



MINISTRY OF EDUCATION
THE NYERI NATIONAL POLYTECHNIC

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THE NYERI NATIONAL
POLYTECHNIC

**EXPRESSION OF INTEREST(EOI)
FOR
PROVISION OF PENSION SCHEME SERVICE**

The Nyeri National Polytechnic invites eligible Firms/Companies to submit expression of interest in providing Pension Scheme Services. Interested Firms/Companies must provide the following requirements to prove they are qualified to offer Umbrella Scheme services:

1. Must be registered by the RBA. (Attach Retirement Benefit Authority (RBA) Scheme registration certificate).
2. Must be registered with KRA (Attach KRA exemption certificate for the scheme.)
3. Attach Scheme's Trust Deed and Rules.
4. Must attach a certificate of company registration/ incorporation of the company. i.e., founder of the umbrella fund.
5. Must attach a valid tax compliance certificate and PIN of the founder.
6. Must attach scheme Audited Accounts for the last three years.
7. Must attach the list of Trustees, constituting the corporate Trustees and respective Trustee Development Program of Kenya (TDPK certificates).
8. List of at least five (5) clients where similar service is being offered.
9. Submission of Technical and Financial bids/proposals

Technical requirements;

1. Current Investment policy statement.
2. Summary of investment performance for the last five years.
3. Sample service level agreement, deed of adherence and special rules.
4. Sample members benefits statements.
5. Member sensitization programs.
6. Nature of conducting the AGM.
7. Frequency and nature of submitting industry updates and investment reports to the participating sponsor (Employer).
8. Other value addition services.

Completed technical and financial proposals must be submitted in plain sealed envelopes clearly marked “Tender Number [NNP/EOI/02/2021-2022] & Tender Description [**Provision of Pension Scheme Service**]” to

The Chief Principal

The Nyeri National Polytechnic

P.O. Box 465-10100

NYERI.

and be deposited in the tender box located ground floor, Administration Block (A) on or before **Friday, 4th March 2022 at 10:00 am**. The proposals will be publicly opened immediately after the deadline date and time specified above in the presence of the Tenderers' designated representatives who choose to attend. **Note: The measures put in place by the Government of Kenya in relation to prevention of COVID-19 will strictly be applied.**

Late tenders will be rejected.

Special groups are encouraged to competitively apply for open tenders as long as they meet the required qualifications.