**BIDDERS RESPONSE DOCUMENT**

This document will be presented as the bid for award of the contract supported by other required documents.

**SECTION 1 - BIDDER'S GENERAL BUSINESS DETAILS**

1. General information

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Parent company (if applicable):</th>
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<tr>
<td>Contact Name:</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Email:</td>
<td>Principal Contacts</td>
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<td>Principal Address Physical Location:</td>
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</tr>
<tr>
<td>Registration number:</td>
<td>Tax number:</td>
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<tr>
<td>Year of registration:</td>
<td>Annual Turnover:</td>
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<tr>
<td>Number of staff: Permanent..........</td>
<td>Temporary .....................</td>
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1. Provide confirmation of meeting the Essential criteria and attach copies of documents for this tender process.

2. For service performance certifications and standards, list regulatory organizations that you are members/affiliated to.

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**The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) is part of CGIAR, a global research partnership for a food-secure future.**

Biodiversity International is the operational name of the International Plant Genetic Resources Institute (IPGRI).  

Africa Hub  
c/o icipe (International Centre of Insect Physiology and Ecology)  
Duduville Campus Off Kasarani Road  
P.O. Box 823-00621, Nairobi, Kenya  
Tel. (+254) 0709134000  

alliancebioversityciat.org/  
www.cgiar.org
3. Confirm your experience working and legal rights to operate in the following additional countries if applicable - Uganda, Tanzania, Kenya, Rwanda, Malawi, DRC, Zambia, Zimbabwe - in providing casual labor services

4. Provide a summary of execution methodology for the service, from the time we give you a potential Casual Labour Request.

5. Provide copies of the following insurance covers
   a. Work Injuries and Benefits Act (WIBA),
   b. Group Personal Accident (GPA)
   c. Fidelity Cover
SECTION 2: BIDDER CAPACITY

1. List expertise available within your organization that are able to provide and support the requested services (attach CV’s of key staff)


3. Submit your company’s occupational health, safety and environmental policy

4. List external resources (companies or individuals) that you will engage for execution of this service. Whom will you work with, locally and international?

5. What additional value will you bring to servicing this contract apart from services specified in this contract.

6. Demonstrate capacity and expertise to assure a seamless service, initial stage to the last phase of this service
7. Provide Client References in the format indicated below. Indicate staff emails that can be contacted on.

<table>
<thead>
<tr>
<th>Client Organization (include email and contact person)</th>
<th>Details of contract (description and value)</th>
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8. Provide proof of having performed services of similar nature and magnitude for the last 5 years. Provide copies of award letters and corresponding contracts for 3 clients

9. Demonstrate at least 5 years of professional experience in the HR consulting field mainly in recruitment and selection, preferably working in/with INGOs and international organizations

10. Share with us, the proposed SLA for engagement of this contract.

    a. Explain Service level agreement standards that sets out the expected performance levels and the indicators. State how the indicators can be measured and monitored to ensure the expected level of service is attained.

    b. In brief, highlight you competitiveness in: service delivery Timelines, ease of access for support, quality support structure, escalation mechanism, overall performance guarantee and customer confidence.

11. What warranties and guarantees will you provide in execution of this contract if awarded?
12. What technological leverage does your organization have that will be key to ensure service delivery.

13. Do you have a business continuity plan that will assist business continuity in an event of a disruption? If yes, highlight key aspects of it to guarantee minimum service disruption.

14. What is your Value proposition for provision of this service?

SECTION 3: PRICING PROPOSAL

6. Please indicate herein your Bid Price to the Alliance as part of this contract, including the currency.

   The financial proposal should contain:
   - Itemized consultancy fees/costs/rates.
   - Acceptance to an agreed payment schedule
   - Any other costs separate from your consultancy fee

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7. What Schedule of Payment will you expect if the contract is awarded to you? (NB: Performance Bond will be required for advance payment)
We understand that CIAT is not bound to accept the lowest or any tender you may receive.

SECTION 4: CONFIRMATION OF BIDDER’S COMPLIANCE

We, the Bidder, hereby confirm compliance with:

- The required specifications for the products
- The Conditions of Tendering
- Policy and legal consideration as Per CIAT expectation.

The following documents and items are included in our bid:

- Bidder’s Respond Document.
- Legal Registration documents.
- Must submit copy of valid NSSF compliance certificate
- Must submit copy of valid NHIF compliance certificate
- Must submit copy of valid Work Injury Benefit Insurance Cover
- Certified Letter of Compliance issued by Ministry of Labour and showing compliance to labour requirements and in particular compliance to minimum wage
- Copies of valid insurance covers  
  o Work Injuries and Benefits Act (WIBA),  
  o Group Personal Accident (GPA)  
  o Fidelity Cover
- Proposal to cover Section II Bidders capacity Questions 1 to 5.
- Company SLA
- Audited account for 2021, 2022 and 2023
- Trade References letters (on letter head)
- Signed Vendor Conflict of Interest Disclosure form

We confirm that CIAT may in its consideration of our offer, and subsequently, rely on the statements made herein.
Acceptance & Validation by the Bidder: (must sign & stamp)

Signature

Name

Job Title

Company

Date