



STIMA INVESTMENT CO-OPERATIVE SOCIETY.

STIMA INVESTMENT PLAZA I,

MUSHEMBI ROAD,

P.O. Box 37895-00100

NAIROBI.

REQUEST FOR QUOTATION FOR PROVISION OF RECRUITMENT SERVICES.

30th April 2024.

RFQ NO: SICSL/RFQ/20/24

Email: jnyandaya@stimainvestment.co.ke

fkiplagat@stimainvestment.co.ke

jmusembi@stimainvestment.co.ke

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SECTION I - LETTER OF INVITATION

Dear Sir/Madam,

RE: PROVISION OF RECRUITMENT SERVICES.

- 1.1.1 Stima Investment Co-operative Society invites sealed bids from eligible bidders with relevant qualifications and experience to submit quotations for the provision of Recruitment Services
- 1.1.2 Prices quoted should be inclusive of all taxes and must be in Kenya shillings or any other easily convertible currency and shall remain valid for **60 days** from the closing date.
- 1.1.3 Duly completed bid documents are to be sent to the following email addresses;
- jnyandaya@stimainvestment.co.ke
fkiplagat@stimainvestment.co.ke
jmusembi@stimainvestment.co.ke
- on or before **Friday 3rd April ,2024 at 12.00 noon.**
- 1.1.4 Bids shall be opened immediately thereafter in the presence of candidate's representatives who choose to attend in the Stima Investment Board Room on fifth floor. **Late bids shall be rejected.**
- 1.1.5 Upon receipt, please inform us,
- a. That you have received the letter of invitation,
 - b. Whether or not you will submit a proposal for the assignment

SECTION II: - INFORMATION TO BIDDERS, ITB (Contd)

- 1) No liability whatsoever will be admitted nor claim allowed in this document which should have been rectified through formal inquiry.
- 2) The bidder shall not alter or otherwise qualify the text of this specification. Any alteration or qualification made without authority will be ignored and the text of the principle tender document as printed will be adhered to.
- 3) The bidder price shall include all government taxes including duties. The rates should be vat inclusive.
- 4) In no case will any expenses incurred by the bidder in preparation of this tender be reimbursed.
- 5) The amount quoted for the services must be in Kenya shillings and cents.
- 6) Award and further negotiations shall be with the lowest evaluated bidder.
- 7) Bidders should provide all required mandatory documents failure to which shall be declared non-responsive.
- 8) Payment Terms:30 days on receipt of invoice after delivery of the valuation report.
- 9) Bidders are required to provide a breakdown of their quoted amount.
- 10) The society reserves the right to award the contract in full or part as it may deem fit.

SECTION III: EVALUATION OF BIDS

The received tenders will be evaluated in three stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: Financial Evaluation;
3. Stage 3: Recommendation of award.

1. Mandatory Requirements

The following mandatory requirements must be met:

1. Confirmation of Directors (CR. 12) - This should be the one issued within three months to the tender closing date. OR Kenya Business Name Registration form (BN2) for sole proprietor or partnerships.
2. Copy of Certificate of Incorporation/Registration
3. Independent valid evidence of active membership and registration with Human Resource professional bodies.
4. Submission of Valid Tax compliance certificate (Expired tax compliance certificates will not be accepted)
5. Firm Profile
6. Duly filled, signed and stamped form of Tender
7. Dully filled, signed and stamped Confidential Business Questionnaire.
8. Dully filled, signed and stamped Declaration form
9. Time completion schedule. (state how long it would take to submit final report)
10. Provide a list of clients (complete with recommendation letter, address and telephone numbers & contact person) of which the company has provided similar services in the last three (3) year

SECTION IV: FINANCIAL PROPOSAL STANDARD FORMS

FINANCIAL PROPOSAL SUBMISSION FORM

Date.....

Stima Investment Co-operative Society Ltd,
Stima Investment Plaza 1,

Mushembi road, Parklands

P. O. Box 37895 -00100

Nairobi

Dear Sir:

We, the undersigned, offer to **provide Recruitment Services** in accordance with your Request for Quotation dated and our quotation thereof. Our attached Financial Proposal is for the sum of Kshs.....
(_____)

[Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

PRICE SCHEDULE

Recruitment services	Amount (VAT Inclusive)
Executive Assistant Position	
Business Development Officer Position	
Total Amount	

SECTION V: - TERMS OF REFERENCE

TOR FOR RECRUITMENT SERVICES

1.0 INTRODUCTION.

Stima Investment Co-operative Society Limited is a registered Investment Society whose principal objective is to mobilize savings from its members for investment in a variety of assets and financial instruments. The Society is regulated by the Commissioner for Cooperatives, under the Cooperatives Act, Cooperative Regulations and the Society's By-laws.

2.0 THE RATIONALE

The aim of this assignment is to help the society in filling the position of;

1. Executive Assistant
2. Business Development Officer

3.0 SCOPE OF ASSIGNMENT

No.	Activity
1	Project Mobilization, planning, Contract execution
2	Search of Candidates (Applicants)
3	Analysis of Candidates (Applicants)
4	Selection Process (Interviews)
5	Submission of the top Five (5) candidates to Management Interview
6	Preparation of the Final Report
8	Communication to Unsuccessful Candidates

4.0 VACANCIES

1. EXECUTIVE ASSISTANT POSITION

This assignment requires the consultant to recruit an Executive Assistant for the society.

The salary for the position will be **Kes. 60,000- Kes. 90,000** per month.

Main Responsibilities

- Maintain the C.E.O's diary and appointment schedule by planning and scheduling meetings, and provide reminders for the same.
- Attend to calls and screening of Visitors to the CEO's Office

- Ensure that all mails to and from the CEO's office are distributed to the relevant departments
- Handling of correspondence, reports, and Board papers under the guidance of the C.E.O. by transcribing, formatting, inputting, editing, and proofreading.
- Effective planning and coordination of meetings and events by reserving conference space, and provision of stationery and catering services.
- Follow up with departmental heads and track progress on various assignments to ensure adherence to deadlines.
- Effective local & international travel arrangements for the Board, Management and Staff
- Board Liaison – Act as the liaison between the C.E.O and the Board by relaying information in a timely and effective manner.
- Liaising with administration on cleaning, messengerial, pool transport, and office maintenance.
- Proper records management in the office of the C.E.O by provision of historical reference through developing and utilizing filing and retrieval systems.
- Filing
- and retrieving Society documents and reports
- Manage the flow of information to Management and internal/external clientele
- Ensuring safety and security of information in the C.E.O's office.
- Custodian of the Board minutes book and other confidential items in the C.E.O's office.
- Performing any other duties as may be assigned from time to time

Qualifications

- Must have at least Mean grade C- or equivalent
- Academic: Diploma in Business Administration or any other related office administration qualification from a recognized university.
- Professional qualification in Secretarial skills will be an added advantage
- 3 years of experience as an Executive Assistant in a busy organization

2 BUSINESS DEVELOPMENT OFFICER POSITION

This assignment requires the consultant to recruit a Business Development Officer for the society.

The salary for the position will be **Kes. 150,000- Kes. 180,000** per month.

Main Responsibilities

- Developing and implementing marketing strategies for improvement of market profile, increased sales to achieve the Society's strategic goals and objectives,
- Designing marketing and communication of plans to promote the Society's products, services, and corporate brand,
- Developing and monitoring annual and periodic budgets for the department
- Identifying new marketing opportunities for increased membership and sales volumes.
- Researching and developing new products and services, and enhancing existing services to respond to customer needs for improvement of customer satisfaction,
- Conducting market research to determine market trends, and customer behavior, and assess the business environment to counter competition,
- Evaluating advertising and trade promotion programs for increased sales and market expansion,
- Managing customer relationships for improved customer experience and market share,
- Designing promotional packages and customer satisfaction programs for improved product awareness and customer retention,
- Designing and implementing incentive programs for the Marketing and Sales teams for improved motivation and performance,
- Negotiating and managing business contracts for increased return on investment.
- Facilitating customer education programs on investments through trade fairs, exhibitions, and other promotional activities for updates on products and services.
- Any other duties as assigned by the Supervisor

Qualifications

- A Bachelor's Degree in Marketing or a business-related field from a recognized institution
- Master's Degree will be an added advantage
- A member of a relevant professional body
- Knowledge of the real estate sales process as well as regional market prices
- Minimum 8 years experience in real estate sales and at least one year in a management /supervisory position
- Must have a track record of working with targets

Timelines

This assignment is expected to take up to a maximum of thirty days (30) days from the date of signing the contract.

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: RFQ No. _____

RFQ Name _____

We refer to your proposal for the above, received on 28th March 2024.

We are pleased to inform you of the society's decision to award you the tender for the provision of Valuation Services for at your quoted amount of (...)

The contract documents will be prepared upon your acceptance of this letter of award and your terms of agreement will be as per the contract. We look forward to receiving the letter from you.

Congratulations.

Yours faithfully,

For: STIMA INVESTMENT CO-OPERATIVE SOCIETY LTD.

CHIEF EXECUTIVE OFFICER.

DECLARATION FORM

Date _____

TO _____

The tenderer i.e. (name and address) _____

Declare the following:

- a) Have not been debarred from participating in public procurement.
- b) Have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Title

Signature

Date

(To be signed by authorized representative and officially stamped)

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All Bidders are requested to give the particulars indicated in Part 1 and either Part 2 (b) or 2(c) whichever applies to your type of business. Youth, Persons with disabilities and Women shall in addition complete part 2(d). Bidders 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

Postal Address Postal Code

Tel No.....

Facsimile.....

Mobile and CDMA No.....

E-mail...

Nature of your business

Registration Certificate No.....

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

Name of your BankersBranch... ..

***Names of Tenderer’s contact person(s)**

Designation/ capacity of the Tenderer’s contact person(s)

Address, Tel, Fax and E-mail of the Tenderer’s contact person(s)

.....

.....

Part 2 (a) Sole Proprietor

Your name in full Nationality
.....Country of origin

Part 2 (b) Partnership

Give details of partners as follows: -

Names	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company-

*Nominal in Kshs...

*Total Issued Kshs...

Give details of all directors as follows

Name	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		
5.....		

Name of duly authorized person to sign for and on behalf of the Tenderer

.....

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

NOTES TO THE TENDERERS ON THE QUESTIONNAIRE

The address and contact person of the Bidder provided above shall at all times be used for purposes of this Request for Proposal.

The details on this Form are essential and compulsory for all bidders failure to provide all the information requested shall lead to the Bidder's disqualification