



**THE KISUMU NATIONAL POLYTECHNIC
P. O. BOX 143 - 40100
KISUMU
REQUEST FOR QUOTATION**

Quotation No: KE-KISUMUPOLY- 181354-NC-RFQ

Date: 24/07/2020

To. _____

You are invited to submit quotation for provide Services, listed herein.

Note.

- a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on the reverse before quoting.
- b) This quotation should be submitted so as to reach the procuring entity by 12/08/2020 and should be placed in the quotation/ Tender box at the reception.
- c) Your quotation should include all cost of providing the services including **costs of delivery duty, VAT**, etc where applicable to **THE KISUMU NATIONAL POLYTECHNIC**

Return the original copy and retain a duplicate for your records

Item No	Description of Item/Works/Service Refer to TOR attached	Unit of Issue	Qty Req'd	TO BE COMPLETED BY THE CANDIDATE					Country of Origin	Remarks
				Unit Price VAT Inc.	Total Price, VAT Inc.	Days to Deliver	Discount	Brand		
1										
2										

Candidate's Signature.....

Opened By:

- 1).....
- 2).....
- 3).....

- Designation..... Sign.....
- Designation..... Sign.....
- Designation..... Sign.....

Rubber Stamp.....

Date.....



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY
(RFITT)

GENERAL CONDITIONS

1. The General Conditions of the contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the agreement to supply goods and services shown at the prices and within the delivery period overleaf.
2. The offer shall remain firm for sixty days from the closing date.
3. The procurement entity shall not be bound to accept the lowest of any offer, and reserves the right in part unless the seller stipulates the country.
4. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during test will upon request be returned at the candidate's expense or may be collected by the owner.

INSTRUCTIONS

1. All entries must be typed or written in Ink. Mistakes must not be erased but should be crossed out and corrections made and initiated by the person who signed the quotation.
2. Quote for each item separately and units specified.
3. This form must be signed by an authorized representative of the candidate and preferably it should be rubber-stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the quotation number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with quotation.
5. If you do not wish to quote, please endorse on this form and return it, otherwise your name may be deleted from the procuring Entity's mailing list for items listed thereon.



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY
(RFTITT)

THE KISUMU NATIONAL POLYTECHNIC

EAST AFRICA SKILLS FOR TRANSFORMATION AND REGIONAL INTEGRATION PROJECT (EASTRIP)

TERMS OF REFERENCE

NON-PROJECT NATIONAL TVET MAPPING AND NEEDS ASSESMENT FOR THE PROPOSED REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY (RFTITT) AT THE KISUMU NATIONAL POLYTECHNIC

REF No: KE-KISUMUPOLY- 181354-NC-RFQ

1. BACKGROUND

The Kisumu National Polytechnic herein refers to as “TKNP” is a premier National Polytechnic in Kenya situated within the Lake city of Kisumu, around 349Km from Nairobi. TKNP is among the 16 beneficiaries of World Bank funded project, spread across Kenya, Ethiopia and Kenya, under East Africa Skills for Transformation and Regional Integration Project (EASTRIP). The main objective of EASTRIP is to increase the access and improve the quality of TVET programs in selected Regional Flagship TVET Institutes and to support regional integration in East Africa. By improving the capacity of flagship TVET providers and relevant national agencies, and expanding the pool of qualified skilled labor in the growing economic sectors, the project will contribute to the high-level project objective of promoting regional integration through supporting the regional corridors and sector markets and promoting mobility of students, faculty, and graduates. In addition, it will contribute to the high-level objectives of poverty alleviation and economic growth for the participating countries and for the East Africa region by developing highly skilled and productive workforce. The Project’s proposed development objectives and results will be achieved through activities grouped under three components namely:

Component 1; Strengthening selected Regional Flagship TVET Institutes for high quality skills development in priority sectors;

Component 2; Creating national TVET enabling environments;

Component 3; Enhancing regional collaboration in TVET and project coordination;



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TKNP is the Regional Flagship TVET Institute for Textile Technology (RFTITT) under the component of strengthening selected Regional Flagship TVET Institutes for high quality skills development in priority sectors. To achieve this Project Development Objective (PDO), six (6) sub components have been identified namely;

- 1) Strengthening governance and management
- 2) Institutionalizing industry links
- 3) Developing market relevant competency-based training programs
- 4) Training of TVET managers and teachers
- 5) Upgrading key training facilities and equipment
- 6) Outreach and support for non-project national TVET institutes

This ToR has been developed as one of the key activities in sub-component 6: Outreach and Support for non-project national TVET institutes.

The primary recipients of services will be RFTITT, MOE-National Component, ICUEA and the World Bank. Deliverables will be used to inform the engagement and mentoring of the selected TVET institutions.

2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

2.1. Main Objective

The goal of this exercise is to increase effectiveness of non-project national TVET institutions to deliver skills training programs that meet industry needs.

2.2. Specific Objectives

The specific objective of the assignment is:

- I.** Identify and map out national non-project TVET institution in the Lake region engaged in the textile technology training and their past, current and potential activities
- II.** Examine the capacity needs including staffing, equipment, infrastructure, and curriculum package, and governance structures
- III.** Examine and recommend possible models of cooperation between RFTITT and the national non-project TVET institutions
- IV.** Prepare an engagement plan with prioritized National Non Project institutions and ensure that the engagement plan adequately addresses the goal of RFTITT



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2.3. Scope of the Assignment

The Service Provider will be expected to carry out and deliver on the following tasks:

- a. Digitally map out national non-project TVET institution in the Lake region engaged in the textile technology training.
- b. Review project documents including the strategic investment plan and TKNP Strategic Plan
- c. Document capacity needs of the TVET institutions
- d. Propose models of cooperation between RFTITT and the national non-project TVET institutions

3.0 KEY DELIVERABLES:

- a. Digital Map of the institutions
- b. A comprehensive report detailing the findings of study
- c. Non- Project TVET institutions Engagement Plan.

4.0 DURATION OF THE CONTRACT

The assignment is to be completed within a maximum of two (2) months after the date of signing the contract for execution.

5.0 THE PROGRAM OF WORK/REPORTS

Over the period of execution, the Service Provider is expected to undertake the following activities and submit reports within the time schedules indicated:

Activity	Timeframe (Working Days)
Preparation / Inception report	3
Field Visits/Data collection	14
Data entry/analysis	7
Draft final report	2
Meeting with PIU	1
Stakeholders Validation meeting	1
Revised and finalized report	2
Total	30

6.0 QUALIFICATIONS AND EXPERTISE REQUIRED

1. The Service Provider shall have prior experience in conducting similar assignments, and should possess the following:

- Should be an individual or registered firm.



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- Minimum diploma education
- Previous experience in the TVET sector

7.0 EVALUATION CRITERIA

The service Provider offerors will be evaluated based on the following methodology;

- Responsive /compliant/acceptable
- Having submitted a technically acceptable proposal, scoring 70% and above, with the lowest quoted price.

TECHNICAL CRITERIA		
Sn	Criteria	Weighted Score as %
1	Relevance of Education	30
2	Demonstrated work experience in similar context	30
3	Technical proposal/Methodology	40
Total		100

Interested individual/Firms must submit the following documents /information to demonstrate their qualifications.

- Fill the RFQ form (Financial Proposal)
- Personal CV/Firm profile indicating all past experience from similar projects as well as the contract details and at least three professional references.
- A methodology on how they propose to complete the assignment.

Any further suggestion on the improvement on this Terms of Reference is encouraged.

The Project Implementation Unit,
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Developed by RFTIT Project Implementation Unit