



Kenya Coast National Polytechnic

Kisauni Road, PO Box 81220, Mombasa, Telephone 0712725554, 0710389727
Email: info@kenyacoastpoly.ac.ke Website: www.kenyacoastpoly.ac.ke



30th January 2025

TENDER NOTICE

The Kenya Coast National Polytechnic invites sealed bids from eligible firms for the following tenders:

NO.	TENDER DESCRIPTION	REFERENCE NO.	CLOSING DATE
1	Provision of group medical insurance	KCNP/T/SMC/01/2024/2025	14 TH FEBRUARY 2025
2	Provision of cleaning, gardening and garbage collection services	KCNP/T/CLN/01/2024/20251	14 TH FEBRUARY 2025
3	Expression of Interest for provision of pension administrator services(as per attached TOR)	KCNP/RFP/01/2024/2025	14 TH FEBRUARY 2025

1. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8 am and 5 pm starting from the date of advert at the office of:

The Chief Principal/Procurement Office
Kenya Coast National Polytechnic
P.O. Box 81220-80100,
Mombasa
info@kenyacoastpoly.ac.ke
cc: procurement@kenyacoastpoly.ac.ke

2. Tendering will be conducted under open competitive method (National) using a standardized tender document. Tendering is open to all qualified and interested Tenderers. Eligible candidates should submit a two-envelope bid marked “ORIGINAL” and “COPY” respectively as specified in the tender documents
3. A complete set of tender documents may be viewed and downloaded free of charge from the KCNP’s website www.kenyacoastpoly.ac.ke
4. Tenderers who download the tender document must forward their particulars immediately to facilitate any further clarification or addendum to

The Chief Principal
Kenya Coast National Polytechnic
P.O. Box 81220-80100,
Mombasa
Email; procurement@kenyacoastpoly.ac.ke
Tel; 0712725554/0710389727

5. All Tenders must be accompanied by a Tender Security of **Kes. 200,000.00 for medical insurance & Kes. 100,000 for Cleaning services** in the form of a Bank guarantee from a reputable bank valid for 150 Days from date of opening tender. No tender security is required for Expressions of interest.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tender documents **MUST** be submitted to the Polytechnic so as to reach the:

The Chief Principal

Kenya Coast National Polytechnic

P.O. Box 81220-80100,

Mombasa

info@kenyacoastpoly.ac.ke

procurement@kenyacoastpoly.ac.ke

On or before 14th February 2025 at 10.00 am.

8. Tenders will be opened immediately after the deadline date and time specified above or any dead line date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

New procurement offices Boardroom
Kisauni Road
Mombasa
9. Submission of late tenders will be rejected.

The Chief Principal
Kenya Coast National Polytechnic



Kenya Coast National Polytechnic

Kisauni Road, P O Box 81220, Mombasa, Telephone 0712725554, 0710389727
Email: info@kenyacoastpoly.ac.ke Website: www.kenyacoastpoly.ac.ke



TERMS OF REFERENCE

for

PENSION ADMINISTRATOR

1. Background

The Kenya Coast National Polytechnic (KCNP), formerly Mombasa Technical Training Institute (MTTI), is a public Technical and Vocational Education and Training (TVET) institution. KCNP was established in 1950 as a Technical High School. Upon the introduction of the 8-4-4 system of education, it was elevated to a Technical Training Institute in 1984. The institution acquired its National Polytechnic status through Kenya Coast National Polytechnic Order, 2016 as published in the Legal Notice No. 88 and in conformity with the TVET Act No. 29 of 2013.

2. Objectives of the assignment

The objective of the assignment is to appoint a competitive pension administrator who shall be responsible to help Kenya Coast National Polytechnic set up its first ever pension scheme.

3. Scope of the Services

The assignment involves monitoring investments, send out statements, set up payment schedules, and communicate with employees, managers from the institution, insurance companies, and financial advisors.

Other roles include but not limited to:

1. Assist in pension calculation based on retiree pension plans.
2. Maintain retiree database up-to-date and accurate.
3. Provide support in annual pension audits and implement audit recommendations.
4. Provide assistance to pension management team whenever needed.
5. Coordinate with employer, accountants, and client for pension calculation operations.
6. Assist annual pension valuations and develop compensation statements.
7. Analyze and resolve issues related to pension plans.
8. Calculating pension forecasts and preparing statements.
9. Processing pension contributions.
10. Transferring benefits to another pension provider if a customer changes employer.
11. Arranging payment of pensions and lump sums.
12. Keeping accurate records.
13. Keeping up to date with pension and tax laws.

4. Expected Deliverables and Time Lines

The assignment will spread over until the scheme is set up and running properly.

Desirable qualities of the pension firm/individuals are:

- Be organized and efficient.
- Have excellent record-keeping skills.
- Pay attention to detail.
- Be polite and friendly, with a sympathetic manner.
- Be a good communicator in speech and writing.
- Be able to explain complex information clearly and simply.
- Have good numeracy and IT skills.

- Work well in a team.
- Be able to handle several jobs at the same time and prioritize work.
- Understand the benefits system.
- Be aware of changes in tax regulations.

5. Data and to be provided by Kenya Coast National Polytechnic

KCNP will facilitate the administrator with information they may require during the time of the exercise.

6. Key Qualifications of the Firm/Pension Administrator (MUST PROVIDE)

The desired Administrator shall provide the following information but not limited to:

- i) Their performance over the last 3years/5 years,
- (ii) Administration cost over the last 3years/5years and other charges
- (iii) The list of their clientele, referral letters
- (iv) The fund value as at 31st December 2024
- (v) System capabilities (online services etc.)
- (vi) Services offered to members
- (vii) Other value additions that are offered