



**COUNTY GOVERNMENT OF KIAMBU
DEPARTMENT OF FINANCE ECONOMIC PLANNING AND ICT
P.O. BOX 2344-00900 KIAMBU, KENYA
EXPRESSION OF INTEREST ON BANK SERVICES (PAYROLL PROCESS SERVICES)**

TENDER NO:- EOI/FEP/001/2020/2021

Back ground

The County Government of Kiambu, desires to put in place bank services (payroll process). The payroll process service main objective is to ensure effective and timely payment of staff salaries.

The County Executive through the department of Finance Economic Planning and ICT now invites suitable banks and financial institutions to express interest in partnering with Kiambu County in this endeavor.

Objectives

The Payroll Management Services shall involve payment of salaries on behalf of the County Government in accordance to instructions issued out. All payroll payments due to the employees shall be made and processed in accordance with the Operating Procedures. The arrangement shall be as regulated by law.

Expected Outputs

1. Effective and timely payment of salaries
2. Efficient reconciliation capability
3. Dedicated relationship management

Qualifications of interested bidders (each item can only score the maximum total score indicated. Evaluators shall aggregate the score for each bidders document.)

1. The bidders must demonstrate that they are regulated by the Central Bank of Kenya. **5marks**
2. They must be holders of a valid and current CBK banking license (provide a certified copy).**5marks**
3. They are registered under the banking act (attach registration documents). **5 marks**
4. Demonstrate in written format their audited balance sheet showing a capital of at least Kenya Shillings 10 Billion (mark the evidence)**5marks**
5. They shall demonstrate that they have been operating under conditions 1 and 2 for at least 10 years.**10marks**
6. They must demonstrate that they have managed funds for clients preferably Government or Counties of an amount in excess of Kshs 1 billion during the immediate past three years. By this we intend to see that you managed or continue to manage the funds from the years 2018, 2019 and current 2020.**10 marks**
7. Demonstrate by attaching copies of valid Single Business Permits for the actual number of branches or offices opened within Kiambu County. **15 marks(each permit earns 1 mark)**
8. Demonstrate their salary processing turnaround time.**5 marks**
9. Give detailed propositions of the loans/economic empowerment they offer to SME's and micro enterprises within Kiambu.**5marks**
10. Existence of computer solutions software's that shall be used to process and manage the salary accounts and applications.**10marks**
11. Number of agencies attached to their various Kiambu branches. The managers of the branches ought to present these lists. **10 marks**
12. Short written details and number of desk officers that are managing the current salary processing **5marks**
13. Innovativeness. Solutions employed by yourselves that have resulted in clients accessing funds **10marks**

Evaluation shall be undertaken using only the criteria outlined therein

The evaluation committee shall determine the highest scoring bidders and only the best bids shall proceed to the interview evaluation.

The interested salary solution provider shall be expected to demonstrate all the above requests.

These shall be in written documentation format where an original and a copy of the original shall be submitted **outside the procurement office Room 15B at Thika town hall offices on or before 27th November 11:00am 2020.**

Later and at an appropriate time and venue shortlisted Service providers shall be invited to a face to face interview where they shall explain issues within their Expression of interest.