



NOTICE OF REQUEST FOR EXPRESSION OF INTEREST (EOI)

(Leading to Request for Proposals for Consultancy Services for Provision for Kiambu County Revenue Collection System)

EOI Ref: CGK/EOI/FEP/01/2022-23

Issue date: 29<sup>th</sup> September 2022

**Contacts:**

**Director, Supply Chain Management**  
**County Government of Kiambu**  
**P.O Box 2344-00900 Kiambu**  
TEL: 0202540022 / 0113326142  
Email: [dscm@kiambu.go.ke](mailto:dscm@kiambu.go.ke) or [tenders@kiambu.go.ke](mailto:tenders@kiambu.go.ke)

**Submission Address:**

**Submit manually by dropping-off sealed envelopes on the Tender box located at:**  
**COUNTY GOVERNMENT OF KIAMBU HEADQUARTERS**  
**GROUND FLOOR, MAIN RECEPTION-GOVERNOR'S OFFICE**  
**KIAMBU ROAD**

To be received on or before the submission deadline at: 1200hrs, Friday, 14<sup>th</sup> October 2022

The County Government of Kiambu seeks to acquire an innovative revenue collection system for integrating and enhancing all streams of Own-Source-Revenue. The system shall have the ability to identify, collect and fully optimize revenue collection while increasing the operational efficiency for various county services.

The scope of work will be at minimum as follows:

- Provide citizens with convenient and secure online payment options for the different services provided by the county
- The proposed solution should be web-based and must have a modular design in which each need will be addressed individually to ensure that all needs are dealt with effectively.
- Provision of a secure and hassle-free integrated payment gateway solution to identify and authorize payments through a secure settlement of data to and from digital/online portals or channels to banks.
- Provide a mechanism for the County to identify, deduct and remit on a real-time basis, applicable revenue in full including all digital or online transactions between merchants and county and demonstrate compliance with CRA revenue collection guidelines
- Provide an interface that will integrate all own source revenue streams for data sharing purposes and the management of client data.
- The ability for the County to monitor both walk-in and online transactions between customers and the county departments, with Business intelligence Tools to enable revenue forecasting, variance analysis
- The solution should provide for analytics and dashboarding/reporting in real-time and have audit trail capabilities.
- The proposed solution should be able to process (store, analyze and collaborate) large volumes of data (Enterprise – Big Data) in an effective and holistic manner, providing an accurate overview of all data in relation to supporting information modules
- The system shall minimize cash handling at County’s revenue collection points, and can map out revenue sources by use of GIS

In providing the revenue collection system to the county, the following shall apply

1. The interested Partner Company/ Companies, Consortium must demonstrate capacity to offer Online Payment Gateway Services covering, Mobile Money, Credit Cards, Debit Cards, Pre-paid cards and wallets, Payment service processors and other modes of payment.
2. The interested partner should have been in operation for at least 5 years and can demonstrate success in the revenue collection Space, especially in facilitating online transactions.
3. Able to partner, open and operate a trust account with a strongly rated Kenyan-registered bank as per the Central Bank of Kenya Regulation.
4. Demonstrate ability to innovatively identify, collect and remit applicable revenue from various sources including digital platforms.

#### FORMAT AND REQUIREMENTS FOR COMPLETION OF EXPRESSION OF INTEREST

S/NO	PARTICULARS	REQUIRED INFORMATION	FIRM’S RESPONSE
1.	Scope of the assignment	Firms’ response to the minimum requirements of the proposed system.	
2.	Legal and licensing requirements	Demonstrate eligibility by evidence of statutory requirements and Licences to operate revenue collection business eg. Current Tax Compliance Certificate from Kenya Revenue Authority (KRA), Valid Registration or License from relevant authorities such as CA, ICTA, Data Privacy, CBK	
3.	Experience	Demonstrate experience in providing similar assignments e.g., Number of years the firm has	

		in handling Revenue Collection, List of corporate clients, etc	
4.	References	Include List of references from past and current clients where services are being provided/have been provided.	
5.	Partnerships	Provide information on list of partners or joint ventures with whom the firm will implement the assignment	
6.	Any other relevant Information		

#### Submission Of Responses

This Expression of Interest (EOI) is intended to lead to the identification of providers of revenue collection with sufficient capacity and experience to provide the services listed above in the best possible way and in a manner that enables County Government of Kiambu to meet its expectations and revenue targets. All eligible providers are encouraged to participate.

Hard copy of the EOI and USB Flash drives containing soft copy versions must be submitted manually to the address below on or before Friday, 14<sup>th</sup> October 2022 before 1200hrs East African Time in a sealed envelope clearly marked EXPRESSION OF INTEREST FOR PROVISION FOR KIAMBU COUNTY REVENUE COLLECTION SYSTEM CGK/EOI/FEP/01/2022-23

Participants who download the EOI documents should forward their particulars immediately for records and arising communication of any EOI clarifications to the emails [tenders@kiambu.go.ke](mailto:tenders@kiambu.go.ke)

For clarifications and questions, prospective bidders may call the numbers 0202540022 or 113326142 or email their questions to [dscm@kiambu.go.ke](mailto:dscm@kiambu.go.ke) .

All prospective bidders are invited to attend the Pre-Bid Conference meeting on Wednesday, 5th October 2022.

#### ADDRESS FOR SUBMISSION OF BIDS

DROP-OFF SEALED BID ENVELOPES IN THE TENDER BOX LOCATED AT  
COUNTY GOVERNMENT OF KIAMBU HEAD QUARTERS  
GROUND FLOOR, MAIN RECEPTION-GOVERNOR'S OFFICE  
P.O. BOX 2344-00900 KIAMBU  
KIAMBU TOWN, KIAMBU ROAD.

Late submissions shall be rejected.

## **EXAMINATION FOR ELIGIBILITY**

The Applicants will be examined for eligibility on the following basis. Those who do not qualify will not be subjected to more detailed evaluation.

<b>ELIGIBILITY CRITERIA</b>		
1	The Firm is registered in Kenya or if registered/incorporated outside Kenya it has a local Partner eligible to bid.	
2	The firm's line of business fits in with the requirements of the assignment.	
3	If a firm is a state enterprise: a. Firm is Legally autonomous - a legal entity is separate from the state government and any public administration.  b. Firm is Financially autonomous - not receiving any significant subsidies or budget support from any public entity or government.  c. Firm is Operating under commercial law - means being vested with legal rights and liabilities similar to any commercial enterprise.  d. Firm is not a dependent agency of the Kenya Government.	
4	Firm is not debarred from participating in procurement by PPRA or by any National agency or an International Organization. The Key individuals listed by the Firm's Team Leader are also not debarred.	
6	Firm has no conflict of Interest - consultant may be perceived to provide biased services so that its own or its affiliates interests prevail over the interests of the Procuring Entity.	
7	The Firm has provided all the information provided in the EOI to enable Client to assess it qualification.	
8.	The Firm has provided a certified copy of certificate of Incorporation/ Business Registration	
9.	The Firm has provided a certified copy of certificate of valid tax compliance certificate.	
10.	The Firm has provided a certified copy of certificate of valid operating licences.	
11.	The Firm has provided a tender security in the form of a bid bond of KES.500,000.00 valid for 120 days	
<b>RESULT - RESPONSIVE OR NOT RESPONSIVE (R or NR)</b>		

## EVALUATION SCORING CRITERIA

S/NO	EVALUATION SUB-CRITERION	MAX POINTS	SUB CRITERIA FOR SCORING	
			SPECIFIC EXPERIENCE (LIST SPECIFIC EXPERIENCE TO BE SCORED)	SCORE ( <i>specify</i> )
1	Consultant's experience of not less than Five years it has been in operational in that line business	30 Points	<ul style="list-style-type: none"> <li>a) Firm has evidence of at least 3 Contracts within the last five years (5 points for each) Maximum 15 Points or Firm has been subcontracted for related services within the last five years (2 points for each) maximum 10 Points)</li> <li>b) Firm has evidence of applicable operating licences for similar or related services for 5 consecutive years (max 5 Points)</li> <li>c) Firm has at least five recommendations from past or current clients for related services (Maximum 10 Points)</li> </ul>	
2	Consultant's Relevant Experience for the Assignment	20 Points	<ul style="list-style-type: none"> <li>a) Firm has evidence of similar services 5 Points</li> <li>b) Firm has evidence of applicable operating licences for similar or related services (max 15 Points)</li> </ul>	
3	Qualifications requested in the EOI.	20 Points	<ul style="list-style-type: none"> <li>a) Has valid License from Central Bank of Kenya/ Communications Authority,</li> <li>b) Payment Card Industry Data Security Standard Compliance (PCI-DSS-Compliance)</li> </ul>	
4	Consultant's Experience in the region under similar conditions to the Procuring Entity's area	30 Points	Has experience in similar services in Kenya or outside Kenya (Demonstrate years of experience 2 Points per year) Maximum 30 Points	
<b>TOTAL SCORES</b>		<b>100 Points</b>	<b>PASS MARK 70 Points</b>	



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 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 Activities in Kenya and my responsibilities under the Code.

I do here by 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.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name .....

Sign.....Date.....



**FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]**

**Beneficiary:** \_\_\_\_\_

**Request for Tenders No:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**TENDER GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

1. We have been informed that \_\_\_\_\_ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
[signature(s)]

**FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]**

**TENDER GUARANTEE No.:** \_\_\_\_\_

1. Whereas ..... [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.  
Sealed with the Common Seal of the said Guarantor this \_\_\_\_day of \_\_\_\_\_ 20 \_\_\_\_.
3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

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

\_\_\_\_\_  
[Signature of the Guarantor]

\_\_\_\_\_  
[Witness]