



COMMODITIES FUND

EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES AS COLLATERAL MANAGER

TENDER NO. COMFUND/EOI/001/2019-2020

Commodities Fund (ComFund) is a Government Agency under the Ministry of Agriculture, Livestock, Fisheries and Co-operatives, established under Crops Act 2013 to provide easily accessible and affordable credit to crops sector in Kenya.

The Fund seeks to engage the services of a **Collateral Manager** as a debt collection strategy to expeditiously collect amounts owed by borrowers. The Fund therefore invites Expression of Interest (EOI) proposals from interested firms/consultants for provision of debt collection services as collateral managers.

The collateral manager will take control of stock/inventories owned by the borrower, monitor and sell on behalf of the Fund.

The EOI **MUST** be accompanied by details and copies of the following:

- i) **Company profile (company history, contacts, services, affiliations and incorporation/registration certificate allowing the company to operate in Kenya)**
- ii) **A valid KRA tax compliant certificate or equivalent**
- iii) **Original and copy of the 'Expression of Interest' proposals**
- iv) **Provide details of at least 3 similar assignments on collateral management carried out over the last five (5) years**
- v) **Provide proof (either LPOs, signed contracts, letter of notification) from at least three (3) organizations where service of a similar nature were undertaken in the last three years**
- vi) **Demonstration of financial capability in carrying out the consultancy by attaching audited accounts for the last three financial years (i.e. 2018, 2017 and 2016)**
- vii) **List of the proposed professional staff to undertake the assignment showing their academic qualifications, experience and appropriate skills.**
- viii) **Copy of current and valid certificate/license to undertake collateral management services.**
- ix) **A copy of valid certificate of good conduct for the lead personnel in collateral management.**
- x) **A proposed methodology, plan and schedule of implementation of services**

Expressions of Interest (EOI) should be submitted in plain sealed envelopes clearly marked:

'COMFUND/EOI/001/2019-2020: Expression of Interest (EOI) for consultancy services as a Collateral Manager at Commodities Fund'

The EOI documents should be deposited in the **ComFund Tender Box situated on the 2nd Floor of Railways Headquarters, Block D** and addressed to:

**The Managing Trustee
Commodities Fund
Railway Headquarters, Block D-2nd Floor,
Workshop Road, off Haile Selassie Avenue
P. O. Box 52714 – 00200 NAIROBI**

so as to reach us on or before **12th June, 2020 at 11.00 a.m.** Applications for Expression of interest will be opened immediately thereafter at the Fund's Board Room, in the presence of representatives, who choose to attend.