



ENGINEERS BOARD OF KENYA

REGISTRATION OF CONSULTANTS FOR THE PROVISION OF FINANCIAL MANAGEMENT AND TAXATION ADVISORY SERVICES CONSULTANCY

TENDER NO: EBK/OP/10/2023-2024

CLOSING DATE: 20TH MARCH, 2024 AT 12.00NOON

**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**

MARCH, 2024

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1.0 SECTION I: INVITATION FOR REGISTRATION

TENDER NAME: REGISTRATION OF CONSULTANTS FOR THE PROVISION OF FINANCIAL MANAGEMENT AND TAXATION ADVISORY SERVICES CONSULTANCY FOR A PERIOD OF TWO (2) YEARS.

TENDER NO: EBK/OP/10/2023-2024

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 **20th March, 2024 at 12.00noon.**

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 ICPAK/IIA;
5. The Consultant must be a Kenyan citizen and must also have a permanent Residence in the Country.
6. A valid tax compliance certificate for the individual.
7. Appointment/ Registered as a KRA Tax Agent will be added advantage.
8. 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 (6).
- 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 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. 2023, 2022) 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 OF CONSULTANTS FOR THE PROVISION OF FINANCIAL MANAGEMENT AND TAXATION ADVISORY SERVICES CONSULTANCY, TENDER NO: EBK/OP/10/2023-2024 – 2024/2025 should be deposited in the EBK Tender box on the 9th floor on or before **20th March, 2024 at 12.00noon.**
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.

TheRegistrar/ChiefExecutiveOfficer 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/88/2023-2025	Financial Management and Taxation Advisory Services Consultancy	A degree in business management, commerce, social sciences or all related field. Duly licensed by ICPAK/IIA and a member in good standing. 10 years of hands on experience. (Indicate specialization area of practice e.g Taxation, financial management, auditing, etc). Appointment/ Registered as a KRA Tax Agent will be an added advantage. OR Duly registered firm with 5 years experience in Financial Management and Taxation Advisory services. Membership to a relevant Professional Body and in good standing.	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	
MAIN THEMATIC AREA (Max. of 3)	
1.	Ref No
2.	Type of Consulting Services
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	Nationality
------	-------------

Citizenship details	Shares
---------------------	--------

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 – DEBARRED

(r.47)
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. 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 deposed 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: