



**THE MERU NATIONAL
POLYTECHNIC**

Technology for Innovation & Development

THE MERU NATIONAL POLYTECHNIC

**INVITATION FOR EXPRESSION OF INTEREST FOR
DEVELOPMENT OF A SUSTAINABILITY DEVELOPMENT
PLAN (2018 – 2022)**

MNP/EOI/SDP/01/2018

FEBRUARY 2018

EXPRESSION OF INTEREST FOR CONSULTANTS FOR THE DEVELOPMENT OF A SUSTAINABLE DEVELOPMENT PLAN FOR THE MERU NATIONAL POLYTECHNIC (2018 – 2022)

1.0 Background Information

Meru National Polytechnic (MNP) was upgraded from Meru Technical Training Institute in 2016. The mandate of the polytechnic is to provide Technical Vocational Education and Training (TVET) as spelt out in the TVET Act.2013 and the Meru National Polytechnic Order Number 94 of 2016. The MNP Council, which is the governing body, is responsible for providing the required leadership in designing suitable plans and strategies that will contribute to high and sustainable socioeconomic development. The Polytechnic is headed by a Chief Principal, who reports directly to the Council. There are eight Departments, namely; Administration, Agriculture, Applied Sciences and Institutional Management, Building and Civil Engineering, Business Management and Accountancy, Electrical and Electronics Engineering, ICT and Informatics and Mechanical and Automotive Engineering. Currently, the Polytechnic has a growing number of 4,000 Trainees.

The expiry of the 2012 – 2017 Strategic Plan and the numerous changes experienced by MNP in its operating environment, more particularly growth, had a direct impact on the Polytechnic, necessitating analysis and reviewing of the its Objectives, Strategies, Activities and Targets. This process culminated into the development of the next strategic phase, a Five Year Strategic Plan 2018 – 2022. MNP Fundamental Statement are outlined in the Strategic Plan as:-

The Vision: - To be an international Centre of Excellence in Technical and Vocational Education and Training (TVET)

The Mission: - To provide TVET for producing dependable skilled human resource for commerce and industry

Core Values: - Integrity, Hard Work, Teamwork, Diligence, Transparency and Accountability.

The Strategic Plan has eight Objectives for the purposes of giving operational direction stated as to:

- i. Provide high quality market driven academic programs and produce competent workforce to the economy,
- ii. Attract and retain an adequate, competent and efficient work force,
- iii. Strengthen the Polytechnic financial management system,
- iv. Enhance Information Communication Technology (ICT) integration,
- v. Upgrade training equipment and Polytechnic physical infrastructure,
- vi. Enhance a strong and distinct image of the Polytechnic,
- vii. Strengthen the established Quality Management System (QMS), and
- viii. Increase collaborations and partnerships.

The Polytechnic is ISO 9001-2015 certified.

2.0 The Invitation

This EOI seeks applications from potential consultants to offer their services at Meru National polytechnic. The consultants should clearly demonstrate how their services will contribute to sustainable development and impact on achievement of the Vision 2030 objectives. The consultancy will be in the following thematic:

- 2.1.1 Increasing enrolment of trainees by 1000 each year for the period (2018 – 2022)
- 2.1.2 Developing market responsive curricula
- 2.1.3 Strengthening the Polytechnic governance and management
- 2.1.4 Institutionalizing industrial linkages with the relevant sectors
- 2.1.5 Upgrading facilities and equipment
- 2.1.6 Development of Outreach programs

These will be achieved through increased access, relevance of curriculum, quality of education and equity in offering opportunities in the Polytechnic.

A. Expression of Interest by Consultants

The consultants shall be responsible for developing the Sustainable Development Plan.

a) Eligibility criteria for investors

1. Provide information indicating that they are qualified to undertake consultancy in any of thematic areas (at least 5 years relevant business experience).
2. Provide evidence of other similar projects undertaken related to any or all of the above thematic areas (undertaken or ongoing).
3. Firms with a positive net worth. (For consortium arrangements, each member must meet the requirements).

b) Additional Documents to be submitted

The following documents shall be submitted for the EOI:

1. Capability statement of the firm showing:
 - a) Certificate of incorporation (and any certificate of change of name), certified by an authorized representative of the bidder.
 - b) Letter of association in case of consortium indicating the proposed members of the consortium, proposed leader of the consortium and the roles of each member.
 - c) Company profile of the firm showing background of the firm and management structure, consultancy services offered of similar nature within the last 5 years (indicate location, size, funding structures and output)
 - d) Details of experience for consultants
 - e) List of Key Personnel (Management/ Operation) of the company relevant to the proposed consultancy.
2. Audited financial statements for the last 3 years including, tax registration and tax compliance certificates or equivalent documents applicable in the applicant's country of origin.

3. Contact information

- a) Contact Person
- b) Designation, contact Number and email

3.0 Format for the EOI

The EOI shall be submitted in the following format:

EXPRESSION OF INTEREST (EOI) FOR DEVELOPMENT OF THE MERU NATIONAL POLYTECHNIC SUSTAINABILITY DEVELOPMENT PLAN (2018 – 2022)

- a) Name of the firm
- b) Location Details
- c) Contact details:
 - i. Name of Company Official
 - ii. Designation
 - iii. Mailing
 - iv. Address email
 - v. Phone
- d) Company registration details (Registration number, date, government or private entity)
- e) Type of Industry
- f) Information on Quality Certifications of the firm
- g) Financials of the firm in the last 3 years
- h) Key personnel (Please attach CVs)
- i) Similar projects in the last 5 years
- j) Experience of the firm

Declaration

I/ We hereby certify that the above statements are true and correct to the best of my/ our knowledge and beliefs.

Signature of the Applicant	
Name of the Applicant	
Designation	
Date	____ / ____ / ____

The Meru National Polytechnic now invites expressions of interest from interested Consultants.

4.0 Clarification

The interested parties may request for clarifications on this expression of interest up to seven (7) days before the EOI submission date. Any request for clarification must be sent in writing by paper mail or electronic mail to:

Procurement Officer

The Meru National polytechnic,

Off Meru - Nanyuki Road,

P.O. Box 111 – 60200,

Meru, Kenya.

Tel:064-313 2837

Email po@merunationalpolytechnic.ac.ke

Cc:principal@merunationalpolytechnic.ac.ke;

Submission of the EOI

The EOI (**1 original and 2 copies**) should be submitted in a sealed envelope by **1000 hours** (East African Time) on **Friday 23rd February 2018** to the following address:

The Principal,

The Meru National polytechnic,

Off Meru-Nanyuki Road,

P.O. Box 111 –60200,

Meru, Kenya

Information on the outer envelope should also include:

Confidential, Expression of Interest (EOI) for Development of Sustainability Development Plan (2018 – 2022) for the Meru National Polytechnic in Meru, Kenya: **Do not open before, Friday 23rd February, 2018 at 1000hrs East African Time.**

The bid document shall be dropped in the tender box located at the Administration Block, at the Meru National Polytechnic.

The opening will take place thereafter in the presence of bidder's representative (s) who choose to attend at main boardroom or an alternative venue as will be communicated by the procuring entity.

Notwithstanding the foregoing, The Meru National Polytechnic is not bound to accept any proposals or enter into an agreement with interested consultants.

5.0 Evaluation Criteria

Each submission will be scored according to the following point allocation. A maximum of 100 points will be possible and the top five to six teams with the highest score may be invited to submit a full proposal.

	Shortlist Criteria	Points
1.	Overall Track Record (managing similar projects)	40
2.	Relevant Experience of Specific Team Members	10
3.	Financial Capacity	25
4.	Relevant Project References	25
	Total	100

5.1 Selection Process

The successful bidders will be selected through a qualifications-based selection process on the EOIs submitted in response to this invitation. MNP selection committee will evaluate each EOI according to the criteria set forth above. Bidders scoring below 75 points will be excluded from consideration. Bidders scoring above 75 points will be ranked from highest to lowest and up to 6 scoring the highest may be shortlisted. The shortlisted bidders may be selected to move toward the RFP process.

5.2 Submittal Requirements

The Bidders shall limit their submission to the follow maximum pages limits to address the evaluation criteria:

Pages	Sections	Maximum Pages
1.	Letter of Expression of Interest	1-2 pages
2.	Firm's Company Profile	10 pages
3.	Organizational Chart of Team	1-2 pages
4.	Firm's Financial Statements	15 pages
5.	Description of Team Members and Responsibilities	10 pages
6.	CV's of Key Personnel	10 pages
7.	Relevant Project References.	10 pages
*TABLE OF CONTENTS PAGES AND DIVIDER PAGES WILL NOT BE COUNTED		

6.0 Information Required From Bidders

Organizations/firms possessing the requisite experience and capabilities required for undertaking the consultancy in the manner specified in the above documents may respond to this invitation and participate in the selection process either individually or as a lead member of a consortium. If the organization is bidding as a consortium, then all the information and documentation specified in this document will need to be provided by each member of the consortium.

In order to assess capacity and qualification of each bidder, bidders are required to provide the following information:

6.1 Letter Of Expression Of Interest

A letter of proposal from the bidder in the format set out as Annexure 1 to this EOI applying to be selected to provide the consultancy required. The letter of proposal should contain the bidder's full address, contact details for a single point of contact dealing with the bidder's submittal and stating the consortium's expertise and track record in their respective area of business.

6.2 Firm's Company Profile

The Bidders should provide a brief description of the bidder's organization/ team organization and an outline of the recent experience of the bidder that is most relevant to the consultancy. The profile should contain:

6.2.1 A summarized listing of the relevant projects and undertakings successfully completed and managed by the bidder within the last 5 years

6.2.2 The experience, capabilities and type of expertise proposed to be offered by the bidder; and

6.2.3 The value of similar services successfully provided and completed by the bidder.

7.0 Organization of Project Team and Credentials Of Key Personnel

The bidder will be required to demonstrate completeness of the team necessary to complete the consultancy. The bidders are encouraged to draw upon specialized staffing and knowledge resources from around the world. However, bidders will be viewed favorably if the composition of the project staffing contains a significant proportion of Kenyan and East African staff, either through existing staff which will be transferred to the Project, or through a hiring and training program.

In order to demonstrate the availability of qualified personnel, the Bidders are required to provide CVs of the key personnel in the various disciplines within their organization to be engaged in the provision of consultancy services. Only CVs of personnel specifically working on the Project should be submitted with an organizational chart showing their anticipated role.

8.0 Relevant Project References

The bidder should demonstrate expertise in the project that they propose to undertake for development of the Sustainability development Plan.

Scoring will consider project experience in the undertaking of a similar or comparable project to that proposed in the bidders Expression of Interest.

Proposals should include the following:

1. Identification of three (3) to five (5) comparable projects which the bidder has managed. Client references should be provided for each referenced project.
2. Description of the organizational structure and of specific team members to be assigned to the management.
3. Financial statements, and/or other evidence of the Bidder's ability to mobilize project finance from internal or external resources.
4. Client, partner, or financier reference letters, and any press, awards or other coverage that substantiates the Bidder's track record in projects of similar scope.
5. Alignment with MNP's mission and vision.

Annexure 1

**LETTER OF
PROPOSAL**

**(ON THE BIDDER'S
LETTERHEAD)**

To

**Sub: - Development of the Meru National Polytechnic Sustainable Development Plan
(2018 – 2022)**

Dear Sir,

1. With reference to your Expression of Interest document dated _____, we having examined all relevant documents and understood their contents hereby submit our proposal for selection to undertake _____ at Meru National Polytechnic.
2. This proposal is unconditional and unqualified.
3. All information provided in the proposal and in the Appendices is true and correct and all documents accompanying such proposal are true copies of their respective original.
4. We shall make available to MNP any additional information it may deem necessary or required for implementing or authenticating the proposal.
5. We acknowledge the right of MNP to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last five (5) years, we or any of our consultant members have neither failed to perform on any contract as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the applicant, nor been expelled from any project or contract nor have/had any contract terminated for breach on our part.
7. We declare that :
 - 7.1 We have examined and have no reservation to the Expression of Interest documents, including any addendum, issued by MNP;
 - 7.2 We have not, directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request or proposal issued or any agreement entered into with other

public sector enterprise or any Government entity;

- 7.3 We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. We understand that you may cancel the selection process at any time and that you are neither bound to accept any proposal that you may receive nor to select the consultant, without incurring any liability to the applicant in accordance to the Expression of Interest document.
 9. We certify that we have not been convicted by a Court of Law or been the subject of any adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
 10. We further certify that no investigation by a regulatory authority is pending either against us or against our associates or against any of our Directors/ Managers/employees.
 11. We hereby irrevocably waive any right or remedy which we may at any stage at law or howsoever otherwise arising to challenge or question any decision taken by MNP in connection with the Selection Process it undertakes in connection with the Project.
 12. In the event of our firm/ consortium being selected for the Project, we agree to enter into the contract with MNP.
 13. We agree and undertake to abide by all terms and conditions of the Expression of Interest Document.

In witness thereof, we submit this proposal under and in accordance with the terms of the Expression of Interest Document.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory) (Name and seal of the Bidder)