



**The National Government Constituencies Development  
Fund (NG-CDF)**

**Starehe Constituency**

**Provision of Vocational and Driving Course Training Services  
at Starehe Constituency – Nairobi County**

**STAR/NG-CDF/EOI/001/2024-2025**

**TENDER DOCUMENTS**

SEPTEMBER 2024

## TENDER NOTICE FOR EXPRESSION OF INTEREST (EOI)

The **STAREHE NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND** invites interested bidders for the following works:

EXPRESSION OF INTEREST (EOI)		
S. NO	TENDER NUMBER	EOI NAME
1.	<b>STAR/NG-CDF/ EOI/001/2024-2025</b>	<b>Provision of Vocational and Driving Course Training Services at Starehe Constituency – Nairobi County</b>

The requirements for bidding are as follows:

1. Certificate of Incorporation / Registration from the Registrar of Companies / Businesses;
2. Copy of KRA PIN Registration Certificate;
3. Copy of current and valid Tax Compliance Certificate;
4. Copy of CR 12 (A copy of company's list of directors, beneficial owners, name of proprietor or names of partners for the bidder not more than one year old (CR12). A sole proprietor may not attach a CR 12)
5. All Directors of both Limited companies and sole proprietor to attach ID COPY (s).
6. Copy of valid Trade License / Business Permit
7. Fully filled, Signed and Stamped Confidential Business Questionnaire
8. Declaration and commitment to the Code of Ethics.
9. Copy of a Valid NTSA Registration Driving School License (where applicable)
10. Copy of a valid Technical and Vocational Education and Training Authority (TVETA) Registration Certificate (where applicable)
11. The tender document to be TAPE BOUND and returned in the order and pages provided in the advertisement to tender and paginated in sequence including attachments.
12. (Spiral Binding and use of Spring or box files will not be accepted and will lead to
13. automatic disqualification)
14. Self-declaration that the person / tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015. (Must be commissioned by a Commissioner for Oaths)
15. Self-declaration that the person / tenderer will not engage in any corrupt or fraudulent practice. (Must be commissioned by a Commissioner for Oaths)

Interested firms who meet the qualifications may complete the documents and drop them at the **NG-CDF tender box located at the NG-CDF STAREHE OFFICE** and should be in plain sealed envelope, clearly marked with category name, tender number and addressed to:

**THE FUND ACCOUNT MANAGER**

**NG – CDF STAREHE**

**P.O BOX 31468 – 00600**

**NAIROBI**

Please note that this advertisement closes on **Monday, October 07, 2024, at 10:00am** and any application thereafter will not be considered.

Starehe National Government Constituency Development Fund reserves the right to accept or reject in part or in whole any tender without giving reasons and does not bind itself to accept the lowest bidder or any other.

## TERMS OF REFERENCE

# Terms of Reference (ToR) for the Provision of Vocational and Driving Course Training Services at Starehe Constituency – Nairobi County

## 1. Background

The **National Government Constituencies Development Fund (NG-CDF) - Starehe Constituency** seeks to provide relevant vocational training to empower youth with skills for sustainable employment. To achieve this, NGCDF-Starehe invites eligible training institutions to submit proposals for the provision of vocational training services and driving courses for light vehicles. This will be done in two categories as outlined below:

- **Category 1:** Provision of training services for vocational short courses.
- **Category 2:** Provision of training services for a driving course (**B1 Light Vehicles**).

## 2. Scope of Services

The scope of services covers two distinct categories:

### Category 1: Vocational Short Courses

- **Graphic Design & Video Editing**
- **Plumbing**
- **Catering**
- **Electrical**
- **Home Care**
- **Beauty Therapy**
- **Fashion**
- **Housekeeping**
- **Welding & Fabrication**
- **Private Security**
- **Hairdressing**
- **Pastry**
- **Nail Technology**
- **Masonry**

### Category 2: Driving Course (B1/B2 Light Vehicles)

## 3. Objectives

The primary objectives are:

- To impart technical skills to the youth in Starehe Constituency for gainful employment or self-employment.
- To improve the employability of the target group through the acquisition of vocational and driving skills.
- To provide accredited, industry-standard training and certification in the various fields.

## 4. Deliverables

The selected training institutions will be expected to deliver the following:

- Develop and implement a tailored training curriculum for the vocational courses and the driving course.
- Provide qualified instructors with relevant industry experience and certifications.
- Deliver hands-on practical sessions that simulate real-world scenarios.
- Issue recognized certification/provisional driving licenses respectively to trainees upon successful completion of the courses.
- Provide ongoing support or mentorship to graduates to facilitate transition into employment or entrepreneurship.

## 5. Eligibility Criteria

Interested institutions must meet the following requirements:

- Be legally registered as a training institution in Kenya.
- Demonstrate at least three (3) years of experience in providing vocational or driving training services.
- Provide evidence of qualified and certified instructors for each of the specified courses.
- Offer recognized certification for the courses offered.
- Provide a detailed course outline, duration, and training schedule.
- Demonstrate the availability of adequate training facilities and equipment.

## 6. Submission of Proposals

Interested training providers should submit an Expression of Interest (EOI) that includes:

- A company profile with relevant certifications and registration documents.
- Detailed curriculum and training methodology for each course.
- List of instructors and their qualifications.
- Details of past training assignments (experience) in similar projects.
- A breakdown of the proposed cost structure for the courses.
- The location and capacity of the training facilities.
- Copy of VAT and PIN registration certificate
- Copy of business registration certificate / certificate of incorporation and CR 12
- Copy of current single business permit
- Copy of valid KRA tax compliance certificate
- Copy of a Valid **NTSA Registration Driving School License** (where applicable)
- Copy of a valid **Technical and Vocational Education and Training Authority (TVETA)** Registration Certificate (where applicable)
- Proof of financial capability / sound bank statement (this will not be used to bar the Youth, Women and Persons living with disability)

## 7. Evaluation Criteria

### PRELIMINARY EVALUATION CRITERIA

ITEM	MANDATORY REQUIREMENT (MR) – MAIN CONTRACTOR
MR1	Certificate of Incorporation / Registration from the Registrar of Companies / Businesses;
MR2	Copy of KRA PIN Registration Certificate;
MR3	Copy of current and valid Tax Compliance Certificate;
MR4	Copy of CR 12 (A copy of company's list of directors, beneficial owners, name of proprietor or names of partners for the bidder not more than one year old (CR12). A sole proprietor may not attach a CR 12)
MR5	All Directors of both Limited companies and sole proprietor to attach ID COPY (s).
MR6	Copy of valid Trade License / Business Permit
MR7	Fully filled, Signed and Stamped Confidential Business Questionnaire
MR8	Declaration and commitment to the Code of Ethics.
MR9	Copy of a Valid NTSA Registration Driving School License ( <b>where applicable</b> )
MR10	Copy of a valid Technical and Vocational Education and Training Authority (TVETA) Registration Certificate ( <b>where applicable</b> )
MR11	The tender document to be <b>TAPE BOUND</b> and returned in the order and pages provided in the advertisement to tender and paginated in sequence including attachments. <i>(Spiral Binding and use of Spring or box files will not be accepted and will lead to automatic disqualification)</i>
MR12	Self-declaration that the person / tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015. ( <b>Must be commissioned by a Commissioner for Oaths</b> )
MR13	Self-declaration that the person / tenderer will not engage in any corrupt or fraudulent practice. ( <b>Must be commissioned by a Commissioner for Oaths</b> )

The proposals will also be evaluated based on the following:

- **Technical Capacity:** Experience and qualifications of the training provider, including the quality of instructors.
- **Training Facilities and Equipment:** Availability of adequate resources for hands-on training.
- **Accreditation:** Whether the institution provides recognized certification.
- **Cost Structure:** Reasonableness and transparency of the financial proposal.
- **Past Performance:** Evidence of successfully conducting similar training programs.

## 8. Reporting and Monitoring

- The institution will provide monthly progress reports to the NG-CDFC Starehe.
- Periodic assessments will be conducted to evaluate the quality of training and adherence to the proposed curriculum.
- An end-of-course report shall be provided detailing the performance of the trainees, challenges faced, and recommendations for improvement.

## 9. Duration

The courses will vary in duration based on the specific field of training, with most vocational courses expected to last between 3 to 6 months, while the driving course should last between 1 to 2 months.

## 10. Submission Deadline

All EOIs must be submitted on or before **Monday, October 07, 2024**, to the NG-CDF Starehe office.

Interested firms who meet the qualifications may complete the documents and drop them at the **NG-CDF tender box located at the NG-CDF STAREHE OFFICE** and should be in plain sealed envelope, clearly marked with category name, tender number and addressed to:

**THE FUND ACCOUNT MANAGER**

**NG – CDF STAREHE**

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**(a) TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**Instruction to Tenderer**

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

**(a) Tenderer's details**

	<b>ITEM</b>	<b>DESCRIPTION</b>
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

**General and Specific Details**

**(b) Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_  
Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_  
Citizenship \_\_\_\_\_

**(c) Partnership**, provide the following details.

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

**(d) Registered Company**, provide the following details.

I) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company \_\_\_\_\_

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

**(e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in..... (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

**(iii) Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

### Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(c) SELF- DECLARATION FORMS

FORM SD1

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, ....., of Post Office Box ..... being a resident of..... in the Republic of ..... do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Direct or of ..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for ..... (*insert tender title/description*) for ..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder Official Stamp

**FORM SD2**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I, .....of P.O. Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of **Tender No.**..... for ..... (*insert tender title/description*) for ..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT thefore said Bidder, its servants and/or agents/subcontractorswillnotengageinanycorruptorfraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder's Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I ..... (person) on behalf of (*Name of the Business/ Company/Firm*) .....  
..... declare that I have read and fully understood the contents of the  
Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in  
Public Procurement and Asset Disposal and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement  
and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

Witness

Name.....

Sign.....

Date.....