



**STANBIC BANK (K) LIMITED  
REQUEST FOR PROPOSAL**

**Release Date:** 24<sup>th</sup> March 2017  
**Last Date for Receipt of bids:** 7<sup>th</sup> April 2017

**REQUEST FOR PROPOSAL**

**STANBIC BANK (K) LTD- RFP STAFF AUGEMENTATION SERVICES**

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## SECTION 1 – REQUEST FOR PROPOSALS

Stanbic Bank Kenya Limited (hereinafter referred to as “the Bank”) (Registration Number 9520), issues a Request for Proposal to on-board firms to provide the bank with, but not limited to : Project Managers, Business Analysts, Quality/Test Analysts, Change Managers and Developers.

### Aims and Objectives

Stanbic Bank Kenya Ltd, IT Business Relationship management is tasked with ensuring the delivery of Change the Bank Projects for the Stanbic Bank Kenya Ltd within set schedules, given and budget.

Project pipeline is continuously evolving with the ever changing business needs. This warrants the need for additional resources in a headcount constrained environment to ensure delivery of these Projects within schedule and improve time to market for business needs

This RFP highlights the requirements for provision of Augmentation services;

- i. In view of the above the RFP aims to on-board firms to supply Project Managers, Business Analysts, Quality/Test Analysts, Change Managers and Developers among other services on a need basis
- ii. Proposals from bidders should be submitted in two distinct parts, **namely technical proposal** and **financial proposal** and these should be in two separate sealed envelopes, both of which should then be placed in a common sealed envelope marked;

**THE DULY COMPLETED REQUEST FOR PROPOSAL (RFP) IN A PLAIN SEALED ENVELOPE ADDRESSED TO THE PROCUREMENT MANAGER SHOULD BE DROPPED AT THE TENDER BOX ON GROUND FLOOR STANBIC CENTRE-CLEARLY MARKED AS FOLLOWS; RFP STAFF AUGEMENTATION SERVICES ON or BEFORE 2.00 P.M 07<sup>th</sup> April 2017.**

The two separate inner envelopes should be clearly marked “**Technical Proposal**”, and “**Financial Proposal**”, respectively, and should bear the name of the Bidder.

1.1.2. The Technical Proposal should contain the following:

Profile of the firm as outlined

- Profile of the personnel to be involved in the work, with emphasis on academic qualifications, and experience in providing Augmentation Services i.e.
  - Project Manager,
  - Business Analyst
  - Senior Test Analyst
  - Developer
  - Test Analyst
  - Tester
- **All Annexures as provided for on Section 4 of this RFP document**

The Financial proposal shall clearly indicate the cost of **PROFESSIONAL SERVICES broken down as below;**

Role	Monthly Rate (KES)
Project Manager/ Test Manager	
Junior Project Manager	
Business Analyst	
Senior Test Analyst	
Developer	
Test Analyst	
Tester	

The Financial proposal shall clearly indicate the granular cost in **KES** but not limited to;

- Cost of the Roles as stipulated above
- Other costs i.e. Accommodation, per Diems.

A two-stage procedure will be adopted by the Bank for evaluating the proposals, with the technical evaluation of all proposals received in time being completed prior to any financial proposal being evaluated. Technical proposals will be evaluated based on the following general areas:

- Firm's general experience in the field of assignment
- Firm's financial capacity
- Understanding of the aims and objectives
- Proposed Methodology
- Proposed work plan
- The qualifications and relevant experience of the personnel
- Overall Value proposition

Financial proposals will be evaluated on the basis of cost, lead-time and payment terms if not specified in this document.

The relative split between technical and financial scores will be as follows:

<b>Technical</b>	-	<b>70%</b>
<b>Financial</b>	-	<b>30%</b>
<b>Total</b>	-	<b>100%</b>

1.1.3. Bidders are requested to hold their proposals valid for ninety 90 days from the closing date for the submission. The Bank will make its best efforts to arrive at a decision within this period.

1.1.4. All costs pertaining to the preparation of a proposal and negotiations of a contract shall be borne by the firms submitting proposals.

1.1.5. Assuming that the Contract can be satisfactorily concluded the bidders shall be expected to commence the assignment within 2 weeks after the final agreement is reached.

- 1.1.6. If a bidding firm does not have all the expertise for the assignment, there is no objection to the firm associating with another firm to enable a full range of expertise to be presented. The request for Joint Venture shall be accompanied with full documented details of the proposed association.
- 1.1.7. In the case of a Joint Venture or Association, all the firms constituting the Joint Venture or Association will be jointly and severally liable and at least one firm in the Joint Venture or Association shall be financially capable of meeting the contract requirements and potential liabilities on its own and shall assume contracting responsibility and liability for satisfactory execution of the assignment.
- 1.1.8. The contracting arrangements shall define clearly the responsibilities and the services to be provided by each firm in the case of a joint venture.
- 1.1.9. The bid documents, shall be addressed to

**MANAGER PROCUREMENT, PROCUREMENT DEPARTMENT,  
STANBIC BANK CENTRE, CHIROMO.**

Please note that tenders received by facsimile or electronic mail will be rejected.

- 1.1.10. The Bank reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.
- 1.1.11. All proposals duly submitted will be taken into consideration by the Bank and will be evaluated.
- 1.1.12. The Bank's decision/s regarding the acceptance or non-acceptance of a proposal shall be final and the Bank is not obliged to furnish any reason for such decision

#### **1.1.13. Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **1.1.14. Clarification of Bidding Document**

All correspondence related to the contract shall be made in English. Any clarification sought by the bidder in respect of the project shall be addressed at least two **(2) days** before the deadline for submission of bids, in writing to the Manager Procurement.

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

Enquiries for clarifications should be sent by e-mail to [sbk\\_procurement@stanbic.com](mailto:sbk_procurement@stanbic.com)

#### **1.1.15. Amendment of Bidding Document**

At any time prior to the deadline for submission of bids, the Bank, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format given on page 1 at the time of collecting/receiving the bid document.

To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, the Bank may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

#### 1.1.16. Deadline for Submission of Bids

THE DULY COMPLETED REQUEST FOR PROPOSAL (RFP) IN A PLAIN SEALED ENVELOPE ADDRESSED TO THE PROCUREMENT MANAGER SHOULD BE DROPPED AT THE TENDER BOX ON GROUND FLOOR CSB CENTRE-CLEARLY MARKED AS FOLLOWS; **RFP STAFF AUGEMENTATION SERVICES ON or BEFORE 2.00 P.M 07<sup>th</sup> April 2017.**

Bids received after the above-specified date and time shall not be considered. Any bid received by the Bank after this deadline will be rejected.

#### 1.1.17. Cost Structure and non-escalation

The bidder shall, in their offer (Financial Proposal), detail the proposed costs as below;

Role	Monthly Rate (KES)
Project Manager/ Test Manager	
Junior Project Manager	
Business Analyst	
Senior Test Analyst	
Developer	
Test Analyst	
Tester	

The Financial proposal shall clearly indicate the granular cost in **KES** but not limited to;

- Cost of the Roles as stipulated above
- Other costs i.e. Accommodation, per Diems.

No price escalation under this contract shall be allowed. The Bank shall not compensate for any costs incurred in the preparation and submission of this RFP.

#### 1.1.18. Taxes and Incidental Costs

The prices and rates in the financial offer will be deemed to be inclusive of all taxes and any other incidental costs.

#### 1.1.19. Responsiveness of Proposals

The responsiveness of the proposals to the requirements of this RFP will be determined. A responsive proposal is deemed to contain all documents or information specifically called for in this RFP document. A bid determined not responsive will be rejected by the Bank and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

### 1.1.20. Currency for Pricing of Tender

All bids in response to this RFP should be expressed in KES. Expressions in other currencies shall not be permitted.

### 1.1.21. Correction of Errors.

Bids determined to be substantially responsive will be checked by the Bank for any arithmetical errors. Errors will be corrected by the Bank as below:

- A. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, and
- B. where there is a discrepancy between the unit rate and the line total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

The price amount stated in the Bid will be adjusted by the Bank in accordance with the above procedure for the correction of errors.

### 1.1.22. Evaluation and Comparison of Bids

Technical proposals will be evaluated prior to the evaluation of the financial bids. Financial bids of firms whose technical proposals are found to be non-qualifying in whatever respect may be returned unopened.

## SECTION 2 - TERMS OF REFERENCE

### Introduction-REQUIREMENT DESCRIPTION

Stanbic IT Business Relationship management is tasked with ensuring the prompt delivery of Change the Bank Projects for the entire bank within set schedules, given and budget.

IT BRM Project pipeline is continuously evolving with the ever changing business needs. This warrants the need for additional resources in a headcount constrained environment. To ensure quick delivery of these Projects and improve improved time to market for business needs.

In view of the above this RFP aims to on-board firms to provide the bank with Project Managers, Business Analysts, Quality/Test Analysts, Change Managers and Developers among other services.

### SCOPE

The supplier will provide Stanbic Kenya with resources as follows:

- Project Manager/ Test Manager
- Junior Project Manager
- Business Analyst
- Senior Test Analyst
- Developer
- Test Analyst
- Tester

Please refer to the attached Annexes on the finer details i.e;

- Role
- Job Purpose

- Scope of the Role
- Skills
- Technical Competencies
- Personal Competencies

### **BIDDER' S BRIEFING SESSION**

In order to clarify any questions about this RFP, the bank will convene a mandatory Bidders briefing session on **Friday 31<sup>st</sup> March 2017 @ 9.00 am**

This session will be conducted in the Stanbic Bank Chiromo, Westlands Rd, Nairobi, Kenya, Head Office; the meeting is anticipated to last approximately one hour.

It is mandatory for prospective vendors to attend this session in order to submit a proposal and receive serious or otherwise consideration. Due to the technical interests to be discussed at this meeting,

Stanbic Bank strongly recommends that service personnel at the technical and managerial level also be in attendance. The agenda for this conference is as follows:

- Brief review of the RFP.
- Brief question and answer period.

Please advise [sbk\\_procurement \(sbk\\_procurement@stanbic.com\)](mailto:sbk_procurement@stanbic.com) by Wednesday 29<sup>th</sup> March 2017 @ 4:00pm regarding your intention to attend the bidders briefing session.

An email response with the names and positions of the attendee(s) will be sufficient notification on [sbk\\_procurement @stanbic.com](mailto:sbk_procurement@stanbic.com) ([sbk \\_procurement@stanbic.com](mailto:sbk_procurement@stanbic.com))

## **2. SECTION 3 - GENERAL CONDITIONS OF CONTRACT**

### **2.1. Introduction**

Specific terms of contract shall be discussed with the bidder whose proposal will be accepted by the Bank. The resulting contract shall include but not be limited to the general terms of contract as stated below from 2.2 to 2.15.

Should there be any difference between the Bank and the Supplier regarding the interpretation of any provision of this RFP, the Supplier shall accept the Bank's interpretation thereof. The Supplier accepts that the Standard Terms and Conditions contained in Section 3.2 of this RFP shall form the basis of the agreement on which the Supplier shall supply the Services and/or the Product to the Bank should the Bank accept the Supplier's Proposal. The Supplier acknowledges that it is fully conversant with the provisions of these Standard Terms and Conditions and agrees to be bound by such terms and conditions as spelt out in this RFP.

### **2.2. Award of Contract**

Following the opening and evaluation of proposals, the Bank will award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best

#### **Evaluated bid.**

The Bank will communicate to the selected bidder its intention to finalize the draft conditions of engagement submitted earlier with his proposals. After agreement will have been reached, the successful Bidder shall be invited for agreement and signing of the Contract Agreement to be prepared by the Bank.



**2.3. Application of General Conditions of Contract**

These General Conditions (sections 2.1 to 2.15) shall apply to the extent that they are not superseded by provisions in other parts of the Contract that shall be signed.

**2.4. Bid Validity Period**

Bidders are requested to hold their proposals valid for ninety (90) days from the closing date for the submission.

**2.5. Non-variation of Costs**

The prices quoted for the service and subsequently agreed and incorporated into the contract shall be held fixed for the contract period.

**2.6. Performance Security**

2.6.1. The Bank may at its discretion require the successful bidder to furnish it with Performance Security in the amount specified in the accepted Bid.

2.6.2. The Performance Security shall be in the form of a Bank guarantee issued by a commercial bank operating in Kenya and shall be in a format prescribed by the Bank.

2.6.3. The proceeds of the Performance Security shall be payable to the Stanbic Bank Ltd as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract.

The Performance Security will be discharged by the Bank not later than two months following the date of completion of the Bidder's performance obligations, and the Bank's acceptance of the final report as specified in the contract.

**2.7. Delays in the Bidder's Performance**

2.7.1. Delivery and performance of the requirements shall be made by the successful Bidder in accordance with the time schedule as per Agreement.

2.7.2. If at any time during the performance of the Contract, the Bidder should encounter conditions impeding timely delivery and performance of the Services, the Bidder shall promptly notify the Bank in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Bidder's notice, the Bank shall evaluate the situation and may at its discretion extend the Bidder's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

2.7.3. Except in the case of "force majeure" as provided in Clause 2.14, a delay by the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of liquidated damages pursuant to Clause 2.8.

**2.8. Liquidated damages for delay**

The contract resulting out of this RFP shall be incorporate suitable provisions for the payment of liquidated damages by the bidders in case of delays in performance of contract.

**2.9. Governing Language**

The Contract shall be written in the English Language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall also be in English.

**2.10. Applicable Law**

This agreement arising out of this RFP shall be governed by and construed in accordance with the laws of Kenya and the parties submit to the exclusive jurisdiction of the Kenyan Courts.

**2.11. Bidder's Obligations**

2.11.1. The Bidder is obliged to work closely with the Bank's staff, act within its own authority, and abide by directives issued by the Bank that are consistent with the terms of the Contract.

2.11.2. The Bidder will abide by the job safety measures and will indemnify the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold the Bank responsible or obligated.

2.11.3. The Bidder is responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanors.

The Bidder will not disclose the Bank's information it has access to, during the course of the work, to any other third parties without the prior written authorization of the Bank. This clause shall survive the expiry or earlier termination of the contract

**2.12. The Bank's Obligations**

In addition to providing Bidder with such information as may be required by the bidder to complete the RFP for **RFP STAFF AUGEMENTATION SERVICES ON or BEFORE 2.00 P.M 07<sup>th</sup> April 2017.**

- a) Provide the Bidder with specific and detailed relevant information concerning the RFP for,
- b) In general, provide all information and access to Bank's personnel;
- c) make available to the Bidder, for the Bidder's use in fulfillment of this Agreement, conventional office facilities for use by the employees of Bidder, if agreed and required; and
- d) Appoint a coordinator who shall arrange any access to its information and staff required by Bidder for its performance under the contract, if agreed and required

### 2.13. Confidentiality

The parties undertake on behalf of themselves and their employees, agents and permitted subcontractors that they will keep confidential and will not use for their own purposes (other than fulfilling their obligations under the contemplated contract) nor without the prior written consent of the other disclose to any third party any information of a confidential nature relating to the other (including, without limitation, any trade secrets, confidential or proprietary technical information, trading and financial details and any other information of commercial value) which may become known to them under or in connection with the contemplated contract.

- The terms of this Clause 2.15 shall survive the expiry or earlier termination of the contract.  
Except as otherwise provided in this clause 11, the terms and conditions of this Agreement, all data, reports, records and other information of any kind whatsoever developed or acquired by any Party in connection with this Agreement ("the Confidential Information") shall be treated by the Parties as confidential. No Party shall reveal or otherwise disclose such Confidential Information to any third party without the prior written consent of the other Party hereto. The foregoing restrictions shall not apply to the disclosure of necessary Confidential Information to employees and advisors of the Parties. Any third party that may become privy to such information shall first undertake in writing to protect the confidential nature thereof.
- The confidentiality undertaking in this clause 11 shall not apply in respect of Confidential Information within the public domain or a Party's knowledge at the commencement of this Agreement or to disclosure required to satisfy the order of a court of competent jurisdiction or to comply with the provisions of any law or regulation in force from time to time.
- The Parties shall not at any time during the term of this Agreement, release any statement to the press, or make any other public statement of any nature which could reasonably be expected to be published in any media regarding the relationship of the Parties or the subject matter of this Agreement, without
- The prior written consent of the other Party, which consent shall not be unreasonably withheld.
- The Parties acknowledge that all Confidential Information is and will remain at all times the property of the relevant Party.
- The Parties shall use Confidential Information only for the purposes of performing their respective obligations pursuant to this AGREEMENT and not for any other purposes. The Parties covenant and agree to hold in strictest confidence and to exercise the utmost diligence to maintain the confidentiality of any Confidential Information or any other information as to the affairs, dealings and concerns of the other. The Parties shall use their best endeavors to prevent the publication or disclosure of the same to any third party other than where such disclosure is required by any governmental or regulatory authority, order of court, or otherwise required under any applicable law, and shall not, without the prior written consent of the Client:
  - Use for the benefit or purposes of other third party, any Confidential Information; or Directly or indirectly reveal, furnish, divulge or otherwise make known or available to any third party, any Confidential Information
- The PARTIES shall hold in confidence and shall use all best endeavors to procure that their employees and agents shall not, except with the prior written consent of the other PARTY, divulge information acquired as a result of this AGREEMENT except when

such information has been made public through no fault of either PARTY or as may be required by law or ordered by a court of competent jurisdiction.

- This obligation shall remain effective for three (4 years) following termination of this AGREEMENT unless any such information genuinely falls into the public domain the Supplier is uncertain about whether information is to be treated as confidential in terms of clause 11, it shall be obliged to treat it as such until clearance in writing is obtained from Stanbic Bank. This clause 11 (Confidentiality) does not apply to Confidential Information which:
  - is in or comes into the public domain other than by breach of this Agreement or of any obligation of confidence owed under this Agreement;
  - the Party that received the Confidential Information (“Receiving Party”) can prove it knew thereof prior to its disclosure by the Party that disclosed the Confidential Information (“Disclosing Party”); was subsequently disclosed to the Receiving Party lawfully by a Third Party who did not acquire the information under an obligation of confidentiality; or is independently developed by or for the Receiving Party at any time by Persons who have had no access to or knowledge of the said information.
  - Notwithstanding the foregoing, each Party shall be entitled to make any disclosure required by any Applicable Laws or by any order of a court or tribunal of competent jurisdiction.
  - Each Party shall ensure that its Personnel understand the nature of the obligations set out in this clause 12 (Confidentiality) and shall procure the observance of the same by its Personnel.

#### 2.14. **Force Majeure**

- a) Neither Bidder nor Bank shall be liable for failure to meet contractual obligations due to Force Majeure.
- b) Force Majeure impediment is taken to mean unforeseen events, which occur after signing the contract with the successful bidder, including but not limited to strikes, blockade, war, mobilization, revolution or riots, natural disaster, acts of God, refusal of license by Authorities or other stipulations or restrictions by authorities, in so far as such an event prevents or delays the contractual party from fulfilling its obligations, without its being able to prevent or remove the impediment at reasonable cost.
- c) The party involved in a case of Force Majeure shall immediately take reasonable steps to limit consequence of such an event.
- d) The party who wishes to plead Force Majeure is under obligation to inform in writing the other party without delay of the event, of the time it began and its probable duration. The moment of cessation of the event shall also be reported in writing.
- e) The party who has pleaded a Force Majeure event is under obligation, when requested, to prove its effect on the fulfilling of the contemplated contract.

## 2.15. Payment

- i. Payment shall only be paid after 30 days on receipt of Invoice subject to clause and duly signed Job Cards of work done.
- ii. The Bank will only pay for work done and no advance payment will be made
- iii. The Supplier will invoice the Bank for the services rendered as per agreement. The Supplier will ensure that the invoice complies with the provisions of the VAT Act, failing which the Bank shall not make any payment in respect thereof until such time as it receives an invoice which complies with the provisions of the VAT Act.
- iv. Award letter will be issued for all the Bank requirements,

Payment shall only be paid after 30 days on receipt of Invoice (subject to clause. 2.15 (iii)) and duly signed Job Cards of work done.

## 2.16 Notices

Any notice to be served on either of the parties by the other shall be sent by prepaid recorded delivery or registered post to the address of the relevant party shown at the head of this Agreement or by facsimile transmission or by electronic mail or by telex and shall be deemed to have been received by the addressee within seven (7) working days of posting notwithstanding that it be returned undelivered or on completion of transmission if sent by facsimile transmission or by electronic mail or by telex to the correct facsimile number or electronic mail number of the addressee

## 2.17 Contingency Planning

The Supplier shall maintain disaster recovery facilities and continuity of business and contingency plans ("COB Plans") to the reasonable satisfaction of the Customer with the intent of ensuring the continuing provision of the Services in accordance with this Agreement, notwithstanding any disaster or event which would otherwise adversely affect the provision of the Services.

The COB Plans will address the following objectives:

Identify issues and problems that could potentially disrupt the Supplier's ability to provide the Services in both the short and long term;

Develop, maintain and document containment measures that mitigate the risk of disruptions to the provision of the Services resulting from such issues and problems; and

Develop and maintain continuity of business procedures for:

- the declaration of an emergency; Notification and escalation both within the Supplier's organization and to the Customer;
- the detailed recovery both on and off site of the Services and data related to the Services and any deliverables; and
- an annual management review and approval of the disaster recovery facilities and COB Plans.
- The Supplier shall test such disaster recovery facilities and COB Plans at least annually and provide the Customer with copies of relevant test results.
- If the Customer has cause to test or invoke its own disaster recovery facilities or continuity of business and contingency plans, the Supplier shall accommodate such requests to make operational or other changes to this Agreement as may be reasonably necessary to test or implement such disaster facilities or continuity of business and contingency plans.
- Without prejudice to the foregoing, at the Customer's request, and upon reasonable notice, the Supplier shall provide the Customer with such information regarding the Supplier's COB Plans as the Customer reasonably deems necessary. The Supplier shall thereafter keep the Customer informed of any material alterations to the Supplier's COB.

## **2.18 INSURANCE**

- Without limiting the vendor's liabilities or responsibilities in terms of this Agreement, the Supplier shall obtain and maintain for the duration of this Agreement sufficient insurance to cover its liability and responsibilities arising out of or under and in connection with this Agreement.
- Notwithstanding any provision in this Agreement, the Supplier shall obtain and maintain as a minimum the following insurance:
- Insurance in terms of the Compensation for Occupational Injuries and Diseases Act, and shall ensure that it has paid all assessments due under OHS. The vendor shall upon request by Stanbic (The Bank), submit proof to the satisfaction of Stanbic Bank that it has paid such assessments;
- public liability insurance in respect of claims for death of and/or injury to persons or loss of and/or damage to Third Party property;
  - Professional indemnity insurance; and
  - Motor vehicle liability insurance in respect of all motor vehicles brought onto the premises of the Bank
- The Bank shall have the right to examine the policies maintained by the Consultant at any time before or during this Agreement.

## **2.19 .AUDIT**

- Stanbic Bank may (at its discretion) audit the Supplier compliance with this Agreement (including, but not limited to, audits of the Fees, the Consultant's premises, the Consultant's systems (including financial systems) and the physical and information technology security policies and practices in place) provided that any such audit is carried out with reasonable prior notice and in a reasonable way so as to cause as little disruption as is reasonably possible to the performance of the Services and the Consultant's business.
- Where Stanbic Bank has reasonable grounds to believe that the vendor is not complying with its obligations under this Agreement, an audit may be carried out without prior notice.
- The Supplier shall, at no cost and expense to Stanbic Bank, provide all assistance reasonably requested by Stanbic Bank in relation to any audit, including providing access to the Supplier Personnel, records and premises.
- The Supplier acknowledges and agrees that Stanbic Bank may engage Third Party advisers to undertake any audit contemplated by this clause (Audit).

#### 4. SECTION 4 – ANNEXURES

##### 4.1. a) Company Profile.

Bidders willing to be considered for the Provision for

Shall **furnish** the Bank with among others the following vital information, which will be treated in strict confidence by the Bank.;

- Length of time in relevant area of work/specialization,
- Certified Technical Resources in relevant area,
- Copy of the Company's Pin Certificate, VAT Certificate, Certificate of Incorporation and Articles of Association with current list of directors and their curriculum vitae,
- Current KRA Compliance Certificate,
- **Reference sites (three) where similar nature of work has been successfully completed with references letters to be availed and the values of the works**
- Availability of Resources to handle the assignments,
- Current customers being served and total value of Contract,
- Company financial position as supported by relevant Audited Financial reports for the latest two years. i.e 2015 & 2016 and shall consist of the following.
  - a. Income Statements
  - b. Statement of Financial Position
  - c. Auditors Report and
  - d. Cash Flow statements or Management Accounts

Please note to fill the Supplier Financial Details (Appendix 2 – Section 2)

- **OHS requirements**
  - Does your company have a Health, Safety and Environmental policy?
  - Please provide us with an indication of what your Health and Safety structure looks like.
  - Does your company train its employees on health and safety matters?
  - How are your companies Health and Safety rules and expectations communicated to your employees?
  - How do you manage site supervision for staff and subcontractors that you engage or manage?
  - Do you ensure all Health and Safety incidents are reported?
  - Do you have workers' compensation for yourself and all your employees?
  - Have you or the company been charged with any breaches or been subject to any prosecutions, fines or damages or prohibition or improvement notices relating to HSE matters or other works performed by you or your subcontractor in the past 3 years?
  - Does the business carry any liability insurance?
  - Health and Safety audits are important for the ongoing assessment of the HSE capability and performance of you and your subcontractors and are also used to identify issues which have arisen in previous audits.
    - Are HSE audits conducted on your own operations?
    - How frequent are these audits?
    - Who completes the audits? (Internal or External)

##### **b. Interest in the Bank**

The supplier shall provide a statement, as contained in Appendix 1 of this invitation to tender, that none of its employees, Directors or Officers have any involvement or interest in the Bank and similarly that no Bank's employee/s has/have any involvement or interest in the supplier's business.

##### **c. Supplier's Information**

The Supplier shall submit as part of its Proposal, information about the Supplier in the form attached in Appendix 2.

**APPENDIX 1 - DECLARATION OF INTEREST**

All Suppliers are required to declare any interest that they or their employees may have in Stanbic Bank, or that any Stanbic Bank employee may have in the Supplier. To that effect the following must be duly stated by the authorized signatory:

1. Are you or any person associated with your Proposal, employees of Stanbic Bank? Yes No

If so, state particulars

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2. Have you, or any person associated with your Proposal, any relationship (family, friend, other) with any person employed in Stanbic Bank who may be involved with the evaluation and adjudication of this Invitation to Yes No

If so, state particulars

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3. Are you, or any person associated with your Proposal, aware of any relationship (family, friend, other) between the Supplier and any person employed in Stanbic Bank who may be involved with the evaluation and adjudication of Proposals submitted in response to the Request For Proposal-Insurance Services Yes No

If so, state particulars

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Name of Supplier \_\_\_\_\_

\_\_\_\_\_  
(Signature of Declarant)

\_\_\_\_\_  
(Date (YYYY-MM-DD))

\_\_\_\_\_  
(Position of Declarant)

\_\_\_\_\_  
(Date (YYYY-MM-DD))



**Supplier Registration / Section 1**

**Supplier information / Account details**

Please complete in full

**To: Stanbic Bank (K)Limited**  
 Procurement  
 P O Box 30550 - 00100  
 Nairobi  
**Attention: Kamau Mwangi**

<b>Full Name of Supplier</b>	
<b>Trading As</b>	
<b>Core Business Function</b>	
<b>Physical Address</b>	Street / House number
	City
	Postal Code
	Country
<b>Postal Address</b>	P O Box
	Suburb / City
	Postal Code
	Country
<b>Accounts Communication</b>	Telephone Number
	Fax number
	Cell number
	Contact person
	E-mail address of person receiving remittance
<b>Purchase Order Communication</b>	Telephone number
	Fax number
	Cell number
	Contact person
	E-mail address of person receiving orders
	Website / URL
<b>Tax information</b>	VAT registration no.
	PIN no
<b>Payment Data</b>	Account Holder
	Account Type
	Bank
	Branch
	Branch Code
	Bank Account number

		<b>Supplier Registration /Section 2</b>	
<b>FINANCIAL PARAMETERS</b>		<b>2015 Kes '000</b>	<b>2016 Kes '000</b>
<b>INCOME STATEMENT</b>			
Turnover/Revenue			
Expenses			
Net profit			
<b>BALANCE SHEET</b>			
Current Assets			
Current Liabilities			
Long term debt			
Shareholders Equity			
Total assets			
Total liabilities (Excluding equity)			
<b>CASHFLOW POSITION</b>			

**Technical Proposal**

**Refer to Section 4 – ANNEXURES**

It is noteworthy that the technical proposal constitutes 70% of the total scores of this tender. You are therefore encouraged to give as much information with regards to the quality of your service.

**RFP STAFF AUGEMENTATION SERVICES** -Onboard firms to provide the bank with, but not limited to : Project Managers, Business Analysts, Quality/Test Analysts, Change Managers and Developers. **Schedule Details (ATTACHED)**