



KERIO VALLEY DEVELOPMENT AUTHORITY (KVDA)

OCTOBER 2021

NAME AND IDENTIFICATION OF TENDER
KVDA/EOI/03/2021-22

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/03/2021-2022*

**Expression Of Interest for Provision of an Audit firm for
the provident fund**

Expression Of Interest for Provision of an Audit firm for the provident Fund
Invitation for expression of interest No: *KVDA/EO/03/2021-2022*

Contract Name: **Expression Of Interest for Provision of an Audit firm**

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 Audit firm**
Reference No. **KVDA/EOI/03/2021-2022**

The Kerio Valley Development Authority has floated an Expression of Interest looking for an Audit firm for the provident fund of staff

Under No: KVDA/EOI/03/2021-2022

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 AUDIT FIRM - KVDA/EOI/03/2021-2022

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.

The Authority is looking for a reliable Audit firm who will be auditing the provident resources for staff which is managed by a fund manager and an administrator

Scope of the assignment

The successful firm will be assigned the role of investment fund manager and the assignment will entail the following:

1. To carry out Audit of the provident fund
2. To examine and verify whether the exempted related fund trust have followed the investment pattern and guidelines as prescribed by the law
3. To verify whether the interest and maturity proceedings are collected promptly and reinvested as per the provisions made in the investment plan
4. To ascertain prudent financial management through records and transactions of activities to be in line with the contractual agreements
5. Verification of investments that have been held in the portfolio and the way they have been executed
6. Examine whether the employer, fund manager and administrator have taken steps to rectify the anomalies if any
7. Ant other audit related task which may be assigned as per the directives given

C. Basic Eligibility criteria

1. Certificate of business incorporation
2. Valid tax compliance
3. Company profile
4. Demonstrate ability and capacity to undertake the assignment.

5. The basic qualification of an audit firm should be university degree or its equivalent, preferably in the field of project finance, administration and economics.
6. Have at least four years practical experience in the thematic area that the person intends to be engaged in
7. CV certificates and testimonies to demonstrate that they have experience in the relevant fields.
8. Where a person is expected to be affiliated to a recognized professional body, must have a current license or certificate of practice issued by a professional body
9. Has certificate of good conduct.
10. Must be cleared by credit reference bureau(CRB)
11. Be ready to be called upon from time to time to provide the relevant services and remunerated in accordance with the rates determined by the prevailing market rates.
12. Be willing to enter into a contract for each assignment upon which they have been contracted

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.**