



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

Quotation No: KE-KISUMUPOLY- 181345 -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	Unit of Issue	Qty Req'd	TO BE COMPLETED BY THE CANDIDATE						Remarks
				Unit Price VAT Inc.	Total Price, VAT Inc.	Days to Deliver	Discount	Brand	Country of Origin	
1	Refer to TOR attached									
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)

TERMS OF REFERENCE (ToR)

**TO DEVELOP TRACER STUDY SYSTEM FOR GRADUATES OF THE PROPOSED
REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY AT THE
KISUMU NATIONAL POLYTECHNIC.**

REF No: KE-KISUMUPOLY- 181345-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 Tanzania, 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;

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) activities 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



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- 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 necessary for jump-starting subcomponent 2 Institutionalizing industry links

1.1 OBJECTIVE OF THE WORK

i. Main Objective

The overall objective of the service is to develop a system that will guarantee efficient implementation of tracer studies at the RFTITT. This system is to establish the relationship between courses offered by RFTITT and the labour market needs

ii. Specific Objectives:

Specifically the system should be able to;

1. Establish graduates data capture system
2. Generate standard tools for data collections
3. Assess graduates employability rating related to the type of training/competencies received.
4. Analyze graduate job placement relevance to training received
5. Assess graduates employability rating in terms of gender.
6. Assess employers feedback related to the output of graduate.
7. Assess institutional capacity
8. Aggregate, analyze data and generate reports

2.0 Scope of Work

The scope of this work covers development and operationalizing a system that will guarantee efficient implementation of tracer studies

Undertake the pilot survey and report production.

The full range of tasks of the survey firm will include:

- I. Testing of the tracer method and the study instruments
- II. Production of a report based on findings
- III. Integrating the system with the already existing
- IV. Mobile deployment



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3.0 DELIVERABLES

- Deliverable 1: Tracer study system (software)
- Deliverable 2: System manual and guidelines
- Deliverable 3: Report of the pilot Tracer Study

4.0 DURATION OF THE CONTRACT

The assignment is expected to take 60 working days. The assignment is expected to be carried out between July and September 2020.

5.0 THE PROGRAM OF WORK

The consultant shall split time to cover the work schedules as follows:

Activity	Timeframe (Days)
Inception report	10
System development and deployment	30
Pilot tracer study	20
Total	60

6.0 REQUIRED EXPERTISE AND QUALIFICATION

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

- Should be an individual or registered firm of qualified in digital systems.
- Minimum diploma education
- have a strong project management ability and excellent communication skills

7.0 PAYMENT MODALITIES

Activity	Percentage (%)
Inception report	10
System development and deployment	60
Pilot tracer study	30
Total	100



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8.0 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.

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Developed by RFTIT Project Implementation Unit