



## **BID DOCUMENT RFP/ASK/01/2025-2026**

**REQUEST FOR CONSULTANCY SERVICES FOR ISO CERTIFICATION QMS 9001:2015 AT AGRICULTURAL SOCIETY OF KENYA AS PER THE TERMS OF REFERENCE.**

**SUBMISSION DEADLINE: THURSDAY, 31<sup>ST</sup> JULY 2025 AT 2.00PM**

# THE AGRICULTURAL SOCIETY OF KENYA



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## **SECTION I - LETTER OF INVITATION:**

### **BID NO. RFP/ASK/01/2025-2026: REQUEST FOR PROPOSAL FOR ISO CERTIFICATION QMS 9001:2015 CONSULTANCY SERVICES AT AGRICULTURAL SOCIETY OF KENYA.**

The Agricultural Society of Kenya is a body corporate duly constituted under the Trustees (Perpetual Succession) Act Cap. 164 Laws of Kenya. The Society is well positioned to help Kenyans address the changing agricultural needs of her people through provision of platforms for exhibitions and networking.

The Society aims at achieving quality management systems by:

- a) Consistently providing exhibition services that meets customer and applicable statutory and regulatory requirements.
- b) Aiming to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirement.

Agricultural Society of Kenya invites Proposals from interested consultants for provision of consultancy services for ISO 9001:2015 Quality Management Systems (QMS) Expert.

Eligible candidates can submit Completed bid documents, enclosed in plain sealed envelopes, and clearly marked with the bid number and name and deposited in the Tender box **situated at the Chief Executive Office at Agricultural Society Of Kenya (ASK) Headquarters located inside Jamhuri Park showground, Ngong Road. Bidders are required to submit their proposal by 31<sup>ST</sup> July 2025 at 2pm.**

Bid documents will be opened thereafter in the presence of bidders or their representatives who choose to attend **at the CEOs Board Room Agricultural Society Of Kenya (ASK) Headquarters located inside Jamhuri Park Showground On 1<sup>st</sup> August 2025 at 12 noon.**

**Batram Muthoka EBS**  
**Chief Executive Officer**

## **SECTION II: - INFORMATION TO CONSULTANTS (ITC)**

### **2.1 Introduction:**

2.1.1 The Client named in the Appendix to “ITC” will select a firm among those invited to submit proposals, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal. Consultants should contact the officials named in the Appendix “ITC” to arrange for any visit or to obtain additional information before proposals are submitted. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.1.4 The Client will provide the inputs specified in the Appendix “ITC”, and assist the consultant in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.

2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The Agricultural Society of Kenya’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

### **2.2 Clarification and Amendment of RFP Documents:**

2.2.1 Consultants may request for a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail or electronic mail to the Client’s address indicated in the Appendix “ITC”. The Client will respond by paper mail or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested

by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. The Addenda shall be sent by paper mail or electronic mail to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

### **2.3 Preparation of Technical Proposals:**

2.3.1 The Consultants proposal shall be written in English language.

2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.

(iii) It is desirable that the majorities of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must have a minimum experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.

(v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

(i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff involved, duration of the assignment, contract amount and the firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.

- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training.
- (viii) Any additional information requested in Appendix "TTC".

2.3.5 The Technical Proposal shall not include any financial information.

## **2.4 Preparation of Financial Proposal**

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section IV). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, transportation services and training. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "TTC" specifies otherwise.

2.4.3 Consultants shall express the costs of their services in Kenya Shillings, unless Appendix "TTC" specifies otherwise.

2.4.5 The Proposal shall remain valid for 60 days after the submission date. during this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

## **2.5 Submission, Receipt, and Opening of Proposals**

2.5.1 The original proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 For each proposal, the consultants shall prepare 2 copies. Each Technical Proposal and Financial Proposal shall be marked **“ORIGINAL”** or **“COPY”** as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL,”** and the original and all copies of the Financial Proposal in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** and warning: **“DO NOT OPEN UNTIL 1<sup>st</sup> August 2025 in the presence of Tender Opening Committee.”**

2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

## **2.6 Proposal Evaluation General**

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “ITC”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant’s proposal.

## **2.7 Evaluation of Technical and Financial Proposals:**

2.7.1 The evaluation committee, appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria and point system specified in the Appendix “ITC”.

Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix “ITC”.

## **2.8. Public Opening of Proposals:**

2.8.1 After Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered. Non-responsive bids to the RFP and Terms of Reference, indicating that their Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The notification may be sent by paper mail or electronic mail.

2.8.2 The Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Proposals are opened. The Client shall prepare minutes of the public opening.

2.8.3 The evaluation committee will determine whether the financial proposals are complete i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal.

2.8.5 Consultants who score the minimum technical score of **80%** and above shall be considered for financial evaluation / analysis and the lowest bid price will be considered for award.

2.8.6 The tender evaluation committee shall evaluate the proposal within 30 days from the date of opening the proposals.

2.8.7 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

## **2.9 Negotiations**

2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical and Financial Proposal, the proposed methodology and work plan, staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract.

Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

## **2.10 Award of Contract**

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Proposals of those consultants were not successful.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "ITC".

2.10.3 The parties to the contract shall have it signed within 14 days from the date of notification of contract award unless there is an administrative review request.

2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.



2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.10.6 To qualify for contract awards, the tenderer shall have the following:

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in public procurement.

## **2.11 Confidentiality**

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

## **2.12 Corrupt or fraudulent practices**

2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## **Appendix to Information to Consultants (ITC)**

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the

information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

2.1.1 a. The name of the Client is: **AGRICULTURAL SOCIETY OF KENYA**

b. The method of selection is: **responsive and competitive bidder who meets both financial and technical evaluation.**

2.1.2 Technical and Financial Proposals are requested for: **Provision of consultancy services for ISO 9001:2015 Quality Management Systems (QMS) Expert.**

2.1.3 The name(s), address(es) and telephone numbers of the Client's official(s) are:

**AGRICULTURAL SOCIETY OF KENYA**  
**Attn: CHIEF EXECUTIVE OFFICER**  
**P. O. BOX 30176-00100**  
**NAIROBI, KENYA**  
**PHONE: 020-807080/9**  
**Email: [ceo@ask.co.ke](mailto:ceo@ask.co.ke) or [info@ask.co.ke](mailto:info@ask.co.ke)**  
**BID DOCUMENT RFP/ASK/012/2025-2026**

2.1.4 The Client will provide the following inputs: **Information regarding the assignment will be provided to the successful firm.**

2.2.1 Clarifications may only be requested up to seven (7) days before the submission date. The address for requesting clarification is:

**AGRICULTURAL SOCIETY OF KENYA**  
**Attn: CHIEF EXECUTIVE OFFICER**  
**P. O. BOX 30176-00100**  
**NAIROBI, KENYA**  
**PHONE: 020-807080/9**  
**Email: [ceo@ask.co.ke](mailto:ceo@ask.co.ke) or [info@ask.co.ke](mailto:info@ask.co.ke)**  
**BID DOCUMENT RFP/ASK/01/2025-2026**

2.3.1 Proposals should be submitted in **English Language**.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following.

a) The estimated period of the consultancy which is: 5 -12 Months

**b) The minimum qualification and experience of the consultant is as follows:**

- Must have provided ISO 9001:2015 consultancy services to at least one institution which is ISO 9001:2015 Certified or is at an advanced stage of ISO 9001:2015 certification.
- Must provide a reference letter from one institution successfully consulted for in ISO 9001:2015 Certification and which is currently ISO 9001:2015 Certified or is at an advanced stage of ISO 9001:2015 certification.

**c) Presentations that are part of the assignment and must be written in English language.**

#### 2.4.2 Taxes

The financial proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub consultants, and their personnel as charges required under the Kenyan law.

2.4.3 Consultants shall express the costs in **Kenya Shillings**.

2.4.5 Proposals must remain valid for **60 days** after the submission.

2.5.2 Consultants must submit an **original** and **two** additional copies of each proposal.

2.5.3 The proposal submission address is:

**AGRICULTURAL SOCIETY OF KENYA**

**Attn: CHIEF EXECUTIVE OFFICER**

**P. O. BOX 30176-00100**

**NAIROBI, KENYA**

**PHONE: 020-807080/9**

**Email: [ceo@ask.co.ke](mailto:ceo@ask.co.ke) and [info@ask.co.ke](mailto:info@ask.co.ke)**

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2.5.4 **Bids submission** Proposals must follow the below;

a) The bid should indicate the professional fee required to offer the consultancy services for ISO certification.

NB: Your quotation should include inter alia direct and indirect costs related to the consultancy services.

**b) Bidders are required to submit their proposal by Friday, 31<sup>st</sup> July 2025 by 2.00pm.**

c) Completed bid documents are to be enclosed in plain sealed envelopes, clearly marked with the bid number and name and deposited in the Tender box provided at **AGRICULTURAL SOCIETY OF KENYA, JAMHURI PARK SHOWGROUND AT THE CHIEF EXECUTIVE OFFICE.**

d) Bids will be opened on 1<sup>st</sup> August 2025 thereafter in the presence of bidders or their representatives who choose to attend at AGRICULTURAL SOCIETY OF KENYA,

2.6.1 The address to send information to the Client is:

**AGRICULTURAL SOCIETY OF KENYA**  
**Attn: CHIEF EXECUTIVE OFFICER**  
**P. O. BOX 30176-00100**  
**NAIROBI, KENYA**  
**PHONE: 020-807080/9**  
**Email: [ceo@ask.co.ke](mailto:ceo@ask.co.ke) or [info@ask.co.ke](mailto:info@ask.co.ke)**  
**BID DOCUMENT RFP/ASK/012/2025-2026**

2.7.1 The number of points to be given under each of the evaluation criteria are:

### **Evaluation Criteria**

#### **A. Mandatory Requirements**

- a) Copy of Certificate of Incorporation/Registration
- b) Valid Tax Compliance Certificate from Kenya Revenue Authority
- c) Copies of contracts/LPOs for consultancy contracts undertaken in the last 10 years that are relevant to required consultancy services.
- d) Copies of registration certificates/evidence of certification as well as current year's renewal certificates from relevant professional/regulatory bodies.
- e) **Supervisory Personnel** - Evidence of key technical personnel and relevant qualification attained in the Organization.
- f) **Past Experience – Provide at least (3)** names and address of firms whom you have done business with, nature and value of contract and the number of years in operation.

- g) Physical location/offices for the Consultant.
- h) Registration of relevant professional body.

Additionally, to enable us understand your company and project that you have supervised for the last 10 years, we request that you provide a brief profile of your company. Indicate the project undertaken plus its value as required above.

**B. Specific experience of the firm related to the assignment (20 Marks)**

- a) Must have provided ISO 9001:2015 consultancy services to at least two institutions which is ISO 9001:2015 Certified or is at an advanced stage of ISO 9001:2015 Certification – **10 Marks** per institution.
- b) Must provide reference letters from two institutions successfully consulted for in ISO 9001:2015 Certification and which is currently ISO 9001:2015 Certified or is at an advanced stage of ISO 9001:2015 certification – **10 Marks** per institution.

**C. Adequacy of the proposed work plan and methodology in responding to the Terms of Reference. (30 marks)**

- a) Interpretation of TOR's/understanding scope of work (10 Marks)
- b) Methodology of implementing the assignment (10 Marks)
- c) Work plan to incorporate all activities to be undertaken as per the T.O.R (10 Marks)

**D. Qualifications and competence of the key staff for the Assignment (40 Marks)**

**Team Lead Qualification**

- Must have not less than 3 years' experience in ISO related consultancy services.(10 marks)
- Must have a bachelor's degree in a relevant field. (5marks)
- A Masters' degree will be an added advantage(5marks)
- Must have relevant professional qualifications in Quality Management or equivalent(10 marks)

**Other key staff - at least two members**

(10 Marks)

- Have relevant professional qualifications in Quality Management or equivalent (5 marks per staff)