

REPUBLIC OF KENYA



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

**CONTINUOUS REGISTRATION DOCUMENT FOR
REGISTRATION OF SUPPLIERS**

**3RD REVIEW OF REGISTRATION LIST OF SUPPLIERS FOR SUPPLY /PROVISION OF
GOODS, WORKS AND SERVICES FOR THE F/Y 2021/2022 AND 2023/2024**

**CONTINUOUS REGISTRATION DOCUMENT FOR THOSE WHO HAD NOT
REGISTERED BUT INTERESTED TO BE INCLUDED IN THE REGISTRATION OF
SUPPLIER LIST**

TO ALL BIDDERS:

**PLEASE READ ALL INSTRUCTIONS CAREFULLY, ATTACH REQUISITE
DOCUMENTATION AND FILL FORMS PQ2 – PQ8 APPROPRIATELY. MAKE SURE TO
SIGN AND STAMP EACH FORM AFTER FILLING.**

REGISTRATION OF SUPPLIERS CATEGORIES LIST

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

Submission Deadline; MONDAY 6TH MARCH 2023 AT 3.00 P.M

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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 apply 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 tender/quotations to the PRINCIPAL SECRETARY, State Department for Planning as and when required during the period ending **30th June, 2023**.

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 ECONOMIC 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.

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

1.6 Distribution of Pre-qualification Documents

One copy of the completed pre-qualification/registration data and other requested information shall be submitted not later than **Monday 6th March 2023 at 3.00 p.m.** {Local time}

**Principal Secretary
State Department for Economic Planning
P.O. BOX 30005
NAIROBI**

1.7 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

1.8 Additional Information

The Government reserves the right to request submission of addition 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 material.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computer unit price and quantity Prices Quoted should be inclusive of all delivery charges. Required prices quoted should be inclusive of all delivery.

2.4 Payments

All local purchase orders shall in the Contrast Agreement All local purchase orders shall be on credit of a minimum of thirty {30} days or as may stipulated

3. REGISTRATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms **REG -2, REG -3, REG -4, REG -5, REG -6, REG -7 and 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 the Government in determination, 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 satisfaction 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 contracts at short notice.

3.3.2 Personnel

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

3.3.3 Financial Condition

The Suppliers 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/contactors 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 number 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 the 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 -8** 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 prequalified.

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	<u>10</u>
		100

3.8 The qualification is 80 points and over

FORM REG-1

REGISTRATION DOCUMENTATION (CITIZEN CONTRACTORS /SUPPLIERS)

Stage 1: Mandatory Requirements/Documents

All applicants **MUST** provide the following documents: -

1. Copy of a recent CR12 for limited companies (**not more than a year ago**) and **copy of ID for sole proprietor/partnership.**
2. **Valid Tax Compliance Certification** from Kenya Revenue Authority
3. Copies of **Certificate of Registration/Incorporation.**
4. Duly **filled and signed declaration and commitment to the code of ethics form.**
5. Duly **filled and signed self-declaration that firm is not debarred (SD1 form)** in format provided.
6. Duly **filled and signed self-declaration form (SD2)** in the format provided.
7. **Valid AGPO Certificate** issued by the National Treasury for special category groups
8. For bidders applying for **Provision of Travel and Air Ticketing Services**
 - a. Must have **accreditation to professional body IATA for the last 2years.**
 - b. Attached **at least 1-year certificate from IATA or letter from IATA**
 - c. Must be able to provide **credit facility for 60 days minimum**

Failure to be produced 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 QUESTIONNARE |
| 5. Form REG -6 | PAST EXPERIENCE |
| 6. Form REG -7 | LITIGATION HISTORY |
| 7. Form REG -8 | SWORN STATEMENT |
| 8. | |

NOTE: Those already registered need not submit their applications afresh. Only new applicants to submit.

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... hereby apply for registration
(Name of Company/Firm)

as supplier[s] of goods/works/services in the following categories

CATEGORIES SELECTED (MAXIMUM 2)

.....
.....
.....
.....
.....

Post Office Address.....

Town

Street.....

Name of building

Room/Office No..... Floor No.....

Telephone Nos.....

Full Name of application.....

Other branches location.....

2. Organization and 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. Enclosed 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]

NB: This form should be filled by all the applicants

Name.....

Age.....

Academic Qualification

.....
.....

Professional Qualification

.....
.....
.....

Length of services with Contractor or Supplier position held.....

{Attach copies of certificates of key personnel in the organization}

[10 Points]

NB: This form should be filled by all the applicants

FORM REG -4 - FINANCIAL POSITION AND TERMS OF TRADE

1. Attach copies of the firm's last two years 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.

FORM REG -5 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

REPUBLIC OF KENYA

You are requested to give the particulars indicated in Part 1 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

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(s)

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name:.....Certificate of Incorporation / Registration

No.Location of business premises: Country

.....Physical address Town

Building.....Floor.....Plot No.

Street / Road Postal Address

Postal / Country Code.....Telephone No's.....

Fax No's. E-mail address

Website

Contact Person (*Full Names*) Direct / Mobile No's.....

Title Power of Attorney (**Yes / No**)

If **Yes**, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc*)

(Applicable to Local suppliers only)

Local Authority Trading License No. Expiry Date

Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (*KShs*)
.....

Was this successfully undertaken? **Yes / No**.(If **Yes**, attach reference)

Name (s) of your banker (s)

Branches Tel No's.

Part 2 (a) – Sole Proprietor

Full names

Nationality..... Country of Origin.....

Company Profile

(*Attach brochures or annual reports in case of public company*)

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.
2.
3.....
4.

Company Profile(*Attach brochures*)

Part 2 (c) – Registered Company

Private or public

Company Profile(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of the Company

Nominal KShs

Issued KShs

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....
2.....
3.....
4.....

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the Commission and any other public or private institutions.

Full Names

Signature

Dated thisday of 2017.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)):-

- a)
- b)
- c)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of 2017.

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a)
- b)
- c)
- d)

For and on behalf of M/s

In the capacity of

Dated thisday of2017

Suppliers' / Company's Official Rubber Stamp

Part 2 (g) – Interest in the Firm:

Is there any person/persons in the Privatization Commission or any other public institution who has interest in the Firm? Yes/No (Delete as necessary) Institution

.....

(Title)

(Signature)

(Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Name of Representative</u>	<u>Contract/ Order No.</u>	<u>Value</u>
1.....
2.
3.....

Contact person (Full Names)

E-mail address.....

Cell phone no

Signature.....

Stamp of the company

.....

(10 Marks)

NB: This form should be filled by all the applicants

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 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 Name of Contact Person at the client (organization).....
- iii. Telephone No. of Client
- iv. Value of Contract
- v. Duration of Contract (date).....

(Attach documental evidence of existence of contract)

3. 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

Contractors/Suppliers must 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 or equivalent)

Date

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal

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

(10 Points)

NB: This form should be filled by all the applicants

FORM REG 8 - SWORN STATEMENT

Having studied the pre-qualification/registration 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

Stamp/seal

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

(10 points)

NB: This form should be filled by all the applicants

FORM B: FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box..... being a resident of in the Republic of do hereby make a statement as follows: -

THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....

..... (*insert name of the Company*) who is a Bidder in respect of

..... for (*insert tender title/description*) for

..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/ or agents of..... (*insert name of the Procuring entity*) which is the procuring entity.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*name of the procuring entity*).

THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....

(Title)

.....

(Signature)

.....

(Date)

Bidder's Official Stamp

NB: This form should be filled by all the applicants

FORM C: - DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person) on behalf of
(Name)

of the Business/ Company/Firm) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

NB: This form should be filled by all the applicants