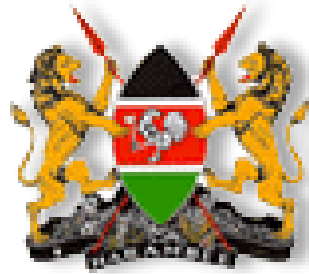


REPUBLIC OF KENYA

THE NATIONAL TREASURY

P. O. BOX 30007 00100

NAIROBI



EXPRESSION OF INTEREST

FOR

**PROCUREMENT OF A SERVICE PROVIDER TO
MANAGE AND OPERATE THE NATIONAL TREASURY
GYM/HEALTH CLUB AT 13TH FLOOR, BIMA HOUSE,
NAIROBI**

TNT/EOI/03/2017-2018

CLOSING DATE: 11TH APRIL 2018 AT 10.00 AM.



**THE NATIONAL TREASURY
EXPRESSION OF INTEREST FOR
PROCUREMENT OF A SERVICE PROVIDER FOR THE MANAGEMENT AND
OPERATION OF THE MINISTERIAL GYM/HEALTH FACILITY AT THE
THIRTEEN (13TH) FLOOR OF BIMA HOUSE, NAIROBI
TNT/EO1/03/2017 - 2018**

The National Treasury intends to procure a service provider for the management and operation of the Ministerial Gym/Health facility at the thirteenth (13th floor of Bima House (Treasury Annex), Nairobi.

The National Treasury now invites Expressions of Interest (EOI) from eligible firms/individuals for provision of management and operation service for the facility.

The Expression of Interest is intended to shortlist firms/individuals with demonstrable technical and financial capabilities who will be invited for the bidding process.

Interested firm(s)/individuals may download detailed information from the website <http://treasury.go.ke> and those who download the documents from the website **must forward their particulars immediately for recording and may seek for any further clarifications and addenda through email address procurement@treasury.go.ke.**

Completed Expressions of Interest documents, enclosed in plain sealed envelopes, marked **EOI /TNT/EO1/03/2017 – 2018 for Procurement of a service provider for the management and operation of The National Treasury Ministerial health facility at the thirteen (13th) floor of Bima House, Nairobi**, should be addressed to:-

**The Principal Secretary,
The National Treasury,
P.O. Box 30007 – 00100,
Nairobi, Kenya**

and be deposited in the tender box provided at the Treasury Building, 6th Floor, Harambee Avenue, Nairobi, so as to be received on or before **11th April 2018 at 10.00 am.**

The Expressions of Interest will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening at The National Treasury, Treasury Building, 6th floor, Conference Room No. 603 on **11th April, 2018 at 10.00 a.m.**

A visit to the site can be made, on request, by interested bidders during normal working hours.

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY**

TERMS OF PREFERENCE FOR THE OUTSOURCING OF A SERVICED PROVIDER FOR THE MANAGEMENT AND OPERATION OF THE MINISTERIAL HEALTH FACILITY

- (1) The National Treasury has established a Ministerial Health facility on the 13th floor of Bima house, Nairobi, for use by members of staff for the purpose of keeping fit, bonding and team building. It is a welfare facility and will therefore be free of charges. The Health Club is fully equipped with modern equipment for training and is intended to operate on a daily basis between Monday and Friday from 5.00am to 9.00pm and from 8.00 am to 3.00 pm over the weekends and public holidays or as will be agreed.
- (2) The average daily projected number of trainees for the facility will be over one hundred(100) members of staff daily at different intervals, each season running for one to two hours each or as will be arranged.
- (3) The services that will be offered entail:-
 - 3.1 Provision of professional and expert training in physical fitness through application of the gymnasium machines, weights and body weights.
 - 3.2 Aerobic and Anaerobics exercises.
 - 3.3 Self Defence
 - 3.4 Physiotherapy, Massage and Relaxothelopy (sports purpose)
 - 3.5 Nutritional training (for sports purpose)
 - 3.6 Steam bath and Sauna
 - 3.7. First Aid Awareness lessons
 - 3:8 Field and outside training, team building and bonding
 - 3.9 Any other physical fitness that will be deemed appropriate, e.g. “the Japanese Kendama game” etc.
- (4) To make the Health Facility operational, the National Treasury is looking for a service provider who will offer professional and expert training in the hitherto stated areas and further maintain the machines and equipment.

- (5) The proposed service provider will be a competent professional firm club or a Consortium of professional experts in physical training, registered locally with the Ministry of Sports and Youth or any other recognized National regional or internationally sports body, who will provide the afforested training. Besides these, the service provider will be expected to have enough qualified instructors/trainers at either certificate, diploma, post-graduate diploma or above in sports from reputable institutions and with over three years practical experience or with proven continuous on- job training experience of over 5 years in sports, with a bias in gymnasium sports, from reputable and renown institution both locally, regionally or internationally, with the pre-requisite supportive credentials. Further they will be required to have minimum academic qualifications, of Kenya Certificate of Secondary Education or equivalent, and above.
- (6) The gymnasium Manager who will be the team leader, a part from the above qualifications will be a person with over five (5) years continuous gymnasium management experience from a reputable and renown institution.

The Management will be responsible for the following;

- Plan and manage daily activities of the health facility
 - Keep and update inventory list of equipment and asset used at the facility
 - Ensure that all equipment are handled in a responsible manner at all times
 - Supervise all training activities within approved/recommended standards and guidelines acceptable for the fitness training profession.
- (7) All the trainers and support staff will be persons with good communication skills in Kiswahili and English. Other languages and special languages will be an added advantage.
- (8) All employees of the service provider will be persons of good conduct certified by the relevant Government body.

- (9) The service provider firm or consortium will also be expected to show:
- 9.1 Appropriate organizational, planning and management skills in sports.
 - 9.2 Be able to operate the facility between 5.00 am to 9.00pm from Friday to Monday and between 8.00 am to 3.00 pm during weekends and public holidays, or as will be arranged.
 - 9.3 Be able to assess the individual training needs of the members of staff, individually or in groups.
 - 9.4 Demonstrate high skills in physical training through use of the machines, weights and body weight.
 - 9.5. Ensure safety of the trainees, equipment, machines and the facility.
 - 9.6 Give advice on nutrition, health and life style values.
 - 9.7 Keep accurate trainees records and those of the facility.
 - 9.8 Apply health and safety guidelines in the use of the facility.
 - 9.9 Introduce and teach extra physical fitness activities within the facility and outside the Health facility, e.g. the Japase Kendama game for concentration and alertness.
 - 9.10 Be able to handle persons who are physically in need appropriately.
 - 9.11 Be gender sensitive in training e.g. provide a balanced workforce that will be able to address gender needs.
 - 9.12 Work out a training Curricular for the individual, group trainees and needy persons, through creation of career training that will be motivational in value and skill.
 - 9.13 Maintain and support a clean training environment by provision of adequate and appropriate cleaning and washing material as well as detergents, antiseptics, hygiene and other toilet provisions.
 - 9.14 Provide adequate clean drinking water, glucose and other nutrients for the trainees.
 - 9.15 Provide first aid kits and other emergency accessories.
 - 9.16 Workout the training methodology.

- 9.17 Insurance to those under its employment.
- 9.18 Ensure maximum security of the equipment, machinery, facility and personnel.
- 9.19 Have the necessary statutory certificates for running business in Kenya, i.e. KRA certification, business registration, clearance from the High Education Loan Board where applicable, Credit Reference Bureau, etc.
- 9.20 Observe service regulation of the Public service.
- 9.21 Give a quotation for the cost of training on monthly/ annual basis in Kenya Shillings, which will be inclusive of taxes.
- 9.22 Enter into service contract with the National Treasury.
- 9.23 Indemnity letter of service delivery from a reputable institution.
- 9.24 Undertake routine and regular maintenance of the machines and equipment as per manufacturers' guidelines.
- 9.25 Provision of appropriate gym music/video and any other gym management related tools

The National Treasury

- 10. The National Treasury will provide:
 - 10:1 The training premises.
 - 10:2 Training equipment, machines and other accessories.
 - 10:3 Water, electricity and other Infrastructure.
 - 10:4 Overall security.
 - 10:5 Insurance cover for its members of staff.
 - 10:6 Remuneration to the service provider as per the contract terms.
- 11. All trainees will be required to come with their training gears and personal effects as will be guided by the gymnasium management.

Interest bidder can get more details from the National Treasury website <http://treasury.go.ke> and can also make visit to the facility with prior arrangements with the National Treasury office of the Director of Administration at

the National Treasury to assess the establishment, with a view to providing an informed expressions of interest during normal working hours.

Duration: The Contract will be for a period of **twelve (12 No.)** months renewable subject to performance.

EVALUATION CRITERIA

Mandatory Requirements

1. Certificate of Incorporation or Certificate of Registration
2. Valid current Tax compliance certificate
3. Duly Completed Business Questionnaire
4. Public Health Certificate

Technical Evaluation

S/No	Criteria	requirement	Scores
1.	Provide Company profile of the firm/club or consortium of professional experts which should include the following; <ul style="list-style-type: none"> ▪ Physical and email addresses, telephone number(s) and name of contact person. ▪ List of at least five clients with brief detail of the type of services rendered. Please provide a copy of SLA you have with one of them. ▪ Provide evidence of similar assignment in at least five (5) institutions preferably in the last five years 	Attach contracts/ local Service Orders and reference letter(s) from the client specifically on the contract referred to.	15
2.	Should have working knowledge of making regular servicing/ maintenance of machines and equipment		4
3.	Certificates of good conduct for each of the proposed employees who will be assigned to the project	Attach certificate	5

4.	Evidence that all employees remuneration is not below the minimum wage	Pay slips of at least 5 employees	5
5.	<p>Relevant staffs qualification certifications from relevant professional body</p> <p>The Team Leader should have at least 5years post qualification experience in physical fitness applications</p> <p>Provide details of other personnel by category, who shall be assigned to the contract detailing for each team member as follows;</p> <ul style="list-style-type: none"> ▪ The role of each member of the team ▪ Relevant resumes/CV ▪ Certificate/documentary evidence of professional qualifications ▪ Work experience ▪ Formal training/education ▪ Functional and any other title 	Attach certified copies of certificates and CVs of the proposed employees for the contract.	15
6.	<p>Insurance Indemnity cover for all the employees engaged in the assignment.</p> <p>Evidence of Workman's Compensation and Group Personal Accident</p> <p>Insurance, Third Party of Public Liability Insurance</p>	Valid policy cover	3
7.	Evidence of the firm registration with National Social Security Fund (NSSF)	Letter / certificate from NSSF	3
8.	Evidence of the firm registration with National Hospital Insurance Fund (NHIF)	Letter / certificate from NHIF	4

9.	Own company (Tenderer) detailed occupational and environmental health Safety plan/Policy you propose to have implemented elsewhere including emergency or contingency measures during service delivery. First Aid handling procedures and Safety measures at work place and emergency call Centre	Copy of signed policy	12
10.	Proof of staff capacity – dedicated to the performance of this assignment.	Attach certified copies of certificates and CVs of the proposed Supervisors and Managers for the contract.	12
11.	Adequacy of the proposed work Plan and methodology in responding to the TORs/ execution of the assignment. Tenderers must submit their signed and stamped procedures and methodology of execution which will form part of the contract	Bidders policies, procedures, evidence of documentations or pictures	10
12.	Bank details	Attach a bank statement for the last 6 months	12
	TOTAL MARKS		100

The pass mark is 70%.

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General :

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No.....

Nature of business.....

Current Trade Licence No.....Expiring date.....

Maximum value of business which you can handle at any one time : K£.....

Name of your bankers.....Branch

Part 2 (a) – Sole Proprietor

- Your name in full.....Age.....
Nationality.....Country of origin.....
*Citizenship details.....

Part 2 (b) Partnership

- Given details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....
.....
.....
.....

□	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 30%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 15%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.				2.				3.				4.				5.			
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<p style="text-align: center;">DateSignature of Candidate.....</p>																															

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) ofdated the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED

Board Secretary