (Interviews)
5	Submission of the top Five (5) candidates to Management Interview
6	Preparation of the Final Report
8	Communication to Unsuccessful Candidates

4.0 ICT OFFICER POSITION

This assignment requires the consultant to recruit an ICT Officer for the society.

The salary for the position will be **KES. 100,000- KES. 140,000 per month.**

Main Responsibilities

- Ensuring that all operational Software systems are running and functioning well and are up-to date
- Oversee maintenance of company website, intranet and online extensions
- In liaison with the Head of Marketing, assist in handling the management, strategy and execution of the online marketing channels.

- Researching and recommending new products, identifying new market opportunities and leading efforts to improve IT processes.
- Designing, developing and implementing various systems to be used in the organization in liaison with the various Heads of departments.
- Support of all systems and the implementation of the helpdesk function.
- Advise on the technical system specifications that are to be acquired and are within the scope of the department.
- Ensure the testing and acceptance of the new acquired software systems is done accurately.
- Ensure that the operational systems are well backed up and archived as well as their databases and report to the Head of Projects.
- Training of staff on the software systems and operational systems and usage.
- Help in the Administration of the operational Software systems.
- Assist in Implementing the Software system documentation and generation of users 'manual.
- Evaluate all reporting systems and make recommendations for changes to procedures, operating systems, budgets, and other system control function
- Assist in preparing operational and risk reports for management analysis.
- Assess the risk of confidential information being misused, create safeguards and maintain the information security program through regular testing and report to the Head of Projects.
- Maintaining and upgrading Organization antivirus products to secure the network from virus attacks.
- Ensuring all the Organization ICT licenses, leases and warrant/guarantees are renewed and updated all the time
- Develop and monitor annual and periodic budget for the department
- Any other duties as required by the Supervisor

Qualifications

- Bachelor's Degree in IT/Computer Society or any other related ICT degree certificate from a recognized university.
- Professional qualification on Diploma in Design, software system Architecture, Programming, Networking or any other related ICT qualification will be an added advantage
- 5 years of experience as an IT Officer in a relevant and busy environment.

4.0 Timelines

This assignment is expected to take up to a maximum of thirty days (30) days from the date of signing the contract.

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: RFQ No. _____

RFQ Name _____

We refer to your proposal for the above, received on 28th March 2024.

We are pleased to inform you of the society's decision to award you the tender for the provision of Valuation Services for at your quoted amount of (...)

The contract documents will be prepared upon your acceptance of this letter of award and your terms of agreement will be as per the contract. We look forward to receiving the letter from you.

Congratulations.

Yours faithfully,

For: STIMA INVESTMENT CO-OPERATIVE SOCIETY LTD.

CHIEF EXECUTIVE OFFICER.

DECLARATION FORM

Date _____

TO _____

The tenderer i.e. (name and address) _____

Declare the following:

- 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.

Title

Signature

Date

(To be signed by authorized representative and officially stamped)

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All Bidders are requested to give the particulars indicated in Part 1 and either Part 2 (b) or 2(c) whichever applies to your type of business. Youth, Persons with disabilities and Women shall in addition complete part 2(d). Bidders 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 Postal Code

Tel No.....

Facsimile.....

Mobile and CDMA No.....

E-mail...

Nature of your business

Registration Certificate No.....

Maximum value of business which you can handle at any time Kshs.....

Name of your BankersBranch... ..

***Names of Tenderer's contact person(s)**

Designation/ capacity of the Tenderer's contact person(s)
.....

Address, Tel, Fax and E-mail of the Tenderer's contact person(s)

.....

.....

Part 2 (a) Sole Proprietor

Your name in full Nationality
.....Country of origin

Part 2 (b) Partnership

Give details of partners as follows: -

Names	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company-

*Nominal in Kshs...

*Total Issued Kshs...

Give details of all directors as follows

Name	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		
5.....		

Name of duly authorized person to sign for and on behalf of the Tenderer

.....

Capacity of the duly authorized person.....
Signature of the duly authorized person.....

NOTES TO THE TENDERERS ON THE QUESTIONNAIRE

The address and contact person of the Bidder provided above shall at all times be used for purposes of this Request for Proposal.

The details on this Form are essential and compulsory for all bidders failure to provide all the information requested shall lead to the Bidder's disqualification