



KERIO VALLEY DEVELOPMENT AUTHORITY (KVDA)

OCTOBER 2021



***NAME AND IDENTIFICATION OF TENDER
KVDA/EOI/02/2021-22***

KERIO VALLEY DEVELOPMENT AUTHORITY

P.O BOX 2660-30100

KVDA Plaza, Oloo Street

ELDORET

info@kvda.go.ke

Invitation to Expression of Interest (EOI)

No. *KVDA/EOI/02/2021-2022*

**Expression Of Interest for Provision of an Administrator
for the provident fund**

Expression Of Interest for Provision of an Administrator for the provident fund

Invitation for expression of interest No: *KVDA/EO2/01/2021-2022*

Contract Name: **Expression Of Interest for Provision of an Administrator for the provident fund**

Procuring Entity or Procuring Entity: **Kerio Valley Development Authority**

Issued on: **12th October 2021**

INVITATION TO APPLY FOR PREQUALIFICATION

Name of Contract: **Expression Of Interest for Provision of an Administrator for the provident fund**
Reference No. **KVDA/EOI/02/2021-2022**

The Kerio Valley Development Authority has floated an Expression of Interest looking for an Administrator for the provident under No: KVDA/EOI/02/2021-2022

1. It is expected that the Expression of Interest will be made in **12th October 2021**. And will be open to all applicants who express the interest.
2. Qualified and interested applicants may obtain further information and inspect the expression of interest during office hours **8.00AM to 5.00 PM** at the address given below.
3. A complete set of Expression of interest Document in English may be purchased or obtained by interested applicants upon payment of a non-refundable fees of Kenya shilling **1,000** in cash or Banker's Cheque and payable to the address given below. Expression of interest documents obtained electronically will be free of charge.
4. Expression of interest Document may be viewed and downloaded for free from the website **www.kvda.go.ke**.
5. Applications for Expression of interest should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by **25th October 2021 at 10.30AM**.
6. Late applications a reliable to be rejected.

Addresses referred to above are:

- a) Address for Submission of Tenders.

KERIO VALLEY DEVELOPMENT AUTHORITY

**KVDA PLAZA, OLOO STREET
P.O BOX 2660-30100**

**ELDORET
TENDER BOX LOCATED AT THE 13TH FLOOR
NORTHERN WING**

- b) Address for Opening of Tenders.

KERIO VALLEY DEVELOPMENT AUTHORITY

KVDA PLAZA, OLOO STREET

P.O BOX 2660-30100

14th FLOOR BOARD ROOM

PART 1 - APPLICATION PROCEDURES

EXPRESSION OF INTEREST (EOI) FOR PROVISION OF AN ADMINISTRATOR FOR THE PROVIDENT FUND - KVDA/EOI/02/2021-2022

Kerio Valley Development Authority (KVDA) is a corporate legal entity established in 1979 as a Regional Development Authority (RDA) under Cap 441 of the laws of Kenya. The Authority is mandated to undertake River Basin Conservation and management through integrated river basin based development programmes with the key objective of propelling development to improve the region's per capita income.

The Kerio Valley Development Authority invites sealed Expression Of interest from interested and eligible contractors for the following.

Scope of the assignment

The successful firm will be assigned the role of administering the provident fund of the Authority's staff

C. Basic Eligibility criteria

1. Must be registered with the RBA for the current year 2020 and a copy of the current license be submitted as evidence.
2. Furnish the Board/Client with at least five (5) corporate firms whose pension schemes the administrator has managed in the last 5 years. Documentary proof must be attached with premium of fund value of at least KShs 300 million each.
3. Have working experience of at least 5 years as a Pension Scheme Administrator with references.
4. Must submit a copy of the audited accounts for the previous three years.
5. Must have total number of management staff of at least 3 (No).
6. Submit the list of key staff with their curriculum vitae for the purpose of verifying relevant skills and experience.
7. Must submit copies of the following documents;
 - (a) KRA PIN Certificate for the organization (Certified)
 - (b) Valid Tax Compliance Certificate
 - (c) Certificate of Registration/Incorporation (Certified)
 - (d) Must have CR12 (Certified)

- (e) Must have a trading license/Business Permit indicating location of Operation/premises

Applications for Expression of interest should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given above by **25th October 2021 at 10.30AM.**