



**NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG
ABUSE**

**REGISTRATION OF SUPPLIERS, CONTRACTORS & SERVICE
PROVIDERS**

FOR

**SUPPLY AND PROVISION OF GOODS, WORKS AND NON- CONSULTANCY
SERVICES**

FOR

THE FINANCIAL YEARS 2021-2022, 2022-2023 AND 2023-2024

CATEGORY NO

ELIGIBILITY GROUP.....

CATEGORY DESCRIPTION.....

CLOSING DATE: TUESDAY, 27TH JULY 2021 AT 11.30 Am

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INVITATION TO APPLY FOR REGISTRATION

1. National Authority for the Campaign against Alcohol and Drug Abuse (**NACADA**) intends to **register** Suppliers, Service Providers and contractors for **Supply and Provision of Goods, Works and Non- Consultancy Services**
2. It is expected that the Invitation to Tender will be made in **2021-2022, 2022-2023 and 2023-2024**. Tendering will be conducted through the Alternative procurement methods procedures using a standardized tender document and will be OPEN to all applicants who register in the respective categories as listed below.

| REGISTRATION CATEGORY | | | |
|-----------------------|-------------------|--|-------------|
| SERIAL NO | REFERENCE NUMBER. | TENDER DESCRIPTION | ELIGIBILITY |
| 1. | NAC/SR1 | Supply, Delivery and Installation of Blinds (Curtains) and Office Carpet | AGPO |
| 2. | NAC/SR2 | Provision and Maintenance of office Machines and Equipment | AGPO |
| 3. | NAC/SR3 | Provision of Small works, Refurbishing and Partitioning works, | AGPO |
| 4. | NAC/SR4 | Provision of Motor Vehicle Repair and Maintenance | OPEN |
| 5. | NAC/SR5 | Supply and Delivery of Office stationery, Toners and Cartridges | AGPO |
| 6. | NAC/SR6 | Design, Branding and digital printing of IEC Materials, Paper Based and Cloth Based Material and other printing services | OPEN |
| 7. | NAC/SR7 | Supply and Delivery of Office Furniture and Fittings | AGPO |
| 8. | NAC/SR8 | Supply and Delivery of Motor Vehicle Tyres, Tubes and Batteries | AGPO |
| 9. | NAC/SR9 | Supply and Delivery of Computers and ICT Equipment | AGPO |
| 10. | NAC/SR10 | Provision of Structured Cabling Services and Networking | AGPO |
| 11. | NAC/SR11 | Supply and Delivery of Household | AGPO |

| | | | |
|------------|----------|--|------|
| | | Consumables, Kitchen Appliances and Equipment. | |
| 12. | NAC/SR12 | Supply and Delivery of Garments, Linens and other Fabrics | AGPO |
| 13. | NAC/SR13 | Provision of Photocopying and Binding Services | AGPO |
| 14. | NAC/SR14 | Supply and Delivery of Fabricated Furniture and fittings | AGPO |
| 15. | NAC/SR15 | Supply and Delivery of Hardware items and equipment | AGPO |
| 16. | NAC/SR16 | Provision of Security Services | OPEN |
| 17. | NAC/SR17 | Supply, Delivery, installation and Maintenance of Air conditioning and CCTV Camera | OPEN |
| 18. | NAC/SR18 | Supply and Delivery of COVID -19 Related Material (Face masks, Hand Sanitizers, Thermal Gun, Hand Wash Detergents) | AGPO |
| 19. | NAC/SR19 | Provision of Training Services in Procurement, Finance, Human Resource and Related IT systems. | OPEN |

3. Qualified and interested applicants may obtain further information and inspect the Registration Document by downloading it from our website indicated below.
4. A complete set of Registration Document in English will be obtained electronically from our website indicated below
5. Registration Document may be viewed and downloaded for free from the website www.nacada.go.ke/tenders Applicants who download the Registration Document must forward their particulars immediately to procurement@nacada.go.ke to facilitate any further clarification or addendum.
6. Applications for registration should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by **TUESDAY, 27TH JULY 2021 AT 11.30AM.**
7. Address where to submit Applications

**CHIEF EXECUTIVE OFFICER
NATIONAL AUTHORITY FOR THE CAMPAIGN AGAINST ALCOHOL AND DRUG
ABUSE
NSSF BUILDING, BLOCK A, 18TH FLOOR, EASTERN WING, BISHOP ROAD
P.O BOX 10774-00100
NAIROBI**

SECTION I - REGISTRATION INSTRUCTIONS

General

1. Scope of Application

The Procuring Entity inviting for applications is defined in the **Registration Data Sheet (RDS)**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **RDS**.

2. Fraud and Corruption

- 2.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.
- 2.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, registration process, tender submission (in case registered), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

3. Collusive practices

The NACADA requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

4. Eligible Applicants

- 4.1 Applicants shall meet the eligibility criteria as per this **RI** and **RI 5.1** and **5.2**. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to **RI 5.9** or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Registration process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the RDS.
- 4.2 Public Officers of the NACADA, their Spouses, Child, Parent, Brothers or Sister; Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be registered. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 4.3 A firm may apply for registration both individually, and as part of a joint venture, or participate as a subcontractor. If registered, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

- 4.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for registration either individually, as joint venture or as a subcontractor among them for the same contract. However, if registered, only one registered Applicant will be allowed to tender. All Tenders submitted in violation of this procedure will be rejected.
- 4.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to RI 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be, Sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.
- 4.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- a are directly or indirectly involved in the preparation of the Registration Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
 - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the registration, ITT process and execution of the Contract.
- 4.7 An Applicant that has been debarred shall be ineligible to be initially selected for, registered for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke
- 4.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to register, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 4.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 4.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 4.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

5. Eligibility

- 5.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are ineligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
 - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.

- 5.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of RI5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.
- 5.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

Contents of the Registration Documents

6. Sections of Registration Document

- 6.1 This Registration Document consists of four sections as indicated below, and which should be read in conjunction with any Addendum issued in accordance with RI 8.

Registration Procedures

- i) Section I- Registration Instructions (RI)
- ii) Section II - Registration Data Sheet (RDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

- 6.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Registration Document in accordance with RI 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.
- 6.3 The Applicant is expected to examine all instructions, forms, and terms in the Registration Document and to furnish with its Application all information or documentation as is required by the Registration Document.

7. Clarification of Registration Documents

- 7.1 An Applicant requiring any clarification of the Registration Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **RDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than Seven (7) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Registration Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **RDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **RDS**. Should the NACADA deem it necessary to amend the Registration Document as a result of a clarification, it shall do so following the procedure under RI 8. And in accordance with the provisions of RI 17.2.
- 7.2 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **RDS** before the submission date of applications.

8. Amendment of Registration Document

- 8.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Registration Document by issuing an Addendum.
- 8.2 Any Addendum issued shall be part of the Registration Document and shall be communicated in writing to all Applicants who have obtained the Registration Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the RDS.

- 8.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with RI17.2.

Preparation of Applications

9. Cost of Applications

- 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

10. Language of Application

- 10.1 The Application as well as all correspondence and documents relating to the registration exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

- 11.1 The Application shall comprise the following:
- a. Application Submission Letter, in accordance with RI 13.1;
 - b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with RI 14.1;
 - c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with RI 15; and
 - d. Any other document required as specified in the RDS.
- 11.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

12. Application Submission Letter

- 12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

- 13.1 To establish its eligibility in accordance with RI 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

14. Documents Establishing the Qualifications of the Applicant

- 14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
 - b Value of single Contract-Exchange rate prevailing on the date of the contract.

- 14.3 Exchange rates shall be taken from the publicly available source identified in the RDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.
- 14.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.
- 14.5 The purpose of the information described in RI 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 14.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under RI 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 14.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 14.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 14.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
 - b. If the contract has been awarded to that Applicant, the contract award will be set aside,
- 14.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 14.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

15. Signing of the Application and Number of Copies

- 15.1 The Applicant shall submit one original of the documents comprising the Application as described in RI11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the RDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

Submission of Applications

16. Sealing and Marking of Applications

- 16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- Bear the name and address of the Applicant;
 - Be addressed to the Procuring Entity, in accordance with RI 17.1; and
 - Bear the specific identification of the Registration process indicated in the RDS1.1.
- 16.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in RI 16.1 above.

17. Deadline for Submission of Applications

- 17.1 Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the RDS.
- 17.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Registration Document in accordance with RI 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

18. Late Applications

- 18.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **RDS**. If late applications will be accepted, they must be received not later than the date specified in the **RDS** after the deadline for submission of applications.

19. Opening of Applications

- 19.1 The Procuring Entity shall OPEN all Applications at the date, time and place specified in the **RDS**. Late Applications shall be treated in accordance with RI18.1.
- 19.2 The Procuring Entity shall prepare a record of the Opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

Procedures for Evaluation of Applications

20. Confidentiality

- 20.1 Information relating to the Applications, their evaluation and results of the registration shall not be disclosed to Applicants or any other persons not officially concerned with the registration process until the notification of registration results is made to all Applicants in

accordance with RI 26.

20.2 From the deadline for submission of Applications to the time of notification of the results of the Registration in accordance with RI 26, any Applicant that wishes to contact the Procuring Entity on any matter related to the Registration process may do so only in writing.

21. Clarification of Applications

21.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.

21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

22. Responsiveness of Applications

22.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Registration Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per RI 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

23. Margin of Preference

23.1 Unless otherwise specified in the **RDS**, a margin of preference shall not apply in the Tendering process resulting from this Registration

Evaluation of Applications and Registration of Applicants

24 Evaluation of Applications

24.2 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

25. Procuring Entity's Right to Accept or Reject Applications

The Procuring Entity reserves the right to accept or reject any Application, and to annul the Registration process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

26. Registration of Applicants

26.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be Registered by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been Registered or conditionally registered. In addition, those Applicants who have not been registered will be informed separately.

26.2 Applicants that have not been registered may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

SECTION II - REGISTRATION DATA SHEET (RDS)

| Reference to ITC Clause | PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS |
|---|---|
| A. General | |
| RI 1 | The Procuring Entity is: National Authority for the Campaign against Alcohol and Drug Abuse; P.O Box 10774- 00100 Nairobi The application is for Registration of Suppliers/ contractors and Service Providers. |
| B. Contents of the Prequalification Document | |
| RI 6 | For clarification purposes, the Procuring Entity's address is: See the information in RI 1 above Attention: Chief Executive officer Physical Address: NSSF Building, Block A, 18th Floor, Eastern Wing, Bishop Road Electronic mail address: procurement@nacada.go.ke Web page: www.nacada.go.ke |
| RI 7.1 | Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than Seven (7 days) to closing date |
| RI 8.2 | Addendum issued shall be published at the website www.nacada.go.ke |
| C. Preparation of Applications | |
| RI11.1 (d) | The Applicant shall submit with its Application, the following additional documents: Company Profile |
| RI15.2 | In addition to the original, the number of copies to be submitted with the Application is: NONE |
| D. Submission of Applications | |
| RI 17.1 | The deadline for Application submission is: Date: Tuesday, 27th July 2021 Time: 11.30 am See information on RI 6 |
| RI 18.1 | Late Applications will be returned unopened to the Applicants. |
| RI 19.1 | The Opening of the Applications shall be at See information in RI 6 |

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

REGISTRATION EVALUATION CRITERIA

| Required Information | Form Type | Points Score |
|--|-----------|------------------|
| Stage 1: Mandatory requirements | | |
| Registration Documentation | RQ-1 | |
| The Applicant must meet all the mandatory requirements | | YES OR NO |

If the applicant does not provide any of the required documents, the application shall be disqualified from further evaluation.

a) Stage 2: Scoring Stage

| | | |
|--------------------------|--------------|----------------------|
| 1. Registration Data | PQ-2 | 20 |
| 2. Supervisory Personnel | PQ-3 | 10 |
| 3. Financial Position | PQ-4 | 10 |
| 4. Confidential Report | PQ-5 | 20 |
| 5. Past Experience | PQ-6 | 30 (AGPO full marks) |
| 6. Sworn Statement | PQ-7 | 10 |
| | TOTAL | 100 |

NB: AGPO owned firms will automatically score full marks (30) under past experience.

To be registered, a prospective bidder should score 70 points and above.

FORM PQ-1 - REGISTRATION DOCUMENTS

MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS

AGPO REGISTERED FIRMS (YOUTH, WOMEN AND PERSONS WITH DISABILITIES OWNED ENTERPRISES)

All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility: -

| | REQUIREMENT | CATEGORIES |
|----|--|------------------------------|
| 1. | Certificate of registration or incorporation | All AGPO reserved categories |
| 2. | A Valid Tax Compliance Certificate | All AGPO reserved categories |
| 3. | A valid Certificate of registration from the National Treasury either as Youth, Woman or Person With Disability Owned enterprise | All AGPO reserved categories |
| 4. | Copy of the National Identity Card /passport | All AGPO reserved categories |
| 5. | Fully filled and stamped Confidential Business Questionnaire | All AGPO reserved categories |
| 6. | Tape bound, serialized and paginated registration document including attachments | All AGPO reserved categories |
| 7 | Certificate from the National Construction Authority (NCA) | For NAC/SR3 |

OTHER FIRMS FOR OPEN CATEGORIES

Must submit and fulfill the following: -

| | REQUIREMENT | APPLICABLE CATEGORIES |
|----|--|-----------------------|
| 1) | Certificate of Registration or Incorporation | All open categories |
| 2) | A Valid Tax Compliance Certificate | All open categories |
| 3) | Copy of the National Identity Card | All open categories |
| 4) | Current County Trade / Business License / Permit | All open categories |
| 5) | Fully Filled and stamped Confidential Business Questionnaire | All open categories |
| 6) | Tape bound, serialized and paginated registration document including attachments | All open categories |
| 7) | Mechanical Department Approval as a Garage- | For NAC/SR4 |

| | | |
|-----|--|---------------|
| | attach approval letter from Public Works(PW) {To Be Verified from PW Register} | |
| 8) | Registration certificate with Kenya Association of Private Security | For NAC/SR16 |
| 9) | Professional Practicing License in area of Training for the Firm | For NAC/SR 19 |
| 10) | NITA certificate of Registration | For NAC/SR 19 |

Please note:

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) **Any AGPO Registered firm** that applies for the open categories is required to fulfill the set requirements under the open categories level.
- c) **Non-AGPO registered/established firms** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation.

FORM PQ-2-REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... hereby apply for registration as supplier / contractor for

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

A. Managing Director

B. Secretary.....

C. General Manager (If Different from A)

D. Treasurer.....

E. Other(s) (Specify).....

Partnership (if applicable)

Name of partners

a)

b)

3. Business founded or incorporated.....
4. Under present management since
5. Net Worth equivalent Kshs.....
6. Bank reference and Address
7. Company reference and Address.....
8. Enclose copy of Company Profile indicating the main fields of activities
9. Indicate terms of trade / sale.....

(20 Points)

FORM PQ-3 - SUPERVISORY PERSONNEL

Name

Age.....

Academic Qualification.....

.....

.....

.....

Professional Qualification

.....

.....

.....

Length of service with contractor or supplier position held (Attach CV and copies of certificates of key personnel in the organization)

(10 Points)

FORM PQ-4 - FINANCIAL POSITION

1. Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support (***for open categories only***)
2. Attach letters of reference from the bankers regarding supplier's credit position (***for open categories only***).
3. AGPO registered firms - to provide bank details (Attach a Cancelled Cheque leaf.)

(10 Points)

FORM PQ-5 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

(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 NameCertificate of Incorporation /
Registration No.....Location of business premises:
CountryPhysical address
TownBuilding.....
Floor.....Plot No.
Street / RoadPostal 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 (**US\$/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.....

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. | | | |

Part 2 (c) – Registered Company

Private or public

Company Profile(*Attach*

State the nominal and issued capital of the Company:

- a) Nominal KShs.....
- b) Issued KShs

List of shareholders and distribution of shareholding in the company. Give details of all

directors as per the CR12 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 2020.

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 2020.

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 assignment: -

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

For and on behalf of M/s

In the capacity of

Dated thisday of2020

Suppliers' / Company's Official Rubber Stamp.....

Part 2 (g) – Interest in the Firm:

Is there any person/persons in the Parliamentary Service 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>Country</u> | <u>Contract/ Order No.</u> | <u>Value</u> |
|---------------------|----------------|----------------------------|--------------|
| 1..... | | | |
| 2..... | | | |
| 3..... | | | |

Contact person (Full Names)

E-mail address.....

Cell phone no

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give the Parliamentary Service Commission authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature.....

For and on behalf of M/s

In the capacity of

Dated thisday of 2020.

Suppliers' / Company's Official Rubber Stamp

(20points)

FORM PQ6 -PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS (FOR OPEN CATEGORIES ONLY)

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

- i. Name of Client (organization)
- ii. Address of Client (organization)
- iii. Name of Contract Person at the client (organization)
- iv. Telephone No. of client
- v. Value of Contract
- vi. Duration of Contract (date)
(Attach documents evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract (date)
- v. Duration of Contract (date)
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Address of Client (organization)
- ii. 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)

Others

Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.

(10 points for each fully filled section and provision of documental evidence)

(30points)

FORM PQ-7 - SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that this binds us to participate in the submission of a tender or quotation when invited/requested to do so by Parliament of Kenya.
- c. We shall notify the Parliament of Kenya when the legal, technical or financial conditions or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

Applicant's Name:

Represented by

Signature

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

(10points)

