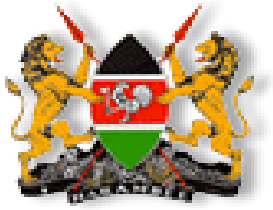
REPUBLIC OF KENYA



THE EXECUTIVE OFFICE OF THE PRESIDENT
(STATE HOUSE)
P. O. BOX 40530-00100
TEL: 227436
NAIROBI

TENDER NO. SH/002/2022-2023

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE PERIOD 2022-2024

CATEGORY APPLIED: _____

CLOSING DATE: 22nd November, 2022, 10.00 am

Table of Contents

		Page
1.	TENDER NOTICE	2-4
2.	PRE-QUALIFICATION INSTRUCTIONS	5-6
3.	BRIEF CONTRACT REGULATIONS	6
4.	PRE-QUALIFICATION DATA INSTRUCTIONS	6-8
5.	FORM PQ - 1 PRE-QUALIFICATION DOCUMENTS	9
6.	FORM PQ - 2 PREQUALIFICATION DATA	10-11
7.	FORM PQ - 3 SUPERVISORY PERSONNEL	12
8.	FORM PQ - 4 FINANCIAL POSITION	13
9.	FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	14-15
10.	FORM PQ - 6 PAST EXPERIENCE	16
11.	FORM PQ - 7 SELF DECLARATION FORM	18-19

Tender Notice

Date: 8th November, 2022

REFERENCE: SH/002/2022-2023

TENDER NAME:
PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR 2022-2023 & 2023-2024 FINANCIAL YEARS

The Executive office of the President (State House) invites applications for pre-qualification/registration of suppliers for provision of goods and services from interested eligible bidders for the period ending **30th June, 2024**. All applicants **must** be registered with Kenya Revenue Authority and Registrar of Companies.

NB: Current providers of various goods and services as **well as those who had applied to be prequalified through tender SH/OO8/2021-2022 advertised in June** this year are requested to apply afresh.

CATEGORY A	SUPPLY OF GOODS AND EQUIPMENT	CATEGORY
A01	Supply of Computers, Related Equipment and Software/Upgrades	AGPO
A02	Supply of Telecommunication Equipment	AGPO
A03	Supply of General Office Stationery, Computer Consumables and Accessories	AGPO
A04	Supply of Cleaning Materials, Detergents and Disinfectants	AGPO
A05	Supply of Seeds, Farm Inputs and Implements	AGPO
A06	Supply of Fresh Cut Flowers and Flower Arrangements	AGPO
A07	Supply of Newspapers, Periodicals, Journals	AGPO
A08	Supply of Utensils and Cutlery	AGPO
A09	Supply of Domestic Appliances	OPEN
A10	Supply of Furniture, Furnishings and Fittings	OPEN
A11	Supply of Photocopiers & Office Equipment	OPEN
A12	Supply of Photographic, Video Graphic and Broadcast Equipment	OPEN
A13	Supply of General Hardware and Electrical Items	OPEN
A14	Supply of Staff Uniforms, T-Shirts, Foot wear and CMT Charges	OPEN
A15	Supply of Motor Vehicle accessories, Tyres, Tubes and Batteries	OPEN
A16	Supply of Motor Vehicle Auto-Spares	OPEN
A17	Supply of Fuels, Oils and Lubricants	OPEN
A18	Supply of Juices and Beverages	OPEN
A19	Supply of Meat and Meat Products	OPEN
A20	Supply of Fruits and Vegetables	OPEN
A21	Supply of Dry Foodstuffs	OPEN
A22	Supply of Fire Fighting Equipment and Refilling**(Ministry of Public Works approved contractors only)**	OPEN
A23	Supply of Cooking Fuel (LPG)	OPEN
A24	Supply of Flags and Pinnet stands	OPEN

A25	Supply of Branded Assorted Household items	OPEN
A26	Supply of Laboratory Chemicals, Reagents and Small Equipment	OPEN
A27	Supply and delivery of Lawn Mowers and Small Equipment	OPEN
A28	Supply and Fitting of Carpets and Curtains	OPEN
CATEGORY B	**PROVISION OF SERVICES**	
B01	Provision of Fumigation, Cleaning and Sanding Services (Carpeted, Tiles, Wooden and Terrazzo floors)	AGPO
B02	Repair and Maintenance of Telecommunication Equipment	AGPO
B03	Provision of Travel and Ticketing Services (***IATA registered firms***)	AGPO
B04	Provision of Printing Services- Cards, Brochures, Booklets etc.	AGPO
B05	Provision of Garbage Collection Services	AGPO
B06	Repair and Maintenance of Computer Equipment & Accessories	AGPO
B07	Provision of Landscaping Services	AGPO
B08	Provision of Calling/Scratch Cards	AGPO
B09	Provision of Sanitary Services	OPEN
B10	Provision of Outside Catering Services	OPEN
B11	Repair and Maintenance of Generators (***Ministry of Public Works approved contractors only)***	OPEN
B12	Service and Maintenance of Photocopiers & Office Equipment	OPEN
B13	Service and Maintenance of Photographic and Video Graphic Equipment	OPEN
B14	Provision of Photography Services	OPEN
B15	Provision of Tents and Accessories	OPEN
B16	Repair and Servicing of Motor Vehicles – (***Only Ministry of Public Works pre-qualified companies)***	OPEN
B17	Provision of Motor Vehicle Towing Services	OPEN
B18	Provision Consultancy Services	OPEN
B19	Servicing of Laundry Equipment	OPEN
B20	Provision of Laundry Services	OPEN
B21	Provision of Video Production	OPEN
B22	Provision of Sound and Public Address System	OPEN
B23	Provision of Network, Structural Cabling **(LAN, WAN)**	OPEN
B24	Provision of Chartered Aircraft Services	OPEN
B25	Provision of Fabrication Services **(gates, windows, doors and grills)**	OPEN
B26	Hire of Motor Vehicle Services	OPEN
B27	Provision of Repair and Maintenance of Cold Rooms, Air Conditioners and Fridges	OPEN
B28	Servicing of CCTV Cameras and related services	OPEN
B29	Provision of Internet Services	OPEN
B30	Provision of Web Design/Development Services	OPEN

Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the State House website www.president.go.ke or from PPRA Tender Portal free of charge.

Youth, Women and Persons with Disabilities should provide **valid AGPO certificate** of registration for disadvantaged group. **They are also encouraged to participate in all other categories.**

Pre-qualification documents duly completed and indicating the tender number and the category applied for should be submitted in plain sealed envelope and deposited at the **Tender Box located at Gate D** and addressed to:

The Comptroller of State House
P. O. Box 40530 - 00100
NAIROBI

so as to be received not later than **22nd November, 2022 at 10.00 a.m.** Late applications will not be accepted.

Head, Supply Chain Management Services
For: Comptroller of State House

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

State House would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the Department.

1.2 Pre-qualification Objective

The main objective is to have a data base of approved suppliers to supply and deliver assorted items and provides services under relevant tenders/quotations to the Comptroller of State House 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 COMPTROLLER OF STATE HOUSE 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/registration.

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 from 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

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

The Comptroller
State House
P. O. Box 40530 - 00100
NAIROBI
Tel: 2227436/7
E-mail: supplychain@president.go.ke

Not later than **22nd November, 2022 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 Comptroller of State House 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/REGISTRATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6 and PQ7 are to be fully 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 **posses 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 PQ-3.

3.3.3 Financial Position

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 PQ-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 PQ-6. **Potential AGPO reserved to indicate the category on Form PQ6(5)**

3.4 Statement

Application must include a sworn statement Form PQ-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 **<u>Prequalification Documents/Criteria</u>**

Required Information	**Form Type**	**Points Score**
1. Statutory Documentations	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	20
	TOTAL	**100**

3.8 **The qualification is 75 points and over**

FORM PQ-1: PRE-QUALIFICATION DOCUMENTS

All Applicants must provide:-

1. Copies of Certificate of Registration/Incorporation.

2. Valid Tax Compliance Certificate from Kenya Revenue Authority **(failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).**

3. Copies of Pin Certificate of firm/company/individual.

NB: Participants registered for AGPO Reservation Scheme **MUST** attach a Copy of valid AGPO certificates (AGPO reserved categories)

[30 points]

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. General Company Information

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

for ..... Category No.....
(Category of Goods or service Description)

Post Office Address ..... Town .....

Street ..... Name of building.....

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

Telephone Nos. .....

Full Name of applicant .....

Other branches location (if any).....

2. **Organization & Ownership Information**

Number of Management Personnel .....

President/Chief Executive – (full name) .....

Secretary .....

General Manager .....

Treasurer .....

Other .....

Partnership (if applicable)

Names of Partners i) .....

ii) .....

iii) .....

3. Business founded or incorporated (Year) .....

4. Under present management since .....

5. Net worth equivalent Kshs.....

6. Bank reference and address .....

.....

7. **Enclose a copy of company profile** indicating the main fields of activities

8. State any technological innovations or specific attributes which distinguish your company from your competitors

.....

.....

.....

9. Indicate terms of trade/sale

.....

.....

.....

.....

[10 Points]

PQ-3- BIODATA FOR KEY / SUPERVISORY PERSONNEL

1. **Company/ Firm's Staff 1**

Name……Age……

Academic Qualification ……

……

Professional Qualification ……..

……..

Length of service with Contractor or Supplier……Position held……

2. **Company/ Firm's Staff 2**

Name……Age……

Academic Qualification ……

……

Professional Qualification ……

……

Length of service with Contractor or Supplier……position held……

NB: (Attach copies of certificates & Signed C.Vs for at least two (2) key personnel in the organization)

[10 Points]

PQ-4 - FINANCIAL STATUS AND TERMS OF TRADE

(1) Attach a copy of firm's two certified financial statements for the **period during years 2020 and 2021** giving summary of assets and current liabilities/or any other financial support.

(2) Attach recently obtained letter of reference from the bank **regarding supplier's credit position.(**The reference letter should between January 2021 and November 2022)

[20 Points]

FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

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 thisform

Part I- General :

Business Name .....

Location of business premises.....

Plot No. ..... Street/Road.....

Postal Address.....Tel. No.....

Nature of business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time :

K£.....

Name of your bankers.....Branch .....

☐	***Part 2 (a) – Sole Proprietor*** Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....
☐	***Part 2 (b) Partnership*** Given details of partners as follows: ***Name Nationality Citizenship Details Shares*** 1. ..... 2. ..... 3. ..... 4. .....

☐	*Part 2 (c) – Registered Company:* Private or Public…… State the nominal and issued capital of company- Nominal K£…… Issued K£…… Given details of all directors as follows:- ***Name Nationality Citizenship Details Shares*** 1. …… 2. …… 3. …… 4. …… 5. ……
Date ……Signature of Candidate……	

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

[10 points]

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS

(Attach copies of LPOs and contracts as evidence relevant to the category applied for)

1. **Name of 1st 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)

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. **Name of 4th Client (organization)**
   - vii) Name of Client (organization) .....
   - viii) Address of Client (organization) .....
   - ix) Name of Contact Person at the client (organization) .....
   - x) Telephone No. of Client .....

xi) Value of Contract .....

xii) Duration of Contract (date) .....

(Attach documental evidence of existence of contract)

5. **Others** .....

AGPO Group **(Please indicate the category whether women, youth, pwd and certificate No.)**

a) Category.....

b) AGPO Certificate Number .....

[20 Points]

FORM PQ-7 - SELF DECLARATION FORMS

FORM SD1

SELF DECLARATION FORMS - DEBARRED

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,……., of Post Office Box …… being a resident of …… in the Republic of …… do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of …… (*Insert name of the Company*) who is a Bidder in respect of Tender No. …… for …… (Insert tender title/description) for …… (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement. Kenya Subsidiary Legislation, 2020

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

……	……	……
(Title)	**(Signature)**	**(Date)**

Bidder Official Stamp

FORMSD2:

DECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE:

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: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (Insert name of the Company) who is a Bidder in respect of Tender No. ..... for ..... *(Insert tender title/description*) for ..... *(Insert name of the Procuring entity)* and duly authorized and competent to make this statement, Kenya Subsidiary Legislation, 2020

2. 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.

3. 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)*

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

....
(Title) **(Signature)** **(Date)**

Bidder's Official Stamp