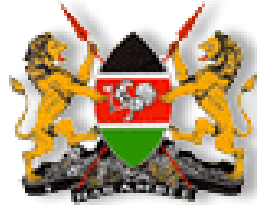


REPUBLIC OF KENYA



**THE NATIONAL TREASURY AND PLANNING
STATE DEPARTMENT FOR PLANNING**

TENDER NO. TNT/SDP/02/2019-2020

**PREQUALIFICATION/REGISTRATION OF
SUPPLIERS FOR SUPPLY/PROVISION OF
GOODS,WORKS AND SERVICES FOR THE F/YEAR
2019-2021**

To be completed by the Tenderer. Indicate the following information.

1. Category No.
2. Item Description
3. Closing Date Wednesday 3rd July, 2019 at 10.00 am.

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STATE DEPARTMENT FOR PLANNING

TENDER NO. TNT/SDP/02/2019-2020 REGISTRATION OF SUPPLIERS FOR SUPPLY/ PROVISION OF GOODS AND SERVICES FOR FINANCIAL YEARS 2019/2020 AND 2020/2021

The State Department for Planning invites applications for pre-qualification/Registration of suppliers from interested eligible bidders for the supply of the under listed goods and services for the financial years 2019-2020 and 2020-2021

SUPPLY OF GOODS AND SERVICES

NO.	ITEM DESCRIPTION	ELIGIBILITY
CATEGORY A. PRE-QUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS		
1.	Supply of Computers, Laptops, UPS, Printers Scanners, Software, Accessories and other consumables.	Open
2.	Supply of Office Furniture, Fittings and Office Equipment's.	Open
3.	Supply of Motor Vehicle Spare Parts, Tyres Tubes and Batteries.	Open
4.	Supply of Hardware and Electrical Items.	Open
5.	Supply of Staff Uniforms, Foot Wear and CMT Charges.	Open
6.	Supply of Text books and other Publications.	Open
7.	Supply and delivery of flowers	Special Groups
8.	Supply and delivery of newspapers, journals and magazines	Special Groups
9.	Supply and delivery of mobile phone air time/Calling cards	Special Groups
10.	Supply and delivery of General office stationery and common user items	Special Groups
11.	Supply and delivery of bottled mineral water	Special Groups
CATEGORY B:PRE-QUALIFICATION FOR PROVISION OF SERVICES		
12.	Provision of Fumigation and Pest Control Services	Open
13.	Provision of Travel and Air Ticketing Services –IATA Registered Firms	Open
14.	Provision of cleaning services	Special Groups
15.	Provision of Editing/Design, Layout and Printing and Binding services of Ministry's Policy documents e.g. EPRS, Newsletters.	Special Groups
16.	Provision of Repair Services for Motor Vehicles, Motor Circles, Plant & Equipment	Special Groups
17.	Provision of Repair Services and Maintenance of Office Equipment, Furniture and Machines.	Special Groups
18.	Provision of Design and Branding of Promotional Materials such as T/Shirts, Caps, Banners and Posters	Special Groups

19.	Provision of minor office repair and partitioning works	Special Groups
CATEGORY C: PRE-QUALIFICATION FOR PROVISION OF CONSULTANCY SERVICES		
20.	Consultancy on Customer Satisfaction Surveys, Employee Satisfaction, ISO, Work Environment, Training Needs ASSESSMENT and Training Services, Baseline Surveys.	Open
21.	Consultancy on Monitoring and Evaluation/Financial Management Services and Procurement Services.	Open

Special Groups include Youth, Women and Persons Living with Disability who have duly registered with the National Treasury (Mandatory). Attach copy of AGPO certificate.

A complete set of tender/ registration documents may be downloaded by interested candidates, free of charge from the Commission website www.planning.co.ke

Youth, Women and persons with disability are encouraged to apply pursuant to article 31[1] of legal notice No 114.

Completed tender documents in sealed envelopes clearly marked with the Tender NO. **TNT/SDP/02/2019-2021** Category No.'s and addressed to

**The Principal Secretary,
State Department for Planning
The National Treasury and Planning
P. O. Box 30005-00100,
NAIROBI**

Should be deposited in the Tender Box situated on the 9th Floor, Treasury Building, Harambee Avenue so as to be received on or before Wednesday 3rd July, 2019 at 10.00 am

Applications will be opened immediately thereafter, at **Treasury Building 10th Floor, Conference Room** in the presence of bidders or their representative, who choose to attend.

Late tenders will be returned unopened.

**HEAD, SUPPLY CHAIN MANAGEMENT
For: PRINCIPAL SECRETARY**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The State Department for Planning, would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to the Ministry.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the PRINCIPAL SECRETARY, State Department for Planning as and when required during the period ending 30th June, 2021

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to THE PRINCIPAL SECRETARY, STATE DEPARTMENT FOR PLANNING so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registered.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

Two copies of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**Principal Secretary
State Department for Planning
P. O. Box 30005
NAIROBI
Tel: 2252299**

Not later than Wednesday 3rd July, 2019 **at 10.00 a.m.** (local time)

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Principal Secretary, State Department for Planning whose address is given in par 1.7

1.9 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms REG-1, REG -2, REG -3, REG -4, REG -5, REG -6, REG -7, REG -8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualified/registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria For Pre-Qualification/Registered

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form REG -3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position.

Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form REG -4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form REG -6

3.4 Statement

Application must include a sworn statement Form REG -7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Government could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	REG -1	Mandatory
2. Pre-qualification Data	REG -2	10
3. Supervisory Personnel	REG -3	10
4. Financial Position	REG -4	20

5. Confidential Report	REG -5	10
6. Past Experience	REG -6	30
7. Litigation History	REG-7	10
8. Sworn Affidavit	REG-8	10
	TOTAL	100

3.8 The qualification is 80 points and over

FORM PQ-1 PRE-QUALIFICATION REGISTRATION DOCUMENTATION (CITIZEN CONTRACTORS/ SUPPLIERS)

Stage 1: Mandatory Requirements/Documents

All firms must provide: -

1. Copy of VAT/PIN Registration Certificate
2. Copy of current Trade License. CR12 for limited companies and Copy of ID for sole proprietor/ partnership
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of Certificate of Registration/ Incorporation
5. For bidders applying for Provision of Travel and Air Ticketing Services
 - a) Must have accreditation to professional body IATA for the last 2 years. Attach at least 1-year certificate from IATA or letter from IATA
 - b) Must be able to provide credit facility for 60 days' maximum

Failure to produce any of these certificates and filling of the forms will lead to automatic disqualification of the candidate.

Stage 2: Registration Forms

All Bidders **Must** fill the following forms (and attach evidence, where required)

- | | | |
|----|------------|-------------------------------------|
| 1) | FORM REG-2 | REGISTRATION DATA |
| 2) | FORM REG-3 | SUPERVISORY PERSONNEL |
| 3) | FORM REG-4 | FINANCIAL POSITION |
| 4) | FORM REG-5 | CONFIDENTIAL BUSINESS QUESTIONNAIRE |
| 5) | FORM REG-6 | PAST EXPERIENCE |
| 6) | FORM REG-7 | LITIGATION HISTORY |
| 7) | FORM REG-8 | SWORN STATEMENT |

Note: the bid document should be properly bound and serialized.

FORM REG-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

President (Chief Executive)

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

4. Under present management since

5. Net worth equivalent Kshs.

6. Bank reference and address

.....

7. Bonding company reference and address

8. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

.....

10. Indicate terms of trade/sale

(10 Points)

FORM REG-3

SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....
.....

Professional Qualification

.....
.....

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of key personnel in the organization)

(10 Points)

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.

- (2) Attach letters of reference from the bankers regarding supplier's credit position.

(20 Points)

NB: NOT APPLICABLE TO SPECIAL GROUPS AND THEY SHALL EARN THE 20 POINTS.

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

<p><i>Part I- General :</i></p> <p>Business Name</p> <p>Location of business premises.....</p> <p>Plot No. Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade Licence No..... Expiring date.....</p> <p>Maximum value of business which you can handle at any one time : Kshs.....</p> <p>Name of your bankers.....Branch</p>	
---	--

<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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.....														
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 10%;"></th> <th style="text-align: left; width: 40%;"><i>Name</i></th> <th style="text-align: left; width: 20%;"><i>Nationality</i></th> <th style="text-align: left; width: 20%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 10%;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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1.																											
2.																											
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<p>DateSignature of Candidate.....</p>																															

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

(10 points)

FORM REG-6 - PAST EXPERIENCE

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
2. Name of 2nd Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
3. Name of 3rd Client (organization)
- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)
4. Others
(30 Points - 10 points for each well supported reference)

**NB: NOT APPLICABLE TO SPECIAL GROUPS AND THEY SHALL EARN THE
10 POINTS.**

FORM REG -7 LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

Date.....

.

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

(10 Points)

FORM REG-8 - SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Ministry.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

(10 points)