



KENYA
VISION 2030

TENDER NO.VDS/2/2019-2020 FOR REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS AND SERVICES FOR
THE YEARS 2019-2021

CLOSING DATE: WEDNESDAY, OCTOBER 9TH 2019 AT 10.00 A.M.

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Tender Notice

Date: 24th October 2019

Reference: VDS/02/2019-2020

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

The Kenya Vision 2030 Delivery Secretariat (VDS) is a Semi-Autonomous Government Agency (SAGA) established under The Kenya Gazette No.1386 (Vol. CXI – No 15 of 17th February 2009). Its role is to spearhead the implementation of the Vision as the country's development blueprint and strategy towards making Kenya a newly-industrializing middle-income country capable of providing a high quality of life for all its citizens by 2030. VDS is now seeking to register suppliers for the provision of goods, services and works for the financial years 2019-2021.

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

No	Tender No.	Description	Category
1.	VDS/A1/2019-2021	Supply of Stationery and General Office Consumables	Youth, Women and PWD
2.	VDS/A2/2019-2021	Supply of Desktop Computers, Laptops, iPads and associated accessories	open
3.	VDS/A3/2019-2021	Supply of Office Equipment (other than computers)	open
4.	VDS/A4/2019-2021	Supply of Office Furniture and Fittings	open
5.	VDS/A5/2019-2021	Supply of motor vehicle tyres	open
6.	VDS/A6/2019-2021	Supply of Electrical items and Plumbing materials	open
7.	VDS/A7/2019-2021	Supply of Telecommunication Equipment and accessories	open
8.	VDS/A8/2019-2021	Supply and Maintenance of Potted and Cut Flowers	Youth, Women and PWD
9.	VDS/A9/2019-2021	Supply of ICT Software	open
10	VDS/A10/2019-2021	Supply of Pre-printed Stationery	Youth, Women and PWD
11	VDS/A11/2019-2021	Supply of Branded Merchandize, Giveaways, and Promotional items	Youth, Women and PWD
12	VDS/A12/2019-2021	Supply and delivery of Drinking Water	Youth, Women and PWD
13	VDS/A13/2019-2021	Supply and Delivery of Fresh Milk	Youth, Women and PWD
14	VDS/A14/2019-2021	Supply and Delivery of Newspapers	open

CATEGORY B: PROVISION OF CONSULTANCY, NON-CONSULTANCY SERVICES AND WORKS

No	Tender No.	Description	Category
1.	VDS/B1/2019-2021	Provision of Cleaning and Fumigation services	Youth, Women and PWD
2.	VDS/B2/2019-2021	Provision of Guarding Services	Open
3.	VDS/B3/2019-2021	Provision of Rider (Messenger) Services	Youth, Women and PWD
4.	VDS/B4/2019-2021	Provision of General and Group Life Insurance Brokerage Services	Open
5.	VDS/B5/2019-2021	Provision and Management of Medical Insurance Brokerage Services	Open
6.	VDS/B6/2019-2021	Provision of Asset Insurance Brokerage Services	Open
7.	VDS/B7/2019-2021	Maintenance of Telecommunication Equipment	Open
8.	VDS/B8/2019-2021	Provision of Outside Catering Services	Open
9	VDS/B9/2019-2021	Provision of Photography, Videography, Audiovisual Production & Editing Services	Youth, Women and PWD
10.	VDS/B10/2019-2021	Provision of Events Management	Open
11.	VDS/B11/2019-2021	Provision of Public Relation Services Services	Open
12.	VDS/B12/2019-2021	Provision of Creative and Graphic Design Services	Youth, Women and PWD
13.	VDS/B13/2019-2021	Provision of Digital and Social Media Services	Youth, Women and PWD
14.	VDS/B14/2019-2021	Provision Ground Transport, Car hire and Taxi Services	Youth, Women and PWD
15.	VDS/B15/2019-2021	Provision of Air Tickets and Travel arrangements	Youth, Women and PWD
16.	VDS/B16/2019-2021	Provision of Web Design Services	Youth
17.	VDS/B17/2019-2021	Provision of Repair and Maintenance of ICT equipment, LAN and supply of ICT	Youth
18.	VDS/B18/2017-2019	Provision of Rapporteur Services	Open
19.	VDS/B19/2017-2019	Human Resource Management Consultancy, Corporate Governance and Training Services	Open
21.	VDS/B20/2017-2019	Provision of Motor Vehicle Repair Services	Open
22.	VDS/B22/2017-2019	Maintenance of Telecommunication Equipment	Open

23.	VDS/B23/2017-2019	Repairs of Office Fixtures and Fittings	Open
24.	VDS/B24/2017-2019	Provision of Legal Services	Open

Completed registration tender documents in plain sealed envelopes clearly marked with the Tender number and marked as follows:

“Do not open before 10.00 AM, 9/10/2019.” Should be addressed to:

**The Director General
Kenya Vision 2030 Delivery Secretariat
P.O. Box 52301-00200
NAIROBI
Tel. 020 2712030/ 2722006
www.vision2030.go.ke**

The documents should be placed in the Tender box situated on the 2nd floor reception area of **Kenya Vision 2030 Delivery Secretariat, at KUSCCO Centre during office working hours; Monday through Friday, upon**” so as to be received on or before **9/10/2019 10:00 a.m.**

Vision 2030 has the right to invite Open Tenders for goods, works or services in any category as and when required in line with Public Procurement and Asset Disposal Act 2015.

VDS reserves the right to authenticate any information provided in response here to, without notice to the participant by visiting the applicants premise.

Interested eligible candidates may obtain the Registration tender document at the **VDS Offices located at Upper hill, KUSCCO Centre 2nd Floor** during normal working hours upon payment of a non-refundable fee of Kshs. 1000 per set of document in cash. The tender can also be downloaded **FREE OF CHARGE** from the Secretariat’s website <https://vision2030.go.ke/>

Tenders submitted later than the indicated closing date and time shall automatically be disqualified. Tender opening will take place immediately thereafter on the same date in the Boardroom.

Tenderers or their representatives who wish to attend are invited to witness the opening. VDS reserves the right to accept or reject any or all the tenders either in whole or in part and is not bound to give reasons thereof.

Ag. DIRECTOR GENERAL

REGISTRATION INSTRUCTIONS

1.1 Introduction

VDS would like to invite interested candidates who **MUST** 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 provide services under relevant tenders/quotations to VDS ‘as and when required’ during the Financial Year 2019-2021. 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 tender document 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 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, provision of 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 provide proof that it has paid all its statutory obligations and have a valid Tax compliance certificate

3.7 PREQUALIFICATION EVALUATION CRITERIA

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

YOUTH, WOMEN AND PERSONS WITH DISABILITY CATEGORY

	Requirements	Score (20)
1	Certificate of Business Registration/Incorporation	Mandatory
2	A Valid Certificate of registration from Treasury (AGPO Certificate)	Mandatory
3	A Copy of PIN Certificate	Mandatory
4	Valid Tax Compliance Certificate at the time of opening	Mandatory
5	Certificate of Confirmation of Directors and Shareholding (CR 12) for limited companies (Evidence of identity to prove Youth and women in the enterprise)/ID Card for Sole Proprietorship & Partnership	Mandatory

OPEN CATEGORY

	Requirements	Score (20)
1	Certificate of Business Registration/Incorporation	Mandatory
2	Valid Tax Compliance Certificate at the time of opening	Mandatory
3	A Copy of VAT/PIN Certificate	Mandatory
4	A valid copy of the current Business permit	Mandatory
5	Provide at least Five (5) letters of recommendation from your corporate clients other than VDS	Mandatory
6	For services of a Professional nature as specified (Legal, Audit, Insurance Air ticketing, auctioneering, Valuation, Security Services among others, bidders MUST provide certification & registration with relevant authorities.	Mandatory

B: OTHER REQUIREMENTS

	Requirements	Score
1	Duly filled Pre-qualification Data	10
2	Supervisory Personnel	10
	i) Graduate -10	
	ii) Professional/Diploma -6	
	iv) High school -3	

3	Financial Position	15
	<p>Firm's audited accounts for the last two years (open category) and.</p> <p>Kshs. 5million and above – 15 marks</p> <p>Kshs. 3-5million – 10 marks</p> <p>Kshs. 500,000 – 3million – 5 marks</p> <p>Bank Statements for 6 months (reserved category)</p>	

	Letter of reference from the banker regarding supplier's credit position.	5
4	Duly filled Confidential Business Questionnaire	10
5	Relevant Past Experience	25
	a) Provide names of five clients (organizations) (attach LSO/LPO or Contracts) (5marks each)	
	i) First client Organization (Attach documental evidence)	
	ii) Second client Organization (Attach documental evidence)	
	iii) Third client Organization (Attach documental evidence)	
	Iv) Fourth client Organization (attach documental evidence)	
	v) Fifth client Organization (attach documental evidence)	
6	Litigation History (Provide current sworn affidavit)	5

Required Information	Form	Points
1. Registration Document	PQ1	20
2. Pre-qualification Data	PQ2	10
3. Supervisory Personnel	PQ3	10
4. Financial Position	PQ4	20
5. Business questionnaire	PQ5	10
6. Past Experience	PQ6	25
7. Litigation History	PQ7	5
TOTAL		100

The Pass mark for the registration is 80% and above.

FORM PQ-1 REGISTRATION DOCUMENTS

YOUTH, WOMEN AND PERSONS WITH DISABILITY CATEGORY

	Requirements	Score (20)
1	Certificate of Business Registration/Incorporation	Mandatory
2	A Valid Certificate of registration from Treasury (AGPO Certificate)	Mandatory
3	A Copy of PIN Certificate	Mandatory
4	Valid Tax Compliance Certificate at the time of opening	Mandatory
5	Certificate of Confirmation of Directors and Shareholding (CR 12) for limited companies (Evidence of identity to prove Youth and women in the enterprise)/ID Card for Sole Proprietorship & Partnership	Mandatory

OPEN CATEGORY

	Requirements	Score (20)
1	Certificate of Business Registration/Incorporation	Mandatory
2	Valid Tax Compliance Certificate at the time of opening	Mandatory
3	A Copy of VAT/PIN Certificate	Mandatory
4	A valid copy of the current Business permit	Mandatory
5	Provide at least Five (5) letters of recommendation from your corporate clients other than VDS	Mandatory
6	For services of a Professional nature as specified (Legal, Audit, Insurance Air ticketing, auctioneering, Valuation, Security Services among others, bidders MUST provide certification & registration with relevant authorities.	Mandatory

(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 recent certified audited books of Accounts for the last two (2) years for the open category and 6 months bank statements for the reserved group.
- 2) Attach letter of reference from the bankers regarding supplier's credit position.
- 3) Reference letter from the bank regarding Suppliers' 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 THREE 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

.....

(25 Points, 5 marks each)

FORM PQ7- LITIGATION HISTORY

Name of Contract Supplier

Contract/Suppliers should provide information on any history of litigation or arbitration resulting from contract executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(5 Points)

FORM PQ-8 - 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)

FORM PQ-9 SPECIFIC REQUIREMENTS FOR CATEGORIES

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

No	Tender No.	Description	Specific Requirements
1.	VDS/A1/2019-2021	Supply of Stationery and General Office Consumables	None
2.	VDS/A2/2019-2021	Supply of Desktop Computers, Laptops, iPads and associated accessories	Certificate of appointment as a distributor/reseller for specific brand
3.	VDS/A3/2019-2021	Supply of Office Equipment (other than computers)	None
4.	VDS/A4/2019-2021	Supply of Office Furniture and Fittings	None
5.	VDS/A5/2019-2021	Supply of motor vehicle tyres	None
6.	VDS/A6/2019-2021	Supply of Electrical items and Plumbing materials	None
7.	VDS/A7/2019-2021	Supply of Telecommunication Equipment and accessories	Certificate of appointment as a distributor/reseller for specific brand
8.	VDS/A8/2019-2021	Supply and Maintenance of Potted and Cut Flowers	None
9.	VDS/A9/2019-2021	Supply of ICT Software	Certificate of appointment as a distributor/reseller for specific brand
10	VDS/A10/2019-2021	Supply of Pre-printed Stationery	None
11	VDS/A11/2019-2021	Supply of Branded Merchandize, Giveaways, and Promotional items	None
12	VDS/A12/2019-2021	Supply and delivery of Drinking Water	Certificate of health
13	VDS/A13/2019-2021	Supply and Delivery of Fresh Milk	Certificate of health
14	VDS/A14/2019-2021	Supply and Delivery of Newspapers	None

CATEGORY B: PROVISION OF CONSULTANCY, NON-CONSULTANCY SERVICES AND WORKS

No	Tender No.	Description	Category
1	VDS/B1/2019-2021	Provision of Cleaning and Fumigation services	NEMA waste handling certificate
2.	VDS/B2/2019-2021	Provision of Guarding Services	Member to Kenya Security Association of Kenya. Registration with Communication Authority

3.	VDS/B3/2019-2021	Provision of Rider (Messenger) Services	Registration with Communication Authority
4.	VDS/B4/2019-2021	Provision of General and Group Life Insurance Brokerage Services	Registration with IRA
5.	VDS/B5/2019-2021	Provision and Management of Medical Insurance Brokerage Services	Registration with IRA
6.	VDS/B6/2019-2021	Provision of Asset Insurance Brokerage Services	Registration with IRA
7.	VDS/B7/2019-2021	Maintenance of Telecommunication Equipment	KNEC or equivalent technician certificate. Grade 2 or better
8.	VDS/B8/2019-2021	Provision of Outside Catering Services	Certificate of health
9	VDS/B9/2019-2021	Provision of Photography, Videography, Audiovisual Production & Editing Services	None
10.	VDS/B10/2019-2021	Provision of Events Management	None
11	VDS/B11/2019-2021	Provision of Public Relation Services	Membership to Public Relation Society of Kenya (PRSK)
12.	VDS/B12/2019-2021	Provision of Creative and Graphic Design Services	None
13.	VDS/B13/2019-2021	Provision of Digital and Social Media Services	None
14.	VDS/B14/2019-2021	Provision Ground Transport, Car hire and Taxi Services	None
15	VDS/B15/2019-2021	Provision of Air Tickets and Travel arrangements	IATA registered or affiliation to IATA registered firm
16.	VDS/B16/2019-2021	Provision of Web Design Services	None
17.	VDS/B17/2019-2021	Provision of Repair and Maintenance of ICT equipment, LAN and supply of ICT repair	None
18.	VDS/B18/2017-2019	Provision of Rapporteur Services	None
19.	VDS/B19/2017-2019	Human Resource Management Consultancy, Corporate Governance and Training Services	Membership to IHRM
21	VDS/B20/2017-2019	Provision of Motor Vehicle Repair Services	None
22	VDS/B22/2017-2019	Maintenance of Telecommunication Equipment	None
23	VDS/B23/2017-2019	Repairs of Office Fixtures and Fittings	None
24	VDS/B24/2017-2019	Provision of Legal Services	LSK Membership. Advocate of the High Court

