



KENYATTA UNIVERSITY
STAFF RETIREMENT BENEFITS SCHEME

Save. Invest. Grow. Enjoy

**REQUEST FOR EXPRESSION OF INTEREST FOR INDIVIDUAL PROCUREMENT
CONSULTANTS**

APPLICATION REF. NO. KUSRBS/PC/EOI/001/2026

DEADLINE TO RESPOND: 30TH SEPTEMBER 2026

EXPRESSION OF INTEREST FORM

REF: KUSRBS/PC/EOI/001/2026

FROM: Kenyatta University Staff Retirement Benefits Scheme (KUSRBS)

TO:

1. The KUSRBS invites you to submit application for Individual Procurement consultancy to provide services as outlined in the Terms of Reference. The application shall follow the instructions and documents in this application document and shall be in English Language.
2. Application shall be submitted in accordance with the instruction in Part 1: The duly filled, signed and stamped application shall be submitted to this email address only: kusrbsprocurement@ku.ac.ke clearly indicating name and address of Consultant, the application name and title and must reach the Procuring Entity at the address indicated below not later than **Wednesday 30th September 2026**. Late applications shall be rejected.
3. Enquiries regarding this application may be addressed to: kusrbsprocurement@ku.ac.ke

Address for Submission of applications.

- 1) Name of Procuring Entity: Kenyatta University Staff Retirement Benefits Scheme.
- 2) Email Address: kusrbsprocurement@ku.ac.ke
- 3) Physical address: KUSRBS office, Main Campus, Old Library, Ground floor.

Yours sincerely,

PENSION MANAGER
KUSRBS.

PART 1: INSTRUCTIONS TO CONSULTANTS

1. **Consultants are advised to read carefully** these instructions before preparing the application. The standard forms in this application may be photocopied for completion but the Consultant is responsible for their accurate reproduction. The term Consultant shall mean the person invited to apply.
2. **Validity of Applications:** The application will be held valid for **90 days** from the date of submission.
3. **The application shall consist** of form of application, qualification documents required, the CV and all the requested certificates and testimonials.
4. **Sealing and Marking of applications:** The whole application should be emailed as a single folder, only to the provided email. The application should be protected with a password, which the Consultant shall send immediately after the deadline, to open their application.
5. **Submission of applications:**
Date of Submission (deadline): **Wednesday 30th September 2026.**
Time of Submission (deadline): **11.00 a.m.**
6. **Opening of applications:** applications will be opened immediately after the closing date and time specified above.
7. **Consultant Eligibility:** Consultant must submit documentary evidence to show his/her eligibility to be awarded a contract. The Consultant shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Evaluation of applications:** The evaluation of applications will be conducted using the procedure set out below:
 - i. Preliminary examination to determine Consultant eligibility and responsiveness.
 - ii. Technical examination to determine compliance of the application.
10. Individual consultants who meet the set pass mark will be shortlisted and be invited whenever there is an assignment
11. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any application or to cancel the process and reject all applications at any time prior to contract award.

APPLICATION AND QUALIFICATION DOCUMENTS

- i. Form of application.
- ii. Form for Disclosure of Interest
- iii. Certificate of Independent Application Determination
- iv. Self-Declaration Form

FORM OF APPLICATION [To be completed by Consultant]

Addressed to	The Pension Manager, KUSRBS
Date of application	
Reference number	KUSRBS/PC/EOI/001/2026
Subject	Individual Procurement Consultants

1. I have examined and have no reservations to the Expression of Interest document, and understand its full content and intent.
2. In compliance with your Expression of Interests referenced above, I offer to submit this application For Individual Procurement consultancy on an indefinite delivery contractual arrangement.
3. I confirm that I am eligible to participate in this procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO CONSULTANTS.
4. I undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from PPRA's website (www.ppra.go.ke) during the procurement process and the execution of any resulting contract.
5. The validity period of our application is: ____ days from the time and date of the submission deadline (number to be same as in the instructions to Consultants).
6. I confirm I am not submitting any other application as an individual or firm, and I am not participating in any other application as a Joint Venture member or as a subcontractor.
7. I am not subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
8. I hereby certify that I have taken steps to ensure that I shall not engage in any type of Fraud and Corruption.
9. I hereby certify and confirm that the application is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect I have signed the "Certificate of Independent Application Determination" attached below.
10. I, the Consultant, have completed fully and signed the FORM FOR DISCLOSURE OF INTEREST- interest of the firm in the Procuring Entity, attached below.

Application Authorized by:-

Name:.....

Designation:.....

Signature:.....

FORM FOR DISCLOSURE OF INTEREST

- i. Are there any person/persons in Kenyatta University Staff Retirement Benefits Scheme, who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows:-

	Name of person	Designation in the procuring entity	Interest or Relationship with tenderer
1.			
2.			
3.			

ii. Conflict of interest disclosure

	Type of conflict	Disclosure Yes/No	If YES provide details of the relationship with tenderer
1.	Tenderer directly or indirectly controls, is 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.	Tenderer has a relationship with another tenderer, directly or through common third parties, that puts him/her in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5.	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of this expression of Interest or the evaluation process.		
6.	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 resulting contract		
7.	Has the conflict stemming from any relationship stated above been resolved in a manner acceptable to the Procuring Entity?		

iii. Certification

On behalf of the Consultant, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name:.....

Signature:.....

Date:.....

iv. **CERTIFICATE OF INDEPENDENT APPLICATION DETERMINATION**

I, the undersigned, in submitting this expression of Interest do hereby make the following statements that I certify to be true and complete in every respect:

I _____ certify that:

1. I have read and understood the contents of this Certificate;
2. I understand that I will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the Individual Consultant with authority to sign this Certificate in that capacity.
4. For the purposes of this Certificate and the application, I understand that the word “competitor” shall include any individual or organization, other than myself, whether or not affiliated with me, who:
 - a. Has responded to this Expression of Interests;
 - b. Could potentially apply in response to this Expression of Interests based on their qualifications, abilities or experience;
 - c. I have prepared the application independently from, and without consultation, communication, agreement or arrangement with, any competitor;
5. In particular, without limiting the generality of paragraphs (4)(a) or (4)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: prices; methods, factors or formulas used to calculate prices; the intention or decision to submit, or not to submit, an application; or the submission of an application which does not meet the specifications of the Expression of Interests.
6. The terms of the application have not been, and will not be, knowingly disclosed by the Consultant, directly or indirectly, to any competitor, prior to the date and time of the official applications opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law.

Name:.....

Title:.....

Date:.....

Sign:.....

v. **SELF-DECLARATION FORM**

I, the Consultant.....(insert name) submitting my application in respect of application **KUSRBS/PC/EOI/001/2026** Individual Procurement consultancy
DECLARE AS FOLLOWS:

That, I the Consultant including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above application:-

- a. have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above application as defined and/or described in the following:
 - i. Kenya's Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations;
 - ii. Kenya's Anti-Corruption and Economic Crimes Act, 2013;
 - iii. Conflict of Interest Act, 2025,
 - iv. Bribery Act, 2016 and
 - v. Any such other Acts or Regulations of Government of Kenya;
- b. have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of KUSRBS.
- c. have not engaged/will not engage in any collusive or corrosive practice with other Consultants participating in the subject application;
- d. have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deposed to herein above is true to the best of my knowledge, information and belief.

Name of the Consultant:

Title of the person signing the application:

Signature and stamp of the person named above:

PART 2: TERMS OF REFERENCE:

A. Background information:

Kenyatta University Staff Retirement Benefits Scheme (KUSRBS) was established by Kenyatta University through an irrevocable Trust Deed on 1st January, 1994. The main purpose of the Scheme is the provision of cash benefits and pension for Members upon retirement and relief for the dependents of the deceased Members. It's managed by a board of Trustees supported by a secretariat headed by the pension manager. The Scheme has not yet employed a Procurement Professional to manage its procurement operations. In an effort to enhance and professionalize procurement operations in line with best practice, the scheme wishes to engage Individual Procurement Consultants on as-and-when required basis to render Professional guidance and technical assistance on procurement operations to the scheme management as stated below.

B. Schedule of deliverables/outputs:

1. Expert procurement advise in the sale of the scheme property assets.
2. Technical assistance to prepare consolidated annual procurement and disposal plans.
3. Technical assistance to prepare and customize Standard procurement & disposal documents.
4. Participating and/or advising on evaluations of tenders/proposals.
5. Technical assistance on market surveys and procurement strategies.
6. Vetting communication and correspondences concerning evaluation and award decisions.
7. Handling suppliers debriefing.
8. Technical assistance on conducting post-qualification due-diligence and negotiation.
9. Vetting of draft contract documents.
10. Providing advisory services on tendering operations, contract management and administration, inventory and disposal management and suppliers relationship management.
11. Training/capacity building the board of trustees and Staff on the Institutional Procurement and disposal Policies and Procedures Manual and best practices.
12. Reviewing or development of Institutional Procurement & disposal Policies & Procedures Manual & SOPs.
13. Advisory on responses/reports to Internal Audit, External audit and other authorized bodies.
14. Conducting institutional review/audits on procurement matters not handled by the Consultant.
15. Any other related task as agreeable.

C. Contract period:

The Consultant shall be engaged on as-and-when-required (on-call) through a request for quotation (RFQ) or any other appropriate method.

D. EVALUATION CRITERIA:

i. Preliminary Evaluation criteria:

1. 2026 Practicing license from KISM .
2. Current Individual Tax compliance certificate from KRA.
3. Personal Identification Number (PIN) from KRA.
4. An updated CV, containing only relevant and true information relevant to this assignment, (Maximum five (5) pages).
5. Copies of academic and professional certificates and testimonials required for technical evaluation.

6. Submission of duly filled and signed (i) form of application, (ii) form for disclosure of Interest, (iii) certificate of independent application determination and (iv) self-declaration form.

Valid copies of all the above documents must be provided for Consultant's application to proceed to Technical Evaluation below.

ii. Technical evaluation criteria:

1. Must have a Master's degree in Procurement & Logistics, Supply Chain Management, Project Management or any other related discipline. Provide a copy of the certificate
2. Must have a Bachelor's degree in Procurement & Logistics, Supply Chain Management, Project Management or any other related discipline. Provide a copy of the certificate.
3. CIPS or CPSP or any other related professional final certification
4. At least 15 years of practice in public or private procurement and supply chain Management on national and/or international level(s), 10 of which should be at senior level
This should be CLEARLY evident in the CV provided.
5. The Consultant must have been engaged in the actual procurement consultancy work in the last ten years in the following areas:
 - i. Capacity building/Trainings. Evidence of ToT attendance will be a definite advantage;
 - ii. Development or review of institutional procurement policies and procedures Manuals;
 - iii. Development/review/customization of standard bidding documents. Engagement at national Regulatory Level will be definite advantage.
 - iv. Procurement audits/reviews/MAPS.
 - v. Capacity building on implementation of sustainable procurement and other procurement transactions counsel.

Provide at **least three copies** of engagement letters/appointment letters/contracts/completion Certificates/referee letters/orders, **for each of the above areas.**

The minimum qualifying score shall be 75 points out of the possible 100 points.

EVALUATION CRITERIA

	Preliminary Evaluation Requirements	
No	Criteria	Score (Y/N)
1	Copy of Valid Tax Compliance Certificate	
2	Personal Identification Number (PIN) from KRA	
3	Provide proof of membership and professional certification with the Kenya Institute of Supplies Management (KISM), holding a valid practicing license	
4	Duly filled and signed tender forms i. Form of application. ii. Form for Disclosure of Interest iii. Certificate of Independent Application Determination iv. Self-Declaration Form	
5	Professional curriculum vitae	

Technical Evaluation

The individual consultant must be a member of good standing of at least one global procurement professional association.

Evaluation Criteria

Criteria	Measure	Score
Key Professional Staff Qualifications and Competence (30Mks) - Provide proof of holding Master's degree in either Procurement & Logistics, Supply Chain Management, Project Management or any other related discipline - Global procurement professional valid certification from (e.g., CIPS).	15 years' experience and above	20 mks
	More than 10 years but less than 15 years	10 mks
	Less than 10 years	5mks
	Professional Certification	10mks

Criteria	Measure	Score
Consultant's General Experience: • Development or review of institutional procurement policies & procedure manuals (15Mks) • Development or review of standard bidding documents (15Mks) • Procurement audits/reviews (15Mks)	5 Mks for each assignment with supporting evidence	45
Capacity Building & Training: • Trains in-house procurement, legal, and operational teams on best practices, contract management, and supply chain management	5 Mks for each assignment with supporting evidence	15
Technical Tools	Experience with procurement software (Proof of attending at least one training)	10
Total		100

Responsive Expression of Interest (EOI) must attain a minimum score of **75** points out of the **100** points for a consultant be shortlisted.