



**MOMBASA PORT CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED**

**TENDER FOR EXTERNAL AUDIT SERVICES FOR FINANCIAL YEAR 2019**

**MP-AS 2019**

**MOMBASA PORT SACCO SOCIETY LTD  
MOMBASA PORT SACCO BUILDING  
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## SECTION I. INVITATION TO TENDER FOR AUDIT SERVICES YEAR 2019

The Mombasa Port SACCO Society Ltd invites interested and competent bidders to apply for qualification to provide audit services for the financial year 2019.

<u>REF</u>	<u>SERVICES</u>
MPS/PS/01/2018	Provision of External Audit Services 2019.

The qualification documents giving detailed information can be obtained from 24<sup>th</sup> **January, 2019** from the **Chief Executive Officer's office at Mombasa Port Sacco building on Mwakilingo Road, off Moi Avenue** during office hours (working days from 0900hrs to 1530hrs) or from the Society's website at **www.msaportsacco.co.ke**  
Completed qualification documents in plain sealed envelopes with the appropriate reference and clearly marked on top "**QUALIFICATION OF AUDIT SERVICES**" should be addressed to:

**The Chairman  
Procurement Committee  
Mombasa Port SACCO Society Ltd.  
P.O.BOX 95372-80104 MOMBASA**

And deposited in the Tender Box on **or before 5<sup>th</sup> February 2019 at 10.00am**. Qualification document will be opened at 10.10am on the same day in the presence of bidders or their representatives who choose to attend. The Society reserves the right to accept or reject an application in whole or part and it is not obliged to give any reason(s) for it.

## **SECTION II.**

## **INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

Mombasa Port SACCO Society Ltd herein referred to as the procuring entity intends to qualify Audit Services as advertised. It is expected that qualification applications will be submitted to be received by the procuring entity not later than 5<sup>th</sup> February 2019 at 10.00am.

### **2.2 Submission of Application**

2.2.1 Applications for qualification shall be submitted in sealed envelopes marked with the tender category name and code number and deposited in the tender box at Mombasa Port SACCO building or be addressed to The Chairman, Procurement Committee Mombasa Port SACCO Society Ltd P.O.BOX 95732-80104 Mombasa so as to be received on or before 5<sup>th</sup> February 2019 at 10.000am.

2.2.2 All the information requested for qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

### **2.3 Eligible Candidates**

2.3.1 This invitation for qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and Regulations and as indicated in the Tender document.

2.3.2 The procuring entity's employees, members, board of directors and their relatives (spouses and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All terms found capable of performing the contract satisfactory in accordance to the set qualification criteria shall be qualified.

### **2.4 Qualification criteria**

2.4.1 Qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicants general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 Mombasa Port SACCO Society Ltd requires that tenderers observe highest standard of ethics during the selection and execution of such contracts. The following rules will apply:

- Mombasa Port SACCO Society Ltd will reject a Tender for qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question.
- We will have the right to inspect the business premises of the tenderer.
- We will declare a tender ineligible for qualification if at any time; it determines that the tenderer is related to an employee of the Mombasa Port SACCO or a member of Board of Directors or Procurement Committee unless otherwise pre-declared to avoid conflict of interest.
- We will declare a tender ineligible for qualification if at any time, it determines that the tenderer has committed an offence relating to procurement, has breached for procurement before by another public company, has in procurement proceeding given false information about its actions and has been blacklisted before by another public company.

2.4.3 Litigation history. The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## **2.5 Joint Venture**

2.5.1 (a) The formation of joint venture after qualification and any change in a qualified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if;

(i) Partners withdrawal from a joint venture and the remaining partners do not meet the qualifying requirements

(ii) The new partners to joint venture are not qualified, individually or as another joint venture.

(iii) In the opinion of the procuring entity a substantial reduction in competition may result.

(b) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liabilities with respect to the contract.

2.5.2 The qualification of a joint venture does not necessarily qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may pre qualify if it meets all the qualification requirements, subject to a written approval of the procuring entity.

## **2.6 Public Sector Companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.7 Updating qualification Information**

2.7.1 Qualified candidates shall be required to update the financial information used for qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

**SECTION III. LETTER OF APPLICATION**

Date.....

To .....

.....  
*(Name and address of the procuring entity)*

Ladies and/ or Gentlemen

1. Being duly authorized to represent and act on behalf of .....  
..... *(Name of the firm)* (Hereinafter referred to as “the applicant”) and having reviewed and fully understood all of the qualification information provided, the undersigned hereby apply to be qualified by yourselves as a bidder for the following contract under (tender no. & tender name)

Tender number (code)	Tender name (category)

2. Attached to this letter are copies of original documents of;  
(a) Registration certificate  
(b) PIN Number  
(c) VAT Registration number
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the applicant.
4. Your agency and its authorized representatives may contact the following persons for further information;

Name:	Title:	Office line:	Mobile line:

5. This application is made with full understanding that:
  - (a) Bids by qualified applicants will be subjected to verification of all information submitted for qualification at the time of bidding.
  - (b) Your agency reserves the right to reject or accept any application, cancel the qualification process, and reject all applications.
  - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the applicant of the grounds for them.
  - (d) Bids will only be called from pre qualified bidders who meet the requirements.
6. We confirm that if we bid, that bid, as well as any resulting contract, will be:
  - (a) Signed so as to legally bind all partners, jointly and severally; and
  - (b) Submitted with a joint venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.
7. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Name:	Name:
Signature:	Signature:
<i>For &amp; on behalf of (name of applicant or lead partner of a joint venture)</i>	<i>For and on behalf of (name of partner)</i>



## SECTION IV. APPLICATION FORMS

Notes on completion of standard forms

Application Form 1 **General and company information.** This form is to be filled by all applicants. Where there is a joint venture, each partner shall complete the form.

Application form 2 **Past and current performance experience.** This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements.

Application form 3 **Financial capability.** This form shall be completed by every applicant. It should contain financial information to demonstrate that they meet the requirements.

Application form 4 **Litigation history.** This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Application form 5 Financial Proposal indicating the proposed fees

## APPLICATION FORMS

### GENERAL AND COMPANY INFORMATION FORM (1)

#### (A) MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing copy of the following documents;

- (i) Certificate of incorporation/ Registration
- (ii) Copy of valid KRA Tax Compliance Certificate
- (iii) Certificates of affiliated bodies where applicable (ICPAK)
- (iv) Letters of recommendation from three(3) of your major clients
- (v) Audited accounts for the last two years
- (vi) Registration by relevant regulatory bodies where applicable (e.g. Ministry of Industry, Trade and Co-operatives, SASRA e t c)

#### (B) COMPANY INFORMATION

Name of The firm:		Address:	
		Postal code:	
Name of contact person		Physical address:	
Tel:			
Office telephone		Mobile:	
Fax: E –mail:		Nature of business licensed to operate:	
Legal status: (sole proprietor/ Partnership/ ltd company)		Year of incorporation/ registration	

#### NATIONALITY OF OWNERS

NAME	NATIONALITY
1.	
2.	
3.	

**PAST AND CURRENT PERFORMANCE AND EXPERIENCE FORM (2)**

- (a) Is this firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for qualification or any or any other tender in Mombasa Port SACCO Society Ltd?  
 YES/NO..... if yes, please provide the name(s) of those firm(s)/ companies, their address, their nature of business and indicate the relationship with the company making this application.( attach details)
- (b) Is the firm/company making this application currently or in previous periods been contracted to offer audit services to Mombasa Port SACCO Society Ltd?  
 YES/NO..... If yes indicate hereunder the financial year

<b>Financial year</b>

**DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY**

Who have been your major corporate clients for the past 2yrs? State client’s name and contact person.

<b>Name of organization</b>	<b>Contact person</b>	<b>Tel. no</b>

**CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES**

1. How many employees do you have? ..... how many are permanent?..... How many are temporary.....
2. Which quality standards certification have you attained in the last two years? (attach copies and give details on a separate sheet of paper)
3. Provide details of your key personnel and attach their CV'S if you are applying for provision of professional services.(use a separate sheet of paper)
4. To what extent is your firm/company *E-ENABLED* with your clients and how do you intend to carry out business with Mombasa Port SACCO Society Ltd?.....  
.....  
.....
5. What is your average response time to a request for quotation/REP?.....
6. If your firm is qualified and awarded the tender for the Audit services, will you abide by the agreed audit period, quality and price as per specifications by Mombasa Port SACCO Society ltd? YES/NO.....

FINANCIAL CAPABILITY FORM (3)

<b>BANKER 1</b>	<b>Name of banker</b>	<b>Address of banker</b>	
<b>Contact name</b>		<b>Title:</b>	
<b>Tel:</b>	<b>Mobile:</b>	<b>E mail</b>	
<b>BANKER 2</b>	<b>Name of banker</b>	<b>Address of banker</b>	
<b>Contact name</b>		<b>Title:</b>	
<b>Tel:</b>	<b>Mobile:</b>	<b>E mail</b>	

Financial information in KSH.	Actual; previous two years		Projected next two years	
	1	2	3	4
Total assets				
Current assets				
Total liabilities				
Current liabilities				
Profits before taxes				
Profits after taxes				

LITIGATION HISTORY FORM (4)

1. Applicant, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (instruction to applicants, paragraph 4.8). A separate sheet should be used for each partner of a joint venture.

Year:	Award for or against applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Ksh)

2. Have you or your principals been subject of a legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? YES/NO.....if yes, when.....(*if yes, you must present legal documentary evidence that you are cleared and your business is now solvent*)
3. Are you or your servants are agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YES/NO.....
4. Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against firm or one of its directors, for any reason whatsoever? YES/NO.....

**FINANCIAL PROPOSAL FORM.**

(To be sealed in a separate envelope and marked as “Financial Proposal For the provision of audit services).

- a) The Financial proposal prepared by the auditor should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken to be clearly understood by Mombasa Port Sacco.
- b) The financial proposal shall be in Kenya Shillings and shall take into account the tax liability.

1. NAME OF AUDIT FIRM.....

2. CURRENT PRACTICING CERTIFICATE NO.....

3. (i) MEMBER OF ICPAK YES/NO (TICK).....

(ii) MEMBERSHIP NO.....

4. (i) EXPERIENCE WITH CO-OPERATIVE SOCIETIES AFFAIRS AND TAX MATTERS (YES/NO).....

(ii) NAMES OF THREE SACCO SOCIETIES AUDITED

(A).....

(B).....

(C).....

5. AUDIT COMPLETION PERIOD AFTER HANDOVER OF ACCOUNTS (IN WEEKS AS PERWORKPLAN).

.....

6. TOTAL FEES CHARGEABLE KSH [as in (a)above].....

## **SECTION V. EVALUATION CRITERIA**

1. Mombasa Port SACCO Society Ltd will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
  2. The applicants should have registered office and Mombasa Port SACCO Society Ltd reserves the right and discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said services.
  3. There shall be two phases of carrying out the evaluation of qualification applications;
    - a. Preliminary evaluation phase
    - b. Detailed evaluation phase
  4. Preliminary Evaluation Phase
    - a. All the applications shall be sorted out according to the various categories and levels contained in application for qualification form.
    - b. Pre-screening shall be done to determine compliance to mandatory requirements.
    - c. A list shall be compiled for those tenderers who pass preliminary phase to be evaluated in details
  5. Detailed Evaluation Phase will be guided by the attached matrices. Besides, the following areas will also be considered;
    - a. General company/firm profile
    - b. Annual turnover over the last two years
    - c. Available resources (Management capability, Technical Staff and Equipment)
    - d. Reputation
- 5.1 Disclosure of evaluation results; information relating to preliminary evaluation of all the application, and also those who qualify for qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of qualification is made to all applicants.
- 5.2 Notification of qualification results; the successful applicant will be notified once the recommendation has been approved and ratified by the General Meeting, the Head of Procurement will notify in writing the names of those applicant who has qualified and those who failed to qualify.



**A. PRELIMINARY EVALUATION - MANDATORY REQUIREMENTS.**

Bidders must meet the qualification criteria and submit the mandatory requirements stipulated below to qualify to be considered for further Evaluation. Failure to submit all the documents required shall lead to rejection of the proposal.

NO	CRITERIA	REMARK YES/NO
1	Pagination/serialization of ALL pages of the submitted proposal document; i.e. paginate/serialize every page in the whole document in a sequential manner, from the beginning of the document to the end. including all the attachments submitted by the bidder and ALL the pages already paginated by Mombasa Port Sacco society.	
2	Submission of an original and 2 copies of technical proposal form dully filled, signed and stamped	
3	Submission of a sealed financial proposal envelope, clearly labelled.	
4	Approval by SASRA to audit Saccos.	
5	Certificate of incorporation or registration	
6	Valid Tax compliance certificate. (Expired tax compliance certificates will not be accepted)	
7	A list of five (5) major Clients, their location, description of the assignment, date, duration of the assignment and contact details of persons in client's organization who supervised the assignment (name of the person, telephone and email address);	
8	Evidence in form of recommendation letters from at least three (3) large firms/institutions of having offered audit services	
9	Proof of registration with ICPAK as a firm.	
10	Submission of valid Partners' Practicing Certificates;	
11	Confirmation/evidence of having undergone a Quality Assurance Review by ICPAK;	
12	Confirmation that neither the firm, nor any of its partners or key staff, have faced any disciplinary action by ICPAK or other professional bodies;	
13	Certified copies of two years audited accounts (2016 & 2017).	

## B. TECHNICAL EVALUATION CRITERIA.

	CRITERIA	Maximum Points	Score
<b>A. PHASE TWO – TECHNICAL EVALUATION</b>			
1	<b>Firms Relevant Experience for the Assignment</b>	<b>20</b>	
	<p>Experience in similar assignments conducted in public and private sector but preferably financial institutions</p> <ul style="list-style-type: none"> <li>• Number of partners and professional staff; partner – staff ratio, ability to substitute staff at similar levels of qualifications and experience, if necessary. 5</li> <li>• Affiliation with a worldwide firm of accountants and evidence that the firm has previously been able to draw upon experience and expertise in the network. 5</li> <li>• Types of clients/ sectors, number of large clients, client spread (not overly reliant on a few clients). 5</li> <li>• Firm specialties that may be advantageous to the audit of the Society e.g. IT Audit, risk management, tax compliance, internal control and business process improvement, etc. 5</li> </ul>		
2	<b>Methodology and Approach:</b>	<b>20</b>	
	<p>a) Provision of work plan with a clear delineation of the broad aspects of work to be performed and the timelines to completion. 2</p> <p>b) Reasonability of the firm’s work plan, and/or such other time schedule provided in terms of meeting the requirements of the Society’s financial reporting process timetable. 2</p> <p>c) Discussion of the firms approach to engagement supervision and such other measures necessary for timely completion and reporting on the assignment. 2</p> <p>d) Discussion of the firm’s risk assessment methodology, in particular as it would fit into the Society’s circumstances. 2</p> <p>e) Discussion on choice of audit procedures e.g. as regards balance between ‘tests of control’ and substantive testing, sampling approach, analytical review, etc. 2</p> <p>f) Reporting approach – interim reports, management reports, 2</p>		

	<p>presentations to management and the Audit &amp; Governance Committee.</p> <p>g) Number of hours allocated to the assignment, breakdown between various phases of the assignment.</p> <p>h) Firms approach to review of computerized (ERP environments) and manual controls surrounding financial systems.</p> <p>i) Firms approach to incorporating reviews of governance, control and risk management processes and such other value-adding service into the engagement.</p> <p>j) Firms approach to interaction with the Internal Audit Function.</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	
<b>3</b>	<b>Human Resource Capacity: - Qualifications and experience of staff to be assigned to this audit.</b>	<b>25</b>	
	a) Organization of team i.e. (lead partner, review (concurring) partner, audit manager, auditor-in-charge and junior staff.	5	
	<p>b) The curriculum vitae of lead partner, review (concurring) partner, audit manager, auditor in charge – qualifications, years of external audit experience, recent professional development activities, individual’s experience with audit of large organizations across various sectors of the economy.</p> <ul style="list-style-type: none"> <li>• Minimum of Bachelor’s degree in Business Administration, commerce, accounting, or related field</li> <li>• Minimum of 5 years’ experience in leading an Audit engagement.</li> <li>• Demonstrated experience in the design and execution of audit assignments and overall provision of leadership in audits.</li> </ul>	<p>5</p> <p>2</p> <p>3</p> <p>3</p>	
	<p>c) Other professional staff: Education, experience, positions held and Duration with the firm.</p> <ul style="list-style-type: none"> <li>• A minimum of 3 years’ experience working, coordination and conduct of audits or related assignments</li> <li>• Membership to professional bodies</li> <li>• At least a Bachelor’s degree in commerce, accounting, finance or related field.</li> </ul>	<p>2</p> <p>3</p> <p>2</p>	
	<p><b>d) Firm’s commitment to staff continuity</b></p> <ul style="list-style-type: none"> <li>• Assurance that the proposed engagement team will not be prone to change, except such that are completely unavoidable.</li> <li>• Arrangement that the firm has in place to ensure if key personnel (partners, manager, auditor in charge, specialist auditors) proposed for the audit cannot be</li> </ul>	<p>2</p> <p>3</p>	<b>5</b>

	made available, must be substituted during the course of the engagement, or must rotate in accordance with the firm's rotation policy, that similarly qualified and experienced staff can be assigned in their place in a timely fashion?		
<b>4</b>	<b>Firm's level of understanding of IFRSs and the ISAs and their practical application to financial reporting and auditing, respectively.</b>	<b>20</b>	
	<ul style="list-style-type: none"> <li>• Discussion of the firm's approach to ensuring IFRS and ISA technical competence on its engagement teams.</li> <li>• Evidence of recent professional development activities undertaken by/for members of the team proposed for this assignment.</li> <li>• Active participation of the firm, in general, and as well as members of the engagement team on both internal (firm-level) and external (profession/international network) technical forums, trainings, etc. on IFRS and ISA.</li> <li>• Discussions of firm's process to ensuring the Society staff are well informed on recent developments in the IFRS that affect the entity.</li> <li>• Specific thoughts and ideas that the firm may have in terms of addressing the Society's financial reporting challenges.</li> </ul>	4 4 4 4 4	
<b>5</b>	<b>Firm's implementation of audit quality control policies and procedures in accordance with IFAC's Standards on Quality Control</b>	<b>10</b>	
	<ul style="list-style-type: none"> <li>• Discussion of the firm's system of quality control, check to ensure that the firm has policies with detail on – clear leadership responsibility for quality control, independence of the firm and its personnel, acceptance and continuance of audit engagements, human resources, assignment of engagement teams, engagement performance, consultation, differences of opinion, quality control at engagement level, monitoring, complaints and allegations as well as documentation.</li> <li>• Evidence that the firm has engaged in such activities as may be necessary for purposes of ingraining a culture of quality control in the firm e.g. development of manuals, training of staff on quality control, etc.</li> <li>• Evidence that the firm has recently undergone a quality review either from ICPAK or such other competent review authority e.g. its international firm network and obtained</li> </ul>	5 2 3	

	a good report.		
	<b>Total</b>	<b>100</b>	

**C. TECHNICAL PROPOSAL SUBMISSION FORM**

[Date-----]

To:

**MOMBASA PORT SACCO LTD**  
**P. O. BOX 95372 – 80104,**  
**MOMBASA.**

Dear Sirs,

We, the undersigned, offer to provide the consulting services on provision of external audit services for the purposes of auditing Mombasa Port Sacco Ltd for the year 2019 in accordance with your Request for Proposal dated \_\_\_\_\_ and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope. We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours faithfully,

\_\_\_\_\_ [Authorized Signature]:

\_\_\_\_\_ [Name and Title of Signatory]:

\_\_\_\_\_ [Name of Firm] :

\_\_\_\_\_ [Address:]

#### D. FIRM'S REFERENCES

##### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:	Clients contact person for the assignment.
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Staff:	

**Firm's Name:** \_\_\_\_\_

**Name and title of signatory;** \_\_\_\_\_

**E. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

**F. TEAM COMPOSITION AND TASK ASSIGNMENTS**

**i) Technical/Managerial Staff**

<b>Name</b>	<b>Position</b>	<b>Task</b>

**ii) Support Staff**

<b>Name</b>	<b>Position</b>	<b>Task</b>

**G. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:** [Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

---

**Education:** [Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

---

**Employment Record:** [Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

---

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

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

[Signature of staff member] \_\_\_\_\_ Date; \_\_\_\_\_

[Signature of authorized representative of the firm] Full name of staff member:

\_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



## H. ACTIVITY (WORK) SCHEDULE

### i) Field Investigation and Study Items

[1st,2nd, etc., are weeks from the start of assignment)

	1 <sup>st</sup>	2 <sup>nd</sup>	3rd	4th	5th	6th	7th	8th	9th	10th	11 <sup>th</sup>
Activity (Work)											

### ii) Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

**SECTION VI.           DECLARATIONS**

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past / existing business relationship with any Mombasa Port SACCO Society Ltd employee.

Do you have a relationship with any Mombasa Port SACCO Society Ltd employee that would cause any real or perceived conflict of interest?

**YES/NO.....**

If YES, specify .....

.....

.....

I, ----- declare, for a on behalf of .....(company/firm) that all the information furnished to Mombasa Port SACCO Society Ltd in connection with this tender is true and accurate in all material respect. Mombasa Port SACCO Society Ltd is hereby authorized to make such inquiries relating to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.

**Information submitted by: .....**

**Title: .....**

**Signature: .....**

**Official stamp: .....**