



**Kenya National
Police DT Sacco**

United for Prosperity

**RFP NO: KNPS/ADM/REVIEW-PUBLICATION OF HISTORICAL
PROFILE /08/2021/01**

**REQUEST FOR PROPOSAL FOR THE PUBLICATION OF A HISTORICAL PROFILE
OF THE KENYA NATIONAL POLICE DT SACCO SOCIETY LTD**

REQUEST FOR PROPOSAL FOR THE PUBLICATION OF A HISTORICAL PROFILE OF THE KENYA NATIONAL POLICE DT SACCO SOCIETY LTD

1. OBJECTIVE

As part of the Society's Knowledge Management Strategy, Kenya National Police DT Sacco Society (KNPS) seeks to collate data and information from disparate sources and organize them for the production and publication of a historical profile for the commemoration of its 50th anniversary.

KNPS therefore requires a suitable consultant with experience in similar assignments to undertake the exercise.

2. TERMS OF REFERENCE

The Consultant shall be required to inter alia;

- 1) Collate data/information from various sources and organize them for the production of a publication covering the historical profile of the Society.
- 2) Develop and compile a manuscript in readiness for the editorial process.
- 3) Edit the manuscript in preparation for production and design of the publication.
- 4) Design and typeset the manuscript to prepare the material for printing.
- 5) Coordinate the printing process and oversee the delivery of printed copies for use in the Society's commemorative process
- 6) Advise the Society on the pre-publication, publication, and post-publication processes and activities.

3. DELIVERABLES

- 1) Project report with a detailed work plan
- 2) A complete manuscript ready for the editorial process
- 3) Raw field data (recordings, transcriptions, photographs, etc)
- 4) Manuscript assessment/review report
- 5) Edited manuscript ready for the production process
- 6) Cover concept and blurb
- 7) Page proofs
- 8) Camera ready copies to be produced in print and digital format
- 9) Final cover design
- 10) Prototype and advance printed copies for approval by the Society

11) Printed and bound copies (Coffee table, abridged, and full text version)

5. SUBMISSION OF PROPOSAL

The Proposals should bear the reference “**REQUEST FOR PROPOSAL (RFP) FOR FOR THE PUBLICATION OF A HISTORICAL PROFILE OF THE KENYA NATIONAL POLICE DT SACCO SOCIETY LTD**

(RFP NO: KPNPDS/ADM/REVIEW-PUBLICATION OF HISTORICAL PROFILE /08/2021/01)

and addressed to:

**THE CHIEF EXECUTIVE OFFICER,
KENYA POLICE SACCO LTD,
P.O BOX 51042 - 00200,
NAIROBI.**

Duly filled proposals to be sent to procure@policesacco.com on or before **14th Oct 2021 at 11.00am**

The Society will respond to the firms on the outcome of the evaluation process.

4. EVALUATION CRITERIA

APPENDIX I: CRITERIA FOR EVALUATION AND SCORING REQUEST FOR PROPOSAL (RFP) FOR THE PUBLICATION OF A HISTORICAL PROFILE OF THE KENYA NATIONAL POLICE DT SACCO SOCIETY LTD

A.General Criteria for Evaluation and Scoring of Technical Proposal

	CRITERIA	POINTS
1.	Individual/Company profile (15%) a) Experience in publication of corporate historical profiles/autobiographies (Max 15%) <ul style="list-style-type: none">• Over 15 years experience (15%)• 10 -15 years experience (10%)• 5 - 10 years (5%)	15
2.	Consultants capacity to undertake assignment (40%) b) Four (4) reference sites for similar projects undertaken (Max 20%) c) Team experience (Max 10%) <ul style="list-style-type: none">• One lead consultant with fifteen years experience and above relevant experience (10%)• One lead consultant with between one and five years experience (5%)• Less than five years experience (0%) d) Lead consultants with certification in relevant fields/membership in relevant professional associations (Max 10%)	40

3.	<p>Proposed Approach and Methodology (Max 25%)</p> <ul style="list-style-type: none"> • Linked to an existing world class framework and international best practices (5%) • Project plan clearly indicating tasks to be undertaken, timeframe for each major task and delivery dates for major deliverables. The estimated time period to complete the entire project should also be included (15%) • Understanding of the TORs and value addition (10%) 	30
4.	<p>Knowledge transfer and awareness creation (Max 15%)</p> <p>a) Intensive involvement and sensitization of the following groups throughout the project (15%):</p> <ul style="list-style-type: none"> • Board of Directors • Management • Project team <p>NB: Kindly provide details of the activities/measures that your firm will undertake to achieve involvement of the above groups as indicated in the scope in 2.2 above.</p>	15
	Total Score	100

Note: The minimum Technical score (TS) for qualification to the next stage is set to 70/100 points. The Technical score shall comprise of 70% of the overall score.

Price Schedule

S/No	Cost Description	Cost (Kes) Inclusive of VAT
1		
	Totals	

B. Criteria for Evaluation and scoring of Financial Proposal

The financial bid should comprehensively cover ALL cost associated with all the items outlined under the scope of the Consultancy. Where the price is not broken down into components, it shall be assumed that the quoted price covers all items stipulated above and is inclusive of all related taxes.

The formula below shall be used in determining the financial bid score:

$$SF=FM/F*100$$

Where SF=Financial Score
FM=Lowest Financial Proposal
F=Price of proposal under consideration

Note: The financial evaluation shall account for 30% of the overall score

C.Criteria for Combined Financial and Technical Score

The evaluation results will be ranked on Combined Financial and Technical Score which is given as follows.

$$S=WST+WSF$$

Where S=Combined Financial and Technical Score
STw=Weighted Technical Score
SFw=Weighted Financial Score

Note: The firm achieving the highest combined technical and financial score and whose provided references satisfy KNPS shall be awarded.

Ref No	Services	Cost (Kes) Inclusive of VAT
1	Total Consultancy services fee	
	Totals	

CHIEF EXECUTIVE OFFICER

KENYA NATIONAL POLICE DT SACCO