



Simplifying Trade Processes for Kenya's Competitiveness

KENYA TRADE NETWORK AGENCY (KENTRADE)

Embankment Plaza – First Floor P.O. Box 36943-00200-NAIROBI

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NATIONAL OPEN TENDER

**CONSULTANCY SERVICES FOR THE IMPLEMENTATION OF BALANCED
SCORECARD PERFORMANCE MANAGEMENT FRAMEWORK
TENDER NO. KTNA/RFP/07/2017-2018**

- 1.1 The Kenya Trade Network Agency invites proposals for **Consultancy Services for the Implementation of a Balanced Scorecard Performance Management Framework** for KenTrade as outlined in the terms of reference herein.
- 1.2 Interested eligible candidates may view and download the document **free of charge** from Government Tenders Portal (IFMIS) or from our website on the following link: - <http://www.kentrade.go.ke/index.php/procurement/tenders>, or purchase the documents at a cost of **Kshs. 1000.00** from the KenTrade procurement office at Embankment Plaza (1st Floor), Upper Hill.
- 1.3 **Bidders who download the tender document from the Government Portal- <http://supplier.treasury.go.ke/> shall be required to email their detailed contact information to procurement@kentrade.go.ke for future communication.**
- 1.4 Further information may also be obtained from the Procurement office, **Kenya Trade Network Agency, 1st floor, Embankment Plaza, in Upper Hill** during normal office working hours.
- 1.5 Prices quoted should be net, inclusive of all taxes and must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

1.6 Proposals in a plain sealed envelope shall be submitted in two separate envelopes as **"TECHNICAL PROPOSAL,"** and **"FINANCIAL PROPOSAL"** and marked: **"Proposal to undertake consultancy services for Balanced Scorecard tool"** and should be addressed to:-

**The Chief Executive Officer,
Kenya Trade Network Agency (KENTRADE)
P.O Box 36943-00200
Nairobi**

Or deposited in the Tender Box at the Reception of KENTRADE Offices at **Upper Hill Embankment Plaza (first floor)** on or before **Wednesday, February 07, 2018 at 1000hours**

1.7 Opening of the proposals shall be done immediately thereafter in the KenTrade boardroom on first floor, Embankment Plaza (Upper Hill), in the presence of all bidders or their representatives who choose to attend.

CHIEF EXECUTIVE OFFICER

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