



**REQUEST FOR QUOTATIONS (RFQ)  
CONSULTANT TO UNDERTAKE A REVIEW OF RETIREMENT BENEFITS  
ARRANGEMENTS AT *icipe*  
REF: *icipe*/RFQ-1/HR/2018**

1. The International Centre of Insect Physiology and Ecology (*icipe*) is an intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics ([www.icipe.org](http://www.icipe.org)).
2. *icipe* wishes to engage a consultant to carry out an assessment of the competitiveness of the current Retirement Benefits service providers. See attached Terms of Reference (TOR) here (URL..).
3. *icipe* now invites interested parties who are able to demonstrate technical capability to provide the above-mentioned service.
4. Interested parties should:
  - a. Provide Consultant's / consulting firm's registration documents, PIN Certificate and addresses of physical location, website and contact persons.
  - b. Provide consultants' registration and license documents with relevant statutory bodies.
  - c. Provide organization's profile detailing organization chart, and CVs of key technical staff who will deliver the project, clearly indicating technical skills, academic qualifications and years of experience.
  - d. Clearly demonstrate the firm's experience in providing similar service to reputable organisations by indicating organizations served, type of service and reference of three (3) Projects of similar nature completed within the last three years.
5. The Request for Quotations must be delivered to the address below on or before **11:00 hours East African Time on 14<sup>th</sup> September 2018**. The bids will be opened the same date and time, in the presence of those submitting. The submissions in hard copy should be clearly marked: '**Request for Quotations – Consultant to undertake a review of Retirement Benefits Arrangement at *icipe*. REF: *icipe*/RFQ-1/HR/2018**'. Electronic submissions will not be permitted. Late submissions will be rejected.

Procurement Manager  
Through Tender Box  
*icipe* Duduville campus, Carroll Wilson Building, Off Thika Road, Kasarani  
P.O. Box 30772-00100, NAIROBI