



# **EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT & SELECTION**

**EOI REFERENCE NO. CAK/EOI/001/2022-2023**

**Competition Authority of Kenya,  
P. O. Box 36265-00200 NAIROBI**

**CLOSING DATE: 5<sup>th</sup> APRIL, 2023 AT 12:00 P.M**

## TENDER NOTICE FOR EXPRESSION OF INTEREST

The Competition Authority of Kenya (CAK) intends to register interested and eligible service providers for the provision of consultancy services for recruitment and selection through the expression of interest;

No.	EOI Reference No.	EOI Description /Name
1.	CAK/EOI/001/2022-2023	Expression of interest for the provision of consultancy services for recruitment & selection

Interested service providers may download the expression of interest document containing the terms of reference from the Authority's website; [www.cak.go.ke](http://www.cak.go.ke) or from the Public Procurement Information portal, [www.tenders.go.ke](http://www.tenders.go.ke) free of charge. consultants who download the document must arrange to register with the Authority their contact details at [scm@cak.go.ke](mailto:scm@cak.go.ke) for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Completed expression of interest document enclosed in plain sealed envelope, marked with the tender number and name be deposited in the tender box at Ground floor, Kenya Railway's Building, Block D or be addressed to:

**Ag. Director General,  
Competition Authority of Kenya,  
P. O. Box 36265-00200  
NAIROBI**

So as to be received on or before **Wednesday, 5<sup>th</sup> April 2023 at 12.00pm** Kenyan time.

The expression of interests will be opened immediately thereafter the closing time in the presence of service providers or their representatives who choose to attend at Competition Authority of Kenya, Headquarters, Railways building, Block D Haile Selassie Avenue, Nairobi.

**Ag. Director-General**

## TERMS OF REFERENCE

### EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT & SELECTION

#### 1. INTRODUCTION

The assignment is to select suitable persons to fill vacant positions in the authority, as they are declared in the next two (2) years, to enable the authority to perform its functions and exercise its mandate.

#### 2. OBJECTIVE

The objective of this Expression of Interest (**EOI**) is for The Competition Authority of Kenya (CAK) to receive information from experienced Service providers that demonstrate capability and experience to provide high quality recruiting & selection services.

#### 3. BIDDING TIMELINE

This Expression of interest will result in short listing of interested service providers who will be invited to submit financial bids. Eligibility to participate in the bid process will be determined on the basis of submission of the minimum required documents stated in this Expression of Interest. After the deadline for submission of responses, Evaluation process will be conducted to determine responsive bids as per the evaluation criteria provided in the Expression of Interest document. The bidders who participate will be notified of the outcome of the evaluation.

#### 4. EVALUATION CRITERIA

The Expression on Interest received will be evaluated in accordance with the set criteria in the provided Table as follows: -

**Table A: Mandatory Requirements for Evaluation**

No.	Criteria	Requirement Yes/No
1.	Valid Tax Compliance Certificate from Kenya Revenue Authority	
2.	Certificate of Incorporation/ Business Registration	
3.	CR12 for Limited companies issued within the last one year	
4.	<b>Duly filled, signed and stamped</b> Self- Declaration letter that the firm has not been debarred from participating in Public Procurement and Asset Disposal Act,2015-SD 1	

5.	<b>Duly filled, signed and stamped</b> Self- Declaration that the firm/tenderer will not engage in any corrupt or fraudulent practice-SD 2	
6.	Company Profile of the firm indicating the contact details including physical address, telephone number, email and contact person on behalf of the bidder	
7.	<b>Duly filled, signed and stamped</b> Declaration and commitment to the code of ethics	
8.	Provide brief description of recruitment & selection services offered.	
9.	Provide proof of recruitment & selection services offered to	
10.	Provide One original and One copy of tender document properly bound and sequentially serialized/paginated in the form of i.e. 1, 2, 3, 4....on each page including all the attachments	

**Note;** Service providers have to meet all the mandatory requirements to proceed for Registration in the category of provision of recruitment & selection services.

## SUPPLIER REGISTRATION FORM- CONFIDENTIAL BUSINESS QUESTIONNAIRE

### a) Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one form for each entity if Tender is a JV. Tenderer is further reminded that it is an offence to give false information on this Form.

#### A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	<ol style="list-style-type: none"> <li>1. Country</li> <li>2. City</li> <li>3. Location</li> <li>4. Building</li> <li>5. Floor</li> <li>6. Postal Address</li> <li>7. Name and email of contact person.</li> </ol>
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	

### General and Specific Details

b) Sole Proprietor to provide the following details.

Name in full \_\_\_\_\_

Age \_\_\_\_\_ Nationality \_\_\_\_\_

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Country of Origin \_\_\_\_\_ Citizenship \_\_\_\_\_

c) Partnership to provide the following details.

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

(d) Registered Company to provide the following details.

i) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent) .....

Issued Kenya Shillings (Equivalent) .....

iii) Give details of Directors as follows.

<b>No.</b>	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

- (i) Are there any person/persons in ..... (Name of Procuring Entity) who has an interest or relationship in this firm?  
Yes/No.....

If yes, provide details as follows.

No.	Names of Person	Designation in the Procuring Entity	Interest Relationship Tenderer or with
1			
2			
3			

- (ii) Conflict of interest disclosure

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		

4	Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a service provider/consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly		
<b>No</b>	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
	involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		



9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		
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(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ **SELF-DECLARATION**

**FORMS**



FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I ..... of Post Office Box.....being a resident of ..... in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of .....(insert name of the Company) who is a Bidder in respect of **Tender No**..... for.....(insert tender title/description) for.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Date)

.....

(Signature)

Bidder Official Stamp.....



FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, ..... of P.O. Box.....being a resident of..... in the Republic of ..... do hereby make a statement as follows:-

- 1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (insert name of the Company) who is a Bidder in respect of Tender No. .... for..... (Insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

..... (Title)

..... (Signature)

..... (Date)

Bidder's Official Stamp.....



**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I.....(Person on behalf of (**Name of the Business/Company/ Firm**).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized.....  
.....

signatory.....

Sign.....

Position.....

Office address.....  
.....

Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**



Witness

Name.....

Sign.....

**Date**.....

