



**KENYA VETERINARY VACCINES PRODUCTION INSTITUTE**

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**NAIROBI**

**REQUEST FOR PROPOSALS (RFP) FOR THE ISO 9001:2008 CERTIFICATION SERVICES**

**TENDER NO: KVVPI/ T/01/15-16**

**CLOSING DATE: 13<sup>th</sup> August 2015**

## ISO CERTIFICATION | TERMS OF REFERENCE

### SCOPE OF SERVICE: ISO 9001:2008 CERTIFICATION SERVICES

#### 1. Scope of Works

The proposed scope of work to be undertaken by the Certifying Body in this exercise will cover but not be limited to the following:

- i. Schedule and carry out site audits in the necessary functions of KEVEVAPI at Embakasi, Kabete and Limuru farm to ascertain conformity to ISO 9001:2008 Standard in accordance to ISO 9001:2008 Standard.
- ii. Prepare and submit a full ISO 9001:2008 audit report.
- iii. Where necessary, undertake a follow up (clear out) audit to confirm undertaking of effective corrective actions to the identified correction actions.
- iv. Prepare and submit a clear out audit report and submit a formal confirmation to decision on certification of KEVEVAPI to ISO 9001:2008 Standard.
- v. Certify the KEVEVAPI QMS to ISO 9001:2008 Standard in accordance to ISO IEC guides (as the case may be).
- vi. Thereafter undertake periodic surveillance audits of KEVEVAPI processes for conformity to ISO 9001:2008 as per the guidelines provided in ISO 19011 on surveillance audits.

#### 2. Time Requirements

The selected bidder will be expected to provide the necessary expertise and services to KEVEVAPI to enable ISO 9001:2008 Certification to be completed preferably within 8 weeks and not more than one (2) month from the date of award of the contract.

### **3. Reporting Requirements**

The Certifying body shall submit the ISO 9001:2008 Audit Report within two (2) weeks after certification audit and the Clear out audit report/confirmation of Certification within two (2) weeks. The reports should detail how the assignment was being executed and be in conformity to international formats for such reports.

The reports, to be submitted to the Managing Director shall also highlight any issues that may require guidance from KEVEVAPI. You will be required to submit three (3) copies of the reports to the client. The certifying body's report shall include detailed audit criteria and assumptions made as well as all justifications for the findings made.

In all cases, hard copies of submitted reports shall be accompanied by two (2) soft copies on CD-ROM.

## **SERVICE REQUIREMENT**

### **1. Project schedule**

The Bidder must provide details on the methodology that will be utilized during the planning process with a clear indication of schedule of tasks that will be performed, expected duration's responsibilities and deliverable that will be delivered at each stage. The successful Bidder must work in a methodical manner, which implies that the project must be carried out as a series of structured tasks that fit into the normal business cycle of KEVEVAPI use officers' time efficiently, and encourage accuracy and completeness of information and reports.

### **2. Equipment and tools**

The Bidder must provide a list of the equipment and software tools that will be utilized during the plan process, as well as the functionality thereof and type of reports that will be generated by making use of that equipment and/or software tools.

### **3. Plan Development Criteria**

The Bidder must define and provide criteria (best practices) that will be utilized as a basis for the plan review of the current KEVEVAPI QMS readiness. This will be utilized as part of the evaluation criteria to determine the level on which the bidder will develop the plan.

### **4. Handing over**

The successful bidder must, formally hand over all the information related to the work that was performed and/or information obtained during the plan process, and destroy any copies including residual information and data.

### **5. Clarification(s)**

Clarification(s): should there be any clarification regarding this quotation, bidders may, in writing (by hand or through email address [vaccines@kevevapi.org](mailto:vaccines@kevevapi.org) to seek such clarification from the CEO, KEVEVAPI, Nairobi, Kenya quoting the reference Number of this quotation.

### **6. Commencement Date**

Not later than fourteen (14) days from the date of notification of award.

### **7. Reference Sites**

Bidders are required to state reference sites, and the duration, where a similar project has been undertaken as well as the completion time from the time of the award.

### **9. Implementation plan**

Bidders are required to provide a detailed project implementing plan indicating expected project component activities to provide the services, the party responsible for each activity, milestones, and expected deliverable. Bidders are notified that this plan, after necessary review with KEVEVAPI, will form part of the contract with the successful Bidder.

## 10. Accreditation

Bidders are required to meet the requirements of ISO Guides 62 and also provide evidence of accreditation to international bodies as per International Accreditation Forum (IAF). Bidders are required to submit similar works undertaken at least for the last 5 years and indicate 10 large organizations including the Government institutions in particular or equivalent.

All bidders must furnish KEVEVAPI with a quotation for **a three (3)** year period (this should include the certification cost including any other costs such as certificate, accreditation logo and any other associated costs. Also included should be the cost for each surveillance audit for the 3 years) and all auditors must be qualified to the local accreditation or IRCA registered

The following criteria will be used to evaluate and compare the proposals. The proposed weights are as herein under;

### Technical

1. Methodology
2. Key personnel
3. Auditor's specific experience
4. Knowledge of Government systems
5. Policy formulations

These will constitute 80% of the total marks

### Financial

The financial will constitute 20% of the total score

The weighting ratio is 20% for financial evaluation and 80% for technical evaluation.