



TERMS OF REFERENCE:

CONSULTANCY FOR ASSETS IDENTIFICATION, VERIFICATION AND TAGGING OF KENYA ASSOCIATION OF MANUFACTURERS ASSETS.

1. Background

Kenya Association of Manufacturers (KAM) has vast assets including among others land, building, furniture, computers, plant and machinery and movable and immovable assets. In pursuit of its mandate, an exhaustive record of all fixed and movable assets of KAM has to be systematically documented. In view of this KAM is desirous of undertaking identification, verification and tagging of all its assets and preparation of assets register/inventory within its area of jurisdiction in accordance with generally accepted accounting standards which are compliant with prudent financial management.

In order to improve asset management and bring the financial statements, records and reporting up to date, KAM intends to develop a comprehensive inventory of all its assets complete with quantitative and qualitative variables; and provide valuation of all obsolete assets that are due for disposal.

KAM therefore wishes to procure consultancy services for asset identification, verification and tagging of all its assets which are located in its seven (7) chapters namely, Mombasa, Nakuru, Eldoret, Kisumu, Industrious Area, Machakos and Central (Thika) and also the HQ located in Westlands.

2. OBJECTIVE OF THE ASSIGNMENT

The key objectives of the assignment are:

- i. Identify all the KAM existing physical assets (movable and immovable)
- ii. Develop an asset register, assess the asset condition and useful life and assign identification numbers/ tags.
- iii. Tag all the movable and non-movable assets
- iv. Develop and recommend a methodology for periodic identification and verification of KAM assets
- v. Develop an updated assets/ inventory register.

3. Scope

The scope covers all assets that KAM has at all its offices.

The assets include but not limited to the following:

- a) Land
- b) Building

- c) Plant, machinery and motor vehicles
- d) Furniture and office equipment
- e) Computers and accessories
- f) Maintenance tools and equipment

- i. The consultant shall carry out a comprehensive and complete physical identification, verification and tagging of all assets.
- ii. The consultant shall tag all KAM assets with good quality and durable aluminum Barcode tags with KAM logo and code numbers.
- iii. Provide a listing of all tagged assets and their locations.
- iv. The consultant shall identify and indicate any obsolete assets captured, and assign a valuation for them separately

4. Deliverables

The key deliverables for the provision of these services have been highlighted below (but not limited to the below):

The service provider shall provide a report that must be detailed and comprehensive.

Well bound printed hardcopies of the report shall be presented in addition to the Soft Copies of the same presented in clearly labeled CDs in both editable (Ms Excel) and non-editable (PDF) format and also share on email.

The report (both hardcopy and soft copy) should include:

- i. Description of asset-Include the physical location, units, region, date of acquisition and original cost etc
- ii. Make and model number (where applicable)
- iii. Asset Location
- iv. Asset Tag number
- v. Asset Serial Number
- vi. Asset Status- in service/obsolete
- vii. Asset Category
- viii. Asset Sub Category
- ix. Open Market Value for asset identified as obsolete. 5
- x. Any other relevant remarks for the asset.

5. Specifications for the asset tags

- a. Anodized aluminium bar code (good quality)
- b. Alphanumeric code
- c. Code is readable by scanner
- d. Can use adhesive that can stick to metal, plastic, wood and any other surface and should be durable.

6. Submission of Proposal

- a. Your proposal shall be prepared in the English Language.
- b. Your proposal shall comprise the following documents:
 - Technical component and
 - Financial component.
- c. Each copy will be on a separate envelope clearly marked and indicating the name of the firm and whether the proposal is the technical or financial.
2 copies of proposals shall be submitted and marked "Original" on one and the second one "Copy"
- d. Please attach a copy of your PIN certificate, Certificate of Incorporation, up to date Tax compliance and ETR registration certificate.
- e. Your proposal are to be submitted to KAM

Content of Proposal

i. Technical Component

- a. Description and profile of the firm
- b. Detailed proposed approach and methodology.
- c. Timing of activities and reports.
- d. Evidence of the past related experience (give contact details of the past clients and attach awards contracts)

ii) Financial (Price Component)

The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:

- a. A summary of the price;
- b. The period of its validity;
- c. Taxes
- d. Other costs if any (indicating nature and breakdown).

iii) Deadline for Submission

The proposals are to be submitted to **KAM HOUSE, 5th floor, by 23rd June 2020, at 4.00 p.m and share soft copy of your proposal to procurement@kam.co.ke . late submissions will not be opened.**

Please Label the Envelope "**CONSULTANCY FOR ASSETS IDENTIFICATION, VERIFICATION AND TAGGING OF KENYA ASSOCIATION OF MANUFACTURERS ASSETS**"

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