



# REQUEST FOR PROPOSAL

FOR

**PROVISION OF ASSET AUDIT, TAGGING AND VALUATION SERVICES**

**SENDING DATE: 9TH APRIL 2026**

**Address:**

Lycee Français Denis Diderot - French School

P.O. Box 47525,

Argwings Kodhek Road,

00100 GPO Nairobi

Kenya

**Tenders shall be emailed to the following emails address:**

[tenders@lyceefrancaisnairobi.com](mailto:tenders@lyceefrancaisnairobi.com)

**CLOSING DATE – 17TH APRIL 2026**



## 1. Introduction

### 1.1 Invitation to Bid

Lycée Français Denis Diderot - French School, invites qualified and experienced service providers to submit a proposal for the provision of Asset Audit, Tagging & Valuation Services, including Asset Register Development.

LFDD is an AEFÉ-accredited French international school in Nairobi. Agence pour l'enseignement français à l'étranger (AEFE) is a public institution under the French Ministry of Education responsible for coordinating French schools abroad.

The objective of this assignment is to:

- Conduct a comprehensive physical verification of all school assets
- Tag assets with unique identification codes
- Develop an accurate and complete asset register

## 2. Instructions to Bidders

### 2.1 Intent to Respond

Bidders are requested to confirm their intention to participate in this RFP by notifying the contact person listed in Section 7, either accepting the invitation or declining participation.

Bidders must designate a primary contact person for this process, including their name, title, telephone number, and email address.

If a bidder chooses not to participate, they are expected to treat this document as confidential and not share or retain any part of it.

LFDD may, at its discretion, arrange a clarification call or meeting to support bidders in preparing their submissions. Any costs incurred in participating in such sessions shall be borne by the bidder. To ensure fairness and transparency, LFDD reserves the right to share clarifications and responses with all participating bidders.

### 2.2 Submission Requirements

Proposals must be submitted electronically to: [tenders@lyceefrançaisnairobi.com](mailto:tenders@lyceefrançaisnairobi.com). Submission deadline: **17th April 2026 at 17:00 EAT**. Late submissions will be considered non-responsive

All submitted proposals and supporting documents shall become the property of LFDD and will not be returned.

### 2.3 General Conditions

- Issuance of this RFP does not constitute a commitment to award a contract



- LFDD reserves the right to:
  - Reject any or all proposals
  - Engage in discussions with any bidder

Bidders are expected to review the draft terms and conditions outlined in Appendix 1 and indicate any reservations in their submission.

LFDD shall not be liable for any costs incurred by bidders in the preparation or submission of proposals.

This document contains confidential information and is provided solely for the purpose of this RFP. Bidders shall not disclose its contents to any third party without prior written consent.

Neither party shall use the name of the other in any publicity, marketing, or communication without prior written approval

## 2.4 Site Visit

Bidders may request a site visit to better understand the scope and nature of the assignment.

LFDD will facilitate a site visit on **14th April 2026 after 2pm** or by prior appointment upon request.

All costs associated with the site visit shall be borne by the bidder.

Bidders are encouraged to conduct a site visit to ensure accuracy of their proposals

## 3. Scope of Services

### 3.1 Scope Coverage

The assignment shall cover **all assets within the school premises**, including but not limited to:

- Classroom furniture (desks, chairs, boards)
- Office equipment and furniture
- IT equipment (computers, servers, printers, networking equipment)
- Laboratory equipment
- Library assets
- Kitchen and catering equipment
- Maintenance and operational equipment
- Sports equipment
- Security equipment (CCTV, access control systems)
- Any other movable or fixed assets owned or used by the school

The service provider shall ensure full coverage across all departments, buildings, and facilities.

### 3.2 Asset Verification

- Conduct physical count of all assets across the school
  - Reconcile physical assets with existing records
  - Identify missing, obsolete, or damaged items
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### 3.3 Asset Tagging

- Supply and affix durable asset tags (barcode/QR recommended)
  - Assign unique identification numbers
  - Ensure proper placement and standardization
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### 3.4 Asset Register Development

- Create a comprehensive asset register including:
    - Asset description
    - Location
    - Condition
    - Serial numbers
    - Tag number
    - Custodian (if applicable)
  - Provide register in **Excel or asset management system format**
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### 3.5 Asset Valuation

- Assess and assign a value to all verified assets
  - Indicate:
    - **Replacement Cost** (very important for insurance)
    - **Current Market Value** (optional but useful)
  - Apply a clear and consistent valuation methodology
  - Categorize assets (e.g. furniture, IT equipment, machinery, etc)
  - Provide assumptions used in valuation
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### 3.6 Reporting

- Variance report (missing/extra assets)
  - Asset condition report
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- Recommendations for asset management improvements
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### 3.7 Optional

- Integration into asset management system
- Staff training on asset tracking

## 4. Required Written Response

Bidders must structure their submission as follows and address all sections. Any inability to comply must be clearly explained.

### 4.1 Company Information

- Full legal name of the firm
- Registered address and contact details
- Primary and secondary contact persons
- Company profile, vision, and areas of specialization
- Experience with similar institutions (education, NGOs, international organizations preferred)
- List of key clients (with references)
- Disclosure of any conflicts of interest
- List of any proposed subcontractors (if applicable)

### 4.2 Technical Proposal

- Methodology for asset verification
- Tagging approach (type of tags, durability)
- Tools/Software to be used
- Proposed valuation methodology (e.g. replacement cost, depreciation approach)
- Experience in asset valuation assignments
- Work plan and timeline

### 4.3 Financial Proposal (Indicative at Prequalification Stage)

- Cost per asset or total project cost
- Cost of tags
- Any additional costs

### 4.4 Experience

- Similar projects (schools, NGOs, corporates)
- References



## 5. Evaluation Criteria

Prequalification submissions will be evaluated based on:

Criteria	Weight
Experience in asset audit & valuation	30%
Technical approach & methodology	25%
Team capacity & timeline	20%
Financial Proposal	25%

Only shortlisted Service Providers will proceed to final evaluation.

## 6. Information Provided to Bidders

LFDD will provide:

- Existing asset register
- Access to premises

## 7. Contact for Clarification

All inquiries should be directed to:

**Norah Yagomba**

Procurement Manager

Email: [tenders@lyceefrançaisnairobi.com](mailto:tenders@lyceefrançaisnairobi.com)

Phone: +254 716 828878

## 8. Conclusion

LFDD appreciates your interest in supporting the School and looks forward to receiving your proposal.



## **Appendix 1 – Indicative Terms & Conditions**

The following outlines key principles that are expected to form part of any final agreement. These terms are indicative and subject to discussion and agreement with the selected service provider.

### **1. Nature of Engagement**

The selected service provider will act as an independent contractor and not as an employee or agent of LFDD.

### **2. Fees and Payment**

Fees shall be agreed based on the selected proposal and may include a fixed project fee, cost per asset, or other agreed pricing structure. Payment terms will be defined in the final contract.

### **3. Confidentiality**

The selected service provider shall maintain strict confidentiality over all information obtained during the assignment, including asset records and school data.

### **4. Conflict of Interest**

The service provider must disclose any actual or potential conflicts of interest prior to engagement and throughout the contract period.

### **5. Compliance with Applicable Laws**

The service provider shall comply with all applicable laws and regulations in Kenya, including any health and safety requirements while on-site.

### **6. Liability and Care of Assets**

The service provider shall exercise due care when handling, tagging, or recording assets and shall be responsible for any damage caused through negligence during the execution of the assignment.

### **7. Valuation Responsibility**

The service provider shall ensure that all asset valuations are conducted using recognized and appropriate methodologies. LFDD reserves the right to review and validate the valuation approach and assumptions used.

### **8. Termination**

Either party may terminate the engagement under mutually agreed terms to be defined in the final contract.