



**The Kenyatta International
Convention Centre**

Africa's Premier Meeting Venue

www.kicc.co.ke

KENYATTA INTERNATIONAL CONVENTION CENTRE

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR
THE YEAR 2018 – 2019 AND 2019 – 2020 (2 YEARS)

CLOSING DATE: **29TH MAY 2018**

TIME: 10:30 AM

Invitation for bid/tender Notice

Date: 29th May 2018

Re: Registration of Suppliers for Goods and Services for the financial year 2018/2020

The Kenyatta International Convention Centre (KICC) intends to register suppliers for the provision of various goods, works and services for the year 2018-2019 and 2019-2020.

Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for.

Suppliers currently in the Corporation database who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document.

SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	ELIBILITY
KICC/01/2018-2020	Supply of Hardware Items & Paints	AGPO Group
KICC/02/2018-2020	Supply of Electrical Materials	AGPO Group
KICC/03/2018-2020	Supply of Office Furniture, Fittings and Equipment	AGPO Group
KICC/04/2018-2020	Supply of Expanding Seat Covers, Skirting and Table Linen	AGPO Group
KICC/05/2018-2020	Supply of Computer/Printer Consumables and Accessories	AGPO Group
KICC/06/2018-2020	Supply of Office Stationery	AGPO Group
KICC/07/2018-2020	Supply of Branded and Promotional Materials (<i>T-Shirts, Caps, Banners, Conference Stationery and Giveaways, Confectionery, General Branded Materials</i>)	AGPO Group
KICC/08/2018-2020	Supply of Detergents and Cleaning Materials	AGPO Group
KICC/09/2018-2020	Provision of Creative Development and Printing Services (<i>Artworks, Documentaries, Commercials</i>)	All Bidders
KICC/10/2018-2020	Supply of Mechanical & Electrical Equipment	All Bidders
KICC/11/2018-2020	Supply of Telephone and Telecommunication Equipment	All Bidders

KICC/12/2018-2020	Supply of Staff Uniforms	AGPO Group
KICC/13/2018-2020	Supply of Motor Vehicle Tyres and Batteries	AGPO Group
PROVISION OF SERVICES		
KICC/14/2018-2020	Provision of Travel Agency Services (<i>IATA-Registered</i>)	All Bidders
KICC/15/2018-2020	Provision of Legal Services	All Bidders
KICC/16/2018-2020	Provision of Cleaning & Extraction Services for Seats and Carpets	AGPO Group
KICC/17/2018-2020	Provision of General Building Repairs, Maintenance Services and Civil Works	All Bidders
KICC/18/2018-2020	Provision of Consultancy Services (<i>Integrity Surveys, Monitoring & Evaluation, Legal Audit, Governance Audit, Development and Review of Strategic Plan</i>)	All Bidders
KICC/19/2018-2020	Provision of HR Consultancy Services (<i>such as Trainings, Employee Satisfaction Survey, Policy Review, Competency Baseline Survey, Counselling Services, etc</i>)	All Bidders
KICC/20/2018-2020	Provision of Team Building Services	All Bidders
KICC/21/2018-2020	Provision of Marketing Research Services (<i>such as Customer Satisfaction Survey, Feasibility Study for Product Development</i>)	All Bidders
KICC/22/2018-2020	Provision of Translators, Interpreters and Translation Services	AGPO Group
KICC/23/2018-2020	Provision of Digital Services (<i>Website, e-shots, e-bombs, Social Media Management</i>)	All Bidders
KICC/24/2018-2020	Provision for Auctioneering Services	All Bidders

The document must be accompanied by the following:-

1. Copy of certificate of incorporation/registration
2. List and value of all contract works performance in the last 2years
3. Contacts of at least 2 major clients who may be contacted for further information on these contracts
4. Qualification and experience of key personnel
5. Authority to seek reference from bankers and clients
6. Certificate copies of Pin and VAT registration certificate
7. Physical address
8. Provide audited accounts for the last 2years

The AGPO (Special) Category are encouraged to apply in all categories qualified and must attach the following:

1. Attach copies of business Registration Certificate, PIN certificate & VAT certificate, Tax compliance and AGPO certificate.
2. Filled Confidential Questionnaire
3. Previous experience is **not a requirement**.

The document may be obtained from IFMIS portal or be downloaded free from our website www.kicc.co.ke

Duly completed document in plain sealed envelopes with detail of Tender Category Number CLEARLY MARKED should be addressed to:

**The Chief Executive Officer,
The Kenyatta International Convention Centre,
KICC Building
P O Box 30746-00100 NAIROBI
TENDER NO. And CATEGORY**

Or

Deposited in KICC tender box on the 4thfloor

To be received **on or before 29nd March 2016 at 10.30am**. Tenders will be opened immediately at the KICC board room at 1stfloor thereafter, in the presence of tenderers representatives who choose to attend. Any document received after the due time and date shall be rejected and returned.

TENDER INSTRUCTIONS

1.1 Introduction

The KICC would like interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of Supply of Goods and Services.

1.2 Project objective

The main objective of this project is to Supply and deliver assorted Goods and Services at KICC for the financial year 2016/2017.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Managing Director, KICC so that they may be pre-qualified for submission of tenders. Bids will be submitted in complete singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully, the supply and delivery of similar items/ services to Government institution/ reputable organizations 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 for prospective suppliers to completely fill. Attach all supporting documents.

1.6 In order to be considered for pre-qualification prospective supplier must submit all information herein requested.

1.7 Distribution of Pre-qualification documents

Original document of the completed pre-qualification data and other requested information shall be submitted/ deposited at KICC tender box situated **at the** not later than **29nd March 2016 at 10.30.am** (Local time) or mailed to:

The Chief Executive Officer
Kenyatta International Convention Centre
P O Box 30746-00100
NAIROBI.

1.8 Questions arising from Documents

Questions that may arise from the pre-qualifications documents should be addressed to the **Managing Director, KICC** whose address is given in Para 1.7.

Additional information

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

1.9 Invitation to Pre-qualification

Pre-qualification awards will be made available online only to those bidders whose qualifications are accepted by The KICC after **scoring 70 points and above** and soon after the completion of the pre-qualification process.

2 BRIEF CONTRACT REGULATIONS/ GUIDELINES

2.1 Taxes on imported materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item (s) is/ are donor funded.

2.2 Customs clearance

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

2.3 Contract price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer or tender committee.

2.4 Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as it may be stipulated in the contract agreement.

2.5 Irrevocable Letter of Credit (ILC)

All overseas purchase shall be by irrevocable letter of credit (ILC) or as it may be stipulated in the contract agreement.

3 PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

3.1.1 The attached questionnaire PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6 and PQ-7, are to be completed by prospective supplier/ contractors who wish to be pre-qualified for submission of tender for the specified category.

3.1.2 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 Qualification

Only those firms that have provided all the information required and provided supporting documents shall qualify for pre –qualifications. All clarifications should be done before the close of the bid period .All late submission of bids will be disqualified.

- 3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by KICC in determining, according to its sole judgement and discretion, the qualifications of prospective bidder to perform in respect to the tender lot as described by the client.
- 3.2.2 Prospective bidders will not be considered qualified unless in the judgement of KICC they possess capability, experience, qualified personnel available and suitability of equipment and net current asset or working capital sufficient to satisfactory execute the contract for goods/services. The bidders should show evidence of compliance to registration with regulatory bodies.

3.3 Essential criteria for pre-qualification

3.3.1 Experience (Pre-qualification Data)

- (a) Prospective bidder shall have at least 3 years experience in the supply of goods, services and allied items. A potential supplier/ contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective supplier requires special experience and capability to organise supply and deliver items or services on short notice. PQ 1

3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in form PQ.2.

3.3.3 Financial condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding supplier's credit position or current bank statement and audited accounts will be added advantage. Potential suppliers/contractors will be pre-qualified on the satisfactory information given. PQ 3

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 the ones in progress (Data should be indicated on form PQ-5).

However, potential bidders should provide evidence of financial capacity to execute the contract.

3.3.5 Past performance

Past performance will be given due consideration in pre-qualifying bidders.

Letters of reference from past customers should be included in form PQ-6 where applicable.

- 3.4 **Statement**
Application must include a sworn statement (form PQ-7) by tenderers ensuring the accuracy of the information given, verified by advocate of high court.
- 3.5 **Confidential Questionnaire**
Fully filled confidential questionnaire PQ-4
- 3.6 **Withdrawal of pre-qualification**
Should condition arise between the time this pre-qualification 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.
- 3.7 **Outlined supply and delivery procedures**
The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract in form PQ-2.
- 3.8 **Prequalification Criteria (Not applicable to the special group category)**

NO.	Required Information	Form Type	Points Score
1	Registration Documentation		Mandatory
2	Pre-qualification Data	PQ-1	10
3	Supervisory and Key Personnel	PQ-2	30
4	Financial Position	PQ-3	10
5	Confidential Report	PQ-4	10
6	Past Experience	PQ-5	20
7	Litigation History	PQ-6	10
8	Sworn in Statement	PQ-7	10
Total			100

- 3.9 **Qualification mark**
The qualification mark is 70 points and over.

1. FORM PQ-1 - REGISTRATION DOCUMENTATION

Mandatory Requirements/ Documents

All firms must provide:-

1. Copies of Certificate of registration
2. Copy of VAT Registration certificates
3. Tax compliance certificates
4. Copies of pin certification of firms/company
5. Copy of current Trade License.
6. Firms who want to register for supply of computers, laptops, servers, Ups, Printers, scanners, software, Accessories and Consumables should attach dealership/Authorization letters from the manufactures where applicable.
7. Firms who want to register for provision of civil works should attach a certificate from National Construction Authority (NCA).

NB: Failure to provide the authorization letters will lead to automatic disqualification of the applicant and will not be evaluated further.

2. FORM PQ-2 PRE-QUALIFICATION DATA

a) Registration of Suppliers Application Form

1. I/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

.....

b) 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)

3. PQ-3 (a) 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)

PQ-3 (b) KEY PERSONNEL (applicable ONLY to suppliers applying for consultancy services)

Consultant's Experience

Assignment Name	Approx. Value of the Contract (in current Kshs.)
Country: Location within country:	Duration of assignment(months)
Name of Client	Total No. of staff-months of the assignment
Address:	Approx value of the service provided by your firm under the contract (in current Kshs)
Start date(month/year) Completion date(month/year)	No. of professional staff-months provided by associated consultants
Name of associated consultant if any	Name a senior professional staff of your firm involved and functions performed (indicate most significant profile such as project Director/Coordinator, team leader)
Narrative description of projects	
Description of actual service provided by your staff within the assignment	
Relevant documents attached	

(10 Points)

Consultants Qualification

(Using this format below, provide information on at least five different key/technical staff employed/associated with the firm applying for this prequalification.)

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Position of the Staff member in the company *(only one candidate shall be nominated for each position):*

2. Name of Staff *(Insert full name):* _____

3. Date of birth : _____ **Nationality:** _____

4. Education *(Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment):*

5. Membership of Professional Associations: _____

6. Other Training *(Indicate any other relevant training other than those mentioned under 5 above):* _____

7. Countries of Work Experience *(List countries where staff have worked in the last ten years):* _____

8. Languages *(For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing):*

9. Employment Record *(Starting with present position, list in reverse order every employment held by staff member):*

NB: Attach copies of relevant certificates and testimonials

10. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____
(Signature of staff member or authorized representative of the staff)

Full name of authorized representative: _____

(10 points)

4. PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firms two Audited accounts giving summary of assets and current liabilities/or any other financial support.

2. Attached letters of reference form the bankers regarding supplier's credit position

(10 Points)

5. PQ-5

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 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.

Part 1 - General:

Business

Name.....

Attach copy of certificate of incorporation or Registration Certificate.

Location of business

premises.....

Plot

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

Postal Address..... Tel.

No.....

Nature of

Business.....

*Current Trade Licence No.....Expiring date.....

*PIN

No.....
.....

*VAT Certificate

No.....

*Attach copies

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

Name of the your

Bankers.....Branch.....

Part 2(a) - Sole Proprietor:

Your name in

full.....Age.....

PIN No.....

Nationality.....Country of
origin.....

*Citizenship

details.....

Part 2 (b) - partnership:

Give details of partners as follows:

Name	PIN No.	Nationality	Citizenship Details	Shares
------	---------	-------------	---------------------	--------

- 1.....
.....
- 2.....
.....
- 3.....
.....
- 4.....
.....

Attach copy of PIN certificate

Part 2 © - Registered Company:

Private or public.....

State the nominal and issued capital of the company

Nominal Kf.....

Issued Kf.....

Give details of all directors as follows:

Name	PIN NO.	Nationality	Citizenship Details	Shares
------	---------	-------------	---------------------	--------

1.....
.....

2.....
.....

3.....
.....

4.....
.....

Attach copy(ies) of PIN certificate

Date.....Signature of
Tenderer.....

- If Kenya Citizen, indicate under “Citizen Details” whether by Birth, Naturalization or Registration.

(20 points)

6. FORM PQ-6

PAST EXPERIENCE

NAMES OF APPLICANTS CLIENTS IN THE LAST TWO YEARS

**NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/
ORDERS**

1

- 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)

2.

- i) Name of 2nd 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)

3.

- i) Name of 3rd 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)

4.

- i) Name of 4th 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)
- 5.
- i) Name of 5th 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)

6.Evidence of being a manufacturer or distributor or wholesaler or agent of goods intended to supply and for services evidence of registration with National Construction Authority or any other regulatory organisations related to the service to be provided or membership to professional bodies of individual categories e.g NEMA or Ministry of Tourism for Restaurants/Hotels etc.

(20 Points)

7. FORM PQ-7

LITIGATION HISTORY

Name of Contractor/ supplier

Contractor/ supplier should provide information on any Litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Date	Complainant	Status of case	Verdict

(10 points)

8. FORM PQ-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 KICC.
- 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 KICC 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)