



REQUEST FOR PROPOSAL FOR PROVISION OF VARIOUS SERVICES TO CHRISTOFFEL-BLINDENMISSION e.V (CBM)

CBM is an international Christian development organization, committed to improving the quality of life of people with disabilities in the world. CBM addresses disability as a cause and consequence of poverty, and works in partnership to create an inclusive society for all.

CBM invites eligible firms to place their bid for the below listed services.

- 1. Office Cleaning & Landscaping Services**
- 2. Travel agency Services**
- 3. Global Parcel Delivery Services**
- 4. Vehicle Maintenance Services**
- 5. Motor Vehicle Fuel Supply**
- 6. Catering Services**

Applicants are required to provide all the information requested for and CBM will examine the documents for completeness as per the specifications provided.

The documents should be signed by the Director or Senior Management of the firm/company, initialed on each page and stamped on the last page.

As part of the review process, the tender committee may request the applicant for a site visit at its premises to ascertain their operations. The information provided by all applicants/bidders shall be strictly confidential.

The tender will be awarded to firms with demonstrated experience and capacity in providing similar services in professional manner.

If you believe that your company meets our requirements and would like to be considered as a potential supplier for any services above, kindly submit the below mandatory details/information.

1. Company's profile
2. Documentary proof of capability and experience in doing similar work in the format in Appendix B.
3. Tax compliance certificated issued by KRA VAT, PIN registered and valid Tax Compliance Certificates (attach documentation).
4. Company Registration Certificate/Incorporation
5. Corporate Rates offered.
6. Copy of partnership certificate if applicable.
7. Company measures and compliance on Covid 19 as per Government guidance and regulations.

Failure to submit any of the above will result in disqualification. Any firm specifically exempted from any of the items above listed may provide written proof of the same.

The address for proposal submission:

A Comprehensive proposal enclosed in plain sealed envelope clearly marked and stating the services you are bidding for should be dropped at CBM Regional Hub Offices by **Close of business 25th November 2020 by 4:00pm**, on 11 Ring Road Parklands, Nairobi Kenya and addressed to **Procurement Committee**. An additional soft copy document in PDF Format should also be sent via email to procurement.nairobi@cbm.org by the said date.

All bids should be addressed to:

**Procurement Committee
Christoffel Blinden Mission e.V
East Africa Regional Hub
11 Ring Road, Parklands
Nairobi, Kenya.**

In addition, prospective suppliers should provide details in regard to conflict of interest as per below template.

Appendix A

CBM employees are not allowed to accept or agree any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or firm having dealings with the Organization.

The standard of conduct for potential suppliers include the following.

1. Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment to employees of CBM who may be in a position to influence the procurement decision.
2. Potential suppliers should declare relationship, if any that could be termed as conflict of interest.

Conflict of interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of CBM as indicated below:

- a. Has any employee of CBM been your employee in the past one year?
If yes, please give details.

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- b. Do you have any family ties with any CBM employee(s) through spouse or immediate family?

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c. Have you had past business dealings with any employee of CBM? If yes, please explain:

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d. Do you have a relationship with an employee of CBM, which may impede his/her independence or objectivity?

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I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to the firm's disqualification to offer the required service.

Name.....

Designation.....

Signature.....

Official rubber stamp and date.....

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Appendix B

Corporate Documentation

Firms are expected to submit information that addresses items contained in the table below

Item	Expected Information	Required format
Profile	a) Legal status	State whether the firm is a Limited Liability, Sole Proprietorship or Partnership
	b) Firm/Corporate history	Provide a short narrative of origin, development, mission and values of the company
Experience	c) An adequate demonstration of experience in doing similar work.	See Appendix C for the format for relevant references

Appendix C: Relevant Services carried out in the last five years that best illustrate qualifications

Using the format below, provide information on similar services provided by your firm

Service Provided	Country
Location within Country	Professional staff provided by your Firm/Entity/(profiles)
Name of client	Clients contact person for the assignment
Address	
Name of Senior staff (Director/Team Leader) involved and functions performed	

Firm's Name _____

Name and title of signatory _____