



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
STAFF RETIREMENT BENEFIT SCHEME**

REQUEST FOR QUOTATION

Quotation Description: Trust Fund Services

Quotation No: JOOUST/SRB/TFS/001/10/2020

Date issued: 13/10/2020

Staff Retirement Benefit Scheme of Jaramogi Oginga Odinga University of Science & Technology is interested in establishing a Trust Fund for its Members Beneficiaries. Interested Service Providers are required to submit their signed priced proposal on email: pension@jooust.ac.ke on or before 21st October 2020 at 5.00 p.m.

The Respondent shall be required to submit the following information in their proposal:

1. PRELIMINARY EVALUATION

- a) Company Profile
- b) Certificate of Registration
- c) PIN Certificate
- d) TAX Compliance Certificate (attach copy)
- e) 2 Years Audited Accounts (copies)
- f) Proof of registration with relevant professional / Regulatory Body
- g) Professional Practicing Certificates (Where applicable)

2. TECHNICAL EVALUATION

- 2.1 Profile of the Organization
- 2.2 Human Capital
 - a) CVs of all the Technical Staff
 - b) CVs of key staff proposed to do the assignment
- 2.3 Scope of Services
 - a) Description of services
 - b) Work plan and Methodology
- 2.4 Risk Management
 - a) Professional Indemnity Minimum 200 Million
 - b) Internal Controls

- 2.5 Client Base
 - a) Client listing for similar services offered,
- 2.6 ICT and Related Resources
 - a) Firm should demonstrate experience in use of ICT to enhance delivery
 - a) ICT Back up facilities
 - b) Physical Offsite Location
- 3. FINANCIAL EVALUATION**
 - a) Professional fees and Basis
 - b) Billing structure and Applicable Taxes
 - c) Disbursements if applicable

The Respondent can seek clarification from the under signed:

Pension Secretary

Email: pension@jooust.ac.ke

Telephone: 057-2058000

P. O. Box 210-40601, Bondo

Prof Monica A. Ayieko (The Pensions Scheme Chairperson)

