



Request for Proposals (RFP/TM/001/2023/Temporary Manpower)

RFP/TM/001/2023: Provision of Temporary Staffing Services

1.0 INTRODUCTION

Mission for Essential Drugs and Supplies (MEDS) is a faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK). The Organization's core mandate is to provide reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services MEDS was established in 1986 and serves clients spread all over Kenya, other regions in Africa and beyond.

MEDS invites Requests for Proposal (RFP) to those interested and qualified to provide temporary staffing services. The purpose of this request is to procure a qualified provider for one year with the option to extend the agreement for two (2) additional one-year periods based on need and performance. The period of performance for the agreement to be awarded is twelve (12) months beginning 1st January 2024 and ending 31st December 2024.

MEDS utilizes temporary staffing services to fill short-term needs in the area of, but not limited to, client order processing, administrative support, technical support, human resources and finance. We require qualified individuals to assist MEDS for interim placement necessary because of employee turnover or individual leave.

The positions most often required include but are not limited to Pickers and Packers of medical supplies, Loaders, Customer Services, Switchboard Operations, Office Clerks, Administrative Assistants, Human Resources Assistants, Accounting Clerks and IT Support. These positions also require an individual to be fluent in English. Due to the varying differences that may be present in Administrative and Technical services, MEDS is seeking separate proposals for Administrative temporary staffing services and Technical temporary staffing services.

2.0 INVITATION FOR PROPOSALS

- 2.1 Through this Request for Proposals ("RFP"), MEDS is seeking to contract a qualified, reputable and experienced firm to provide manpower on temporary basis.
- 2.2 Sealed Proposals must be delivered to MEDS and dropped into the Tender Box not later than Thursday 31st August 2023 at 4.00 pm.

2.2 The responses to the RFP should include the following annexes:

Annex 1	Company Profile
Annex 2	Firm's qualifications and experience
Annex 3	Management Structure
Annex 4	Model Contract

2.3 The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should MEDS accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by MEDS in the context of any negotiations entered into it.

3.0 SCOPE OF WORK

3.1 The selected firm will work with MEDS Management to provide staff on outsourced basis under its employment contract.

3.3 Deliverables

The key expected outputs/deliverables of this exercise will include:

- a) Make available to MEDS suitable manpower resources on temporary basis.

4.0 OTHER TERMS

4.1 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. In exceptional circumstances, MEDS may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

4.2 Effective with the release of this Request for Proposal, all communications must be directed only to Procurement Manager by email at info@meds.or.ke. Proposers must not communicate with any other personnel of MEDS regarding this RFP.

4.3 A prospective proposer requiring any clarification of the RFP documents may notify MEDS Procurement Manager in writing at email address info@meds.or.ke by the specified date and time mentioned below. MEDS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published below.

4.4 The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and MEDS, shall be written in English.

4.5 Proposers shall submit their proposal in hard copy. Technical and financial proposals must be submitted simultaneously in separate sealed envelopes with the RFP reference

and a clear description of the proposal (technical or financial) by the date and time stipulated. The two envelopes must be sealed in an outer envelope with the RFP reference and title.

4.6 Proposals must be sent ONLY to the address detailed below. Proposals sent to other addresses or to individuals will put proposer's proposals at risk of rejection. Proposals sent via any other mode other than physical delivery of proposals **WILL NOT BE ACCEPTED.**

4.7 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal and must be sealed in a specially marked envelope/package labelled:

**RFP No: RFP/TM/001/2023-Provision of Temporary Manpower -TECHNICAL
PROPOSAL
(Name and Address of Proposer)**

4.8 Financial proposals should be submitted in one (1) original envelope. Financial proposals should be sealed separately in a specially marked envelope labelled:

**RFP No: RFP/TM/001/2023-Provision of Temporary Manpower - FINANCIAL
PROPOSAL
(Name and Address of Proposer)**

4.9 Late proposals

Any proposals received by MEDS after the deadline for submission of proposals prescribed below may be rejected.

4.10 Conflict of Interest

In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering services to MEDS, and (ii) set out their policy on dealing with conflicts of interest should these arise.

4.11 Confidentiality

In their proposal, proposers must include a Confidentiality Statement.

5.0 QUALIFICATION REQUIREMENT

The ideal consultant must provide information indicating that they are qualified to carry out the task. Interested consultants are required to submit applications with the following information.

- i. A brief profile of the Firm;

- ii. A description and evidence of relevant experience in carrying out at least (3) three similar assignments in the last (5) five years including names, contact details and references of the clients;
- iii. Provide a valid Tax Compliant Certificate;
- iv. Evidence of registration/incorporation in the domicile country

6.0 TECHNICAL PROPOSAL EVALUATION CRITERIA

6.1 Technical Proposal Evaluation Criteria

The evaluation committee appointed by MEDS Management shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference of the assignment, applying the evaluation criteria as outlined below:

S/No.	Criteria	Points	Total
1.	The Consulting firm/Consultant	100	
<i>1.1</i>	<i>Profile and experience on similar services</i>	<i>50</i>	<i>50</i>
<i>1.2</i>	<i>Adequacy of response to the Assignment's Terms of Reference</i>	<i>50</i>	<i>50</i>
	<i>TOTAL</i>		<i>100</i>

7.1 SUBMISSION OF PROPOSALS

Interested applicants should submit their detailed Proposal for this Service in sealed envelopes to:

The Managing Director
Mission For Essential Drugs & Supplies
P.O. Box 78040 00507
00800 Nairobi

MEDS Centre, Mombasa Road
NAIROBI