



ENGINEERS BOARD OF KENYA

REGISTRATION OF PROFESSIONAL AND CONSULTING SERVICES FOR THE FINANCIAL YEARS 2023/2024 – 2024/2025

TENDER NO: EBK/OP/004/2023-2024

CLOSING DATE: 11TH DECEMBER, 2023 AT 11:00AM

The Registrar/Chief Executive Officer
Engineers Board of Kenya
Fortis Suites, 9th floor, Upper Hill Hospital Road
P.O BOX 30324-00100, Nairobi, Kenya
Mobile 254735330744+254722509972
Email: tenders@ebk.go.ke
Website: www.ebk.go.ke

NOVEMBER, 2023

TABLE OF CONTENTS

1.0 Section I: Invitation For Registration.....	3
2.0 Section II - Tender Submission Checklist	5
3.0 Evaluation.....	6
4.0 Application Procedure	7
Table 1: Thematic Areas On Call For Registered Consultants.....	8
Form 1A: Registration Of Consultant Form (Individual Experts/Lead Consultant	14
Form 1b: Form Of Curriculum Vitae	15
Form 2: Confidential Business Questionnaire	17
Forms 3a: Self Declaration Forms – Debarred	19
Form 3b - Self Declaration Forms - Corrupt Or Fraudulent Practice Self Declaration That The Person/Tenderer Will Not Engage In Any Corrupt Or Fraudulent Practice	20
Form 4: - Registration Submission Form	21

1.0 SECTION I: INVITATION FOR REGISTRATION

TENDER NAME: REGISTRATION OF PROFESSIONAL AND CONSULTING SERVICE FOR A PERIOD OF TWO (2) YEARS.

TENDER NO: EBK/OP/004/2023-2024 & 2024-2025

The Engineers Board of Kenya (EBK) is a statutory body established under Section 3(1) of the Engineers Act 2011. The Board has the overall mandate of developing and regulating engineering practice in Kenya. The development and regulation of engineering practice is considered key to the achievement of the country's Vision 2030 development goals.

The Board intends to register eligible, qualified knowledgeable and experienced professionals (belonging to different professions) to engage from time to time to provide, on short term basis for consultancy services, either on as independent individuals or firms for a period of two years.

Interested eligible candidates may obtain further information and registration documents from the Engineers Board of Kenya website: www.ebk.go.ke or PPIP portal: www.tenders.go.ke free of charge or at the Supply Chain Management Office, situated at the Engineers Board Of Kenya Headquarters, Fortis Suites 9th floor Upper Hill, Hospital Road during normal working hours..

Completed Registration documents are to be enclosed in plain sealed envelopes, clearly marked with the tender number category applied for and tender name and be deposited in the Tender Box situated at Engineers Board of Kenya Headquarters, Fortis Suites 9th floor Upper Hill, Hospital Road or be addressed to:

**The Registrar/Chief Executive Officer
Engineers Board of Kenya
Fortis Suites, 9th floor, Upper Hill, Hospital Road
P.O BOX 30324-00100, Nairobi, Kenya
Tel No: Mobile 254735330744/254722509972**

So as to be received on or before **11th December, 2023 at 11.00am.**

Registration documents will be opened immediately thereafter at the EBK Board Room, 10th Floor, Fortis Suites, Upper Hill, Hospital Road in the presence of firm's representatives who choose to attend.

The bidders who applied need not to apply again.

**REGISTRAR/CHIEF EXECUTIVE OFFICER
ENGINEERS BOARD OF KENYA**

2.0 SECTION II - TENDER SUBMISSION CHECKLIST

This list contains the mandatory requirements for the registration which must be met by each of the applicant's failure to which shall result to disqualification

2.1. Basic Eligibility Criteria

A person or firm who wishes to express interest must meet the following basic criteria:

a) Individual Consultant:

1. Have a basic university degree, in relevant area;
2. Qualification and Experience as per Table 1 below. Include persons or institutions and contact addresses (phone, email) who can be contacted on the same.
3. Submit CV, certificates and testimonials, to demonstrate that they expertise in the relevant subject matter or thematic area;
4. The Consultant Must have a current license or certificate of practice issued by the professional body;
5. The Consultant must be a Kenyan citizen and must also have a permanent Residence in the Country.
6. The Individual Consultant will be remunerated in accordance with the rates determined by the Board;
7. The areas of expertise chosen should not exceed three (3).
8. A valid tax compliance certificate for the individual.
9. All documents should be serialized.

b) Consulting firm

Where the applicant is a consulting firm the following must be met and submitted -:

- a) lead consultant must meet the individual criteria set out in paragraphs (1) to (7).
- b) Certificate of Incorporation/Certificate of Business Registration) applies to consulting firms only.
- c) A copy of Valid Tax Compliance, Pin Certificate and VAT Certificate (If it's a consulting firm we require a valid tax compliance for the firm but for individual consultants attach a valid tax compliance for the individual consultant)
- d) Letter of recommendations from five major clients (give period and name of contact person in each organization)
- e) Demonstrate relevant experience in the area of specialization as indicated in the the table 1 below. Attach proof of LSO/Contracts/service level agreements and letter of awards.
- f) Evidence of Physical address and premises (Attach copies of utility bills e.g.

Electricity/water or lease agreement /title deed). EBK may visit the premises to ascertain physical address.

- g) Duly licensed by a relevant professional body and members in good standing in the professional association
- h) Audited accounts for the last two years (i.e. 2022, 2021) or Bank statements for the last 6 months. (Applies to Consulting Firms)
- i) Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) (Issued within the last 12 Months to Tender Opening Date) (This applies to the consulting firm)
- j) Dully filled, signed and stamped self-declaration form that the tenderer will not engage in any corrupt or fraudulent practice, self-declaration form that the tenderer is not debarred.
- k) Power of Attorney
- l) provide a profile demonstrating core business of the firm.
- m) Dully filled and signed confidential business question (Form S33)

3.0 EVALUATION

Firms will be shortlisted based on their technical capabilities in response to the eligibility criteria under clause 2.1.

Registration of suppliers' documents received will be evaluated by the Board and firms/individuals who meet the minimum requirements will be shortlisted. The Board will notify both for the successful and unsuccessful individuals' experts or firms. The Board will do its due diligence to confirm information provided for the purpose of the evaluation exercise.

4.0 APPLICATION PROCEDURE

The Interested qualified individuals or firms should—

1. Download the ~~tender document~~ from the Board's website.
2. Fill duly completed Registration of Supplier Form and Form of Cvs together with scanned copies of certificates, testimonies documents and other requirements needed, in a plain sealed envelope marked; REGISTRATION FOR PROFESSIONAL AND CONSULTING SERVICES, TENDER NO: EBK/OP/004/2023-2024 – 2024/2025 should be deposited in the EBK Tender box on the 9th floor on or before **11th December, 2023 at 11.00am**
3. Tender documents may be viewed and downloaded for free from the website www.ebk.go.ke. Tenderers who download the tender document must forward their particulars immediately to tenders@ebk.go.ke, telephone: +254735330744/+254722509972, postal address: P.O Box 30324-00100 Nairobi to facilitate any further clarification or addendum.

The Registrar/Chief Executive Officer
Engineers Board of Kenya
Fortis Suites, 9th floor, Upper Hill Hospital Road
P.O BOX 30324-00100, Nairobi, Kenya
Tel No: Mobile 254735330744/254722509972

TABLE 1: THEMATIC AREAS ON CALL FOR REGISTERED CONSULTANTS

No	REFERENCE NO	TYPE OF CONSULTING SERVICES	EXPERIENCES NEEDED FOR INDIVIDUAL CONSULTANT AND LEAD CONSULTANT IN THE CASE OF A FIRM	STATUS
1	EBK/P/51/2023-2025	Provision of Consultancy for Building services (Specify the field of competency)	Registered as a Professional Architects, Quality Surveyors registered by BORAQs or Professional Engineer registered by EBK and has a valid license with at least 5 years' experience	Open to all
2	EBK/P/52/2023-2025	Provision of Consultancy services for Engineering Education. (Specify the Discipline)	Registered Professional Engineer and has a valid license with EBK 15 years' experience as a senior lecturer	Open to all
3	EBK/P/53/2023-2025	Provision of Consultancy services for Capacity Building Programs for Engineering (Specify the Discipline)	Professional Engineer registered with EBK and has a valid license 15 years' overall experience in practice and 5 years specific experience in training capacity building.	Open to all
4	EBK/P/54/2023-2025	Provision of Compliance and enforcement, Standards and Procedures for Engineering Practice (Specify the Discipline)	Professional Engineer registered with EBK 15 years' experience in Engineering services. 5 years specific experience as a professional engineer.	Open to all
5	EBK/P/55/2023-2025	Provision of consultancy services in automation and digitalization of EBK Operations (specify area of specialization in ICT)	Registered ICT Expert registered by a professional body has a valid license with EBK 10 years' relevant experience. Degree holder in ICT.	Open to all

6	EBK/P/56/2023-2025	Provision of consultancy service in public relation	Registered communication/PR/marketing Expert. Duly licensed by a relevant body and members in good standing in the professional association.10 years relevant experience. Degree holder in Communication, PR or marketing studies.	Open to all
7	EBK/P/57/2023-2025	Provision of Organizational performance (specify area of specialization)	Duly licensed by a relevant body and members in good standing in the professional association.10 years relevant experience. Have a degree in related field of subject matter.	Open to all
8	EBK/P/58/2023-2025	Provision of consulting services on Land planning and valuation	Land Economics expert and duly licensed by a relevant body and members in good standing in the professional association.10 years of experience in land planning and evaluation. Have a Degree in Economics and Planning or related field of subject matter.	Open to all
9	EBK/P/60/2023-2025	Provision of consulting services on Monitoring and evaluation	Duly licensed by a relevant body and members in good standing in the professional association.10 years of experience in monitoring and evaluation. Have a degree in related field of subject matter.	Open to all
10	EBK/P/61/2023-2025	Provision of Legal consultancy Services	Current advocate practicing certificate from LSK and member in good standing in the professional association. 5 years of experience. (Indicate Specialization area of practice).	Open to all

11	EBK/P/62/2023-2025	Provision of Enterprise Risk Assessment and Mitigation services	Risk Expert and duly licensed by a relevant body and members in good standing in the professional association 10 years of experience of risk management. Have a degree in related field of subject matter. Certification in risk management and Audit.	Open to all
12	EBK/P/63/2023-2025	Provision of Trade and Investment Expansion Advisory Services	Degree in Business related field or Engineering. If an Engineer, must be a Consulting Engineer. Must also have overall 15 years' experience in offering consulting and advisory services with a business international experience. At least 5 years in consulting in the area of liberalization of services on regional and international trade agreements & its protocols	Open to all
13	EBK/P/64/2023-2025	Provision of consultancy services in Graphic Design services	Duly licensed by a relevant body and members in good standing in the professional association. 5 years of experience. Degree Holder related field of subject matter.	AGPO
14	EBK/P/65/2023-2025	Provision Of Documentary Production, News Coverage, Photography Services, Video Graphics, Public Address System, Audiographer Production And Editing Services	Duly licensed by a relevant body and members in good standing in the professional association. 5 years of experience. Degree holder related field of subject matter.	Open to all
15	EBK/P/66/2023-2025	Leadership, Governance & Strategy	Duly licensed by a relevant body and members in good standing in the professional association. 10 years of experience. Degree holder in related field of subject matter.	Open to all

16	EBK/P/67/2023-2025	Records Management	Duly licensed by a relevant body and members in good standing in the professional association. 10 years of experience. Degree holder in related field of subject matter	Open to all
17	EBK/P/68/2023-2025	Provision Of Quality Management System (ISO 9001:2015)	At least a graduate degree holder in related field of subject matter. Has Certification in quality management system e.g. ISO 9001, TQM. Having experience in the field for at least 10 years. Must be a certified ISO auditor and accredited by KEBS or equivalent.	Open to all
18	EBK/P/70/2023-2025	Provision of master of ceremony services	Duly licensed by a relevant body and members in good standing in the professional association. 5 years of experience in MC services. Must have a certificate of good conduct.	Open to all
19	EBK/P/71/2023-2025	Organization Culture Audits and Culture Change transformation	Duly registered and full member of the IHRM with 10 years' experience in organizational development and culture change. Degree in Social sciences.	Open to all
20	EBK/P/73/2023-2025	Records Management	Duly registered and full member of the IHRM with 5 years' experience in Employee Engagement Surveys. Degree in Social sciences.	Open to all
21	EBK/P/74/2023-2025	Provision of Coaching and Mentorship services	Duly registered and full member of the IHRM with 5 years experience in Coaching and mentorship. Degree in Social sciences.	Open to all
22	EBK/P/75/2023-2025	Retirement and Succession Planning and management	Duly registered and full member of the IHRM with 5 years' experience in Succession management. Degree in Social sciences.	Open to all
23	EBK/P/76/2023-2025	Human Resources Audit	Duly registered and full member of the IHRM with 5 year's experience in HR audit. Degree in Social sciences.	Open to all

24	EBK/P/77/2023-2025	Staff skills and competency audit	Duly registered and full member of the IHRM with 5 years' experience in Competency audit. Degree in Social sciences.	Open to all
25	EBK/P/78/2023-2025	Knowledge management skills development	Duly registered and full member of the IHRM with 5 years experience in Knowledge management. Degree in Social sciences. (Specify area of specialization)	Open to all
26	EBK/P/79/2023-2025	Recruitment Services	Duly registered firm with 10 years experience in recruitment. Membership to IHRM and NITA. Degree in Social sciences.	Open to all
27	EBK/P/81/2023-2025	Auditing & financial Software Solutions	Duly registered firm with 5 years' experience in ICT related financial solutions. Member of Professional Body	Open to all
28	EBK/P/82/2023-2025	Annual Support Services for Microsoft based Software Application	The Firm has to be registered as a Microsoft dealer. Has 5 years experience in similar services.	Open to all
29	EBK/P/83/2023-2025	Provision of Digital Asset, tracking, coding, tagging & Management Solution	Duly licensed by a relevant body and members in good standing in the professional association. 10 years of experience. Degree holder in related field of subject matter.	Open to all
30	EBK/P/84/2023-2025	Re-designing, development, commissioning, hosting and maintenance of website	Duly licensed by a relevant body and members in good standing in the professional association. 10 years of experience. Degree holder in related field of subject matter.	Open to all
31	EBK/P/85/2023-2025	Provision of Team Building Services	Duly licensed by a relevant body and members in good standing in the professional association. 10 years of experience. Degree holder in related field of subject matter.	Open to all
32	EBK/P/86/2023-2025	Provision of Consultancy services for Events Planning	Duly licensed by a relevant body and members in good standing in the professional association 10 years of experience in event planning.	Open to all

			Degree Holder related field of subject matter	
33	EBK/P/87/2023-2025	Provision of consultancy services on market surveys	Duly licensed by a relevant body and members in good standing in the professional association with 5 years experience in statistics, research or project management; including at least two assignments related to market surveys	Open to all

ENGINEERS BOARD OF KENYA

FORM 1A: REGISTRATION OF CONSULTANT FORM (INDIVIDUAL EXPERTS/LEAD CONSULTANT)

NAME OF APPLICANT:	
POSTAL ADDRESS:	
PHYSICAL ADDRESS:	
E-MAIL:	
TELEPHONE NUMBER:	
PROFILE OF INDIVIDUAL (IN NOT MORE THAN 100 WORDS):	
THEMATIC AREAS OF INTEREST (Specify area of discipline from category EBK/P/51-54/2023/2025)	
MAIN THEMATIC AREA (Max. of 3)	
1.	Ref No
Type of Consulting Services	
2.	
3.	
4.	
Attached are the curriculum vitae, relevant certificates & testimonials	
SIGNATURE:	DATE:

FORM 1B: FORM OF CURRICULUM VITAE

NOTE: READ ALL THE INSTRUCTIONS BEFORE YOU START FILLING EACH PART. DO NOT DELETE ANY ROW OR COLUMN OF THIS TABLE, WHETHER OR NOT IT IS FILLED IN.

PART A: PERSONAL INFORMATION				
1.	NAME			
2.	NATIONALITY			
3.	POSTAL ADDRESS			
4.	PHYSICAL ADDRESS			
5.	EMAIL			
6.	TELEPHONE			
PART B: ACADEMIC QUALIFICATIONS				
7.	UNIVERSITY/UNIVERSITIES ATTENDED	UNIVERSITY	ATTAINMENT	YEAR
8.	HIGHEST DEGREE ATTAINED			
9.	OTHER DEGREES/CERTIFICATES [MAX OF 3]	INSTITUTION	ATTAINMENT	YEAR
PART C: PROFESSIONAL QUALIFICATIONS [MAX. OF 5 QUALIFICATIONS]				
10.	INSTITUTION	ATTAINMENT	YEAR	
11.				
12.				
13.				
14.				
15.				

PART D: AREAS OF SPECIALISATION [NOT MORE THAN 200 WORDS]			
16.			
PART E: EMPLOYMENT HISTORY (STARTING WITH THE MOST RECENT) [MAX OF 5 INSTITUTIONS]			
	INSTITUTION	KEY RESPONSIBILITIES	YEAR(S)
17.			
18.			
19.			
20.			
21.			
PART F: TRAININGS FACILITATED IN THE LAST THREE YEARS (MAX. OF FIVE)			
	CLIENT	DESCRIPTION OF THE TRAINING	DATE
22.			
23.			
24.			
25.			
26.			
PART G: CONSULTANCIES UNDERTAKEN IN THE NO OF YEARS INDICATED PER SUBJECT AREA IN TABLE 1 (MAX. OF FIVE CONSULTANCIES)			
	CLIENT	DESCRIPTION OF THE CONSULTANCY	DATE
27.			
28.			
29.			

I certify that the information I have given above is accurate and true.

SIGNATURE:

DATE:

FORM 2: CONFIDENTIAL BUSINESSQUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You 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..... Tel No.....

Nature of business

Current Trade License No..... Expiring date.....

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

K£.....

Name of bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full

Age.....

Nationality..... Country of

origin.....

*Citizenship

details.....

Part 2(b) Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company

Nominal K£

Issued K£

Given details of all directors as follows

	Name	Citizenship details	Shares	Nationality
1.				
2.				
3.				
4.				
5.				

Date.....Signature of Candidate

*If Kenyan citizen, indicate under 'Citizenship Details" whether by Birth, Naturalization or Registration

FORMS 3A: SELF DECLARATION FORMS – 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. Kenya Subsidiary Legislation, 2020

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 hereinabove is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date) Bidder Official Stamp

**FORM 3B - SELF DECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE 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, Kenya Subsidiary Legislation, 2020
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 hereinabove is true to the best of my knowledge information and belief.

..... (Title)

.....
(Signature)

.....
Date

FORM 4: - REGISTRATION SUBMISSION FORM

To:

Date: _____

Tender No.:

The Registrar/CEO
Engineers Board of Kenya
P.O Box 30324-00100
Nairobi

Dear Madam,

We/I, the undersigned, offer to provide the required services in accordance with your instructions and we hereby submit our Registration Document.

Our Application is binding to us and if found acceptable we shall be pleased to be included in the list of registered firms.

We understand you are not bound to accept any application you receive.

Authorized Signature:

Name and Title of Signatory

Name of Tenderer

Address: