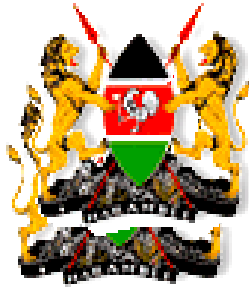


REPUBLIC OF KENYA



OFFICE OF THE CONTROLLER OF BUDGET

P O BOX 35616 ~ 00100

NAIROBI

**TENDER FOR PROVISION OF LOGO DESIGN
COMPETITION FOR OFFICE OF CONTROLLER OF
BUDGET**

TENDER NO. COB/07/2018-2019 (RFQ NO:...

CLOSING DATE: THURSDAY 3rd APRIL 2019 AT 10.00 A.M.

MARCH 2019

INVITATION TO TENDER

REPUBLIC OF KENYA



OFFICE OF THE CONTROLLER OF BUDGET

BIMA HOUSE, 12TH FLOOR
HARAMBEE AVENUE
FAX. 020 2211920

P.O. BOX 35616 – 00100
NAIROBI
TEL.020-318939, 020-2163116

The Office of the Controller of Budget (OCOB) is established under Article 228 of the Constitution of Kenya, 2010 to oversee the implementation of the budgets of the national and county governments by authorizing withdrawals from funds established under Articles 204, 206 and 207.

Further, Article 228 (5) of the Constitution requires the Controller of Budget not to approve withdrawals from public funds unless satisfied that such withdrawals are authorized by law.

Why OCOB was created

Prior to the new Constitution, the functions of Controller of Budget were being performed by the Controller and Auditor General and the Treasury. The controlling function was being performed by the Controller and Auditor General and the monitoring and reporting function was being performed by the Treasury. These functions were expanded and consolidated under the newly established position of Controller of Budget.

The Office was therefore created to:-

- To address the demand by public for separation of financial management functions i.e. monitoring, controlling and reporting on budget implementation and auditing which were hitherto performed by the Treasury and Controller and Auditor General respectively.
- To have an independent institution that will monitor, evaluate and report to Parliament on budget implementation by both national and county governments and advise on remedies to be taken as the budget is being implemented. (Strong checks and balances).

To promote fiscal discipline and equitable allocation of available resources

The Office is in the process of designing a logo which would be a visual identity that reflects its mandate. The composition is expected to capture and symbolize the full mandate of the Office. To do this, it is seeking the contribution of creative Kenyan artists and designers to assist in developing the logo. The logo design competition is open to all Individuals/firms/companies within Kenya.

Reward for the designer of the chosen logo

The selected winning logo will be awarded in order of merit as follows:

- 1) First position Kes. 100,000
- 2) Second position Kes 75,000
- 3) Third Position Kes 50,000

- **Tender document**

Interested eligible candidates may inspect the tender documents at the Procurement **Office, Bima House 9th floor, Harambee Avenue**, during normal working hours (8 am - 5 pm) at no cost or collect the tender document upon payment of a non-refundable fee of **(Kes.1000.00)** in cash or bankers cheque payable to Office of Controller of Budget **or download the tender document from OCOB Website (www.cob.go.ke) or Public Procurement Information Portal (tenders.go.ke)** respectively at no cost. Bidders who download the tender document from the websites **must visit the OCOB office to register the tender before the submission date or send an e-mail to cob@cob.go.ke or info@cob.go.ke confirming participation.** This is to allow for communication in case of a clarification or an addendum to the tender.

- **TENDERS MUST BE FILLED AND RETURNED ON-LINE THROUGH IFMIS SUPPLIERS PORTAL ON OR BEFORE 3RD APRIL 2019 AT 10.00 AM.**

- **ONLY HARD COPIES OF THE FOLLOWING DOCUMENTS WILL BE RECEIVED:**

- **Black and white in six (6) hard copies on A4 size paper of the logo**
- **High resolution colour in six (6) hard copies on A4 size paper of the logo**
- **In printable soft copy in PDF or JPEG in a MS Windows readable CD of the logo**

For more clarity on submission, visit our office at Bima House 9th Floor during working hours or call 0709910000 or 0202211068

- The tenders will be opened immediately thereafter in the on line presence of the tenderers or their representatives who choose to attend the opening at OCOB, Bima House, 9th floor, IFMIS Procurement Room **3RD APRIL , 2019 at 10.00 a.m.**

Note: The invitation for tenders may be modified provided that such a modification does not substantially alter the format and requirements

Dr. A.L .Lusuli (PhD)

For: Controller of Budget

TERMS OF REFERENCE FOR DESIGNING OF LOGO FOR THE OFFICE OF CONTROLLER OF BUDGET

Background Information

i) Mandate of the Office of the Controller of Budget

The Office of the Controller of Budget (OCOB) is established under Article 228 of the Constitution of Kenya, 2010 to oversee the implementation of the budgets of the national and county governments by authorizing withdrawals from funds established under Articles 204, 206 and 207.

Further, Article 228 (5) of the Constitution requires the Controller of Budget not to approve withdrawals from public funds unless satisfied that such withdrawals are authorized by law.

Why OCOB was created

Prior to the new Constitution, the functions of Controller of Budget were being performed by the Controller and Auditor General and the Treasury. The controlling function was being performed by the Controller and Auditor General and the monitoring and reporting function was being performed by the Treasury. These functions were expanded and consolidated under the newly established position of Controller of Budget.

The Office was therefore created to:-

- To address the demand by public for separation of financial management functions i.e. monitoring, controlling and reporting on budget implementation and auditing which were hitherto performed by the Treasury and Controller and Auditor General respectively.

- To have an independent institution that will monitor, evaluate and report to Parliament on budget implementation by both national and county governments and advise on remedies to be taken as the budget is being implemented. (Strong checks and balances).
- To promote fiscal discipline and equitable allocation of available resources.

B). Roles of OCOB

The roles and functions of the Office of the Controller of Budget as stipulated in the Constitution are as follows:-

i) Oversight Role

This role involves overseeing the implementation of the budgets of both national and county governments. The Controller of Budget in this role therefore monitors the use of public funds in-year and reports to Parliament on how the funds have been utilized.

ii). Controlling Role

The controlling function involves authorizing withdrawals from public funds. Before authorizing any withdrawal from Public funds, the Controller of Budget must be satisfied that the said withdrawal is authorized by law, as per **Article 228 (5)** of the Constitution.

Public funds include:-

a) Consolidated Fund

All funds raised or received by or on behalf of the National Government is paid into the consolidated fund. Article 206 (4)) mandates Controller of Budget to authorise withdrawals from Consolidated Fund.

b) County Revenue Fund

This is the fund into which all money raised or received by or on behalf of the county government including money raised from property rates, entertainment taxes, levies, fees, charges, etc. is paid (**Article 207 (1)**). **Article 207 (3)** of the Constitution of Kenya states that the Controller of Budget has the sole mandate and/or power to approve any withdrawal from a Revenue Fund.

c) Equalization Fund

Article 204(1) establishes the Equalization Fund. This Fund is used by the National Government to provide basic services including water, roads, health facilities and electricity to the marginalized areas so as to bring the quality of services in those areas to the same level as generally enjoyed by the rest of the nation. This fund was established by Article 204 (1) of the Constitution of Kenya.

iii). Reporting Role

This role entails the preparation of quarterly, annual and special reports to the Legislature and Executive on budget implementation matters of the national and county governments as provided by law according to (**Article 228 (6)**)

Type of Reports include but not limited to:

- Quarterly Reports on Budget Implementation to the Executive and Parliament **Article 228 (6)**
- Annual Reports on Budget Implementation to the President and Parliament **Article 254 (1)**
- Special Reports to the President and Parliament **Article 254 (2)**, investigation reports (**Article 254 (2)**) and reports on stoppage of funds for government entities as per **Article 225** of the Constitution
- Arbitration/Mediation Reports to Parliament on matters relating to Budget Implementation **Article 225 (7a) Article 252 (1a&1b)**.
- Performance reports for the activities of Office of Controller of Budget
- *And any other report on Budget implementation that may be required*

To ensure transparency all the reports must be published and publicized as per **Article 254 (3)** which states that “*Every report required from a commission or holder of an independent office under this Article shall be published and publicized*”.

iv). Advisory Role

This function involves giving advice to Parliament where a Cabinet the Secretary in charge of Finance has stopped transfer of funds to a State organ or public entity. Parliament approves

rejects or renews the decision to stop the transfer of funds. The Controller of Budget must present a report to advise Parliament on the stoppage of funds by the Cabinet Secretary.

The Office of the Controller of Budget is expected to investigate the matter leading to suspension of transfer of funds to a state organ or Public Entity after which prepare and present a report on the matter to Parliament which will be used to approve or renew the decision to stop transfer of funds to a State organ or public entity as provided for under **Article 225 (7)** of the Constitution.

The Controller of Budget also gives advice to government entities on improving budget implementation e.g. low absorption of funds by Ministries, Departments and Agencies and County entity. This therefore promotes accountability in the use of public financial resources.

v). Investigation Role

Under **Article 252 (1) (a)** of the Constitution, the Office of the Controller of Budget has power to conduct investigations on its own initiative or following a complaint made by a member of the public on budget implementation matters.

vi). Arbitration/Mediation Role

The Controller of Budget under **Article 252(1) (b)** of the Constitution has powers for conciliation, mediation and negotiation. The Mediation role may involve resolution of conflicts between the national government and the county government, or between county governments with respect to budget implementation. This role involves conducting alternative dispute resolution mechanisms to resolve disputes relating to budget implementation.

vii). Public Sensitization Role

The sensitization role involves the OCOB disseminating information to the public on budget implementation at both levels of government - the National and County level. (Section 39(8), Public Finance Management Act, 2012). This role is buttressed by Article 35 of the Constitution which provides that the public has the right to access any information held by the state.

Further the Constitution sets out public participation as one of the principles guiding public financial management (Article 201(a)). The public can only actively and effectively be involved in the budget process through the dissemination of information.

The Office is therefore in the process of designing a logo which would be a visual identity that reflects and describes its mandate. The composition of the Logo is expected to capture and symbolize the full mandate of the Office. To do this, it is seeking the contribution of creative Kenyan artists and designers to assist in developing the Logo. The logo design competition is open to all individuals/firms and or companies in Kenya.

General Guidelines

The following are the guidelines and rules of engagements for the competition:

1. The logo must be clear and distinctively identifiable for effective application on all our Offices materials, instruments, and website and social media platforms and should carry the necessary narratives to that effect;
2. The logo should have the full OCOB mandates/roles captured in an appropriate way;
3. It's essential that the entrants identify and apply proposed colours for the Office;
4. The submitted logo ought to be accompanied with a brief written description of the main ideas presented, all applied features, connotations and such significant aspiration;
5. The Logo should be in a scalable graphic format to allow resizing without making it blurry;
6. The Office reserves the exclusive rights to modify the winning logo;
7. The Office reserves the exclusive right to register the winning logo;
8. Entrants affirm their submissions are their own original work, have not been copied from others or from previous designs, including their own, and do not violate the intellectual property rights of any other person or entity;
9. The participants agree to indemnify OCOB from any losses and threatened losses arising from, in connection with or based on allegations of any third-party claim of infringement or misappropriation of any intellectual property rights;
10. The design is to be submitted in:
 - a. Black and white in six (6) hard copies on A4 size paper.

- b. High resolution colour in six (6) hard copies on A4 size paper.
 - c. In printable soft copy in PDF or JPEG in a MS Windows readable CD.
 - d. The colour scheme should have clear pallets and pantones
11. Submissions become the sole property of OCOB and may be used for any purposes, including, but not limited to, display on websites, business cards, letterheads, posters, and other materials;
 12. Any material graphic software or other items accompanying the submitted design shall belong to, and remain the property of the Office;
 13. Entrants should provide their full names, postal address, physical address, e-mail and daytime telephone numbers;
 14. Our judges' decision is final and not open to any correspondence or appeal, whatsoever.

Determination of Winner

1. The winning entry will be selected by a panel comprised of officials of OCOB and any other officials appointed by OCOB who have technical knowledge in LOGO Design. Their decision will be final, and no further correspondence shall be entered into.
2. Entries will be considered based on clarity of message related to OCOB, reflecting its mandate; impacting the mortgage market;
3. Entries will also be judged on their visual appeal, adherence to the concept prompting the contest, quality of design, and ease of reproduction for the purposes stated above.

Reward for the designers of the chosen logo

The selected winning logo will be awarded in order of merit as follows:

- 1) First position Kes. 100,000
 - 2) Second position Kes 75,000
 - 3) Third Position Kes 50,000
-

Tender Documents Submission Procedure

- **TENDERS MUST BE FILLED AND RETURNED ON-LINE THROUGH IFMIS SUPPLIERS PORTAL ON OR BEFORE 3RD APRIL 2019 AT 10.00 AM.**

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For more clarity on submission, visit our office at Bima House 9th Floor during working hours or call 0709910000 or 0202211068

- **The tenders will be opened immediately thereafter in the on line presence of the tenderers or their representatives who choose to attend the opening at OCOB, Bima House, 9th floor, IFMIS Procurement Room on 3RD APRIL, 2019 at 10.00 a.m.**

IMPORTANT PRE-REQUISITES (EVALUATION CRITERIA)

Mandatory Requirements

1. Affirmation that the submission is their own original work, have not been copied from others or from previous designs, including their own, and do not violate the intellectual property rights of any other person or entity;
2. Written consent to indemnify OCOB from any losses and threatened losses arising from, in connection with or based on allegations of any third-party claim of infringement or misappropriation of any intellectual property rights;
3. Fully filled, signed and stamped confidential business questionnaire **(FOR INDIVIDUAL FILL ONLY PART 2(a) OF THE QUESTIONNAIRE AND SIGN)**

Detailed Evaluation Criteria

S.NO.	DESCRIPTION	MAXIMUM SCORE
1	Level of clarity: Distinctly identifiable for use in various forms; Does the submission command attention and do all the elements work together to create a unified and appealing design?	15
2	Scalable graphic format: vector graphic format to allow resizing without making it blurry;	15
3	Appeal of the proposed colours: for the Office; - visual balance and colour coordination;	15
4	Mission/Vission Clarity of the message related to OCOB reflecting its mandate	10
5	Description of the main ideas presented all applied features, connotations and such significant aspiration	15
6	Relevance: Does the entry/submission reflect the goal, objectives and aspirations of OCOB	15
7	Does the entry adhere to the logo design competition guidelines?	15
	Total	100

The Selection Committee reserves the right not to select a winner, if in its sole discretion, no suitable entries are received

STANDARD FORMS

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

<i>Part I- General :</i>	
Business Name	
Location of business premises.....	
Plot No.	Street/Road.....
Postal Address.....	Tel. No.....e-mail address.....
Nature of business.....	
Current Trade License No.....	Expiring date.....
Maximum value of business which you can handle at any one time: K£.....	
Name of your bankers..... Branch	
<input type="checkbox"/>	Part 2 (a) – Sole Proprietor
	Your name in full.....Age.....
	Nationality.....Country of origin.....
	*Citizenship details.....
<input type="checkbox"/>	Part 2 (b) Partnership
	Given details of partners as follows:
	<i>Name Nationality Citizenship Details Shares</i>

<input type="checkbox"/>	Part 2 (c) – Registered Company:
	Private or Public.....
	State the nominal and issued capital of company-
	Nominal K£.....
	Issued K£.....
	Given details of all directors as follows:-
	<i>Name Nationality Citizenship Details Shares</i>
	1.
	2.
	3.
	4.
	5.
DateSignature of Candidate.....	

*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

NOTE: FOR INDIVIDUALS WHO HAVE NO COMPANY OR FIRM FILL ONLY PART 2(a) THEN SIGN THE QUESTIONNAIRE

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS)

SIGNED FOR ACCOUNTING OFFICER