



Request for Proposal (RFP)

for Provision of

Headhunting Services

TENDER REF: KHSL- HR 1-2020

RFP RELEASE DATE: Monday, 03 August 2020

BID CLOSURE DATE: Friday, 14 August 2020, 15:00, East Africa Time

CONFIDENTIALITY STATEMENT

This RFP document contains confidential and proprietary information and is provided only to give suppliers an adequate understanding of Britam Life Assurance Company (Kenya) Ltd ("Britam Life") requirements.

The contents of this document are provided solely for use by recipients and in considering their interest in providing services related to this RFP. Its reproduction by photographic, electronic, or other means is permitted only for the purpose of preparing a corresponding proposal response and in any other subsequent activities that may be related to the provision of tendered services.

Interested bidders are required not to disclose to anyone, other than their employees and officers directly connected to responding to this RFP and tendered services, any information concerning this RFP. No news release, public announcement, or any other reference to this RFP or any program thereunder shall be made without expressed written consent from Britam.

Interested bidders are required to sign a Non-Disclosure Agreement (NDA) using the prescribed format below, and return it Britam Life as part of their confirmation of acquiring the bid document (which serves as registration of interest in participating in this tender). Bids that may be subsequently received from bidders who have not submitted the duly completed NDA will be deemed non-responsive.

NON-DISCLOSURE AGREEMENT (NDA)

<To be sent as part of registration of interest and as part of RFP proposal response documents>

Procurement Manager
Britam Life Assurance
Mara / Ragati Road Junction, Upperhill
P O Box 30375-00100, Nairobi

<Date>

<ABC Limited (an entity domiciled in DEF), and its joint venture/consortium/association partners, GHI Limited, JKL Limited and MNO Limited> (jointly referred to hereinafter as 'the bidder'), hereby register their interest to participate in the tender issued by Britam Life for Provision of Head Hunting Services (Tender Ref: **KHSL- HR 1-2020**).

We confirm our understanding that all information in this RFP is provided to the bidder under non-disclosure. In the event that all or part of this information is to be shared with other organizations, in order to be able to answer this RFP, the bidder acknowledges to abide by the requirement to seek prior consent from Britam. Further, the bidder acknowledges responsibility to impose the same confidentiality and non-disclosure obligations on the other organizations and subcontractors.

The bidder acknowledges to abide by the requirement not to release any information to newspapers, (trade) magazines, journals or any other media about the existence and content of this RFP, the acceptance of the proposal, nor the possible award of the contract, without written permission of Britam Life.

All information submitted by bidder in response to this RFP will be treated in confidence. This information will be exclusively distributed to those persons working for or on behalf of Britam Life and who are involved in the evaluation process. Any written or verbal statements regarding this RFP by any person other than the designated contact prior to the award will be deemed unauthorised and will not be relied upon, with the exception of statements made in any formally arranged meeting between Britam Life and the bidder.

Signed:

(Being duly authorised official to sign on behalf of the bidder, including parties to the joint venture/consortium/association)

Name: _____ Organization: _____

Designation: _____ Date: _____

EXPRESSION OF INTENT TO PARTICIPATE IN TENDER

This form is to be completed on receipt of the tender document from Britam Life.

This page is to be completed immediately and scan copy in PDF format e-mailed to procurement@britam.com. The data contained in this form will be used to send out any addenda that may arise. Firms that do not register their interest by completing this form may not be sent addenda that may arise.

Name of the firm's representative completing this form:

Firm's Name: _____

Address: _____

Tel No: _____

Email Address: _____

Signature: _____ Date: _____

Signed by (Name): _____

Position in Firm: _____

PURPOSE OF THE RFP

Britam Life is in the process of developing Somerset Westview apartments in Kilimani, Nairobi. Somerset Westview Nairobi is a 18,000 square meters, 162 room, 279 bed high end serviced apartment development. On completion, Somerset Westview Nairobi will form one of the assets in Britam's investment portfolio that aims to maximize long term returns to its investors and policy holders.

Britam has made the strategic decision to partner with reputable international operators to manage the apartments; The Ascott Limited.

Somerset Westview Nairobi have developed the organisation structures identified key roles that needs to be filled. We have also finalised the development of a salary and benefits structure.

Additionally, Somerset Westview Apartments seeks to identify and attract ideal talent and we have hence identified headhunting as the most ideal resourcing method for these senior roles.

Britam Life wishes to engage for Somerset Westview Apartments a consultancy firm to provide headhunting services for the senior roles below:

1. General Manager
2. Marketing Manager
3. Finance Manager
4. Human Resources Manager
5. Chef
6. Guest Service (Front office) Manager
7. Food & Beverage Manager
8. Security Manager
9. Housekeeping Manager
10. IT Manager

The purpose of this RFP is to give to qualified interested bidders the information necessary to formulate proposals for Provision of Headhunting Services.

THE REQUEST FOR PROPOSALS

This RFP is addressed to consultancy firms who provide headhunting and talent acquisition services that address the requirements of Britam Life as set out in this RFP document.

This RFP invites eligible parties to submit proposals and demonstrate the capabilities of their Headhunting services in accordance with the requirements set out in this document.

The Tender closes on **Friday, 14 August 2020, 15:00, East Africa Time in Nairobi.**

Each bidder is required to acknowledge receipt of the RFP, and notify his intention to submit a bid by emailing to Britam through procurement@britam.com as set out in section 3.1 of this document

Failure to do so shall be interpreted as an intention not to submit a bid and the Bidder will be eliminated from the bid process, and required to destroy the RFP document in keeping with confidentiality requirements.

Table of Contents

1. DEFINITIONS AND TERMS USED	8
2. INTRODUCTION	9
2.1 ABOUT BRITAM LIFE	9
2.2 GENERAL	9
2.3 RFP TERMS AND CONDITIONS.....	9
3. GENERAL GUIDANCE NOTES FOR BIDDERS.....	9
3.1 REGISTRATION OF BIDDERS	9
3.2 SUBMISSION AND ACKNOWLEDGEMENT OF BIDDING DOCUMENTS.....	11
4. TERMS OF REFERENCE	12
4.1 BACKGROUND	12
4.2 SCOPE OF WORK	12
4.3 DELIVERABLES	13
5. INSTRUCTIONS TO BIDDERS.....	14
5.1 ELIGIBILITY AND APPLICABLE REGULATIONS	14
5.2 CONTENT AND FORMAT OF RESPONSE	17
5.3 EVALUATION CRITERIA	21
6. STANDARD FORMS, FORMATS AND TEMPLATES	24

1. DEFINITIONS AND TERMS USED

Bidder: legal entity or party to a joint venture or consortium or association responding to this call for RFP

Bid Closure: Last date and time of receipt of proposal responses, which is set at Friday, 14 August 2020, 15:00, East Africa Time

Joint venture/consortium/association: grouping of bidders, affirmed by legally binding contracts, with a mutual interest to participate in this tender, and have together solely for the purposes of securing technical expertise that they deem necessary for purposes of meeting Britam Life's requirements

Validly registered bidders: Bidders who have complied, in full, with requirements set out in Section 3.1

2. INTRODUCTION

2.1 About Britam Life

Britam Life is part of Britam Group, a leading diversified financial services group, listed on the Nairobi Securities Exchange.

The group has interests across the Eastern Africa region. The Group offers a wide range of financial products and services in Insurance, Asset management, Banking and Property. The product range includes: life, health and general insurance, pensions, unit trusts, investment planning, wealth management, off-shore investments, retirement planning, discretionary portfolio management, Property development and private Equity.

For More information please visit <http://www.britam.com/>

2.2 General

Britam Life has embarked on a project that will lead to the recruitment of key staff for its Somerset Westview Nairobi serviced apartments.

Britam Life invites interested bidders with the capacity to headhunt and recruit these staff as described in Section 4 of this RFP.

Bidding is open to any interested party who meets the criteria set out in this RFP. Bids will be assessed based on the evaluation criteria set forth in Section 5.3, under the legal jurisdiction of the Laws of Kenya.

2.3 RFP Terms and Conditions

Bidders shall be deemed to have examined the RFP documents carefully and must be satisfied that the RFP is fully understood.

Bidders must clearly understand that all information given by Britam is expressly without guarantee.

Bidder shall be deemed to be fully satisfied as to the correctness and sufficiency of this RFP before submitting its proposal. Failure by bidder to read and thoroughly examine the RFP will not excuse any failure to comply with the requirements of the RFP or any resulting agreement, nor will such failure be a basis for claiming any compensation.

Failure to comply with the requirements contained in this RFP may result in the rejection of the bidder's proposal.

These RFP terms and conditions and the other provisions contained in this RFP may be, at Britam's sole discretion, made a part of, and govern any Agreement resulting from, this RFP.

For the avoidance of doubt, bidders are not permitted to disclose any Confidential Information including this RFP to any third party without the prior written approval of the Procurement Manager Britam.

3. GENERAL GUIDANCE NOTES FOR BIDDERS

3.1 Registration of Bidders

Potential bidders are advised to read this document, in its entirety, to establish their interest in participating in this tender and their ability to provide Headhunting Services to Somerset Westview Nairobi Apartments.

In order to fully respond to this tender, interested bidders are required to first register by sending the below documents to procurement@britam.com by **Friday, 7th August 2020**, this will also form the basis of communication to interested bidders should there be clarification or addendum:

- complete the above NDA & Expression of Intent to Participate in Tender, which must be signed by a duly authorised representative of the bidder;

- sign and scan the Britam Supplier Code of Conduct form; and
- submit to Britam a signed Britam Supplier Code of Conduct form, signed NDA and the Expression of Intent to Participate in Tender form **by email** to procurement@britam.com by **Friday, 7th August 2020**.

The above email which will also serve as the bidder's formal registration of intent to respond to this tender, should include the following information:

- bidder's name;
- bidder's legal registration address (including country); and
- bidder's primary contact person and alternative contact (email and telephone contacts).

Britam will not evaluate any bid who would not have supplied the signed Britam Supplier Code of Conduct Form, signed NDA and registration of interest. (the documents are available using the following link: <https://ke.britam.com/about-us/tender>)

This RFP has been issued for release on Monday, 03 August 2020 and bids close on Friday, 14 August 2020, 15:00, East Africa Time. Bids are required to be electronically submitted to Britam as prescribed in Section 5.2.3 of this RFP document.

Bids must be submitted on or before Bid Closure to qualify for evaluation. Any bid (or information related to a partially submitted bid) that is received after Bid Closure will not be considered for evaluation.

Bidders are advised to ensure that their bid responses fully comply with all requirements outlined under Section 5.1.1, 5.1.2 and 5.2.3 of this RFP for their bid to be deemed responsive. This encompasses eligibility of bidders, minimum response requirements and compliance with submission requirements. Non-responsive bids will be eliminated at the preliminary evaluation stage as outlined in Section 5.3.1.

3.2 Submission and Acknowledgement of Bidding documents

Bid documents should be addressed as follows and submitted in PDF format via e-mail to **procurement@britam.com**:

REQUEST FOR PROPOSAL: HEADHUNTING CONSULTANT

**The Procurement Manager
Britam Head Office
Mara / Ragati Road Junction, Upper Hill
P O Box 30375-00100, Nairobi**

The subject of the e-mail should indicate: **"KHSL- HR 1-2020 Do not open before, Friday, 14 August 2020, 15:00, East Africa Time"**

Britam shall be entitled to reject any proposal received after the due date and time. No extension of the closing date and time shall be allowed or granted by Britam.

A two-stage procedure will be adopted by the Company for evaluating the proposals, with the technical evaluation of all proposals received in time being completed prior to any financial proposal being evaluated.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and Britam will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. TERMS OF REFERENCE

4.1 Background

To enable Somerset Westview Nairobi obtain the right set of senior management, the selected consultant will be expected to work with Ascott and Britam's senior management. Accordingly, Britam has made the decision to engage a reputable head-hunting firm to identify, approach and invite suitable candidates for interviews for the following positions:

1. General Manager
2. Marketing Manager
3. Finance Manager
4. Human Resources Manager
5. Chef
6. Guest Service (Front office) Manager
7. Food & Beverage Manager
8. Security Manager
9. Housekeeping Manager
10. IT Manager

4.2 Scope of work

The selected firm will provide the following recruitment services:

- 1. Searching and headhunting** - Headhunting Consultant shall explore prospective candidates from its rich database, other sources, and/or by headhunting to match the skills and qualifications required by the specific job description. To achieve this, the selected firm may be required to undertake labour market analysis, tap networks of professional affiliations, and leverage social media and other non-traditional methods of candidate sourcing.
- 2. Identifying** - Headhunting Consultant will analyze profiles identified or received through applications or other sources and identify the ones who match the position profile.
- 3. Shortlisting** - Headhunting Consultant shall then share a shortlist of a maximum of five of the most qualified prospective candidates to KHSL for final interviews and selection. If any of the shortlisted candidates do not meet the hiring managers' expectations, Britam Life may ask for additional candidates to be added to the shortlist.
- 4. Assessing** - Headhunting Consultant will invite potential candidates to be assessed. Together with Ascott's and Britam's team the consultant will conduct both oral and written assessments aimed at testing each individual's potential. The consultant will coordinate and setup interview appointments with the Ascott's and Britam's senior managers in charge of the project.
- 5. Psychometric tests** - Headhunting Consultant will conduct psychometric tests to at least the top three candidates per position. The consultant will work with Ascott and Britam Senior leadership to conduct role profiling for each role against which the candidates will be tested. The tests should at a minimum cover both the behavioural and cognitive assessments. The consultant should indicate and describe the tool(s) to be used to conduct the psychometric tests

6. Reference Checking - Headhunting Consultant shall perform reference checks of three referees provided by the prospect candidates. References checks will be performed for the top three interviewed candidates per position.

4.3 Deliverables

1. Progress reporting including candidates' summaries at each of the following stages
 - a. Searching and headhunting;
 - b. Identifying and shortlisting;
 - c. Assessment and interviewing;
 - d. Psychometric testing; and
 - e. Reference checks.
2. Detailed draft report encompassing the assignment process, candidates per stage with their profiles, interviews candidates, detailed psychometric tests and reference checks.

5. INSTRUCTIONS TO BIDDERS

5.1 Eligibility and applicable regulations

Ref No	Subject	Description
5.1.1	Eligible bidders	<p>A bidder must be legally domiciled in Kenya, and may be a private entity (ies), or a consortium with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association.</p> <p>In the case of a joint venture, consortium, or association, parties will be required to formally nominate a Prime Bidder, who will be assigned authority to enter into negotiations and/or make decisions, which are jointly and severally liable on all parties. The assignment of this authority to the Prime Bidder must be evidenced by duly signed Power of Attorney documents, from each party to the joint venture, consortium, or association.</p> <p>Copies of all contracts and powers of attorney documents relevant to the joint venture, consortium, or association must be submitted as part of the RFP proposal response to Britam.</p> <p>Only bidders who have complied with requirements set out in Section 3.1 above will be considered valid for purposes of evaluating RFP responses.</p>
5.1.2	Minimum requirements	<p>In addition to compliance with Section 3.1 and 5.1.1, bidders (including all parties to joint venture, consortium, or association) must meet the following minimum requirements and provide the necessary supporting documentation:</p> <ul style="list-style-type: none">a) valid legal registration and tax compliance certification issued by any legally recognised jurisdiction;b) capacity to provide Headhunting services (to be evidenced by previous experience and references, and suitably qualified technical staff);c) evidence of having provided Headhunting services for senior roles in the hospitality industry; andd) sound financial ability supported by latest 3 year audited financial reports, annual turn-over (applies to the bidders and individual parties to a joint venture/consortium/association) <p>RFP proposal responses must also meet the following minimum requirements to be deemed substantively responsive, as a prerequisite for further technical and financial evaluation:</p> <ul style="list-style-type: none">a) strict adherence to general instructions to bidders;b) strict adherence to standard forms, formats and templates as included under Section 5.2.1,5.2.2 and Section 6 of this RFP document;c) strict adherence to instructions on submission of RFP proposal response;d) valid/executed Power of Attorney (in the case of a joint venture, consortium, or association – from all individual parties); ande) separate submission of Technical and Financial Proposal.

Ref No	Subject	Description
		<p>RFP proposal responses that do not meet the above minimum requirements will be deemed as substantially non-responsive and will be eliminated from further consideration in the evaluation process. Any communication notifying bidders about eliminated RFP proposal responses will be at the sole discretion of Britam.</p> <p>No additional information or supporting documentation will be accepted from bidders after Bid Closure Date, other than specific clarifications regarding already submitted documentation that may be requested at the sole discretion of Britam during the evaluation phase.</p> <p>Bidders are allowed to modify / withdraw previously submitted RFP proposal responses, prior to Bid Closure Date. Provision of new information, supporting documentation or re-submission is subject to the above terms.</p>
5.1.3	Conflict of interest	<p>A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:</p> <ul style="list-style-type: none"> a) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of Britam regarding this bidding process; or b) submit or participate in more than one bid in this bidding process; or c) participated as a consultant in the preparation of the design or technical specifications of requirements included in this RFP. <p><i>For purposes of clarity, an eligible bidder is allowed to submit only one bid as a response to this RFP either individually as a bidder or as a partner in a joint venture. No bidder can be a subcontractor while submitting a bid individually or as a partner of a joint venture. A bidder, if acting in the capacity of subcontractor in any bid, may participate in more than one bid but only in that capacity. A bidder who submits or participates in more than one bid (other than as a subcontractor) will cause all the bids in which the bidder has participated to be disqualified.</i></p>

Ref No	Subject	Description
5.1.4	Fraudulent practises	<p>Britam requires all prospective bidders to adhere to the highest ethical standards during the entire process, from providing RFP proposal response, to selection, evaluation and contracting/negotiation stages.</p> <p>Britam will reject a proposal for award of tender if it determines that a bidder has, directly or through an agent, engaged in either of the following:</p> <ul style="list-style-type: none"> a) canvassing – meant to influence Britam’s decision prior to, during or after submission of the RFP; b) corrupt practice – offering anything of value with a view influencing the outcome of the selection and evaluation process; c) fraudulent practice – misrepresentation or omission of fact; d) collusive practice – scheme or arrangement between bidders to negatively influence the evaluation and selection process; and e) coercive practice – harming or threatening to harm persons and other bidders involved in this process.
5.1.5	No commitment to contract and cost of bidding	<p>This RFP should not be considered as an order. This document shall neither be viewed as a request or authorization to perform work at Britam’s expense. Any work performed by a bidder in connection to responding to the RFP will be at the bidder’s own discretion and expense. This RFP does not represent a commitment to purchase, lease, or enter into any contractual obligations. Britam reserves the right, at its sole and absolute discretion, to reject any responses, to modify the RFP or to terminate the RFP in part or in whole at any time. Bidders are hereby advised that Britam is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of proposal responses from bidders.</p>

Ref No	Subject	Description
5.1.6	Queries / requests for clarification from bidders	<p>All correspondence related to the RFP shall be made in English and in writing. Any clarification sought by a bidder(s) in respect of this RFP shall be made by 07 August 2020 before the deadline for submission of responses, in writing, to procurement@britam.com and with the subject KHSL- HR 1-2020 Request for Clarification. Please note that enquires made or clarifications sought by bidders who have not validly registered their interest (see Section 3.1) or made via telephone or verbally will be rejected and are not allowed.</p> <p>Queries / requests for clarification and replies thereto shall then be circulated to all other bidders (without divulging the name of the respondent raising the queries) in the form of an addendum via email to bidder's designated contact persons.</p> <p>Britam will endeavour to provide responses to queries / requests for clarification within 48 hours of receipt.</p>
5.1.7	Amendments to the RFP	<p>At any time prior to the deadline for submission of responses, Britam may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the RFP documents by issuing an addendum which will be deemed to be an integral part of this RFP once issued.</p> <p>All bidders who have validly registered their interest in this RFP will be notified of the amendment in the form of an addendum via email to bidder's designated contact persons.</p> <p>To allow vendors reasonable time to take any amendments into account in preparing their responses, Britam may at its sole discretion extend the deadline for the submission of responses based on the nature of the amendments.</p>

5.2 Content and format of response

Ref No	Subject	Description
5.2.1	Content of RFP responses – Technical Proposal	<p>RFP proposal responses, including any supporting documentation, should be prepared, in the English language. In preparing their responses, bidders are expected to examine in detail documents comprising this RFP. Material deficiencies in providing requested information may result in rejection of a bidder's RFP proposal response.</p> <p>The Technical Proposal shall provide the following information using the laid out presentation in Section</p>

Ref No	Subject	Description
		<p>6 (Standard Forms, Formats and Templates).</p> <p>The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information will be declared non responsive.</p> <p><u>Technical Proposal Submission Form</u></p> <p><i>Form – 1 Technical Proposal Submission Form</i> provides a standard format for use by bidders to communicate key aspects about themselves (including details on a joint venture, consortium or association), area(s) of interest (Specific systems name – attributed to the bidder or party in the joint venture, consortium or association) and any other details about their proposal response that is deemed relevant.</p> <p><u>Description of the Organization</u></p> <p>Brief description of the bidder’s organization (maximum 2 pages). In the event of a joint venture, consortium, or association, a brief description of each party within (2-page maximum restriction applies for each individual party).</p> <p>In support of the above, the following information should be submitted by bidders (including all parties to a joint venture, consortium or association):</p> <ol style="list-style-type: none"> a) Certificate of registration (or its equivalent) that is valid in accordance with any legally recognised jurisdiction; b) Tax compliance certificate (or its equivalent) that is valid in accordance with any legally recognised jurisdiction; c) Latest 3 years audited financial statements (See Section 5.1.2, minimum requirements) d) CR12 (This is an official communication by the registrar of companies in Kenya as to whom the directors/shareholders of a company are) (or its equivalent) that is valid in accordance with any legally recognised jurisdiction; and <p><i>Comments and Suggestions (Optional)</i> is provided to guide responses for this section, which should be limited to a maximum of 2 pages.</p> <p>Bidders are not required to provide the financial impact of the above comments at this stage. Britam retains the sole discretion of further pursuit or rejection of any of the above comments and suggestion (either partially or in full).</p> <p>FORMAT FOR TECHNICAL PROPOSAL</p>

Ref No	Subject	Description
		<p>Section A: Bidders' description of the solution, their understanding and comments to the request for proposal;</p> <p>Section B: Bidders' proposed approach and methodology for the Scope of Work.</p> <p>Section C: Bidders' proposed work plan to achieve the Scope of Work.</p> <p>Section D: Bidders' relevant experience in delivering similar works. Bidders are required to provide detailed information for a MINIMUM of THREE (3), and a MAXIMUM of FIVE (5) previous similar engagements undertaken within the last FIVE (5) years for the solution</p> <p>Section E: Qualifications of key staff who will be assigned to this project</p>
5.2.2	Content of RFP responses – Financial Proposal	<p>FORMAT FOR FINANCIAL PROPOSAL</p> <p>Section A: Proposed recruitment fee per role</p> <p>Section B: Psychometric tests cost per candidate</p> <p>Section C: Detailed breakdown of other costs (disbursements and reimbursable)</p> <p>Section D: Proposed payment terms</p> <p>Bidders are required to provide a detailed breakdown of the full cost recruitment, indicating gross amount and applicable taxes.</p> <p>The financials should cover the full range of services requested denominated in Kenya Shillings.</p> <p>Financials should include a payment schedule, which should be clearly linked to key project delivery milestones.</p> <p>Financials should be presented indicating gross amount and applicable taxes for the purposes of evaluation. Shortlisted bidders will be required to provide a detailed analysis of applicable taxes as part of contract award negotiations.</p>
5.2.3	Submission (by bidders), receipt and opening of RFP proposal responses (by Britam)	<p>As a minimum requirement, bidders are required to submit the Technical Proposal and Financial Proposal separately. RFP proposal responses that do not comply with this requirement will be deemed non-responsive.</p> <p>Bids must be addressed to The Procurement Manager, Britam Head Office, Mara / Ragati Road Junction, Upper Hill, P O Box 30375-00100, Nairobi.</p>

Ref No	Subject	Description
		<p>Bidders are advised to strictly adhere to the below requirements for RFP proposal responses to be deemed responsive. This includes both Technical and Financial Proposals, each of which should adhere to the below requirements.</p> <p>a) Bidders are required to submit the Technical Proposal and the Financial Proposal in separate PDF files (but not scanned pdf copies) via separate e-mails.</p> <p>b) The financial proposal should be password protected. Only bidders who progress to financial evaluation will be contacted to provide the financial proposal password.</p> <p>c) The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The authorised signatory who signed the proposal must initial all such corrections. An authorized representative of the bidder (and on behalf of the joint venture/consortium/association) shall initial all pages of the original Technical and Financial Proposals. As included in section 5.1.2, the authorization shall be in the form of a written power of attorney issued by all individual parties.</p>

5.3 Evaluation criteria

Evaluation entails a 4-stage process that focuses on both Technical and Financial aspects.

1. Preliminary evaluation of bids
2. Technical desktop evaluation of bids
3. Presentations by the top 3 technically evaluated bidders (if necessary)
4. Financial evaluation

Ref No	Subject	Description
5.3.1	Technical evaluation	<p>Technical evaluation refers to - preliminary evaluation of bids, technical desktop evaluation of bids and presentation by the top 3 technically evaluated bidders</p> <p><u>Preliminary evaluation of bids</u> Prior to detailed technical evaluation of bids, Britam will undertake a preliminary evaluation of all bids, to ensure all minimum requirements as per Section 5.1.1 and 5.1.2 have been met. Any proposal responses that fail to comply with minimum requirements will be deemed non-responsive and will be eliminated from further evaluation.</p> <p><u>Desktop evaluation of bids</u> Technical desktop evaluation of bids will focus on identifying the best fit solution for Britam based on system capabilities (functional, integration, security and technical) and demonstrated ability of the vendor to successfully implement the solution in a comparable environment.</p> <p>The evaluation of each response to this RFP will be based on the requirements set out in this Bid document. At the sole discretion of Britam, the top proposals may be selected for follow-up questions or to provide an oral presentation.</p> <p>The following weighting and points will be assigned to the proposal for evaluation purposes: Evaluation will place special emphasis on the following aspects and utilize the corresponding weighting matrix.</p> <p>a) Bidders' understanding of our requirements and needs – 10% b) Bidders' proposed approach and methodology – 25% c) Bidders' proposed workplan – 10% d) Bidders experience in headhunting in the hospitality industry in Kenya – 30%</p>

Ref No	Subject	Description
		<p>e) Bidders' proposed team structure, qualification and experience of the key staff in carrying out headhunting assignments in the hospitality industry – 25%</p> <p>Technical weight shall be evaluated out of 70% and Financial proposals shall be evaluated out of 30%</p>
5.3.2	Financial evaluation	<p>A total of 30 points is reserved for Financial Evaluation, taking into account total cost of solution.</p> <p>For the cost of the solution, the maximum number of points will be allocated to the lowest priced proposal. All other price proposals will receive points in inverse proportion according to the following formula:</p> <p>Points = [Maximum number of points (30)] x ([Lowest price]/ [Price of proposal being evaluated])</p> <p><i>Note</i> <i>Financial Proposals will not be opened prior to financial evaluation phase. Only financial proposals for short-listed bidders will be opened.</i></p>
5.3.3	Negotiations	<p>Prior to award of tender, negotiations will be held virtually via an agreeable online meeting method</p> <p>The aim is to reach an agreement on all points and sign a contract. Representatives conducting negotiations on behalf of the bidder (joint venture/consortium/association) must have written authority to negotiate and conclude a Contract.</p> <p>Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any comments/suggestions made by the bidder regarding this RFP.</p> <p>Britam and the bidder will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Britam to ensure satisfactory implementation of the assignment. Britam shall prepare</p>

Ref No	Subject	Description
		minutes of negotiations which will be signed by Britam and the bidder.
5.3.4	Award of contract	<p>Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders or to other persons not officially concerned with the process, until the award of contract is notified to the successful bidder / firm.</p> <p>The contract will be awarded following negotiations with the successful bidder. After negotiations are successfully completed, Britam will promptly notify all other bidders of the unsuccessful outcome of their bids.</p> <p>Selected bidders / firms are expected to commence the assignment on the date of the contract signature.</p>

6. STANDARD FORMS, FORMATS AND TEMPLATES



A. TECHNICAL FORMS, FORMATS AND TEMPLATES



FORM A1: TECHNICAL PROPOSAL SUBMISSION FORM

**Procurement Manager
Britam Head Office
Mara / Ragati Road Junction, Upperhill
P O Box 30375-00100, Nairobi**

<Date>

We, being <ABC Limited (an entity domiciled in DEF), and its joint venture/consortium/association partners, GHI Limited, JKL Limited and MNO Limited> (jointly referred to hereinafter as 'the bidder'), hereby register our interest to participate in the tender issued by **Britam for the Provision of Headhunting Services (Tender Ref: KHSL- HR 1-2020)**, by way of submitting a Request for Proposal (RFP) response (hereinafter referred to as 'the bid').

We hereby submit our bid, which includes this Technical Proposal and a Financial Proposal, sealed under a separate envelope, expressing our interest to **provide headhunting services**

We hereby declare that all the information and statements made in this bid are true and accept that any misrepresentation contained in it may lead to our disqualification. If negotiations are held during the period of validity of the proposal (as per Section 5.1.8), we undertake to negotiate on the basis of proposed staff. Our proposal is binding upon us and subject to modifications resulting from contract negotiations. We undertake, if our proposal is accepted, to commence work at a time as will be agreed during contract negotiations.

We understand that Britam is not bound to accept any proposal it receives regarding the tender for the Provision of Headhunting Services (Tender Ref: KHSL- HR 1-2020)

Signed:

(Being duly authorised official to sign on behalf of the bidder, including parties to the joint venture/consortium/association)

Name: _____

Organization: _____

Designation: _____

Date: _____

FORM A2: DESCRIPTION OF THE ORGANIZATION

<Brief description of the bidder's organization (maximum 2 pages). In the event of a joint venture, consortium, or association, a brief description of each party within (2 page maximum restriction applies for each individual party).

Summary confirming bidder meets the minimum qualifying criteria.

<i>Qualification criteria</i>	<i>Summary of meeting criteria</i>
Valid legal registration and tax compliance certification issued by any legally recognised jurisdiction	<i>Included in page <x></i>
Evidence of having provided Headhunting services for senior roles in the hospitality industry at least 2 clients in the hospitality industry	<i>Indicate names of at least 2 hospitality clients</i>
Capacity to provide Headhunting services (to be evidenced by previous experience and references, and suitably qualified technical staff);	<i>Indicate the core team that will be providing the services</i>
sound financial ability supported by latest 3 year audited financial reports	<i>Indicate annual turnover as per the latest 3 audit financial reports</i>

In support of the above, the following information should be submitted by bidders (including all parties to a joint venture, consortium or association):

- a) Certificate of registration (or its equivalent) that is valid in accordance with any legally recognised jurisdiction;*
- b) Tax compliance certificate (or its equivalent) that is valid in accordance with any legally recognised jurisdiction;*
- c) Latest 3 years audited financial statements (See Section 5.1.2, minimum requirements); and*
- d) Duly executed Power of Attorney.*

Copies of all contracts and powers of attorney documents relevant to the joint venture, consortium, or association must be submitted as part of the RFP proposal response to Britam.>

FORM A3: DETAILED CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

2. **Name of Firm:** <insert name of bidder or party to joint venture/consortium/association>

3. **Name of staff:**

4. **Date of Birth:**

Nationality:

5. **Years with Firm:**

6. Membership in Professional Societies

- XXXX

7. **Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]

8. Other Training

9. Countries of work Experience

10. **Employment Record:** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below):*

From (year) _____ to (year

Employer_____

Position held _____

11. **Confirmation:** Involvement in any of the bidder's engagement references (Y/N). <*If yes, please state name of engagement included in Form 4*>

12. Client name and detailed tasks assigned	13. Work undertaken that best illustrates capability to handle the tasks assigned
<i>(Provide client name and details, also list all tasks performed under this engagement)</i>	<i>(Among other engagements that the personnel have been involved, indicate the following information for those engagements that best illustrate staff capability to handle the tasks listed under point 12)</i>

14. Certification:

I, the undersigned, certify to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of expert or authorized representative of the firm]

Full name of authorized representative:



B. FINANCIAL FORMS, FORMATS AND TEMPLATES



FORM B1: FINANCIAL PROPOSAL SUBMISSION FORM

**Procurement Manager
Britam Head Office
Mara / Ragati Road Junction, Upperhill
P O Box 30375-00100, Nairobi**

<Date>

We, being <ABC Limited (an entity domiciled in DEF), and its joint venture/consortium/association partners, GHI Limited, JKL Limited and MNO Limited> (jointly referred to hereinafter as 'the bidder'), hereby register our interest to participate in the tender issued by **Britam for the Provision of Headhunting Services (Tender Ref: KHSL- HR 1-2020)**, by way of submitting a Request for Proposal (RFP) response (hereinafter referred to as 'the bid').

We hereby submit our bid, which includes this Financial Proposal and a Technical Proposal, sealed under a separate envelope, expressing our interest to **provide headhunting services per position.**

We hereby affirm the following:

- all the information and statements made in this bid are true and accept that any misrepresentation contained in it may lead to our disqualification; and
- our proposal is binding upon us and subject to modifications resulting from contract negotiations.

We understand that Britam is not bound to accept any proposal it receives regarding the tender Provision of Headhunting Services (Tender Ref: KHSL- HR 1-2020).

Signed:

(Being duly authorised official to sign on behalf of the bidder, including parties to the joint venture/consortium/association)

Name: _____

Organization: _____

Designation: _____

Date: _____

FORM B2: SUMMARY OF PROPOSED FEES

Section A: Proposed recruitment fees per role

Position	Proposed fee
General Manager	
Marketing Manager	
Finance Manager	
Human Resources Manager	
Chef	
Guest Service (Front office) Manager	
Food & Beverage Manager	
Security Manager	
Housekeeping Manager	
IT Manager	

The proposed fees can be indicated as an amount or as a percentage of salary

Section B: Psychometric tests cost per candidate

Cost to conduct Psychometric tests is Kenya Shillings per candidate inclusive of all taxes is

Section C: Detailed breakdown of other costs (disbursements and reimbursable)

Cost Component	Proposed fee
Disbursements	
1.	
2.	
3.	
4.	
Reimbursable	
1.	
2.	
3.	
4.	
Total	

Provide a breakdown of the disbursement

Section D: Proposed payment terms

Milestone	Proposed %	Amount
Disbursements		
Reimbursable		
Total		

All financial figures should be denominated in Kenya Shillings

