



**STANDARD TENDER DOCUMENT
FOR
PROVISION OF TEAM BUILDING SERVICES
(READVERTISEMENT)
RFQ NO. KENGENSRRBS/RFQ-040/2026**

**KENGEN PLAZA II
P.O. BOX 47936-00100, NAIROBI
TEL: +254711036962
EMAIL: tenders@kengensrbs.co.ke**

**CLOSING DATE: 25th AUGUST 2026
AT 10:00 AM**

BID VALIDITY: 120 DAYS



Tender Notice

1. KenGen Staff Retirement Benefits Scheme invite a sealed bid from the eligible candidate for the following RFQ:

NO.	DESCRIPTION	ELIGIBILITY	CLOSING DATE AND TIME
1.	KENGENSRRBS/RFQ-040/2026: PROVISION OF TEAM BUILDING SERVICES	OPEN TO ALL	25 th AUGUST 2026 AT 10.00 AM

2. Interested eligible candidates may obtain further information and inspect the tender documents with detailed requirements at the office of the:

Trust Secretary
KenGen Staff Retirement Benefits
Scheme, P.O BOX 47936 – 000100,
KenGen Pension Plaza II, 11th Floor,
Kolobot Road, Parklands. Nairobi.

3. A complete set of bidding documents in English may be obtained from KenGenSRBS E-Procurement portal available on the KenGenSRBS website www.kengensrbs.co.ke free of charge. Prospective bidders should register for E-Procurement to be included in the list of suppliers.
4. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm. Completed Bids are to be saved as PDF documents marked **KENGENSRRBS/RFQ-040/2025: PROVISION OF TEAM BUILDING SERVICES** and submitted to the appropriate KenGenSRBS Tender Box found at Stima Plaza II 11th Floor so as to be received on or before 25th August 2026 at 11.00 a.m.
5. The tenderer shall chronologically serialize all pages of the tender documents submitted.
6. Submission should be done via the tender box located at KenGen Plaza II, 11th floor or online via tenders@kengensrbs.co.ke before the tender closing time (Bids submitted online should be Password protected – The passwords shall be provided during the opening at 10:00 am – 10:30 am via the link <https://teams.microsoft.com/meet/386431780937443?p=ORmf2EtARcrelN3gyT>
7. Bids will be opened promptly after closing time and Bidders or their representatives are welcome to witness the opening at KenGen Pension Plaza II.
8. Tenders shall be quoted in Kenya Shillings and shall include all taxes. Tenders shall remain valid for 120 days from the date of opening of tenders.
9. Tenders will be opened immediately after the deadline date and time specified above or any dead line date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address above.
10. Late tenders will be rejected.
11. Any canvassing or giving of false information will lead to automatic disqualification.

REQUEST FOR QUOTATIONS (RFQ)

To: _____ *[Insert Name and Address of selected Tenderer]*

from: _____ *(Insert the name and address of the Procuring*

Entity) (Insert the title of the quotation) _____

[Insert Quotation Reference Number] _____

1. The _____ *[insert name of Procuring Entity]* invites you to submit quotations for _____ *(insert one of the following: supply of goods, works, provision of services)* indicated in detail in "Table A. Schedule of Requirements and Specifications". The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours _____ *[insert office hours if applicable i.e. 0900 to 1500 hours]* at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than *[indicate date and time]*. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to _____ *[indicate title and complete address of official in charge]*.
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email or express mail the undersigned within _____ *(Specify the number of days)* of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

- 1) Name of Procuring Entity _____
- 2) Mailing Address: _____ *(Postal Address (include name of Officer to be attentional)).*
- 3) Physical address _____ *(for hand and Courier Delivery to an office or Quotation Box, specify City, Street Name, Building, Floor Number and Room)*

Yours sincerely,

[Signature, Designation and Position of Authorized Official]

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for _____ days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one “one original” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

- 1) Name of Procuring Entity _____
- 2) Mailing Address: Postal Address (include name of Officer to be attentional)

Physical address for hand or Courier Delivery to an office or Quotation Box (City, Street Name, Building, Floor Number and Room)
- 3) Date of Submission (deadline): _____ (*day, month and year*).
Time of Submission (deadline): _____ (*Kenya time*).
6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following:
 - (i) **Certificate of registration**
 - (ii) **Valid tax compliance certificate**
 - (iii) **Evidence of team building facilitation services offered in the past (Provide at last 3 Orders or Contracts)**
 - (iv) **A proposal for the team building activities both indoor and outdoor activities with a clear program, resources to be used/provided and a theme.**
8. The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
9. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
10. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services
11. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
12. **Alternative Quotations:** Tenderers **are permitted/not permitted** (*select one*) to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services (*select one*). Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
13. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed.

The Procuring Entity shall allow/not allow quotations in foreign currency (*procuring Entity to select one*).

14. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
 - i) Preliminary examination to determine Tenderer eligibility: (i) valid trading license (ii) certificate of registration, and (iii) tax compliance certificate (iv) valid ~~ACFO~~ Certificate (where applicable)
 - ii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.
 - iii) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.
15. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
16. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
17. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer: Tenderer must complete and submit as part of the Form of quotation.

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE (where provided)

FORM OF QUOTATION [To be completed by Tenderer]

Quotation Addressed to (<i>Procuring Entity</i>)	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated _____, referenced above, we offer to _____ (*specify one of supply goods, complete the works or provide the services*) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings _____ (in words) _____
OR in Foreign Currency (*if allowed*), Currency _____ amount _____ (in words) _____
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the _____ (*goods to be supplied/works to be constructed/services to be provided (select one)*) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from _____ (*specify website*) during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: _____ days from the time and date of the submission deadline (*number to be same as in the instructions to Tenderers*).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: _____ days from date of acceptance of Quotation.
The warranty period offered is _____ weeks.

Quotation Authorized by:

Name and designation _____

Signature: _____

i) **FORM FOR DISCLOSURE OF INTEREST** - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract?		

iii) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

_____)_____
(Date)

iv) **CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of quotation to the _____
_____ *[Name of Procuring Entity]* for: _____
_____ *[Name and number of quotation]* in response to the request for tenders made
by: _____ *[Name of Tenderer]* do hereby make the following statements
that I certify to be true and complete in every respect:

I certify, on behalf of _____ *[Name of Tenderer]* that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations;
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a quotation; or
 - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5) (b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name _____

Title _____

Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

v) SELF-DECLARATION FORM

We, the Tenderer _____ (*insert name*) submitting our Quotation in respect of Quotation No _____ for _____ (*insert quotation Title Description*) for _____ (*insert Name of Procuring Entity*)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) the RFQ for the above Quotation;
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of (*name of the procuring entity*);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer: [*Insert complete name of tenderer signing the quotation*]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer: [*Insert complete name of person duly authorized to sign the quotation*]

Title of the person signing the Quotation: [*Insert complete title of the person signing the quotation*]

Signature of the person named above: [*Insert signature of person whose name and capacity are shown above*]

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

[Procuring Entity to complete Columns a-d and Tenderer to complete Column Indicating YES or No and if NO indicate the specification of the offered item]

DESCRIPTION	SPECIFICATIONS	BIDDER RESPONSE
Team Building facilitation services	1. <u>Team Building facilitation services</u> Departure: 7th September, 2026 Return: 11th September, 2026 Venue: Thompson Falls Lodge – 7th – 8th September 2026 Aberdare Country Club – 9th – 11th September 2026 Team building dates: Monday Afternoon & Tuesday Morning (Thompson Lodge), Wednesday Afternoon (Aberdare Country Club) Attach a proposal for the team building activities both indoor and outdoor with a clear program and a theme for the 3 days. Facilitator will take care of the resources needed for the proposed activities. In addition to the team-building activities, the facilitator to propose suitable outdoor experiences at Thompson Falls Lodge for Tuesday Afternoon & Aberdare Country Club for Thursday Afternoon to enhance team interaction, exploration and memorable moments. (Only proposals that attain a minimum of 80 marks will proceed to financial evaluation) <u>Transport from Nairobi → Thomson's Falls Lodge → Aberdare Country Club → Nairobi</u> Transport in comfortable 4x4 Pop up roof tour vans to comfortably accommodate 16 pax. Indicate how many vehicles will be provided (Seats per vehicle) (Describe or attach photos of vehicle) The facilitator will cater for their accommodation and transport costs.	

	<u>Accommodation and Conference Facilities</u> Accommodation and conference facilities for 16 pax Accommodation on half board and full day Conference Thompson Falls Lodge (Standard Single Occupancy Rooms) – check in on 7th September & check out 9th September 2026 (Arrival on 7th September Afternoon) Accommodation and conference facilities for 16 pax Accommodation on half board and full day Conference Aberdare Country Club (Standard Single Occupancy) – check in on 9th September & check out 11th September 2026 (Arrival on 9th September Afternoon) Additional 2 pax 2 Single signature rooms – check in on 9th September & check out on 11th September 2026	
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EVALUATION CRITERIA

MANDATORY EVALUATION

No.	Mandatory Requirement	Evaluation Criteria	Score
1	Valid Tax Compliance Certificate	Valid and current certificate attached	Pass/Fail
2	Certificate of Incorporation/Registration	Copy attached	Pass/Fail
3	Valid Business Permit	Current permit attached	Pass/Fail
4	Company Profile	Profile detailing organization structure and services offered	Pass/Fail
5	CR12 for Limited companies	Copy attached	Pass/Fail
6	PIN/VAT Registration Certificate	Copy attached	Pass/Fail
7	Utility bill, lease agreement or equivalent	Pass/Fail	
8	Valid Professional Indemnity/Public Liability Insurance (where applicable)	Evidence attached	Pass/Fail

TECHNICAL EVALUATION

No.	Criteria	Scoring Guide	Marks
1	Similar Team Building Assignments Completed in the Last Five (5) Years	5 contracts/orders = 20 Marks; 4 = 16 Marks; 3 = 12 Marks; 2 = 8 Marks; 1 = 4 Marks	20
2	Reference Letters/Completion Certificates from Clients	5 references = 20 Marks; 4 = 8; 3 = 6; 2 = 4; 1 = 2	20
	Subtotal		40

No.	Criteria	Scoring Guide	Marks
1	Demonstration of understanding of objectives and expected outcomes	Excellent = 10; Good = 7; Fair = 4; Poor = 0	10
2	Quality and practicality of methodology	Excellent = 10; Good = 7; Fair = 4; Poor = 0	10
3	Risk management and participant safety considerations	Comprehensive = 5; Partial = 3; Inadequate = 0	5
	Subtotal		25

Criteria	Marks
Relevant and innovative theme aligned to teamwork, leadership, collaboration and organizational effectiveness	5
Detailed three-day program with clear objectives, timelines and expected outcomes	5

Activity Category	Marks
Indoor Activities – Thompson Falls Lodge	5
Outdoor Activities – Thompson Falls Lodge	5
Indoor/ Activities – Aberdare Country Club	5
Outdoor Activities – Aberdare Country Club	5

Criteria	Scoring Guide	Marks
Lead Facilitator Qualifications and Experience	Relevant degree/professional certification and >5 years experience = 5 Marks	5
Supporting Facilitators and Resource Team	Adequate and qualified team = 5 Marks	5
Subtotal		10

SCHEDULE OF REQUIREMENTS TABLE

Item	Description of Goods/works/services	Quantity	Cost Breakdown	Total Cost of facilitation per item line
1	Team Building facilitation services	Team Building activities facilitation (indoor & outdoor) Excluding conference facilities by the hotel		
		Transport Services (Cost per vehicle and total cost of transport		
		Conference facilities services and Accommodation on half board for all staff (charges for each accommodation facility) i		
TOTAL PRICE IN KES.				

The Scheme will decide on whether to take the offer for accommodation by the Team building facilitator or to procure it separately

Signature: _____

And seal/Stamp

Name: _____

Position:

Authorised for and on behalf of (*specify name of tenderer*) _____

Date _____