



## **MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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P. O. Box 190 – 50100  
Kakamega  
Kenya

### **A NOTICE FOR REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR ASSETS VERIFICATION, VALUATION, AND TAGGING**

**TENDER NO: MMUST/011/FIN/2022-2023**

**CLIENT:**

THE VICE CHANCELLOR,  
MASINDE MULIRO UNIVERSITY OF  
SCIENCE AND TECHNOLOGY,  
P. O BOX 190 – 50 100,  
**KAKAMEGA**

**CLOSING DATE: TUESDAY 28<sup>TH</sup> FEBRUARY, 2023**

**CLOSING TIME: 10:00 AM**

**(A) A NOTICE FOR REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FOR PROVISION OF ASSETS VERIFICATION, VALUATION AND TAGGING.**

NAME OF PROCURING ENTITY: - **Masinde Muliro University of Science & Technology**

Assignment or Contract Title: **Provision for Assets verification, valuation and tagging services.**

Reference No. : **MMUST/011/FIN/2022-2023**

- 1) The **Masinde Muliro University of Science & Technology** intends to shortlist consultants for provision of **assets verification, valuation and tagging** services as indicated in the Terms of Reference
- 2) The Masinde Muliro University of Science & Technology now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria on required qualifications and experience of the firm are:

**A. Mandatory Documents Required:**

1. Letter of introduction including full contact information,
2. Copy of Company Registration Certificate
3. Valid Tax Compliance Certificate
4. Valid business permit
5. Certificate of registration as asset valuers
6. Certificate of registration by Institute of Surveyors of Kenya (ISK) -for proposed individuals who will carry out the assignment, i.e. Team Leader and/or two (2) no. Key Personnel
7. Certificate of registration by Valuers Registration Board accompanied by a valid practicing licence for the proposed individuals who will carry out the assignment, i.e. Team Leader and/or two (2) no. key Personnel
8. Curriculum Vitae for the Lead Valuer and two other key personnel
9. Copy of contracts for the past asset valuation/tagging works done (a minimum of 3 projects) with evidence of successful completion.
10. Recommendation letters from three previous clients preferable public institutions
11. Preferred terms of working, duration and deliverables

Consultant who fails to avail any of the above mandatory requirements will be eliminated at this level.

B. Technical Evaluation Criteria

No	Technical Requirement	Specific Requirements	Marks
1	Capability of the firm - No. of years in operation	Over 10 Years – 10 Mks 5-10 Years – 8 Mks Below 5 years – 5 Mks	10 Mks
2	Experience of the Firm in the last 10 years	A minimum of 5 similar projects 8 marks for each	40 Mks
3	Adequacy of the methodology and work plan	<p>Methodology Availability – 5 Mks addressing key areas ( 5 mks for each key area)- 20 Mks</p> <hr/> <p>Work Plan Available – 5 Mks Complete – 5 Mks</p>	35 Mks
4	Qualification of 3 Key Staff (Attach CVs and Certificates for the three key staff)	<p><b>Lead Valuer</b></p> <ul style="list-style-type: none"> <li>- Academic Qualification</li> <li>Msc in related field – 3 Mks</li> <li>Bsc in related field – 2 Mks</li> <li>- Similar projects handled</li> <li>Above 5 projects – 2 Mks</li> <li>3-5 projects – 1 Mk</li> <li>Below 3 projects – 0.5 Mk</li> <li>Professional qualification a valid practicing licence by Valuers Registration Board – 2 mks</li> <li style="text-align: center;"><b>7 Mks</b></li> </ul> <hr/> <p><b>2 other key staff</b></p> <ul style="list-style-type: none"> <li>-Academic Qualification</li> <li>Bsc in related field – 2 Mks</li> <li>-Similar projects handled</li> <li>Above 3 projects – 1 Mk</li> <li>Below 3 projects – 0.5 Mk</li> <li>-Professional qualification a valid practicing licence by Valuers Registration Board – 1 Mk</li> <li style="text-align: center;"><b>8 Mks</b></li> </ul>	15 Mks
	<b>Total</b>		<b>100 Mks</b>

NB: Consultants who will score a minimum of 70% will be invited to submit the Request For

Proposal RFQ for provision of **Assets verification, valuation and tagging services.**

- 3) The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.
  - i) The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.
  - ii) The consultant has no personal or business relationship with the Procuring Entity's senior management or professional staff.
  - iii) A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
  - iv) Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions may not be eligible.
- 4) Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
- 5) A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Act and Regulations.
- 6) Further information can be obtained at the address below during office hours (**8:00 am – 5.00 pm**)  
**Procurement Office**  
**Masinde Muliro University of Science & Technology**  
**P.O. Box 190 – 50100**  
**Kakamega**  
**Kakamega – Webuye Road**  
**Telephone No: 0702 597360 / 057 2505222**  
**Email: [procurementofficer@mmust.ac.ke](mailto:procurementofficer@mmust.ac.ke)**
- 7) Expressions of interest must be delivered in a written form to the address below

*The Vice Chancellor,  
Masinde Muliro University of Science & Technology  
P.O Box 190 – 50100,  
Kakamega  
Kakamega –Webuye Road*

And dropped in Tender Box situated outside Administration Building Main entrance, Main Campus in Kakamega, so as to reach the University On or before **Tuesday 28<sup>th</sup> February, 2023 at 10:00 am.**

Tenders that do not fit in the tender box will be submitted at the Procurement Office in the Administration Building (Orange House).

**(B) TERMS OF REFERENCE FOR PROVISION OF ASSETS VERIFICATION, VALUATION AND TAGGING IN MASINDE MULIRO UNIVESIRTY OF SCIENCE AND TECHNOLOGY.**

**PROVISION OF ASSETS VERIFICATION, VALUATION AND TAGGING**

Masinde Muliro University of Science and Technology is a public university whose core mandate is teaching, research and innovation. Its main campus has an area of 133 acres located about 1.5km from the Kakamega town CDB along the Kakamega/Webuye Road.

The University wishes to engage a service provider to carryout asset verification, valuation and tagging for all its assets located at the main campus and its various campuses spread in different parts of the country in Nairobi, Bungoma, Webuye, Kakuma and Butere.

MMUST now invites eligible/Registered consulting firms to submit Expression of Interest (EOI) in undertaking the assets verification, valuation and tagging. Interested firms/individuals shall provide information demonstrating that:

1. They meet legal requirements to conduct assets verification, valuation and tagging.
2. They have in the past conducted assets verification, valuation and tagging.
3. They are registered with the Institute of Surveyors of Kenya (ISK) -for proposed individuals who will carry out the assignment
4. Registered by Valuers Registration Board
5. They have capacity and relevant experience to undertake the services

***FORM: A. GENERAL EXPERIENCE OF THE FIRM IN SPECIFIC AREA OF INTEREST***

No	Name of Project	Client Name and Address	Consulting Fee	Year of Completion	Brief description of relevant work carried out
1					
2					
3					
4					
5					
6					
7					

Each experience of the firm shall be supported with its evidence/completion certificates showing dates of completion of the assignment. The experience of the firm without evidence/proof or experience certificate will not be considered for evaluation purpose.

**FORM –B: DETAILS OF KEY PROFESSIONAL STAFF TO BE DEVELOPED FOR THE STUDY.**

	Designation	Name	Qualifications(including institution and year obtained)	Years with company	Total years of experience	Names of projects involved in	Full of part time
1							
2							
3							
4							
5							

**FORM C. EVALUATION CRITERIA MARK CAPABILITY OF THE FIRM**

I	Capability of the firm	Mks	Total
	I Year's of experience(		10 Mks
	i Over 10 years	10 Mks	
	ii 5 to 10 Years	8 Mks	
	iii Below 5	5 Mks	
	<b>Experience of the firm in the last 10 years</b>		
	General experience of the firm in specific area of consultancy applied for (FORM A)		
	I 5 Projects ( 8 marks for each project successfully undertaken)	40 Mks	40 Mks
	<b>Adequacy of methodology and work-plan</b>		<b>35 Mks</b>
	Methodology	25 Mks	
	Work plan	10 Mks	
	<b>Qualifications of 3 key staff</b>		<b>15 Mks</b>
	Lead Valuer	7 Mks	
	Two key personnel	8 Mks	
	Total		<b>100</b>