



**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY-MMUST
PROCUREMENT OFFICE**

**EXPRESSION OF INTEREST (EOI) FOR PROVISION OF HUMAN RESOURCE
CONSULTANT SERVICES**

S N	CATEGORY NUMBER	CATEGORY NAME	BID SECURITY	ELIGIBILITY
1.	MMUST/21/2016-2017	Expression of Interest for Provision of Human Resource Consultancy Services	At least 2% of Tender Sum	Open

Masinde Muliro University of Science and Technology-MMUST in an effort to improve service delivery to its customers, employees and other stake holders and in line with the performance contracts, intends to acquire consultancy services to carry out;

- Customer satisfaction survey
- Employee satisfaction survey
- Work environment survey

The University, therefore, invites **Expression of Interest (EOI)** from interested individual or firms who should satisfy the following minimum conditions.

1. The work should be carried out and the final report be submitted on or before 28th June, 2017
2. The following shall be mandatory and should be provided by bidders for them to be deemed responsive
 - **Bidders are advised to ignore the 2% bid bond as stated in the newspaper advert. No bid bond shall be required for expression of interest.**
 - Provide a clear work plan to meet the deadline
 - Copy of valid tax compliance certificate
 - Copy of valid companies PIN certificate
 - Copy of a valid business permit
 - Copy of a valid company registration/incorporation
3. Provide the bidders' details clearly indicating their
 - Business Name
 - Physical Addresses,
 - Postal Addresses,
 - Contact telephone Numbers, and
 - Contact Person(s)
 - Email Addresses
4. References from three main current (within last two years) clients other than MMUST where the firm is doing or did similar works (attach reference letters)
5. Copies (attach) of Certificates and Curriculum Vitae for professional training in fields of research/survey and or management of key staff, (Degree and above is preferred)
6. Submit two copies of the bid document (original and copy) duly signed and stamped, and paginated

7. Audited financial statements for the last two years. (approved, signed and stamped by the auditing firm, attached)
8. Bankers approval on the applicants liquidity, suitability and credit limitation (approved, signed, stamped by the bank & attached)
9. Evidence of bidders having a registered office (for a visit to the premises to confirm details of information provided if necessary)
10. The bidders should submit the EOI together with their financial proposals
11. Attach documentary evidence where it is asked and clearly labeled
12. All pages of the bid document should be paginated

Duly completed bid documents (**Original and Copy**) in plain sealed envelope, clearly marked: - **Expression of Interest and Tender Number-** bearing no mark, name or indication of the bidder shall be sent to:

**Vice Chancellor
Masinde Muliro University of Science and Technology
P.O Box 190-50100
Kakamega**

OR, dropped in **Expression of Interest Box** outside the **Vice Chancellor's Office** at MMUST main campus in Kakamega and **not** any other place, box, office or campus, so as to reach the University not **later than 10:00am on Wednesday 17th April 2017**. Opening of the EOI documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

For documents not fitting in the **Expression of Interest** box shall be **delivered and registered in the Vice Chancellor's**

The University reserves the right to accept or reject any bid in whole or part and does not bind itself to