



KENYA
VISION 2030

TENDER NO.VDS/2/2017-2019 FOR REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS AND SERVICES FOR
THE YEARS 2017-2019

CLOSING DATE: WEDNESDAY, 6th SEPTEMBER, 2017 AT 11.00 A.M.

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Tender NoticeDate: 22ND August, 2017

Reference: VDS/02/2017-2018

Tender name: Registration of Suppliers for Supply/
Provision of Goods and Services

Kenya Vision 2030 Delivery Secretariat (VDS) is a Semi –Autonomous Government Agency (SAGA) whose principal mandate is spearheading the implementation of the Country’s development blueprint and strategy towards making Kenya a newly industrializing upper middle-income Country by the year 2030. VDS is now seeking to register suppliers for the provision of goods and services for the financial years 2017-2019.

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

No	Tender No.	Description	Category
1.	VDS/A1/2017-2019	Supply of General Office Consumables and Accessories	Youth, Women and PWD
2.	VDS/A2/2017-2019	Supply of Desktop Computers, Laptops , iPads and associated accessories	open
3.	VDS/A3/2017-2019	Supply of Office Equipment (other than computers)	open
4.	VDS/A4/2017-2019	Supply of Office Furniture and Fittings	open
5.	VDS/A5/2017-2019	Supply of motor vehicle tyres	open
6.	VDS/A6/2017-2019	Supply of Electrical items and Plumbing materials	open
7.	VDS/A7/2017-2019	Supply of Telecommunication Equipment and accessories	open
8.	VDS/A8/2017-2019	Supply and Maintenance of Potted and Cut Flowers	Youth, Women and PWD
9.	VDS/A9/2017-2019	Supply of ICT Software	open

CATEGORY B: PROVISION OF SERVICES AND WORKS

No	Tender No.	Description	Category
1.	VDS/B1/2017-2019	Provision of Cleaning and Fumigation services	Youth, Women and PWD
2.	VDS/B2/2017-2019	Provision of Guarding Services	Open
3.	VDS/B3/2017-2019	Provision of Rider (Messenger) Services	Youth, Women and PWD
4.	VDS/B4/2017-2019	Provision of General and Group Life Insurance Brokerage Services	open
5.	VDS/B5/2017-2019	Provision and Management of Medical Insurance Brokerage Services	open
6.	VDS/B6/2017-2019	Provision of Architectural , Quantity Surveying ,Interior Design and	open

		Construction Services	
7.	VDS/B7/2017-2019	Maintenance Telecommunication Equipment	open
8.	VDS/B8/2017-2019	Design, Printing and Delivery of Branded Merchandize, Giveaways, and Promotional items	Youth, Women and PWD
9.	VDS/B9/2017-2019	Provision of Outside Catering Services	open
10.	VDS/B10/2017-2019	Supply of Pre-printed Stationery	Youth, Women and PWD
11.	VDS/B11/2017-2019	Provision of Photography, Videography, Audiovisual Production & Editing Services	Youth, Women and PWD
12.	VDS/B12/2017-2019	Provision of Integrated Communication Services	open
13.	VDS/B13/2017-2019	Provision of Market Intelligence Survey Services	Youth, Women and PWD
14.	VDS/B14/2017-2019	Provision Ground Transport, Car hire and Taxi Services	open
15.	VDS/B15/2017-2019	Provision of Air Tickets and Travel arrangements	Youth, Women and PWD
16.	VDS/B16/2017-2019	Provision of Web Design Services	Youth
17.	VDS/B17/2017-2019	Maintenance of ICT equipment, LAN and supply of ICT repair accessories	Youth
18.	VDS/B18/2017-2019	Provision of Event Facilitation and Rappoteur services	open
19.	VDS/B19/2017-2019	Human Resource & Management Consultancy Services	open
20.	VDS/B20/2017-2019	Provision of Motor Vehicle Repair Services	open
21.	VDS/B21/2017-2019	Maintenance of Telecommunication Equipment	open
22.	VDS/B22/2017-2019	Repairs of Office Fixtures and Fittings	open
23.	VDS/B23/2017-2019	Provision of Legal Services	Open

Tender document may be obtained for free from the VDS website at www.Vision2030.go.ke. Completed tender documents clearly marked with category being applied for should be dropped at VDS Tender Box on or before 11.00am, 6th September, 2017. Late tenders will not be accepted.

**The Director General
Kenya Vision 2030 Delivery Secretariat
2nd Floor, KUSCCO Centre**

Kilimanjaro Rd, Upper Hill
P.O. BOX 52301, 00200 NAIROBI
Email: procurement@vision2030.go.ke

Firms owned by Youth, Women and Persons with Disability are encouraged to apply.

Applications will be opened immediately thereafter, in the presence of bidders or their representatives who choose to attend at the address indicated above.

REGISTRATION INSTRUCTIONS

1.1 Introduction

VDS would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Tender Document and eligible to perform the contract of supply and delivery or provision of goods and services.

1.2 Registration Objective and scope

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to VDS ‘as and when required’ during the Financial Year 2017-2019. There is no guarantee that once registered with VDS you will be invited to quote for various goods or services over the two years. It is largely dependent on funding from the Central Government.

Please note VDS is not directly involved with implementation of the various vision 2030 flagship projects. The mandate to implement (and therefore procurement) rests with various Ministries, Departments and state Agencies (MDAs).

1.3 Invitation for Registration

Suppliers registered under the Laws of Kenya to supply or provide respective merchandise/services are invited to submit their registration documents to Director General, Kenya Vision 2030 Delivery Secretariat so that they can be registered for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for registration.

1.4 Threshold

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the registration criteria. All information quoted or referenced to must be adequately supported.

1.5 Pertinent information requirement

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.6 Mode of Submission of Registration Documents

Bidders should submit one (1) neatly bound hard and one soft copy in a CD (PDF) copy of the completed registration data and other requested information shall be submitted to be received on or before date specified under invitation to tender.

1.7 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to The Director General, Kenya Vision 2030 Delivery Secretariat, at the address indicated under invitation to tender.

1.8 Additional Information

VDS reserves the right to request submission of additional information from prospective bidders. Such request shall not amount to modification of tender submitted but as supportive evidence to already submitted information.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The local suppliers will have to pay all taxes payable as applicable for all imported materials to be supplied.

2.2 Customs Clearance

The local 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 and taxes.

2.4 Payments

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

3.0 REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

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

3.1.1 Incomplete or incorrectly filled registration forms submitted in the prescribed manner will **NOT be** considered. All the documents that form part of the proposal must be written in English.

3.2 QUALIFICATION

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

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of VDS they possess the 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 registration

- I. Experience: Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.
- II. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services 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 stability

The Supplier's financial stability will be determined by latest financial statement AND bank statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered 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 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 registering bidders. Letters of reference from at least five (5) past customers/clients should be included in Form PQ-6

3.4 Accuracy of information submitted

The tenderer shall swear in (Form PQ-7) that the information submitted is ~~nothing~~ but the pure truth regarding the organization. Supply of any false information is a sufficient ground for disqualification.

3.5 Withdrawal of registration

Should a circumstance change between the time the firm bid for registration and the bid opening date, which in the opinion of VDS 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, VDS reserves the right to reject the tender from such a bidder even though S/he was initially prequalified.

3.6 The firm must have a Fixed Business Premise (provide legal lease agreement) and must be registered in Kenya, with certificate of registration/ incorporation and copies attached during bid submission.

3.6.1 The firm must proof that it has paid all its statutory obligations and have a valid Tax compliance certificate

3.7	Required information	Form type	scores
	1. Registration documentation	PQ-1	20
	2. Registration data	PQ-2	10
	3. Supervisory personnel	PQ-3	10
	4. Financial position	PQ-4	20
	5. Confidential business questionnaire	PQ-5	10
	6. Past experience	PQ-6	30
		Total	100

To be registered a prospective bidder should have 85mks and above. *(All copy documents attached must be certified as true copies of the original by a commissioner of oaths*

FORM PQ-1 REGISTRATION DOCUMENTS

The following are to be submitted:-

- A copy Kenya Revenue Authority iTax Registration Certificate
- A valid Tax Compliance Certificate from Kenya Revenue Authority
- Copy of Certificate of Incorporation
- Copy of a Valid Business License
- Current AGPO certificate for the reserved categories
- Specific requirement for the category

(Non-submission hereof leads to automatic disqualification with no further evaluation of your application).

PQ-2 REGISTRATION DATA

SUPPLIER REGISTRATION APPLICATION FORM

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. cell phone Fax

email.....

Contact Person.....

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information

Chief Executive/Managing Director

Other senior management team

.....
.....
(Name and designation)

Partnership if applicable:

Names of Partners.....

3. Business founded or incorporated in year.....

4. Under present management since

5. Net worth equivalent Kshs.

6. Bank reference and address

.....

7. Organization's nature of business.....

9. What gives your organization an edge over your competitors

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

10. Indicate terms of trade/sale

(10 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Designation.....

Age

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier and position held

.....

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

(10 Points)

PQ-4 - FINANCIAL POSITION

- 1) Attach copies of firm's two recent certified audited books of Accounts for the last two (2) years. (Exempted for the reserved categories)
- 2) Attach last three months bank statement
- 3) Attach letter of reference from the bankers regarding supplier's credit position.

(20 Points)

FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

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: Kshs.....
 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:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....
.....
.....

Part 2 (c) – Registered Company:
 Private or Public.....
 State the nominal and issued capital of company-
 Nominal Kshs.
 Issued Kshs. Given
 details of all directors as follows:-

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.
2.
3.
4.
5.

DateSignature of Candidate.....

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

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS (give five best by value)

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. Others

.....

(30 Points)

FORM PQ-8 SPECIFIC REQUIREMENTS FOR CATEGORIES

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

No	Tender No.	Description	Specific Requirements
1.	VDS/A1/2017-2019	Supply of General Office Consumables and Accessories	None
2.	VDS/A2/2017-2019	Supply of Desktop Computers, Laptops , iPads and associated accessories	Certificate of appointment as a distributor/Reseller for the specific brand
3.	VDS/A3/2017-2019	Supply of Office Equipment (other than computers)	Certificate of appointment as a distributor/Reseller for the specific brand
4.	VDS/A4/2017-2019	Supply of Office Furniture and Fittings	None
5.	VDS/A5/2017-2019	Supply of motor vehicle tyres	None
6.	VDS/A6/2017-2019	Supply of Electrical items and Plumbing materials	Registration with MoPW as a contractor for the specific class and the National Construction Authority
7.	VDS/A7/2017-2019	Supply of Telecommunication Equipment and accessories	Certificate of appointment as a distributor/Reseller for the specific brand
8.	VDS/A8/2017-2019	Supply and Maintenance of Potted and Cut Flowers	None
9.	VDS/A9/2017-2019	Supply of ICT Softwares	Certificate of appointment as a distributor/Reseller for the specific software

CATEGORY B: PROVISION OF SERVICES AND WORKS

No	Tender No.	Description	Category
1.	VDS/B1/2017-2019	Provision of Cleaning and Fumigation services	NEMA waste handling certificate from applying firm or its affiliate
2.	VDS/B2/2017-2019	Provision of Guarding Services	Membership to Kenya Security Association, registration with Communications Authority
3.	VDS/B3/2017-2019	Provision of Rider (Messenger) Services	registration with Communications Authority
4.	VDS/B4/2017-2019	Provision of General and Group Life Insurance Brokerage Services	Valid Registration with IRA
5.	VDS/B5/2017-2019	Provision and Management of Medical Insurance	Valid Registration with IRA

		Brokerage Services	
6.	VDS/B6/2017-2019	Provision of Architectural , Quantity Surveying ,Interior Design and Construction Services	Membership to professional body with Not less than 7 years standing
7.	VDS/B7/2017-2019	Maintenance Telecommunication Equipment	KNEC or equivalent Technician certificate grade 2 or better
8.	VDS/B8/2017-2019	Design, Printing and Delivery of Branded Merchandize, Giveaways, and Promotional items	none
9.	VDS/B9/2017-2019	Provision of Outside Catering Services	Certificate of Health
10.	VDS/B10/2017-2019	Supply of Pre-printed Stationery	None
11.	VDS/B11/2017-2019	Provision of Photography, Videography, Audiovisual Production & Editing Services	None
12.	VDS/B12/2017-2019	Provision of Integrated Communication Services	Membership to MSK or affiliation or international communications agency
13.	VDS/B13/2017-2019	Provision of Market Intelligence Survey Services	None
14.	VDS/B14/2017-2019	Provision Ground Transport, Car hire and Taxi Services	None
15.	VDS/B15/2017-2019	Provision of Air Tickets and Travel arrangements	IATA registered or affiliation to IATA registered firm
16.	VDS/B16/2017-2019	Provision of Web Design Services	None
17.	VDS/B17/2017-2019	Maintenance of ICT equipment, LAN and supply of ICT repair accessories	Youth
18.	VDS/B18/2017-2019	Provision of Event Facilitation and Rappoteur services	None
19.	VDS/B19/2017-2019	Human Resource & Management Consultancy Services	Membership to IHRM or similar bodies
20.	VDS/B20/2017-2019	Provision of Motor Vehicle Repair Services	None
21.	VDS/B22/2017-2019	Repairs of Office Fixtures and Fittings	None
22.	VDS/B23/2017-2019	Provision of Legal Services	LSK membership, advocate of the high court with over 7 years standing

FORM PQ-9 - SWORN STATEMENT

Having studied the registration information for the above project we/I hereby state:

- The information furnished in our application is accurate to the best of our knowledge.
- That in case we are successful, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- We will not engage in corrupt practices with the VDS Members of Staff.
- We are not debarred from participating in Public Procurement proceedings by PPRA
- When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the registration made.
- We enclose all the required documents and information for the registration evaluation.

Date

Applicant's Name

Represented by

Signature

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