



**KISEB/EOI/001/2024-2025-REQUEST FOR EXPRESSIONS OF INTEREST
FOR CONSULTANCY SERVICES FOR REGISTRATION OF KISEB TRADE
MARKS**

Title of the assignment: Provision of Consultancy Services for Registration of KISEB Trademarks.

Brief description of the Assignment: KISEB is seeking to engage an individual consultant to provide professional services for the registration of its trade marks.

Procuring Entity: Kenya Institute of Supplies Examination Board (KISEB),

Reference No: KISEB/EOI/001/2024-2025

Kenya Institute of Supplies Examination Board (KISEB) intends to shortlist individual consultants for the provision of consultancy services for the registration of KISEB trademarks as indicated in the Terms of Reference.

1. KISEB now invites eligible individual consultants to express their interest in providing the services. Consultants should provide information demonstrating that they possess the required qualifications and relevant experience to perform the assignment.
2. The Shortlisting Criteria
 - a) Bachelor's degree in any of the following disciplines: Law, Business Administration, Supply Chain Management, Business Management, Information Communication Technology, Engineering or equivalent from a recognized institution.
 - b) Master's degree in any of the above-mentioned field is desirable.
 - c) Registered Patent Agent with the Kenya Industrial Property Institute.
 - d) Sound knowledge of various statutes of intellectual property law including the Industrial Property Act, 2001, Copyright Act, 2001, Trademark Act, 506 and Seeds and Plant Varieties Act (CAP 326)
 - e) Strong patent drafting skills
 - f) Ability to explain complex IP information clearly and concisely
 - g) Good IT skills
 - h) Independence
 - i) Evidence of good verbal and written communication skills
3. A consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Act and Regulations.
4. Further information can be obtained at the address below during office hours **(8:00 am – 5.00 pm)**

**The Head of Supply Chain Management Services,
Kenya Institute of Supplies Examination Board,
P. O. Box 22873-00505, NAIROBI
Email; procurement@kiseb.or.ke
Phone No. 0111051840/0769878228/0726244828
procurement@kiseb.or.ke
www.kiseb.or.ke**

5. All expressions of interest must be submitted by **12th May 2025 at 10.00 AM** to the undersigned via email to procurement@kiseb.or.ke or delivered physically to the KISEB offices at.

**The Chief Executive Officer,
Kenya Institute of Supplies Examination Board,
KISM Towers, 11th Floor
P. O. Box 22873-00505, NAIROBI
Email; procurement@kiseb.or.ke
Phone No. +254721244828/0726244828**

TERMS OF REFERENCE

1. Background

Kenya Institute of Supplies Examination Board (KISEB) is established by Section 12 of the Supplies Practitioners Management (SPM) Act, 2007 to, inter alia, prescribe and regulate syllabuses of instruction for professional certification, prepare and conduct examinations for persons seeking registration as procurement and supply chain management professionals.

The goal of KISEB is to produce professionally qualified citizens with knowledge, skills, expertise and personal attributes in Supply Chain Management that are required to support a dynamic economy.

2. Objective

The objective of the consultancy is to assist KISEB in registering its trade marks with the relevant intellectual property authority in Kenya, ensuring full protection of its brand assets in accordance with applicable laws and regulations.

3. Scope of Work and Expected Outputs

The Consultant's responsibilities will entail:

- a) Advising on appropriate classes and trade mark protection strategy
- b) Preparing and filing trade mark applications
- c) Liaising with relevant authorities through to successful registration
- d) Providing guidance on trade mark maintenance and renewal

4. Contract Duration

The assignment is for a total duration of twelve months.

5. Code of Conduct

The Consultant shall carry out the above assignment in accordance with the highest standard of ethical competence, integrity and professionalism and having due regard to the nature and purpose of the assignment. The Consultant will at all-time and for all purposes, regard as strictly confidential all knowledge and information not within public domain which may be acquired in the course of carrying out this assignment and shall not be directly or indirectly disclosed to any person whatsoever.

6. Remuneration

The remuneration will be an all-inclusive fee to be negotiated prior to contract signature, and based on the ToRs and market rates.

7. Establishment of the Short List

The proposals will be evaluated on the following criteria on the basis of the updated resume.

General qualifications and Suitability for the task to be performed <ul style="list-style-type: none">• Experience- 25 marks• Bachelor's Degree-5 marks• Master's Degree-10 marks• Reference letters-15 marks• Professional qualification-10 marks• Membership of professional body-5 marks• Proficiency in computer-5 marks• Chapter Six Documents-5 marks	80 marks
Experience in the specific assignment described in the Terms of Reference (TOR)	10 marks
Proposed work plan	10 marks

Only Consultant scoring a mark of 70 points or more shall be considered for the assignment. Consultants shall be ranked and the first on the list will be selected for the assignment given that his/her fee rate is within the budget.