



P.O. BOX 30131 NAIROBI, TEL: 020-3980 000/222
Email: info@newkcc.co.ke ; procurement@newkcc.co.ke
Website: www.newkcc.co.ke

EXPRESSIONS OF INTEREST

EOI NUMBER/NKCC/EOI/011/2024-25

**THE PROVISION OF NEW KCC FINISHED
PRODUCTS DISTRIBUTION SERVICES**

CLOSING DATE: 30th OCTOBER, 2024 AT 10.00 AM

2024

RE: REQUEST FOR EXPRESSIONS OF THE PROVISION OF NEW KCC FINISHED PRODUCTS DISTRIBUTION SERVICES

NEWKCC LTD invites Expressions of Interest from interested eligible firms to provide NEW KCC **FINISHED PRODUCTS DISTRIBUTION** Details of the required information can be downloaded FREE OF CHARGE on www.newkcc.co.ke and <https://tenders.go.ke>

**APPLICATION
PROCESS**

Interested and Qualified firms should submit their applications which should include the following:

1. The Shops Location, address, Phone number and Contact Person.
2. Certificate of Registration/Incorporation.
3. Current and valid copy of business license from the county Government where the business is located.
4. Current CR 12 for incorporated Companies (One Year)
5. Area of Interest to set up the Distribution
6. Two customer (2) referees along with their contact details

Applications MUST be enclosed in plain sealed envelopes, marked with the title "EXPRESSION OF INTEREST FOR THE PROVISION OF NEW KCC FINISHED PRODUCTS DISTRIBUTION SERVICES (EOI NUMBER; NKCC/EOI/011/2024-2025)" and be deposited in the tender box provided at NEW KCC Offices, GROUND, CREAMERY HOUSE, DAKAR ROAD, Nairobi addressed to:

**The Managing Director
New KCC Ltd
P.O. Box 30131-00100
Nairobi**

So as to be received on or before 30th October 2024 at 10.00 am

TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE PROVISION OF FINISHED PRODUCTS DISTRIBUTION

1.0 BACKGROUND

New Kenya Co-operative Creameries Limited is the largest Dairy Processor and a Market Leader in the Dairy industry in Kenya. We are renowned for our top-of-the-range quality brands including KCC Finest Creamery Butter, Superfine Ghee, Gold crown milk, KCC Fresh milk, Safariland, KCC Mala and La-Youghrt among others.

We are seeking to recruit dynamic and result-driven Distributors for Local and export Market.

The company requires services of distributors to assist it carry out distribution of finished goods to the General Trade in the following Area - Nakuru Town, Naivasha, Eldama, Ravine, Molo, Narok, Marigat, Gilgil, Elburgon, Olkalau, Kisumu, Ahero, Sondu, Mbale, Kakamega, Bungoma, Siaya, Bondo, Busia, Segar, Ugunja, Luanda, Mumias, Nambale, Khaega, Ganjoni, Kibokoni, Bondeni Stadium, Tononoka, Majengo, Tudor, Makupa, Kongowea, Vok, Bombolulu, Shanzu, Mtwapa, Kiembeni, Bamburi, Mtopanga, Kisauni, Mshomoroni, Changamwe, Mikindani, Jomvu, Miritini, Mazeras, Mariakani, Chaani, Migadini, Magongo, Likoni, Ujamaa, Mtongwe, Ukunda, Kilifi, Malindi, Karatina, Kerogoya, Embu, Nyeri, Nyahururu, Isiolo, Merit, Wajir, Marsabit, Moyale, Maralal, Londiani, Kericho, Litein, Bomet, Sotik, Keroka, Kilgoris, Kisii, Nyamira, Oyugis, Rongo, Homabay, Mbita, Rodi, Sori, Awendo, Migori, Kehancha, Isebania, Lodwar, Kapsabet, Kapenguria, Eldoret Town, Kitale, Umoja 1/ Innercore, Eastleigh/Kiambiyu, Utawala, Satellite/Kabiria, Gachie, Kiambu, Rongai, Buruburu/Maringo, Kangundo Road, Kimbo/Githurai, Githurai Progressive, Donholm, Huruma/Mathare, Kibera 2, Eastleigh 4th Street, Nairobi West, Thika, Eastleigh/California, Kiambiyu, Ruai, Ruiru, Mathare, Kayole/Komarock, Racecourse, Kahawa Wendani/Sukari, Eastleigh Garage, Baba Ndogo, Korogocho/Karibangi North, Embakasi, Kahawa West, Enterprise Rd/Mukuru, Sunton/Maji Mazuri, Kayole Junction/Matopeni, Eastleigh, Mukuru Kwa Njenga, Donholm, Kawangare, Langata, Ngong, Saika, Pipeline, Mwiki, Kibera, Githurai/Naivas, Majengo/California, Mukuru/Enterprise Road, Kiambiyu/Phase 1, Githurai, Umoja 3, Weteithie, South C, Kayole/Tushauriane, Githurai 45, Ngara, Westlands, Ruaka, Lower CBD, Kibra and Karen

Areas of distribution
NAKURU
KISUMU
MOMBASA
MT KENYA
SOTIK
NAIROBI
ELDORET

2.0 OBJECTIVE OF THE ASSIGNMENT

The main objective of the service is to reach all our customers countrywide by making New KCC Products available in the all Neighborhood kiosk/Duka.

3.0 SCOPE OF WORK

The successful distributors will be expected to avail a Full Range of NewKCC Products to all Dukas on a daily basis, collect Money and bank to New KCC Bank/M-pesa accounts and make orders for the following day sales.

This will include but not limited to :

- a) Daily sales and delivery of New KCC Products to all Shops/Dukas in the area
- b) Collect all money from the Dukas and Bank the same to KCC bank accounts for subsequent day supplies.
- c) Compile and share the following Days order with KCC Sale steam by 3pm for processing.
- d) Keep and Maintain agreed Stocks Model at the premises at all times.
- e) Ensure Proper Merchandising of KCC Products in all Outlets.
- f) Maintain adequate Sales Support Infrastructure at all times. (Vans/ Motor Bikes, Trucks).
- g) Gather Market Intelligence (Competitors activities, New shops) and share the same with KCC.
- h) Maintain an updated Sales Record and reconciliations for his/her accounts.
- i) Maintain Trade Data (Shop count and Profile, Institutions) for his Market.
- j) Ensure safe Keeping and Maintenance of all KCC assets under his Care(Fridges/Crates).
- k) Ensure cleanliness and Hygiene at the Premises at all Times.

4.0 REPORTING AND TIME SCHEDULE

The distributor will report to Regional Sales Manager as New KCC principal contact, and through whom all the necessary approvals and input will be obtained, and to the Chief manager sales and maketing ,newkcc.

The estimated duration of the assignment is 12 months.

5.0 DUTIES, RESPONSIBILITIES AND OUTPUTS BY DISTRIBUTOR

The Distributor will be expected to undertake and deliver the above scope of work (3.0).

6.0 DUTIES AND RESPONSIBILITIES OF NEWKCC

New KCC Ltd will provide: -

Delivery of Milk Products to the Distributor Premises as per their Requirement as agreed delivery mode.

All Products to be in good sellable condition.

Rebates/Discounts/Credit notes to be effected on time where applicable.

All other Terms as stipulated in the Distribution Contract.

7.0 REPORTING AND SUPERVISION- The Regional Sales will supervise all Distributors in their Region.

8.0 ESTIMATED TIMEFRAME AND FEE

The Assignment will be undertaken for 12 months upon signing of the Contract.

NEWKCCC shall pay the DISTRIBUTOR the agreed contract fee per month for the services rendered, payable as per agreed terms of engagements.

9.0 ETHICAL CODE AND PROFESSIONALISM

The DISTRIBUTOR shall carry out the above assignment in accordance with the highest standard of ethical competence, integrity and professionalism, having due regard to the nature and purpose of the assignment. The distributor will at all-times and purpose, regard as strictly confidential all knowledge and information not within the public domain which may be acquired in the course of carrying out this assignment and the information shall not be directly or indirectly disclosed to any person whatsoever, except with written permission by the chief manager sales and marketing

APPLICATION PROCESS

Interested and Qualified Candidates should submit their applications which should include the following:

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REGIONS	AREA WHERE WE NEED DISTRIBUTORS	Tick appropriately
NAKURU	NAKURU TOWN	
	NAIVASHA	
	ELDAMA RAVINE	
	MOLO	
	NAROK	
	MARIGAT	
	GILGIL	
	ELBURGON	
	OLKALAU	
	KISUMU	KISUMU
AHERO		
SONDU		
MPALE		
KAKAMEGA		
BUNGOMA		
SIAYA		
BONDO		
BUSIA		
SEGA		
UGUNJA		
LUANDA		
MUMIAS		
NAMBALE		
KHAEGA		
MOMBASA	GANJONI	
	KIBOKONI	
	BONDENI	
	STADIUM	
	TONONOKA	
	MAJENGO	
	TUDOR	
	MAKUPA	
	KONGOWEA	
	VOK	
	BOMBOLULU	
	SHANZU	
	MTWAPA	
	KIEMBENI	

	BAMBURI	
	MTOPANGA	
	KISAUNI	
	MSHOMORONI	
	CHANGAMWE	
	MIKINDANI	
	JOMVU	
	MIRITINI	
	MAZERAS	
	MARIAKANI	
	CHAANI	
	MIGADINI	
	MAGONGO	
	LIKONI	
	UJAMAA	
	MTONGWE	
	UKUNDA	
	GARSEN/WITU	
	KILIFI	
	MPEKETONI	
	HINDI/LAMU	
	MARERENI/GONGONI	
	MALINDI	
MT KENYA	KARATINA	
	KEROGOYA	
	EMBU	
	NYERI	
	NYAHURURU	
	ISIOLO	
	MERIT	
	WAJIR	
	MARSABIT	
	MOYALE	
	MARALAL	
SOTIK	LONDIANI	
	KERICHO	
	LITEIN	
	BOMET	
	SOTIK	
	KEROKA	
	KILGORIS	
	KISII	
	NYAMIRA	

	OYUGIS	
	RONGO	
	HOMABAY	
	MBITA	
	RODI	
	SORI	
	AWENDO	
	MIGORI	
	KEHANCHA	
	ISEBANIA	
ELDORET	LODWAR	
	KAPSABET	
	KAPENGURIA	
	ELDORET TOWN	
	KITALE	
NAIROBI	UMOJA 1/ INNERCORE	
	EASTLEIGH/KIAMBIYU	
	UTAWALA	
	SATELLITE/KABIRIA	
	GACHIE	
	KIAMBU	
	RONGAI	
	BURUBURU/MARINGO	
	KANGUNDO ROAD	
	KIMBO/GITHURAI	
	GITHURAI PROGRESSIVE.	
	DONHOLM	
	HURUMA/MATHARE	
	KIBERA 2	
	EASTLEIGH 4TH STREET	
	NAIROBI WEST	
	THIKA	
	EASTLEIGH/ CALIFORNIA	
	KIAMBIYU	
	RUAI	
	RUIRU	
	MATHARE	
	KAYOLE/KOMAROCK	
	RACECOURSE	
	KAHAWA WENDANI/SUKARI	
	EASTLEIGH GARAGE.	
	BABA NDOGO	
	KOROGOCHO/KARIBANGI NORTH	

	EMBAKASI	
	KAHAWA WEST	
	ENTERPRISE RD/MUKURU	
	SUNTON/MAJI MAZURI	
	KAYOLE JUNCTION/MATOPENI.	
	EASTLEIGH	
	MUKURU KWA NJENGA	
	DONHOLM	
	KAWANGARE	
	LANGATA	
	NGONG	
	SAIKA	
	PIPELINE	
	MWIKI	
	KIBERA 1	
	GITHURAI/NAIVAS	
	MAJENGO/CARLIFORNIA	
	MUKURU/ENTERPRISE ROAD	
	KIAMBİYU/PHASE 1	
	GITHURAI	
	UMOJA 3	
	WETEITHIE	
	SOUTH C	
	KAYOLE/TUSHAURIANE	
	GITHURAI 45	
	NGARA	
	WESTLANDS	
	RUAKA	
	LOWER CBD	
	KIBRA	
	KAREN	