



**REQUEST FOR PROPOSAL  
FOR  
PROVISION OF FUND MANAGEMENT SERVICES  
FOR NSSF TIER II CONTRIBUTIONS FOR COUNCIL  
STAFF**

**RFP NUMBER: TMNP/T/003/2025-2026**

**MAWEGO NATIONAL  
POLYTECHNIC  
P.O. BOX 289 - 40222 MAWEGO.**

 **EMAIL: [info@mawegopoly.ac.ke](mailto:info@mawegopoly.ac.ke)**

 **DEADLINE FOR SUBMISSION:**

**Date: 15/06/2026**

**Time: 11:00 AM (EAT)**



## REQUEST FOR PROPOSAL NOTICE

The Mawego National Polytechnic, invites proposals from qualified firms for the Provision of fund management services for NSSF tier II Contributions.

<b>RFP Number and Description</b>	<b>Eligibility</b>	<b>Pre-proposal Meeting date and Time</b>	<b>RFP Closing/ Submission date</b>
<b>TMNP/T/003/2025-2026</b> Request for proposal for Provision of fund management services for NSSF tier II contributions	Open to all qualified firms	N/A	15/06/2026

1. Proposals shall be quoted in Kenya Shillings and shall include all taxes. Proposals shall remain valid for 120 days from the date of opening of bids.
2. Late submissions will be rejected.
3. Any canvassing or giving of false information will lead to automatic disqualification

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## SECTION 1 (A) - REQUEST FOR PROPOSAL (RFP)

Date: 25<sup>th</sup> March, 2026.

Reference number: TMNP/T/003/2025-2026

Name of Assignment:

### PROVISION OF FUND MANAGEMENT SERVICES FOR NSSF TIER II CONTRIBUTIONS

1. The Mawego National Polytechnic now invites qualified **firm (s)** for Provision of Fund Management Services for NSSF Tier II Contributions for Mawego National Polytechnic Council Staff.
2. This Request for Proposals has been addressed to all participating firms.
3. The Technical Proposal and Financial Proposal are to be put in different envelopes clearly marked "Technical Proposal and Financial Proposal" and sealed in one envelope. Completed request for proposal documents should then be deposited in the **Tender Box** located at the Supply Chain Management Office, so as to be received on or before **15/06/2026 at 11:00am**.
4. Prices quoted should be inclusive of all taxes and delivery cost, must be expressed in Kenya Shillings and shall be valid for **120 days** from the closing date of this Request for Proposal.
5. The method of selection is: **Quality and cost-based selection**
6. The formulae for determining the Financial Score (Sf) shall, be as follows: -  
$$Sf = 100 \times \frac{FM}{F}$$
where Sf is the financial score; FM is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P = the weight given to the Financial Proposal;  $T + p = 1$ ) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows: -  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.
7. Negotiations  
Negotiations will be held at the same address as. The aim is to reach agreement on all points and sign a contract. Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference.

## **SECTION 1(A) -TERMS OF REFERENCE(TORs)/SCOPE OF WORK**

### **1. Background and Purpose**

#### **Background**

In 2013, the Government of Kenya, Gazetted a new Social Security Contributions Structure which came into force on 10th January 2014. The Schedule outlines the contribution rates, and the phased implementation framework based on the National Average Earnings (NAE) 2012. The third Schedule of the NSSF Act No. 45 of 2013, is now in its that the fourth phase of the implementation and is due for implementation effective February 2026 and subsequent periods. To leverage on market expertise, create high yielding return on investments and facilitate ease of access to contributions, Mawego National Polytechnic is seeking the services of qualified firms to manage its second tier NSSF contribution portfolio.

#### **Purpose**

Contract out NSSF TIER II contributions to a Private Pension Scheme. Mawego National Polytechnic invites reputable and interested pension's service intermediaries to submit their proposals to support the Polytechnic in identifying a provider and thereafter manage the relationship with the provider for the benefit of Mawego National Polytechnic Council Staff.

### **2. Objectives of the Assignment**

- To ensure investments are undertaken in line with the RBA Investment guidelines, NSSF contracting-out requirements and the scheme's Investment Policy Statement (IPS).
- To enhance a competitive risk-adjusted returns while protecting the long-term financial interests of members and beneficiaries.

### **3. Scope of Services**

The Fund Manager will be expected to:

- Develop and implement investment strategies aligned with the RBA Investment guidelines, NSSF contracting- out requirements and the scheme's IPS.
- Manage NSSF Tier II pension funds prudently, ensuring diversification, liquidity, and compliance with regulations.
- Conduct market research, risk assessment, and portfolio analysis.
- Provide quarterly performance reports
- Advise Trustees on investment opportunities and emerging risks.
- Ensure compliance with relevant pension, financial, and capital markets regulations.
- Liaise with the administrator and trustees.

### **4. Eligibility and Minimum Requirements**

- Licensed and approved by the Retirement Benefits Authority, with respect to managing NSSF Tier II
- Licensed and approved by the Capital Markets Authority
- Licensed and approve by the Insurance Regulatory Authority
- At least Ten years' experience in fund management
- Proven track record of managing NSSF Tier II pension funds.
- Demonstrated capacity in risk management, research, and portfolio diversification.
- Strong governance, compliance framework, and ICT systems.
- Experienced and qualified investment professionals in the team.
- At least 5 members of staff with over 5 years' experience in pension department within the same organization.
  - Ability to offer consultancy and support for other services related to pension eg member education, trustee induction
  - Above 8.5% Average Declared net return for the last 10 years.
  - At least 5% Guaranteed rate of interest.
  - Provide referee letters from 5 organizations (three of which should be government institutions)
  - Demonstrate stability through:
    - Financial performance for the last 3 years
    - The value of at least Five Guaranteed fund schemes under their management

- The total value of guaranteed funds currently under their management

## **5. Deliverables**

- Investment strategy and asset allocation proposals.
- Periodic performance and compliance reports.
- Annual investment performance review and presentation to trustees.
- Continuous advisory on market trends and portfolio adjustments.

## **6. Duration of Appointment**

- 3-year contract renewable subject to performance.
- Annual performance review.

## **7. Reporting and Accountability**

- The Fund Manager shall report directly to the Trustees of the Pension Scheme.
- Reports shall also be shared with the Trustees and Administrator as required by law.

## **8. Evaluation and Selection Criteria**

- Technical capacity (team qualifications, systems, governance structures).
- Relevant experience in pension fund management.
- Past performance of managed funds.
- Risk management and compliance track record.
- Fee structure (cost competitiveness and transparency).

## **9. Submission Requirements**

- Company profile and regulatory licenses.
- Detailed technical and financial proposal.
- CVs of key staff to be assigned.
- Audited financial statements (last 3 years).
- References from at least 3 clients of similar scale.

## **10. Ethical and Legal Considerations**

- Commitment to integrity, transparency, and fiduciary duty.
- Compliance with all national laws, pension regulations, and trustees' code of conduct.
- Confidentiality and data protection obligations.

## **11. Confidentiality and Non-Disclosure clause**

All information accessed during the assignment shall be considered confidential. The consultant shall be required to sign a Non-Disclosure Agreement (NDA) and shall not share or use Polytechnic information for any other purpose without written permission.

All plans, reports, documentation produced and data collected relating to this tender will be the sole property of Mawego National Polytechnic. Any data and information collected will not be reproduced, disseminated or discussed with other parties, (apart from for the purpose of completing the deliverables required) without the express written approval of the Council. All findings, conclusions and recommendations will be confidential and proprietary

## **SECTION 2; INSTRUCTIONS TO CONSULTANTS/FIRMS**

### **A. General Provisions**

#### **1) Definitions**

- a) **“Consultant”** means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- b) **“Contract”** means a legally binding written agreement signed between the Client and the Consultant.
- c) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- d) **“Joint Venture (JV)”** means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- e) **“Proposal”** means the Technical Proposal and the Financial Proposal of the Consultant.
- f) **“Services”** means the work to be performed by the Consultant pursuant to the Contract.
- g) **“Terms of Reference (TORs)”** (this Section 1(B) of the RFP) means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

#### **2) Conflict of Interest**

The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Polytechnic’s interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

The Consultant has an obligation to disclose to the Polytechnic any situation of actual or potential conflict that impacts its capacity to serve its best interest. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.

#### **3) Corrupt and Fraudulent Practices**

Consultant firms or any of its members shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. Consultant firms or any of its members that are proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.

#### **4) Eligibility**

In selection of Consultants, short-listing shall be composed of firms or individuals who have demonstrable expertise as per the qualifications and experience provided in section one (1) above.

## EVALUATION CRITERIA TO BE USED TO EVALUATE THE PROPOSAL

1. Stage 1: Compliance with Mandatory Requirements
2. Stage 2: Compliance with Technical Requirements
3. Stage 3: Financial Evaluation
4. Stage 4: Combining Financial and Technical scores
5. Stage 5: Demonstration
6. Stage 5: Negotiation
7. Stage 6: Recommendations

### TENDER RESPONSIVENESS CRITERIA

The submission of the following items will be required in the determination of the completeness of the proposal. Bids that do not contain all the information required as per the evaluation stages will be considered non-responsive and shall not be evaluated further.

The tender evaluation will be carried out in 3 stages namely; mandatory/preliminary evaluation, technical and financial evaluation.

<b>STAGE 1; MANDATORY/PRELIMINARY EVALUATION</b>		
<b>No.</b>	<b>Evaluation Criteria Description</b>	<b>Requirement</b>
<b>1.</b>	Provide documentary evidence (copy) of Company's Certificate of Incorporation or Business Registration Certificate.	Mandatory
<b>2.</b>	Provide copy of the company's PIN and current/valid Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA).	Mandatory
<b>3.</b>	Provide copy of company valid Capital Markets Authority (CMA) registration certificate (Must be licensed and approved by CMA) & attach a valid IRA license.	Mandatory
<b>4.</b>	Provide current valid Certificate of Registration as a Fund Manager issued by the Retirement Benefits Authority (RBA) as an NSSF tier 2 provider	Mandatory
<b>5.</b>	Provide copies of Audited accounts of the company for the last three financial years (2023, 2024 and 2025).	Mandatory
<b>6.</b>	Submit a completed company profile using the confidential Business Questionnaire provided in this tender document.	Mandatory
<b>7.</b>	Provide evidence of valid professional indemnity insurance of at least of Kshs. Six (6) Million.	Mandatory
<b>8.</b>	Provide documentary evidence (copy) of Company's Certificate of Incorporation and Business Permit	Mandatory
<b>9.</b>	Letter of availability for the assignment for the period set out in the TORs, signed by the proposed key staff	Mandatory
<p><b>Note;</b> Bidders who <b>do not comply</b> with the above requirements under preliminary evaluation shall be deemed <b>non-responsive</b> and hence will be disqualified from further evaluation.</p>		

**STAGE 2: TECHNICAL EVALUATION CRITERIA:**

Mawego National Polytechnic shall evaluate the technical aspects of the Tender to determine compliance with the requirements and whether the Tenders are substantially responsive to the Technical Requirements.

The Requirements below are indicative **MINIMUM** requirements only. Consultants must meet or exceed these specifications.

The Mawego National Polytechnic will evaluate bids according to specific criteria based on the technical requirements in this document **WHICH SHALL BE FULL COMPLIANCE** and will then qualify a number of bids to compete in the next phase of Financial Evaluation.

**STAGE 2: TECHNICAL EVALUATION CRITERIA**

NO	EVALUATION ATTRIBUTE	CRITERIA	SCOR E%
T1	Number of years the service provider has been in the business of Fund Management Services	<ul style="list-style-type: none"> <li>● half (0.5) a mark for each year served up to a maximum of 10 Years</li> </ul>	5
T2	Provide a list of qualified personnel with over <b>10 years' experience</b> . Qualified technical personnel specialized in Fund Management (provide evidence <b>using CV and relevant professional certificates i.e. Certified Financial Analyst (CFA) or equivalent otherwise no score</b> ). Technical staff with post graduate degree in the relevant area <b>must</b> provide evidence.	<ul style="list-style-type: none"> <li>● 5 Staff and above - 10</li> <li>● 4 Staff members - 8</li> <li>● 3 staff members - 6</li> <li>● 2 staff Members - 4</li> <li>● 1 Staff Member - 2</li> </ul>	10
T3	Provide a list of <b>at least 5 pension schemes clients / retirement benefits schemes</b> (complete with address and telephone numbers) of which the company has provided similar services in the <b>last 3 years</b> each with an asset portfolio of over Kshs. 100 Million. <b>The tenderer should avail reference letters confirming the portfolio value from all the 5 largest clients served.</b> The MAWEGO NATIONAL POLYTECHNIC may conduct due diligence to verify the information provided.	<ul style="list-style-type: none"> <li>● Over 100 Million- 6 marks per client's reference letter provided.</li> <li>● 50 to 100 Million– 4 mark per client's reference letter provided</li> <li>● Below 50 Million – 0mark</li> </ul>	10
T4	Total value of client assets managed (portfolio value)	<ul style="list-style-type: none"> <li>● Over Kshs.7 Billion –5</li> <li>● Over 5 B to 7Billion - 3</li> <li>● Below 5 Billion - 0</li> </ul>	5

T5	Capital Adequacy Ratio	<ul style="list-style-type: none"> <li>● 150% and above (10 marks)</li> <li>● 100% – 150% (7 marks)</li> <li>● 100% and below (3 marks)</li> </ul>	10
T6	Growth of Fund manager's business in the last 3 years – To score bidders shall indicate reasons for the growth broken down year by year and in percentage format.	<ul style="list-style-type: none"> <li>● Over 15% - 5 marks</li> <li>● Over 10% to 15% - 4 marks</li> <li>● Over 5% to 10% - 3 marks</li> <li>● Below 5% - 1 mark</li> </ul>	5
T7	<ul style="list-style-type: none"> <li>● Ten (10) year average rate of return</li> </ul>	<ul style="list-style-type: none"> <li>● 10% and above (10 marks)</li> <li>● 8.5% - 9.9% (5 marks)</li> </ul> <p>Attach evidence on declared net return p.a</p>	15
T8	Risk analysis and mitigation	State five (5) key risk analysis and mitigation measures employed by your Fund management to protect investments; detailing risk awareness, management and control strategies in place as per clause 3.29 – 3 marks for each complete risk measure to a maximum of 5	15
T9	Market coverage capabilities experience and portfolio diversity	<ul style="list-style-type: none"> <li>● Equities - 2 Marks</li> <li>● Fixed income – 2 Marks</li> <li>● Offshore – 3 Marks</li> <li>● Private Equities – 3 Marks</li> <li>● Real property - 2 Marks</li> <li>● Any other alternative investments – 3 marks</li> </ul>	15
T10	Paid up Capital	<ul style="list-style-type: none"> <li>● 1 Billion and above - 3 Marks</li> <li>● 500m to 999m - 2 Marks</li> <li>● Less than 500m - 0 Mark</li> </ul>	5
T 11	Guarantee a net return of at least 5% p.a	<ul style="list-style-type: none"> <li>● 5% guarantee on net return-5 marks</li> </ul>	5
	<b>TOTAL</b>		<b>100%</b>

The consultant will be required to score a minimum of **80 % and above** on the technical Evaluation to qualify to have their financial bids opened for evaluation.

### **Stage 3: Financial Evaluation**

Bidder who score of **80% and above** on the Technical Evaluation shall qualify to have their financial bids opened for evaluation. Bidders who fail to achieve the minimum technical score will have their financial bids returned .

### **Stage 4: Combining Financial and Technical Scores**

Combining Financial and Technical score will be carried out as per clause 2.8.4 the weight to be assigned for the technical scores (t) will be 80% while the financial scores (p) will be 20%. The bidder(s) will be highest combined financial and technical score will be invited for negotiation.

### **Stage 5: Demonstration**

The **first, second and third** highest scored bidders shall be invited for a demonstration on compliance to the technical specifications by the evaluation committee. The bidder who is most responsive on the technical criteria set in this tender document shall be invited for negotiations. MAWEGO NATIONAL POLYTECHNIC shall not be under any obligation to award any of the bidders.

### **Stage 6: Negotiations**

The bidders upon satisfying the requirements under stage 5 will be invited for negotiations. Negotiations will involve suggestions if any, on the improvement of the **Terms of Reference (TOR)** and on the quoted bid sum with a view to arriving at the most acceptable bid for both parties

### **Stage 7: Recommendation**

The successful bidder(s) upon successful conclusion of the negotiation will then be recommended for consideration of award.

## **SECTION V: FINANCIAL PROPOSAL FORMS**

### **Notes on preparation of financial proposal**

1. The financial proposal prepared by the consultants should list the cost associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc. as may be applicable. The costs should be broken down to be clearly understood by Mawego National Polytechnic.
2. The financial proposal shall be in Kenya Shillings, or any other currency allowed in the request for proposal and shall consider the tax liability and cost of insurance specified in the request for proposal. Where another currency other than Kenya Shillings is used, the applicable rate for conversion will be the **CBK mean rate for the date of tender opening**.
3. The financial proposal should be prepared using the standard forms provided in this part.

**FINANCIAL PROPOSAL SUBMISSION FORM**

\_\_\_\_\_ [ Date]

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (\_\_\_\_\_) [Title of consulting services] in accordance with your Request for Proposal dated (\_\_\_\_\_) [Date] and our Proposal. Our attached Financial Proposal is for the sum \_\_\_\_\_ of (\_\_\_\_\_) [Amount in words and figures] inclusive of the taxes.

We remain, Yours  
sincerely,

\_\_\_\_\_ [Authorized Signature]  
:  
\_\_\_\_\_ [Name and Title of Signatory]:  
\_\_\_\_\_ [Name of Firm]  
\_\_\_\_\_ [Address]

**Form of Tender**

To: \_\_\_\_\_  
Name and address of procuring entity

Date \_\_\_\_\_  
Tender No.  
Tender Name

Gentlemen and/or Ladies: -

Having examined the Tender documents including Addenda No. (insert numbers) ... the receipt of which is hereby duly acknowledged, we the undersigned, offer to procure (the particulars of the tender) under this tender in conformity with the said Tender document for the sum of.....[Total Tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to abide by the conditions of the tender.

We agree to abide by this Tender for a period of \_\_\_\_\_ [number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

**Duly authorized to sign Tender for and on behalf of \_\_\_\_\_**

## TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

#### a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

### General and Specific Details

a) **Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

b) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

**Registered Company**, provide the following details.

(i) Private or public Company \_\_\_\_\_

(ii) State the nominal and issued capital of the Company

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

(iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

**c) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in \_\_\_\_\_ (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/ No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

**ii) Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		

6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

**d) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name \_\_\_\_\_ Title or Designation \_\_\_\_\_

*(Signature)*

\_\_\_\_\_