



**Development Bank
of Kenya Ltd**

**NOTICE OF REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES – FIRMS SELECTION)**

FOR

**CONSULTING SERVICES FOR CONDUCTING A GOVERNANCE AND LEGAL
AUDIT**

TENDER NO. DBK/REOI/010/2022-2023

RELEASE DATE: 2nd March 2023

CLOSING DATE: 10th March 2023 at 1200hrs

Development Bank of Kenya Limited,
Finance House, 16th Floor, Loita Street,
P.O. Box 30483- 00100,
Nairobi, Kenya.
Email: procurement@devbank.com

**NOTICE FOR REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES – FIRMS SELECTION)**

DEVELOPMENT BANK OF KENYA

PROVISION OF CONSULTING SERVICES FOR CONDUCTING A
GOVERNANCE AND LEGAL AUDIT FOR DEVELOPMENT BANK OF KENYA

Reference No.: DBK/REOI/010/2022/2023

1. Development Bank of Kenya Limited (DBK) is a company registered under the Company's Act Registration No.C.5635. It is licensed and regulated by the Central Bank of Kenya Limited to conduct or carry on banking business in Kenya, pursuant to the Central Bank of Kenya Act, The Banking Act and Central Bank of Kenya Prudential Guidelines. The bank is owned by the Government of Kenya through Kenya Development Corporation (89.3%), a State Corporation, and Trans Century Ltd (10.7%), an investment company listed at Nairobi Securities Exchange. The registered office of the Bank is 16th floor, Finance House, Loita Street, Nairobi, Kenya.
2. The Bank intends to shortlist consultants to provide consulting services (the Services) for conducting a governance and legal audit for the in full consistency with the Terms of Reference (TOR) referred to in this request for expressions of interest. The consultancy assignment shall be for a period of 3 Months from the date of the signing of the Consultancy Contract (expected to start on Monday, 3rd April 2023)
3. The overall objective of the consultancy is to carry out a legal, compliance and Governance audit to assess the level of compliance with the Constitution of Kenya 2010, existing applicable laws, regulations, government circulars, administrative guidelines, judicial decisions, bank policies and industry best practices as required under the Code of Governance of State corporations (Mwongozo).
4. The REOI document can be obtained from the Website: www.tenders.go.ke or www.devbank.com.
5. The Bank 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) Experience in the assignment, including technical and managerial capability of the firm.
 - b) Number of years in business working on the area of the assignment.

- c) Reference to at least three assignments of similar nature and size carried out in the _____ last _____ five years.
 - d) Include persons or institutions and contact addresses (phone, email) who can be contacted on the same.
 - e) Qualifications and Experience of Key Experts.
6. 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 Bank'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 eligible.
7. 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.
8. A Consultant will be selected in accordance with the *Quality Cost Based Selection method* (QCBS) method set out in the Act and Regulations.
9. Firms participating in the EOI are required to submit the following documents by the submission deadline: -
- (a) Company profile (Company history, contacts i.e., email, telephone, postal address, physical address, and the information requested in (5) above, regarding the shortlisting criteria.
 - (b) A copy of a valid Certificate of business incorporation/registration.
 - (c) A copy of a valid tax compliance certificate.
 - (d) A copy of a valid PIN certificate.
 - (e) A copy of a valid Business permit/License
 - (f) A copy of form CR12/ CR13 or a certified list of shareholders/partners and the Directors with their contact details.
 - (g) One (1) ORIGINAL of the expression of interest (EOI) documents and an electronic copy of the same (on a Flash drive)

10. Shortlisting of EOIs

All Received expressions of interest will be evaluated with a view to shortlist firms for invitation for the subsequent Request for Proposals Stage;

S/NO.	CRITERIA	NOTES on SUB-CRITERIA
1.	Consultants compliance with the mandatory preliminary requirements	These include: a. Certificate of Incorporation/ Business Registration b. PIN Certificate c. Tax Compliance Certificate d. Valid Business Permit e. Company Profile (as described in (9) above). f. Form CR12 or its equivalent g. One Original and one Electronic copy of EOI submission.
2.	Consultants experience of not less than 5 years it has been in operational in that line business (Max Score = 30%)	This indicates that the firm is solid in its work and it is not just starting to operate.
3.	Consultant's Relevant Experience for the Assignment, (Max Score = 50%)	This refers to any previous similar work or projects undertaken by the Consultant related to the assignment.
4.	Qualifications and Experience of Proposed Key Personnel (Max Score = 20%)	This EOI requires the applicant to indicate their proposed Team Leader and certain key personnel in their establishment to ensure that the applicant is firm on the ground for this kind of assignment.
5.	Consultant's Experience in Kenya or within East Africa (Max Score = 20%)	Experience to be considered will include East Africa countries or within the Republic of Kenya

11. Further information can be obtained at the address below during office hours *i.e., 0900 to 1700 hours.*

Development Bank of Kenya Limited
16th Floor, Finance House, Nairobi, Kenya
P O Box 30483-00100 Nairobi
Attention: Head of Procurement
Email: procurement@devbank.com

12. Expressions of interest must be delivered in a written form to the address below (in person, or by postal mail, and deposited in the tender box at the Head Office Reception on 16th Floor, Finance House, Loita Street) by *Friday, 10th March, 2023 at 1200hrs.*

13. Bids shall be opened soon thereafter at the Bank's Boardroom on 15th Floor, Finance House in the presence of the bidder's representative(s) who choose to attend.
14. Late bids shall be rejected.

John K Kiniti
Chief Executive Officer
Development Bank of Kenya Limited
Dated: 2nd March 2023