

KENTRADE PENSION FUND

**REQUEST FOR PROPOSAL FOR
PROVISION OF FUND ADMINISTRATION SERVICES
FOR
KENTRADE STAFF PENSION SCHEME**

TENDER NO : KENTRADE /SPS/2019/2020/5

**ALL BIDDERS ARE ADVISED TO READ CAREFULLY THIS TENDER DOCUMENT IN
ITS ENTIRETY BEFORE MAKING ANY BID**

CLOSING DATE: 5TH FEBRUARY 2020 AT 10:00 A.M.

INVITATION TO TENDER

TENDER NO. SPS/ KENTRADE /SPS/2019/2020/5/

REQUEST OF PROPOSAL FOR PROVISION OF FUND ADMINISTRATION SERVICES

1. KENTRADE Staff Pension Scheme Requests for Proposals for the provision of Fund Administration Services from interested and eligible candidates.
2. Completed Tender Documents in sealed envelopes marked with the tender number and title are to be deposited in the Tender Box located at ;

**Trust Secretary
KENTRADE Staff Pension
Scheme
1st Floor, Embankment Plaza,
Longonot Road, Upper Hill,
P.O. Box 36943 – 00200
NAIROBI**

to be received on or before **5th February 2020 at 10.00 a.m.** Tenders will be opened immediately thereafter in the presence of the candidates/Representative who choose to attend.

3. Prices quoted should be global sums inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 90 days from the closing date of the tender.

I Introduction and Background

- I.1 KENTRADE Staff Pension Scheme is a Defined Contribution Pension Scheme established under irrevocable trust. The total Scheme membership as at 30th June 2019 stood at 80 consisting of 63 in-service members and 17 deferred members.
- I.2 The Trustees of the Scheme are reviewing their Fund Administration agreements and seek proposals from fund Administrators for an active multi-asset fund of approximately Kshs 221 Million. The Fund Administrator shall administer the affairs of the scheme as per trust deed and rules in accordance with the terms and conditions of service specified in the instrument of appointment as stipulated by the Retirement Benefits Act, 1997.
- I.3 The Scheme will select one Fund Administrator among those invited to submit proposals, in accordance with the method of selection set out in this Request for Proposals (RFP) document.
- I.4 The bidders are invited to submit a Technical Proposal and a Financial Proposal, for Scheme fund Administration services as specified in this document. The proposals will be the basis for negotiations and ultimately for a signed Contract with the selected firm(s).
- I.5 To obtain information on the Scheme or to seek any clarifications, bidders are requested to liaise with the Trust Secretary on email hwasike@kentrade.go.ke; before submitting a proposal. All queries should be submitted at least 7 days before the deadline for tender submission.
- I.6 At any time prior to the deadline of the submission of tenders, the Board of Trustees, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the tender documents by issuing an addendum. All prospective bidders who have obtained the tender documents will be notified of the amendment by email and such an amendment will be binding on them. The Board of Trustees,

at its discretion, may extend the deadline for submission of tenders.

1.7 The tenders shall remain valid for 90 days after the date of tender opening. A tender valid for a shorter period shall be rejected by the Trustees as being non- responsive.

1.8 Please note that:

- i. The costs of preparing the proposal and of negotiating the contract, including any visits to the Scheme office shall be met by the bidder;
- ii. The Trustees are not bound to accept any of the proposals submitted.

2 Objectives of the Assignment

The objective of the assignment is to appoint an administrator to provide fund administration services to the KENTRADE Staff pension Scheme in an efficient manner.

2.1 The key areas to be addressed by the selected Fund Administrators(s) include:

- 2.1.1 Carry out the daily administration of the affairs of the Scheme in accordance with the provisions of the Act and the Regulations, the Income Tax Act, the Trust Deed and Rules
- 2.1.2 Reconciliation of contributions received on a monthly basis
- 2.1.3 Maintenance of membership records of all types required for running of the scheme, including records of date of birth, date joined the scheme, date joined company, earnings, accrued benefits and options elected.
- 2.1.4 Compute and pay benefits to the members and their beneficiaries in line with the schemes rules (i.e Withdrawals, retirement, deaths) directly as provided for in the law and the scheme rules.
- 2.1.5 Applying of tax directives, deducting and remitting of all taxes due for all scheme operations
- 2.1.6 Attend meetings of the Board of Trustees as and when convened by the Trustees and present a report on the affairs of the Scheme including any other

matters as may be required by the Trustee.

- 2.1.7 Facilitate the audit of the scheme's fund as required by the law and Trust Deed and Rules.
- 2.1.8 Offer advisory and training services to the Trustees, members and the Founder on their rights and obligations in the Scheme, and any other relevant areas.
- 2.1.9 Remitting levies due by the scheme to the Retirement Benefits Authority(RBA) where applicable
- 2.1.10 Provide assistance to the Board of Trustees in ensuring that all other service providers are providing their services in compliance with the provisions of the Act, Regulations, Trust Deed and Rules, relevant legislation and service agreements in force.
- 2.1.11 Offer secretarial services to the Trustees by, among other things, organizing BOT meetings, Annual General Meetings and other meetings, by issuing notices for the same, taking minutes during the meetings and keeping records of the same
- 2.1.12 Advise such members who retire on the available annuity/Income draw-down providers to enable them purchase annuities/income draw down at favourable rates, from time to time.
- 2.1.13 Ensure that the scheme fund is at all times managed in accordance with the Act, any regulations made thereunder, the scheme rules and any directions given by the Chief Executive Officer of the Retirement Benefits Authority.
- 2.1.14 Take reasonable care to ensure that the management of the scheme is carried out in the best interests of the members and sponsors of the scheme.
- 2.1.15 Facilitate access to information for members and Trustees using various platforms as may be required
- 2.1.16 Undertake any other relevant tasks as may be instructed by the Trustees from time to time.

2.2 Accounting Duties

- a) Maintaining scheme accounts and records in a satisfactory manner and in accordance with the act and its regulations
- b) Preparing and submitting the necessary information and other financial returns as may be required by the relevant statutory authorities
- c) Preparing the necessary financial documents and making the necessary arrangements for the annual statutory audit of the scheme
- d) Facilitating the audit of the scheme by providing all required information and support to the scheme's auditors
- e) Checking and reconciling statements from investment managers and scheme custodian quarterly and at the end of financial year.

2.3 Duties of Legal Nature

Where applicable

- a) To prepare or review the trust deeds and rules of the scheme
- b) To prepare or review all required amendments to the Trust Deed and Rules of the scheme
- c) To draw deeds of appointments and retirement of trustees
- d) Where agreed with the trustees of the scheme, to assist in obtaining legal opinions on matters relating to the scheme
- e) To ensure all relevant scheme documents are filed and registered in compliance with the relevant laws and regulations

3 Preparation of Proposals

3.1 The Technical Proposal

- a. In preparing the Technical Proposal, bidders are expected to thoroughly examine

the contents of this RFP. Material deficiencies in providing the information requested may result in the rejection of a proposal.

- b. The original proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be countersigned by the person(s) authorized.
- c. While preparing the Technical Proposal, bidders must give particular attention to the following:
 - i. Each firm is expected to present its own bid without associating with other Fund Administrators. Joint bids will automatically be disqualified.
 - ii. All key professional staff proposed for this assignment must be full time employees of the bidding firm.
 - iii. Proposed professional staff must as a minimum, have the relevant experience in pension schemes management.

d. The Technical Proposal shall NOT include any financial information.

- e. The Proposal shall provide the information requested in Section 7 of this RFP.

3.2 The Financial Proposal

The Financial Proposal shall provide the information requested in the financial bid. The tender sum shall be quoted in **Kenyan Shillings**.

4 Submission, Receipt and Opening of Proposals

The bidders shall prepare two sets of each bid. Each Technical bid shall consist of one original marked “**Original**” and one copy each marked “**Copy**”. Likewise, each financial bid shall consist of one original marked “**Original**” and one copy marked “**Copy**”. If there are any discrepancies between the original and the copy of the bids, the original shall prevail.

The original and the copy of the Technical Bids shall be placed in a sealed outer envelope clearly marked “Technical Bid” and the original and copy of the Financial Bids shall be placed in a sealed envelope clearly marked “Financial Bid”. The envelope containing the Financial Bid must clearly state the name and address of the bidder and the warning “Do not Open with the **Technical Bid**”. Both envelopes shall be placed into an outer envelope, marked and sealed.

The Proposal shall be placed in an outer sealed envelope clearly marked as follows;

Trust Secretary
KENTRADE Staff Pension
Scheme
1st Floor, Embankment Plaza,
Longonot Road, Upper Hill,
P.O. Box 36943 – 00200
NAIROBI

Completed Tender Documents in sealed envelopes marked with the tender number and title are to be deposited in the Tender Box located at;

Kentrade Offices
1st Floor, Embankment Plaza, Longonot
Road, Upper Hill, NAIROBI

To be received on or before **5th February 2020 at 10.00 a.m.** Tenders will be opened immediately thereafter in the presence of the candidates/Representative who choose to attend.

No proposal shall be received/accepted after the closing time for submission.

5 Evaluation of Proposals & Communication with the Bidders

From the time the bids are opened to the time the Contract is awarded, if any bidder wishes to contact the Scheme on any matter related to his/her proposal, he/she should do so in writing at the submission address indicated above. Any canvassing shall result in the rejection of the bidder's proposal.

Evaluation shall be conducted in three phases namely:

- Preliminary/Mandatory evaluation
- Technical evaluation and
- Financial evaluation

The Trustees shall evaluate the Proposals and the results of the evaluation will be communicated to all the bidders.

5.1 Preliminary/Mandatory Evaluation

During this stage, bidders' responsiveness to the tender mandatory requirements will be determined based on a "YES/NO" basis (implying compliance or non-compliance respectively). Only bidders that comply with **ALL** the mandatory requirements shall proceed to the technical evaluation.

For the preliminary evaluation, please attach certified copies of the following:

- a) Company of certificate of registration from the registrar of companies.
- b) Valid Tax compliance certificate
- c) Dully filled and signed confidential business questionnaire
- d) Valid RBA registration certificate
- e) Audited financial statements for the last three years
- f) Dully filled and signed Anti-corruption Affidavit form (certified by a commissioner for oaths)
- g) All pages of the tender documents must be sequentially paginated

5.2 Technical Evaluation

The Technical Evaluation shall comprise:

- Document review and
- Presentation

Each responsive proposal shall be evaluated and awarded marks as shown below:

	Area	Marks
1	Qualifications and experience of the firm (10 marks) 0-2 years (1 mark) 2years to 4 years (5 marks) 5 years or more (8 marks) Indemnity (2 marks)	10
2	Relevant experience (20 marks) <ul style="list-style-type: none">• Written and certified references from five existing clients with a fund value of at least Kshs 300 million each<ul style="list-style-type: none">-no written and certified references attached (0 marks)-written and certified reference attached (2 marks per reference with a total of 10 marks)• Total fund value of the five schemes managed<ul style="list-style-type: none">- Below Kshs 1.5 Billion (0 marks)- Between Kshs 1.5- 2 Billion (5 marks)- Above Kshs 2.0 Billion (10 marks)	20

	<p>Key Staff Qualifications and Experience Attach Academic and Professional Certificates, CV.</p> <ul style="list-style-type: none"> • Portfolio manager <ul style="list-style-type: none"> - Bachelors degree in portfolio management or relevant field (1 marks) - Masters degree (1 mark) - TDPK Certificate (1) - Minimum 5 years relevant experience (2) • Legal and compliance Consultant <ul style="list-style-type: none"> - Bachelors Degree in Laws (1) - Masters Degree (1) - Minimum 5 years relevant experience (3) • Portfolio Accountant <ul style="list-style-type: none"> - Bachelors Degree (1) - Professional qualifications (CPA, ACCA, etc) (1) - Professional membership in good standing (1) - Minimum 5 years relevant experience (2) 	15
4	<p>Adequacy of the proposed Methodology</p> <ol style="list-style-type: none"> a. ICT Systems and automation of operations b. Reporting c. Capacity building for BOT and members d. Other value addition services within the proposed fee scale e. Advise on industry trends and developments f. Any other relevant information 	25
	Total Points	70

- Bidders who attain at least 55/70 marks in the technical proposal above shall be invited to make a presentation to the Board of Trustees which will earn 10 marks.
- Minimum overall score required to proceed to the financial evaluation is 62/80 marks.

5.3 Financial Evaluation

a) The formulae for determining the Financial Score (SF) shall be as follows:

$$SF = 20 \times F_m / F$$

Where: SF is the financial score

F_m is the lowest fees quoted and

F is the fees of the quotation under consideration

- b) The lowest fees quoted will be allocated the maximum score of 20%
- c) Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (**T=the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + p = 1**)
- d) The combined technical and financial score, S, is calculated as follows: -
S = S_t x T % + S_f x P %.

The firm achieving the highest combined technical and financial score will be invited for negotiations leading to contracting.

6.0 Award of Contract and Confidentiality

(a) Post-qualification

- 6.1 In the absence of pre-qualification, the Trustees will determine to their satisfaction whether the tenderer that is selected as having submitted the highest combined technical and financial score is qualified to perform the contract satisfactorily.
- 6.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, as well as such other information as the Trustees deem necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next combined technical and financial scorer to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) **Award Criteria**

6.3 The Trustees will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the firm achieving the highest combined technical and financial score, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

6.4 **Procuring entity's Right to Vary quantities**

The Trustees reserve the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

6.5 **Trustees' Right to Accept or Reject any or All Tenders**

The Trustees reserve the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Trustees' action

6.6 **Notification of Award**

Prior to the expiration of the period of tender validity, the Trustees will notify the successful tenderer in writing that its tender has been accepted.

The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

6.7 **Signing of Contract**

At the same time as the Trustees notify the successful tenderer that its tender has been

accepted, the Trustees will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Trustees.

6.8 Corrupt or Fraudulent Practices

The Trustees require that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

The Trustees will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

7. General Information about the Bidder

- a) Name and Location of the Bidder
- b) Registered office
- c) Postal Address
- d) Telephone number
- e) Email address
- f) Date of incorporation
- g) Country of incorporation
- h) Main company objectives and business areas
- i) An organizational flow chart or an organogram of the firm

7.1 Please provide the following information for each of the members of your Board of Directors:

- a) Name
- b) Nationality
- c) Date of Appointment
- d) Academic and professional qualifications
- e) Proportion held of company's shares

8.0 Standard Forms

Financial Submission Form

Date

To:

Trust Secretary

KENTRADE Staff Pension Scheme

P.O. Box 74494-00200 Nairobi

Commercial Street, Industrial Area

Tel. 020 2695586

NAIROBI

Dear Sir/ Madam,

Having examined the Tender document the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Scheme Fund Administration services in accordance with the said tender document for the total annual sum of **[Amount in words and figures]** inclusive of the taxes on the basis of the initial assets to be allocated to us and on the assumption(s) that [state the assumptions, if any].

We undertake, if our proposal is accepted, to provide Scheme Fund Administration Services in accordance with the conditions of this tender.

We agree to abide by this tender for a period of 90 days from the date fixed for tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This tender, together with your written acceptance thereof and your notification of award, shall constitute a basis signing of the contract by both parties.

We understand that the Board of Trustees is not bound to accept the lowest or any proposal they receive.

Yours faithfully,

[Authorized Signature]

[Name and Title of Signatory]

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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. FaxE mail

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

Part 2 (a) – Sole Proprietor																				
Your name in fullAge NationalityCountry of origin • Citizenship details																				
Part 2 (b) Partnership																				
Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship Details	Shares																	
1.																	
2.																	
3.																	
4.																	
Part 2 (c) – Registered Company																				

Private or Public			
State the nominal and issued capital of company			
Nominal Kshs.			
Issued Kshs.			
Give details of all directors as follows			
Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			
Date		Signature of Candidate	

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

ANTI CORRUPTION AFFIDAVIT FORM
REPUBLIC OF KENYA
IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT
CHAPTER 15 OF THE LAWS OF KENYA

AND

IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL ACT, NO. 33
OF 2015.

I, of P.O. Box
being a resident of In the Republic of Kenya do hereby make oath and
state as follows:-

1. THAT I am the;
(Chief Executive/Managing Director/Principal Officer/Director) of
.....(Name of the Business)
which is a Candidate in respect of Tender Number
..... to supply goods, render services and/ or
carry out works for Kenya Trade Network Agency and duly authorized and competent to make
this Affidavit.
2. THAT the aforesaid candidate has not been requested to pay any inducement to any member
of the Board, Management, Staff and/or employees and /or agents of Kenya Trade Network
Agency, which is the procuring entity.
3. THAT the aforesaid Candidate , its servant(s) and/or agent(s) have not been offered and will
not offer any inducement to any member of the Board, Management, Staff and/or employees
and /or agents of Kenya Trade Network Agency.
4. THAT the aforesaid Candidate, its servant(s) and agent(s) have not been debarred from any
procurement process.
5. THAT what is stated to hereinabove is true to the best of my knowledge, information and
belief.

SWORN at by the said}

.....}

On this day of 20.....}

}

}

DEPONENT

Before me

Commissioner for Oaths

}