



Provision of Employment Screening Services

RFP No. D&T/07/001/ESS/2022

Table of Contents

Introduction	3
Background	3
Terms and Conditions	3
Section 1: Format of responses	5
1.1 Mandatory Evaluation (20%)	5
1.2 Technical Proposal (40%)	7
1.3 Financial Proposal (40%)	8
Annexure 1: Deloitte Good Governance Statement	10

Introduction

Deloitte and Touche LLP herein after referred as 'Deloitte' is a professional services firm that provides audit, tax, consulting, and financial advisory services to public and private clients spanning multiple industries. Deloitte brings world-class capabilities and high-quality service to clients, delivering the insights they need to address their most complex business challenges.

Background

Deloitte continuously seeks to collaborate with various competent suppliers for the supply of goods and provision of services to enable the firm to meet its current and future needs.

We hire employees from around the world, and as such seek experienced and reputable agencies with the capacity to provide high quality, fast and cost-effective employment screening services for the People and Purpose Department within the firm.

Employment screening is part of the recruitment process for the firm and has the following benefits:

- i. It protects the company (employees, customers, and shareholders) from unreliable, untrustworthy, or otherwise not suitable for hire persons.
- ii. It also flags past infractions that might affect an individual's ability to perform a job and results in quality hires.

Terms and Conditions

1. Duration of RFP bids
All RFPs submitted to Deloitte will be considered valid for 120 days after the closure of this RFP.
2. All requests for clarification should be sent via email to Gerald Maweu gmaweu@deloitte.co.ke . Written responses will be shared with all bidders for all clarifications requested not later than two (2) days prior to the deadline for submission of proposals.
3. Submission of RFP, by 5:00pm on 12th August 2022 as follows:
 - i. Soft Copy: Via email to Gerald Maweu gmaweu@deloitte.co.ke
 - ii. Sealed Hard Copies: An "Original" and "Copy" of the RFP shall be dropped at the Deloitte Offices Reception and addressed as follows:

Procurement Office
Deloitte & Touche LLP
Deloitte Place, Waiyaki Way, Muthangari,
P. O. Box 40092 - GPO 00100,
Nairobi, Kenya
(RFP No. D&T/07/001/ESS/2022: Provision of Employment Screening Services)

4. Evaluation Criteria

The winning bidder will be selected based on **Best Value** as weighted below:

	Description	Weight (%)
1.	Mandatory Evaluation	20%
2.	Technical Proposal	40%
3.	Financial Proposal	40%
	Total Score	100%

5. Negotiations

Deloitte reserves the right to enter into contract price negotiations with the bidder's representative(s) who must have written power of attorney to negotiate on behalf of the bidding entity. These discussions shall not substantially alter the original scope Deloitte's requirements.

6. Letter of Award

Upon the successful outcome of the negotiations, the Letter of Award shall be issued to the successful bidder.

7. Contract Award

- As a standard Deloitte procedure, Deloitte will enter into a contractual agreement with the successful bidder whose proposal has been determined to be substantially responsive and both parties will agree and sign off.
- A Service Level Agreement (SLA) will also be entered into with the successful bidder.
- The contract shall be awarded for a period of three (3) years subject to annual renewal process based on successful performance evaluations.
- A Deloitte Non-Disclosure Agreement (NDA) will be signed by the successful bidder.

8. Subcontracts

Subcontracting of part or all the contract during the agreed contractual period shall not be accepted by Deloitte.

9. Indemnification

- The bidder agrees to indemnify, defend, and hold Deloitte and its personnel and Partners harmless from and against all manner of suits, actions, claims, causes of action, judgements, costs, and damages arising from any suit or claim of breach of this contract or infringement of any intellectual property right related to services provided.

10. Deloitte's Right to Accept or Reject Any or All proposals

- Deloitte reserves the right to accept or reject any proposal, and to annul the bidding / tendering process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected bidder(s) of the grounds for Deloitte's action.

11. RFP currencies

Prices shall be quoted in Kenya Shillings.

12. Governing Law.

- a. Any contract arising out of this bidding process shall be governed by and construed in all aspects in accordance with the Laws of the Republic of Kenya.

13. Corrupt or Fraudulent Practices

- a. Deloitte requires that bidders observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows.
 - i. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of Deloitte’s official(s) in the procurement process or in contract execution;’
 - ii. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Deloitte and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive Deloitte of the benefits of free and open competition.
 - iii. Deloitte will reject a bid for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
 - iv. Further a bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future bids of Deloitte.

14. Payment

Deloitte will pay all invoices 60 days from invoice date or as per the agreed terms of payment stipulated in the contract/award notification letter.

15. Responding to this RFP automatically implies agreement to all terms set out within this RFP.

Section 1: Format of responses

1.1 Mandatory Evaluation (20%)

To be eligible for onboarding on the Deloitte Vendor Database, a separate email will be shared with the successful bidder/s to provide and comply with the information/documents below. *Please indicate your willingness to provide this information/documents as per below table.*

Sno.	Certified copies	To be provided?	
		Yes	No
1.	Filled Deloitte Third Party Master Form		
2.	Tax compliance certificate – Should be current		
3.	Certificate copy of incorporation/registration.		
4.	Company shareholding confirmation (CR-12)		
5.	Copies of IDs or Certified Passports for the Directors (as they appear on CR-12)		
6.	PIN certificate.		
7.	VAT registration certificate		
8.	Cancelled cheque or Bank letter (Signed and stamped - Not older than three months.		
9.	Blank company letterhead with address		
10.	Signed acceptance of Deloitte's Good Governance Statement (attached)		

1.2 Technical Proposal (40%)

Bidders are required to provide information as per below table in their technical proposal:

Sno.	Criteria	Sub-Criteria	Weight (%)
1.	Company profile	<ul style="list-style-type: none">i. Organizational Structureii. Evidence of current registration with relevant professional bodies.iii. Evidence of current and appropriate professional/ operational licenses	9
2.	Industry Experience	<ul style="list-style-type: none">i. Number of years during which the firm has offered employment screening services.ii. Primary business location (attach proof)iii. Referral letters from 3 comparable clients whom you have offered similar services in the last three (3) years, and a letter authorizing Deloitte to contact each referral as deemed appropriate.	9
3.	Contract Management	<ul style="list-style-type: none">i. Attach relevant CVs and professional certification of key staff supporting this contract.ii. Describe your internal methodology/systems to ensure customer service requests are addressed in a timely manner and that there is follow-through.iii. Describe the Information and Communication Technology (ICT) systems to be utilized by your firm in execution of this assignment.iv. Provide a sample reportv. Clearly indicate anticipated risks, their effect on your reports and mitigation measures for each.vi. Please describe any quality control procedures you follow to ensure accuracy in your reporting.vii. Indicate your value addition proposals to be gained by Deloitte through your firm.viii. Does your firm have a Privacy and Data Security policy? If yes, please provide	22

1.3 Financial Proposal (40%)

Please populate ALL proposed screening services you provide and their pricing as per below format; this will inform the financial evaluation and final ranking.

NB: Engagement shall be based on specific assignments and costings will be in line with your bid.

Sno.	Service description	Breakdown of tasks per service	Turnaround time	Cost per person (exclusive of VAT)
1.	e.g., Verification of educational certificates	<ul style="list-style-type: none">•••		
2.	e.g., Employment verification	<ul style="list-style-type: none">•••		
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee (DTTL), its network of member firms and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as "Deloitte Global") does not provide services to clients. Please see www.deloitte.com/about for a more detailed description of DTTL and its member firms.

Deloitte provides audit, consulting, financial advisory, risk management, tax and related services to public and private clients spanning multiple industries. With a globally connected network of member firms in more than 150 countries and territories, Deloitte brings world-class capabilities and high-quality service to clients, delivering the insights they need to address their most complex business challenges. Deloitte's more than 345,370 professionals are committed to making an impact that matters.

This communication contains general information only, and none of Deloitte Touche Tohmatsu Limited, its member firms or their related entities (collectively, the "Deloitte Network") is, by means of this communication, rendering professional advice or services. Before making any decision or taking any action that may affect your finances or your business, you should consult a qualified professional adviser. No entity in the Deloitte network shall be responsible for any loss whatsoever sustained by any person who relies on this communication.

© 2022. For information, contact Deloitte Touche Tohmatsu Limited



GOOD GOVERNANCE STATEMENT

INTRODUCTION

Deloitte is committed to the highest levels of ethics, integrity and good governance, including all practices related to Anti-Corruption and anti-bribery. Deloitte has a zero-tolerance policy in respect of, and is opposed, to any form of financial crime, including bribery, fraud, corruption and money laundering.

Our commitment applies to all Deloitte affiliates and personnel wherever we conduct our business. In fact, ethics, integrity and quality are at the core of all that we do at Deloitte.

In turn, Deloitte expects the same levels of ethics, integrity and good governance from its suppliers and business partners.

GOOD GOVERNANCE COMMITMENT

All suppliers and business partners entering into a relationship with Deloitte are expected to uphold the values set out in this Good Governance Statement, including:

- conducting business activities in a manner that demonstrates good governance and the exercise of lawful, ethical, fair and professional business practices;
- a zero-tolerance approach to any form of financial crime;
- continuous compliance with all local and applicable international financial crime laws, including the Foreign Corrupt Practices Act, 1977 and UK Bribery Act, 2010;
- no involvement in the acceptance, solicitation, offering, promising, actually paying or acting as a conduit for the payment of any bribe, kickback, facilitation payment or other undue advantage;
- avoidance of any elements or activities that could be construed or perceived as financial crime, even merely by appearance.

By entering into a relationship with Deloitte, suppliers and business partners understand that they will expected to abide by and actively sustain the values expressed in this Good Governance Statement and any violation of these values should be report to Deloitte without delay.