



INVITATION TO TENDER: PROVISION OF CONSULTANCY SERVICES FOR BOARD EVALUATION SERVICES

Tender Number	QWETU/CAT C 21/2026
Available From	30th July 2026 (www.qwetusacco.co.ke)
Submission Deadline	21st August 2026 at 5:00 PM East Africa Time (EAT)
Electronic Submission	tenders@qwetusacco.co.ke
Bidding Fee	KES 2,500 (Non-Refundable)
Price / Tender Validity	90 Days from Date of Submission
Enquiries	customercare@qwetusacco.co.ke procurement@qwetusacco.co.ke
Telephone	+254 111 121 600

Submission Instructions

The Technical file should contain the technical proposal and be named as follows: Tender No. QWETU/CAT C 21/2026 – Technical Proposal – Provision of Board Evaluation Services.

The Financial file should contain the financial proposal and be named as follows: Tender No. QWETU/CAT C 21/2026 – Financial Proposal – Provision of Board Evaluation Services.

The subject line of the submission email should read: Tender No. QWETU/CAT C 21/2026 – Provision of Board Evaluation Services.

Table of Contents

Section 1 — Invitation to Tender & Project Overview
Section 2 — General Conditions for Tender
Section 3 — Criteria & Submittals
Section 4 — Financial Proposal
Section 5 — Scope of Work & Technical Specifications
Section 6 — Deliverables & Payment Schedule
Section 7 — Consultant Information Form
Section 8 — Sample Service Contract
Section 9 — Statutory Declaration Forms

Section 1 — Invitation to Tender & Project Overview

1.1 About QWETU DT SACCO

QWETU DT SACCO is a duly registered Deposit-Taking Savings and Credit Co-operative Society operating under the Co-operative Societies Act (Cap 490) of Kenya and regulated by the SACCO Societies Regulatory Authority (SASRA).

1.2 Tender Overview

In accordance with its legal and regulatory framework, QWETU DT SACCO is governed through three (3) key organs: (i) the General Meeting of Members, (ii) the Board of Directors, and (iii) the Chief Executive Officer. The powers, functions, responsibilities, and relationships of these organs are defined by the Co-operative Societies Act, the Sacco Societies Act, applicable regulations, SASRA guidelines and directives, and the By-Laws of QWETU DT SACCO. The General Meeting of Members is the supreme authority of the Society. The Board of Directors provides strategic leadership, policy direction, governance, oversight, and accountability, while the Chief Executive Officer is responsible for the day-to-day operations and implementation of the strategies, policies, and decisions approved by the Board.

Interested and well-established firms are required to submit two separate files (technical and financial bids), attached to the submission email as instructed on the cover page.

1.3 Description of the Assignment

The Board of Qwetu DT Sacco Ltd would like to conduct an assessment of its effectiveness, both at Board and Committee level (the “Board Evaluation”).

The Board Evaluation will cover the following:

1. Roles and Responsibilities: the extent to which the Board and its committees are successful in fulfilling their key roles and responsibilities, and the extent to which individual directors contribute to the achievement of these objectives.
2. Structures and Procedures: the extent to which the Board and its committees adhere to best practice in their structure and procedures.
3. Appropriate Board Behaviours: the extent to which the culture of the Board and committees, and the behaviour patterns of individual directors, is supportive of the effective functioning of the Board and Management in discharging their respective duties.

1.4 Scope of Work

Under the overall leadership of the Chairman of the Board, assisted by Chairpersons of Board Committees and in consultation with the Chief Executive Officer, the Consultant will be required to undertake the following:

Prior to the Board Evaluation

- Assist the Board in setting clear and measurable objectives for the Board Evaluation.
- Propose specific areas of focus for the Board Evaluation and related performance indicators and ratings.
- Make recommendations on the design of the Board Evaluation, including implementation of past recommendations and alignment with generally accepted best practices.
- Develop criteria against which the Board Evaluation will be carried out.
- Develop related questionnaires, interview guides, and self-assessment forms, and any other supporting tools or documents that may be required.

During the Board Evaluation Process

- Assist the Board in performing a Board self-evaluation of its effectiveness covering:
 - (i) the Board as a body corporate;
 - (ii) each committee of the Board; and
 - (iii) individual Board members, where necessary, to assess their contribution to the collective performance of the Board.
- Carry out interviews with one or several Directors as required to complement the self-assessment exercise.
- Assist the Board during the self-assessment exercise.

After the Board Evaluation Process

- Prepare a comprehensive report of the Board Evaluation exercise, together with findings and recommendations.
- Present the findings of the Board Evaluation to the Board.

Section 2 — General Conditions for Tender

2.1 Eligibility of Bidders

QWETU DT SACCO invites eligible consultants or consultancy firms to submit proposals for the Board Evaluation assignment described in this tender document. Proposals must be prepared in strict accordance with the instructions and conditions provided herein. The SACCO reserves the right to vary the scope of services without changing agreed unit rates, and reserves the right to accept or reject any or all proposals without assigning reason.

2.2 Anti-Bribery and Anti-Corruption

QWETU DT SACCO is committed to conducting all procurement activities in a fair, transparent, and ethical manner. The following conduct is strictly prohibited:

- Any form of bribery, kickback, or the offer or acceptance of anything of value in relation to QWETU DT SACCO procurement activities.
- Conflicts of interest: companies owned wholly or partly by any QWETU DT SACCO employee or related party must fully disclose such relationships before or at the time of bid submission.
- Sharing or obtaining confidential procurement information, including pricing estimates, evaluation details, or competing bid information.
- Collusion between or among bidders, including sharing pricing, bid documents, or any information that could influence the tender outcome.

Report suspected violations to: complaints@qwetusacco.co.ke. Any company found to have engaged in prohibited conduct will have its bid rejected or contract terminated, and may be permanently disqualified from future QWETU DT SACCO contracts.

2.3 Tender Submission Conditions

4. All proposals shall be submitted in accordance with these instructions and must include all required documents. Where any document is not provided, the bidder must explain the omission in an exception sheet.
5. No respondent shall add, omit, or alter any item, term, or condition in this document without noting it in an exception sheet.
6. Each bidder is allowed to submit one proposal only.
7. Each proposal shall remain valid for 90 days from the date of submission.
8. All financial proposals must clearly state whether prices include or exclude VAT and applicable statutory levies.
9. In the event of pricing discrepancies, the unit price shall prevail. Ambiguous unit pricing may result in disqualification.
10. Any requests for clarification must be submitted in writing to procurement@qwetusacco.co.ke. Verbal clarifications are not binding.

11. This tender does not obligate QWETU DT SACCO to award a contract or reimburse costs of proposal preparation.
12. All proposals and correspondence shall be submitted in English.
13. Late submissions will not be accepted under any circumstances.

2.4 Disqualification Criteria

Bidders shall be automatically disqualified if they:

- Are not legally registered business entities in Kenya.
- Are bankrupt or undergoing insolvency proceedings.
- Have been convicted of fraud, corruption, or serious professional misconduct.
- Have failed to meet statutory tax or social security obligations.
- Have provided false or misleading information in their submission.
- Are in violation of QWETU DT SACCO's Anti-Bribery and Anti-Corruption Policy.
- Fail to pay the non-refundable tender fee of KES 2,500.

2.5 Consultant Qualifications

Firm

- Registered in Kenya with valid business registration, tax compliance certificate and, where applicable, practising certificate.
- Minimum 3 years' experience in governance advisory, corporate governance audit, or board evaluation.
- Demonstrated experience of at least 3 comparable board evaluation assignments, preferably in SACCOs, co-operatives, banks, or other SASRA/CBK-regulated institutions.
- No conflict of interest with the Society, its directors, management, or affiliates.
- Professional indemnity cover of not less than the amount specified by the SACCO.

Team Leader

- Master's degree in Business, Law, Finance, Governance, or a related field.
- Professional qualification and good standing: CPA(K)/ICPAK, ICS (Certified Secretary), CIA, CFE, or Advocate of the High Court of Kenya.
- Minimum 5 years' post-qualification experience, with at least 3 in governance.
- Prior experience leading board evaluations in regulated financial institutions.
- Familiarity with the SASRA regulatory framework.

Team Composition

The team should include expertise in co-operative governance and law, financial and risk management, human resource and organizational development, and data analysis. CVs of all proposed personnel shall be submitted.

Section 3 — Criteria & Submittals

3.1 Contract Terms

QWETU DT SACCO intends to award a Fixed Price Contract to one qualified consultant for the execution of all services described in this tender. By submitting a proposal, bidders confirm they have read and agreed to all terms contained herein, including the Sample Service Contract (Section 8).

3.2 Eligibility Criteria

The following eligibility documents are mandatory. Proposals missing any of these items without written explanation will be disqualified:

#	Eligibility Requirement
1	Valid Certificate of Registration or Incorporation from the Registrar of Companies, Kenya.
2	Valid KRA PIN Certificate and current Tax Compliance Certificate.
3	Valid Trading/Business License for the current financial year.
4	Detailed financial proposal completed on the Price Offer Sheet (Section 4) with full cost breakdown.
5	Detailed company profile covering history, ownership, capacity, and relevant specialization.
6	Proposed staff team list with specialties, assigned tasks, timing, and CVs (max 2 pages per CV).
7	Evidence of at least 3 completed board evaluation assignments with verifiable references, preferably with SACCOs or financial institutions.
8	Samples of signed, finalized previous work such as board evaluation reports, governance assessments, or related deliverables.
9	An after-assignment support plan describing any complimentary post-delivery services.
10	Disclosure of any conflict of interest involving QWETU DT SACCO employees, officers, or Board members.

3.3 Required Submittals

3.3.1 Technical Evaluation Documents

- Company profile (maximum 4 pages) covering history, ownership, capacity, and relevant specialization.
- References from at least 3 previous board evaluation assignments, including contact names, organizations, and phone numbers.

- List of similar completed assignments in the last 3 years, preferably with SACCOs or financial institutions.
- Samples of signed, finalized previous deliverables (board evaluation reports, governance assessments, or training materials).
- Proposed methodology and approach for the Board Evaluation (step-by-step process description).
- Detailed outline of the proposed evaluation framework, including tools, structure, format, and compliance references.
- CVs of all key personnel demonstrating relevant experience in board evaluation.
- Professional certifications or memberships of key experts (e.g., ICPAK, IHRM, LSK, ICS-Kenya, or equivalent).
- Draft stakeholder engagement and implementation plan.
- Training and capacity-building plan for SACCO staff and governance organs.
- Detailed work plan with timelines, milestones, and submission schedule.

3.3.2 Financial Proposal

The Price Offer must be completed using the Financial Proposal template in Section 4. This is a fixed-price contract — no additional fees, taxes, or costs may be claimed after contract signing. All prices must be inclusive of VAT and statutory levies.

3.4 Evaluation Methodology

Proposals will be evaluated using a two-stage process:

Stage 1 — Technical Evaluation: Proposals are evaluated against the criteria below. Only proposals scoring a minimum of 70% of technical marks proceed to financial evaluation.

Stage 2 — Financial Evaluation: Qualifying proposals are ranked on total cost. Final award is based on a 70:30 weighting (technical : financial).

Technical Evaluation Scoring Matrix

#	Evaluation Criterion	Max Score
1	Specific experience of the firm relevant to the assignment: the Consultant should be conversant and familiar with corporate governance, corporate processes and systems, board effectiveness, and board evaluations of developmental financial institutions and/or multilateral organizations; must have undertaken similar assignments in the last five years (reference letters required); an experienced firm with all necessary expertise is preferred.	30
2	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: (a) clear understanding of the ToRs and a clear approach/methodology (10); (b) work plan/timelines for carrying out the assignment (10).	20
3	Key professional staff qualifications and competence: (a) Team Leader — qualifications and experience (30); (b) other team members — qualifications and experience (20). Points are assigned based on: general and professional qualifications (40%) and experience for the assignment (60%).	50
	TOTAL	100

Scoring Scale

Score	Interpretation
0	Not acceptable — has not met any part of the specified criteria.
1–4	Partially meets minimum requirements and may not be acceptable.
5	Acceptable — meets requirements adequately.
6–9	Acceptable — meets all requirements and exceeds some criteria.
10	Excellent — exceeds all requirements across the board.

3.5 Additional Due Diligence

- Reference checks with previous clients where similar board evaluation assignments were undertaken.
- Verification of the consultant's legal, regulatory, and tax compliance status.
- Review of audited financial statements to confirm financial capacity and stability.
- Assessment of potential conflicts of interest, affiliations, or ethical concerns.
- Interviews with the proposed technical team to confirm expertise, experience, and delivery capacity.

Section 4 — Financial Proposal

Complete this section in full. All prices must be in Kenya Shillings (KES), inclusive of VAT and all applicable taxes. Attach a detailed cost breakdown as a supporting document.

4.1 Pricing Conditions

- The tender price shall be fixed and not subject to escalation during the contract period.
- All costs associated with the execution of the assignment shall be deemed included in the total bid price.
- No additional claims shall be accepted unless formally approved through a signed variation order by QWETU DT SACCO.
- The SACCO shall not be liable for any costs incurred in the preparation and submission of this tender.
- Withholding tax shall be applied in accordance with Kenya Revenue Authority (KRA) regulations.

4.2 FINANCIAL PROPOSAL SUBMISSION FORM 1

[Date]

To: The Chief Executive Officer, Qwetu DT Sacco Limited

We, the undersigned, offer to provide the consulting services for Provision of Board Evaluation Services, in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature (in full and initials)	
Name and Title of Signatory	
Name of Firm	
Address	

FINANCIAL PROPOSAL SUBMISSION FORM 2

Item No.	Description of Activity	Total Fixed Fee (KES) — Lump Sum, All Inclusive
1		
2		
3		
4	Reimbursable	
	TOTAL FINANCIAL PROPOSAL	

Terms of Payment

The Tenderer shall assume, for the preparation of the Financial Proposal, that payments will be made in the following sequence:

Milestone	% of Contract Sum
Acceptance of inception report	30%
Acceptance of draft report	40%
Acceptance of final report and action plan	30%

Payments are subject to deduction of withholding tax at the applicable rate and shall be made within 30 days of receipt of a valid invoice.

Section 5 — Scope of Work & Technical Specifications

5.1 Assignment Information

Client	QWETU DT SACCO
Assignment	Board Evaluation
Location	QWETU DT SACCO Head Office, Voi, Taita Taveta (as applicable)
Service Type	Consultancy Services — Board Evaluation
Output	Board Evaluation Report and Improvement Action Plan
Implementation Approach	Participatory, Consultative, and Compliance-Based

5.2 General Scope of Work Requirements

The evaluation shall cover the period 1 January 2025 to 31 December 2025 and shall address the following domains:

5.2.1 Legal and Regulatory Compliance

- Compliance with Cap. 490, the Sacco Societies Act 2008, and the Deposit-Taking and Non-Deposit-Taking Regulations.
- Compliance with the Society's By-Laws.
- Director vetting, fit-and-proper assessment, and SASRA approval status.
- Statutory returns, regulatory correspondence, and remediation of SASRA inspection findings.
- Compliance with the Data Protection Act 2019, the Proceeds of Crime and Anti-Money Laundering Act 2009, and applicable tax obligations.

5.2.2 Board Composition and Structure

- Board size, tenure, rotation, and compliance with term limits.
- Skills, competency, and qualification matrix versus the Society's risk profile.
- Gender, age, and regional diversity.
- Separation of the roles of Chairperson and CEO.
- Committee structure, composition, and charters.

5.2.3 Board Processes and Practices

- Annual Board calendar and work plan.
- Meeting attendance, quorum, and frequency.
- Board pack quality, circulation lead time, and information sufficiency.
- Quality of deliberation, dissent, and decision-making.
- Minute accuracy, action tracking, and closure rates.

- Use of Board portals and ICT tools.

5.2.4 Strategic and Financial Oversight

- Board role in strategic plan formulation, approval, and monitoring.
- Budget approval and variance oversight.
- Review of financial performance, capital adequacy, liquidity, and asset quality ratios.
- Oversight of external and internal audit, and closure of audit findings.
- Dividend and interest-on-deposits declaration processes.

5.2.5 Risk Management and Internal Control

- Risk appetite statement and risk management framework oversight.
- Credit governance: loan approval limits, insider lending, and delinquency oversight.
- ICT and cybersecurity governance.
- Business continuity and disaster recovery oversight.
- Whistleblowing, fraud risk, and the internal control environment.

5.2.6 Board Committees

- Evaluation of each committee, including but not limited to: the Credit Committee, Audit and Risk Committee, Finance and Administration Committee, Education and Marketing Committee, and the Supervisory Committee (statutory).

5.2.7 Board–Management Relations

- Delegation of authority matrix and adherence.
- CEO appointment, performance contracting, and appraisal.
- Management succession planning.
- Boundaries between governance and management (non-interference in operations).

5.2.8 Ethics, Conflict of Interest and Member Relations

- Code of conduct and annual declarations.
- Related-party and insider transactions register.
- Handling of member complaints and AGM conduct.
- Transparency and disclosure to members.

5.2.9 Individual Director and Chairperson Evaluation

- Attendance and participation records.
- Contribution quality and independence of judgement.
- Financial literacy and sector knowledge.
- Training days undertaken in the period.
- Peer and self-assessment.

5.3 Technical Methodology Requirements

14. Inception and Work Planning Phase — project kick-off meeting, finalization of work plan, tools, templates, and stakeholder mapping.
15. Institutional and Board Assessment — desk review of governance documents, board packs, and minutes; development and administration of self-assessment questionnaires.
16. Data Collection and Interviews — one-on-one interviews with Directors, the CEO, and the Corporate Secretary; facilitated Board self-assessment session.
17. Analysis and Draft Report — consolidation of findings, benchmarking against best practice and regulatory requirements, and preparation of the draft evaluation report.
18. Stakeholder Validation Workshop — presentation of preliminary findings to the Board for discussion and validation.
19. Final Report and Action Plan — incorporation of Board feedback, finalization of the report, and development of the Board Governance Improvement Action Plan.
20. Presentation and Handover — presentation of the final report to the Board/AGM, delivery of individual confidential feedback notes, and project close-out.

Section 6 — Deliverables & Payment Schedule

6.1 Project Deliverables

No.	Deliverable Description	Target Due Date
D1	Inception Report: covering work plan, methodology, stakeholder engagement plan, and minutes of the kick-off meeting.	Within 2 days of contract commencement
D2	Progress briefing to the Board Chairperson / Governance Committee.	Midpoint of assignment
D3	Draft evaluation report with findings, scores, benchmarking, and preliminary recommendations.	Within 2 days of data collection
D4	Validation workshop with the Board.	Within 3 days of draft submission
D5	Final evaluation report incorporating Board feedback.	Within 2 days of validation
D6	Board Governance Improvement Action Plan (matrix: issue, recommendation, responsibility, timeline, indicator).	With final report
D7	Executive summary suitable for presentation to the AGM and submission to SASRA.	With final report
D8	Individual confidential feedback notes to each director and the Chairperson.	With final report
D9	PowerPoint presentation to the Board / AGM.	With final report

6.2 Payment Terms

- All payments shall be subject to satisfactory written acceptance of deliverables by QWETU DT SACCO.
- Invoices shall be submitted upon written approval of each milestone deliverable.
- Payments shall be processed within 30 days of receipt of an approved invoice.
- Withholding tax shall be applied in accordance with KRA regulations. A withholding tax certificate shall be issued to the consultant.
- No advance payment shall be made unless explicitly agreed and provided for in the contract agreement.
- Final invoices must be submitted within 60 days after the contract completion date.

Section 7 — Consultant Information Form

7.1 Company Information

Company Legal Name	
Trading Name (if different)	
Company Registration Number	
Date of Incorporation	
KRA PIN Number	
VAT Registration Number	
Physical Address	
Postal Address	
County / Region	
Country	Kenya
Primary Contact Person	
Designation / Title	
Mobile Number	
Email Address	
Company Website	
Number of Full-Time Employees	
Years in Governance Advisory / Board Evaluation Consultancy	

7.2 Directors / Owners

Director/Owner 1 — Full Name	
Director/Owner 1 — ID / Passport No.	
Director/Owner 1 — Nationality	

Director/Owner 2 — Full Name	
Director/Owner 2 — ID / Passport No.	
Any QWETU DT SACCO employee relationship? (YES/NO — if YES, provide details)	

7.3 Bank Details

Bank Name	
Branch	
Account Name	
Account Number	
Bank Code / SWIFT Code	

7.4 Supplier Self-Certification

By signing below, the company certifies that:

- All information provided in this tender is true, accurate, and complete.
- The company is legally registered and in good standing in Kenya.
- The company meets all eligibility requirements stated in this tender document.
- The company has not engaged in bribery, corruption, collusion, or any unethical procurement practice.
- The company has disclosed all relevant conflicts of interest.

Authorized Signature	
Name	
Title / Designation	
Company Stamp	[STAMP]
Date	

Section 8 — Sample Service Contract

Contract Title	Consultancy Services for Board Evaluation
Client	QWETU DT SACCO, DT Plaza, Voi, Taita Taveta County, Kenya
Consultant	
Contract Date	
Performance Period	Start: _____ End: _____
Contract Value (KES)	

THIS SERVICE CONTRACT is entered into by and between QWETU DT SACCO, a Savings and Credit Co-operative Society duly registered under the Co-operative Societies Act (Cap 490) of Kenya (“the Client”), and the Consultant named above (“the Consultant”).

1. Delivery of Services

The Consultant shall perform all Services through its own qualified personnel within the Performance Period. The Consultant shall not subcontract or delegate any part of the Services without the prior written consent of QWETU DT SACCO. Key Personnel identified in the proposal shall not be replaced without prior written approval and formal amendment to this Contract.

2. Compliance with Scope of Work

Services shall be delivered strictly in accordance with the approved Scope of Work. No deviation shall be permitted without prior written approval by QWETU DT SACCO. Any approved changes may result in equitable adjustments to timelines through a signed variation agreement.

3. Invoicing and Payment

The Consultant shall submit invoices in accordance with the approved payment schedule, clearly indicating the Contract Number, description of services rendered, milestone achieved, and supporting documentation. QWETU DT SACCO shall process approved payments within 30 days of receipt of a valid invoice. Final invoices must be submitted within 60 days of contract completion.

4. Taxes, Duties, and Expenses

The Consultant shall be responsible for all costs incurred in the execution of the Contract, including applicable taxes in Kenya. Withholding tax shall be applied in accordance with KRA regulations.

5. Intellectual Property and Work Product

All deliverables — including evaluation reports, tools, questionnaires, and training materials — shall become the sole property of QWETU DT SACCO upon full payment. The Consultant hereby assigns all intellectual property rights in all deliverables to QWETU DT SACCO upon creation.

6. Confidentiality

The Consultant shall maintain strict confidentiality of all SACCO-related information, including operational, financial, governance, and member data obtained during the execution of this Contract. This obligation shall survive termination of the Contract indefinitely.

7. Indemnification

The Consultant shall indemnify, defend, and hold harmless QWETU DT SACCO against all losses, claims, damages, liabilities, penalties, or expenses arising from negligence, misconduct, breach of contract, or failure to perform obligations under this Agreement.

8. Representations and Warranties

- The Consultant has full legal authority to enter into and perform this Contract.
- It possesses the relevant qualifications, certifications, and experience required for this assignment.
- It will comply with all applicable laws and regulatory requirements in Kenya, including SASRA guidelines.
- It has not engaged in bribery, corruption, collusion, or unethical procurement practices.
- It has disclosed any and all conflicts of interest involving SACCO employees, officers, or Board members.

9. Termination

- By mutual written agreement of both parties at any time.
- By either party with 30 days' written notice.
- Immediately by QWETU DT SACCO in case of material breach or persistent failure to perform.
- If the Consultant fails to remedy a breach within 15 days of written notice.
- In case of force majeure events preventing performance for more than 30 consecutive days.
- If project funding or approval is withdrawn by QWETU DT SACCO.

10. Dispute Resolution

Any dispute shall first be resolved through good-faith negotiations for 30 days. If unresolved, the matter shall be referred to mediation under the Nairobi Centre for International Arbitration (NCIA). If mediation fails, arbitration shall be conducted under NCIA Arbitration Rules. The seat of arbitration shall be Nairobi, Kenya.

11. Governing Law

This Contract shall be governed by the Laws of Kenya and constitutes the entire agreement between the parties, superseding all prior negotiations, representations, or understandings.

FOR: QWETU DT SACCO	FOR: CONSULTANT
Authorized Signature:	Authorized Signature:
Name:	Name:
Title:	Title:
Date:	Date:

Section 9 — Statutory Declaration Forms

FORM 1: FORM OF TENDER

Tender No. QWETU/CAT C 21/2026

Tender Title Provision of Board Evaluation Services

To: The Chief Executive Officer, Qwetu DT Sacco Limited, P.O. BOX 802-80300, Voi, Kenya.

RE: SUBMISSION OF TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR BOARD EVALUATION SERVICES.

Having examined the Tender Documents, including the Instructions to Tenderers, Conditions of Contract, Specifications, and all other tender documents relating to the above tender, we, the undersigned, hereby submit our tender for the provision of Board Evaluation consultancy services as specified.

We confirm that:

- We have carefully examined and understood the requirements of this tender.
- We accept all terms, conditions, and requirements contained in the tender documents.
- We have the necessary capacity, experience, resources, personnel, and technical capability to undertake the assignment successfully.
- We undertake to comply with all applicable laws, regulations, standards, and professional requirements.

1. Tender Price

We hereby offer to provide the consultancy services for the total tender sum of:

Currency	Kenya Shillings (KES)
Amount (Figures)	KES
Amount (Words)	Kenya Shillings

The above tender price is: ☐ Inclusive of all taxes and duties ☐ Exclusive of taxes and duties (state applicable taxes below)

2. Tender Validity

Tender Validity Period	90 days from the date of tender opening
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3. Delivery / Completion Period

If our tender is accepted, we undertake to commence and complete the contract within the period stated in the contract, from the date of commencement stated in the written Notice to Commence.

4. Contract Execution

If awarded the contract, we undertake to:

- Execute the contract in strict accordance with the tender requirements and approved Scope of Work.
- Provide all necessary resources, personnel, and equipment required for successful completion.
- Maintain quality standards and deliver within the agreed timelines and work plan.
- Comply with all contractual obligations and applicable Kenyan laws and regulations.

5. Warranty / Defects Liability (where applicable)

We confirm that the services provided shall include a post-delivery support period as follows:

Warranty / Post-Delivery Support Period	
Defects Liability / Revision Period	

6. Tender Security (where applicable)

Amount	KES N/A
Issuing Institution	N/A
Validity Period	N/A

7. Declaration by Tenderer

We certify that:

21. The information provided in our tender submission is true and correct.
22. We are legally registered and authorized to undertake the proposed contract.
23. We have not engaged in any fraudulent, corrupt, collusive, or unethical practices.
24. We understand that false information may lead to disqualification or termination of contract.

8. Tenderer Details

Tenderer Name	
Registration Number	
KRA PIN / VAT Number	
Postal Address	
Physical Address	
Telephone Number	

Email Address	
Contact Person	

Signature of Tenderer

Signed by	
Name	
Designation	
For and on behalf of	
Company Stamp	[STAMP]
Date	

END OF FORM OF TENDER

Form 2: Certificate of Independent Tender Determination

I, the undersigned, in submitting the accompanying Letter of Tender to QWETU DT SACCO for: Provision of Consultancy Services for Board Evaluation Services — Tender No. QWETU/CAT C 21/2026 — in response to the Request for Tenders made by QWETU DT SACCO, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

Name of Tenderer / Company: _____

THAT:

25. I have read and I understand the contents of this Certificate.
26. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect.
27. I am the authorized representative of the Tenderer with authority to sign this Certificate and to submit the Tender on behalf of the Tenderer.
28. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who: (a) has been requested to submit a Tender in response to this request for tenders; or (b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities, or experience.
29. The Tenderer discloses that (check one):
 - (a) The Tenderer has arrived at the Tender independently, without consultation, communication, agreement, or arrangement with any competitor.
 - (b) The Tenderer has entered into consultations, communications, agreements, or arrangements with one or more competitors regarding this request for tenders, full details of which are disclosed in an attached document.
30. There has been no consultation, communication, agreement, or arrangement with any competitor regarding: (a) prices; (b) methods, factors, or formulas used to calculate prices; (c) the intention or decision to submit, or not to submit, a tender; or (d) the submission of a tender which does not meet the specifications of the Request for Tenders — except as specifically disclosed above.
31. There has been no consultation, communication, agreement, or arrangement with any competitor regarding the quality, quantity, specifications, or delivery particulars of the services to which this request for tenders relates, except as specifically authorized by the procuring entity or disclosed above.
32. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor prior to the tender opening date or contract award, whichever comes first, unless otherwise required by law or specifically disclosed above.

Title	
Signature	
Date	
Bidder Official Stamp	[STAMP]

END OF CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

Form SD1: Self Declaration — Not Debarred

Self-Declaration that the Person/Tenderer is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015

I, _____, of Post Office Box _____,
being a resident of _____ in the Republic of _____,
do hereby make a statement as follows:

33. THAT I am the Company Secretary / Chief Executive / Managing Director / Principal Officer / Director of the company/organization named below, a Bidder in respect of the Tender identified below, for QWETU DT SACCO, and duly authorized and competent to make this statement.

Name of Company / Organisation	
Tender No.	QWETU/CAT C 21/2026
Tender Title / Description	Provision of Board Evaluation Services

34. THAT the aforesaid Bidder, its directors, and subcontractors have not been debarred from participating in procurement proceedings under Part IV of the Public Procurement and Asset Disposal Act, 2015.

35. THAT what is deponed to herein above is true to the best of my knowledge, information, and belief.

Title	
Signature	
Date	
Bidder Official Stamp	[STAMP]

END OF FORM SD1

Form SD2: Self Declaration — No Corrupt or Fraudulent Practice

Self Declaration that the Tenderer Will Not Engage in any Corrupt or Fraudulent Practice

I, _____ of Post Office Box _____, being a resident of _____ in the Republic of _____, do hereby make a statement as follows:

36. THAT I am the Chief Executive / Managing Director / Principal Officer / Director of the company/organization named below, a Bidder in respect of the Tender identified below, for QWETU DT SACCO, and duly authorized and competent to make this statement.

Name of Company / Organisation	
Tender No.	QWETU/CAT C 21/2026
Tender Title / Description	Provision of Board Evaluation Services

37. THAT the aforesaid Bidder, its servants and/or agents/subcontractors, will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff, and/or employees and/or agents of QWETU DT SACCO.

38. THAT the aforesaid Bidder, its servants and/or agents/subcontractors, have not offered any inducement to any member of the Board, Management, Staff, and/or employees and/or agents of QWETU DT SACCO.

39. THAT the aforesaid Bidder will not engage, and has not engaged, in any collusive practice with other bidders participating in the subject tender.

40. THAT what is deponed to herein above is true to the best of my knowledge, information, and belief.

Title	
Signature	
Date	
Bidder Official Stamp	[STAMP]

END OF FORM SD2

Form SD3: Declaration and Commitment to the Code of Ethics

I, _____ (Full Name of Authorized Person), on behalf of the Business / Company / Firm named below, declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, the associated Regulations, and the Code of Ethics for persons participating in Public Procurement and Asset Disposal, and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of the Business / Company / Firm	
Name of Authorized Signatory	
Signature	
Position	
Office Address	
Telephone	
Email	
Date	
Company Seal / Rubber Stamp	[STAMP]

Witness

Witness Name	
Witness Signature	
Date	

Title	
Signature	
Date	
Bidder Official Stamp	[STAMP]

END OF FORM SD3

Appendix E: Declaration of Conflict of Interests

Notes:

- You are required to identify any potential conflicts of interest that could arise in the provision of the services.
- You are required to provide sufficient detail of each interest (if any).
- If in doubt as to whether a conflict of interest could arise, a declaration of the interest should be made.

Interests that must be declared include the following:

- The firm, or any person employed or engaged by or otherwise connected with the firm, has provided or is providing services or other work for QWETU DT SACCO.
- The firm or any relevant person has any other connection with QWETU DT SACCO, whether personal or professional, which the public could perceive may impair or otherwise influence QWETU DT SACCO's, or any of its members' or employees', judgements, decisions, or actions.

Declarations

Name of Organization	
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Interests

Type of Interest	Details
Provision of services or other work for QWETU DT SACCO	
Any other connection with QWETU DT SACCO which the public could perceive may impair or influence judgement, decisions, or actions	

Name of Relevant Person (complete for all Relevant Persons)

Type of Interest	Details	Personal interest, or that of a family member/close friend/other acquaintance?
Provision of services or other work for QWETU DT SACCO		
Provision of services or other work for any other		

Type of Interest	Details	Personal interest, or that of a family member/close friend/other acquaintance?
firm in respect of this project		
Any other connection with QWETU DT SACCO which the public could perceive may impair or influence judgement, decisions, or actions		

To the best of my knowledge and belief, the above information is complete and correct. I undertake to update the information as necessary.

We have identified / not identified the following conflict of interest:
Signed: _____ On behalf of: _____
 Date: _____

Important Notice

QWETU DT SACCO reserves the right, at its sole discretion, to accept or reject any or all proposals without assigning any reason.