



KENYA VISION 2030 DELIVERY SECRETARIAT

ADDENDUM TO TENDER DOCUMENT

TENDER NO: VDS/ONT/REG/02/2023-2024

REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2024/2025 AND 2025/2026

NAME OF THE FIRM

CATEGORY NO

TARGET GROUP.....

ITEM DESCRIPTION.

If AGPO registered firm, please specify the category:

Youth

Women

PWD

CLOSING DATE: HAS BEEN EXTENDED FROM TO TUESDAY, 24TH OCTOBER 2023 AT 10.00 AM TO 31ST OCTOBER 2023 AT 10.00AM

INVITATION TO APPLY FOR REGISTRATION

NAME OF CONTRACT: REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2024/2025 AND 2025/2026

REGISTRATION REFERENCE NO.: VDS/ONT/REG/02/2023-2024

1. The Kenya Vision2030 Deliveray Secretariat intends to register Suppliers, Contractors and Service Providers for Provision of Goods, Works and Services as per the under listed categories:

CATEGORY A: SUPPLY OF GOODS

No	Category No.	Item Description	Target Group
1.	VDS/A1/2023-2025	Supply of stationery and general office consumables	Youth, Women and PWD
2.	VDS/A2/2023-2025	Supply of desktop computers, laptops, tablets, ipads, printers, scanners, office equipment and associated accessories	Youth, Women and PWD
3.	VDS/A3/2023-2025	Supply and maintenance of digital videos cameras and associated accessories	Youth, Women and PWD
4.	VDS/A4/2023-2025	Supply of office furniture and fittings	Open
5.	VDS/A5/2023-2025	Supply of motor vehicle tyres and accessories	Open
6.	VDS/A6/2023-2025	Supply of telecommunication equipment and associated accessories	Open
7.	VDS/A7/2023-2025	Supply of computer software licenses	Open
8.	VDS/A8/2023-2025	Supply of branded merchandize, giveaways, preprinted stationery and promotional items	Youth, Women and PWD
9.	VDS/A9/2023-2025	Supply of bottled drinking water	Youth, Women and PWD
10.	VDS/A10/2023-2025	Supply of processed fresh milk	Youth, Women and PWD
11.	VDS/A11/2023-2025	Supply of newspapers, Nation, standard, Business daily and The Star	Youth, Women and PWD
12.	VDS/A12/2023-2025	Supply of airtime and airtime scratch cards	Open

CATEGORY B: PROVISION OF CONSULTANCY & NON-CONSULTANCY SERVICES

No	Tender No.	Description	Category
1.	VDS/B1/2023-2025	Provision of professional cleaning, fumigation and disinfection services	Youth, Women and PWD
2.	VDS/B2/2023-2025	Provision of safety, security and guarding services	Open

3.	VDS/B3/2023-2025	Provision of mobile security, VIP protection, background screening, private investigation, business intelligence and track and trace services.	Open
4.	VDS/B4/2023-2025	Provision of rider (messenger) services	Youth, Women and PWD
5.	VDS/B5/2023-2025	Provision of courier services	Open
6.	VDS/B6/2023-2025	Provision and management of Medical, Group Life, Group Personal accident / WIBA and Asset insurance services	Open
7.	VDS/B7/2023-2025	Provision of hotel accommodation and conference facilities: Mombasa, Lamu, Malindi, Machakos, Nairobi, Naivasha, Nakuru, Eldoret, Kakamega and Kisumu	Open
8.	VDS/B8/2023-2025	Provision of photography, videography, aerial drone, audiovisual production, editing and content creation services	Youth, Women and PWD
9.	VDS/B9/2023-2025	Provision of events management services	Youth, Women and PWD
10.	VDS/B10/2023-2025	Provision of public relation services	Open
11.	VDS/B11/2023-2025	Provision of creative, graphic, infographic and artwork design services	Youth, Women and PWD
12.	VDS/B12/2023-2025	Provision of digital and social media management Services	Youth, Women and PWD
13.	VDS/B13/2023-2025	Provision ground transport and car hire Services	Youth, Women and PWD
14.	VDS/B14/2023-2025	Provision of APP Taxi services	Open
15.	VDS/B15/2023-2025	Provision of air ticket and travel arrangement services	Youth, Women and PWD
16.	VDS/B16/2023-2025	Provision of website design, development, maintenance and hosting services	Open
17.	VDS/B17/2023-2025	Provision of rapporteur services	Open
18.	VDS/B18/2023-2025	Provision of Moderator /MC services	Open
19.	VDS/B19/2023-2025	Provision of human resource management consultancy, corporate governance and training Services	Open
20.	VDS/B20/2023-2025	Provision of legal services	Open
21.	VDS/B21/2023-2025	Provision of asset valuation services	Open
22.	VDS/B22/2023-2025	Provision of G-Suite Email hosting services	Open
23.	VDS/B23/2023-2025	Provision of internet services	Open
24.	VDS/B24/2023-2025	Provision of consultancy services for the development of strategic plan	Open

25.	VDS/B25/2023-2025	Provision of data backup and recovery Services	Open
26.	VDS/B26/2023-2025	Provision of layout and printing services	Youth, Women and PWD
27.	VDS/B27/2023-2025	Provision of Media buying services	Open

CATEGORY C: PROVISION OF WORKS

No	Category No.	Description	Eligibility
1.	VDS/C1/2023-2025	Office partitioning	Open
2.	VDS/C2/2023-2025	Office design, layout and branding	Youth, Women and PWD
3.	VDS/C3/2023-2025	Minor building repair, maintenance, plumbing and electrical works	Youth, Women and PWD
4.	VDS/C4/2023-2025	Installation, repair and maintenance of CCTV surveillance systems	Open
5.	VDS/C5/2023-2025	Installation, repair and maintenance of air condition systems	Open
6.	VDS/C6/2023-2025	Installation, repair and maintenance of telecommunication equipment	Open
7.	VDS/C7/2023-2025	Installation, repair and maintenance of internet network, LAN and WAN	Youth, Women and PWD
8.	VDS/C8/2023-2025	Repair and maintenance of computers, printers, laptops, scanners, and associated office equipment.	Open
9.	VDS/C9/2023-2025	Asset tagging and maintenance of related system	Open
10.	VDS/C10/2023-2025	Motor vehicle service, maintenance and repair	Open

- Qualified and interested applicants may obtain further information and inspect the Registration Document during office hours **0800 to 1700 hours** at the address given below.
- A complete set of the Registration Document may be viewed and downloaded for free from the website www.vision2030.go.ke.
- Applicants who download the Registration Document must forward their particulars immediately to procurement@vision2030.go.ke or VDSdg@vision.go.ke to facilitate any further clarification or addendum.
- The application for registration in plain sealed envelope clearly marked **Tender No. VDS/ONT/REG/02/2023-2024, respective Category number and Item Description** should be deposited in the Tender Box situated on 7th floor, Britam Centre, Mara / Ragati road junction, Upper hill and be addressed to:

**Director General, Kenya Vision2030 Delivery secretariat
P.O. Box 52301-00200,
Nairobi.**

so as to reach us on or before **Tuesday, 31st October 2023 at 10.00am.**

- Application for registration will be opened immediately thereafter in the presence of candidates or their representatives who may choose to attend on 7th floor, **Britam Centre, Mara / Ragati road Junction , Upperhill**

, Nairobi.

7. Late applications SHALL be rejected.

SECTION II - REGISTRATION DATA SHEET (RDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITA 1.1	<p>The Procuring Entity is: Kenya Vision 2030 Delivery Secretariat</p> <p>The identification of the Invitation for Registration is: Tender No. VDS/ONT/REG/02/2023 – 2024</p> <p>The application is for: Registration of Suppliers, Contractors and Consultants for Provision of Goods, Works and Services for the Financial Years 2024/2025 and 2025/2026</p> <p>Registration will be based on Multiple contracts</p>
ITA 2	The Source of funds shall be GOK
ITA 5.3	Maximum number of members in the JV shall be: Not Applicable
B. Contents of the Registration Document	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is: Director General, Kenya Vision2030 Delivery Secretariat P.O. Box 52301-00200, Nairobi.</p> <p>Attention: Chief Procurement Officer</p> <p>Physical Address: 7th Floor, Britam Centre, Mara / Ragati road Junction, Upper hill, Nairobi</p> <p>Telephone: +254 020 272 2030</p> <p>Electronic mail address: procurement@vision202.go.ke or dg@vision2030.go.ke.</p> <p>Web page: www.vision2030.go.ke</p>
ITA 8.2	<p>A pre-application meeting will Not be Applicable</p> <p>A pre-arranged Site visit will Not be Applicable</p>
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the-Procuring Entity not later than 7days before registration closing deadline as per the advertisement
ITA 8.5	Not Applicable
ITT 9.2	Addendum issued shall be published at the website: www.vision2030.go.ke
ITA 8.2	Pre-Application Meeting will NOT be held
C. Preparation of Applications	

ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: Support documents listed under section III Qualification Criteria and Requirements
ITA 15.2(b)	The source for determining exchange rates is Not Applicable
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: Not Applicable
Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
D. Submission of Applications	
ITA 17.1	The deadline for Application submission is: Date: Tuesday 31st October, 2023 Time: 10.00 a.m For Application submission purposes only, the Procuring Entity's address is: Director General, Kenya Vision2030 Delivery Secretariat, PO Box 52301-00200, Nairobi. Attention: Director General, Kenya Vision2030 Delivery Secretariat Address: 7th Floor , Britam Centre, Mara / Ragati Junction, Upper Hill, Nairobi Country: Kenya Telephone: +254020 272 2030 Email address: dg@vision2030.go.ke Applicants <i>shall not</i> have the option of submitting their Applications electronically.
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	The Procuring Entity Shall Not accept late applications.
ITA 20.1	The opening of the Applications shall be at 7th Floor, Britam Centre, Mara/ Ragati Road Junction, Upper hill, Nairobi
ITA 20.2	The electronic Application opening procedures shall be: Not Applicable
E. Procedures for Evaluation of Applications	
ITA 24.1	A margin of preference Shall Not apply.
ITA 25.1	At this time the Procuring Entity <i>does not intend</i> to execute certain specific parts of the Works by sub-contractors selected in advance.
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are Not Applicable
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to: The Secretary, Public Procurement Administrative Review Board, 6th Floor, KISM Towers, Ngong Road P.O. Box 58583-00200, Nairobi, Kenya. In summary, at this stage, a Procurement-related Complaint may challenge any of the following: the terms of the Registration Documents; and the Procuring Entity's decision not to Register an Applicant.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications.

MANDATORY /PRELIMINARY REQUIREMENTS/CONDITIONS

All firms applying for the **AGPO** reserved categories (Youth, Women and Persons with Disabilities Owned Enterprises) must submit and fulfill the following requirements for verification of their eligibility: -

	REQUIREMENT
1.	Certificate of registration or incorporation
2.	KRA PIN Certificate
3.	A Valid Tax Compliance Certificate
4.	A valid Certificate of registration from the National Treasury either as Youth, Women & Person with Disability Owned enterprise; Kenya Vision 2030 Delivery Secretariat may ascertain the authenticity of the AGPO Registration document from the National Treasury Website
5.	Copy of the National Identity Card /Passport for all directors
7	Valid registration / membership certificate with regulatory bodies where applicable i.e., IATA, CAK
6.	Well bound, serialized and paginated tender document including attachments

Firms applying under **OPEN** categories must submit and fulfill the following: -

	REQUIREMENT
1.	Certificate of registration or incorporation
2.	KRA PIN Certificate
3.	A Valid Tax Compliance Certificate
5.	Copy of the National Identity Card /Passport for all directors
6.	Valid county trade/business license/permit
7	Valid registration / membership certificate with regulatory bodies where applicable i.e., IRA, AKI, NCA, LSK, PSRA PIA, KSIA, CAK etc.
6.	Well bound, serialized and paginated tender document including attachments

Please note:

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) Kenya Vision 2030 Delivery Secretariat at its discretion shall authenticate all the documents provided by the Applicants
- c) AGPO Registered firm may participate in the open categories but will be required to fulfill requirements under the open categories level.

Non-AGPO registered/established firms that apply to be considered in the AGPO categories shall automatically be disqualified from further evaluation at the preliminary evaluation stage.

d) Category B13 and B14 -Provision of ground transport, car hire and APP taxi services

- The firm should clearly state their geographical areas of operation e.g., Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.

- The vehicles should be well maintained/serviced and available at short notice.

Note:

For any engagement, Kenya Vision 2030 Delivery Secretariat shall require all drivers to be professional,experienced, possess a certificate of good conduct and well-groomed at all times.

e) Category B7 -Provision of Hotel Accommodation and Conference Facility

The Hotels should state their geographical locations and be (4) star rated and above in Mombasa, Lamu, Malindi, Machakos, Nairobi, Embu, Nyeri, Nanyuki, Naivasha, Nakuru, Eldoret, Kakamega and Kisumu. (Hotels in other towns other than the ones mentioned can apply and be considered based on provision of quality standards)

- Kenya Vision2030 Delivery Secretariat may undertake an inspection visit to the hotels that have applied with view to conducting due diligence on the facilities and establish whether they meet the quality standards.

f) Category B15, Air travel agents

Firms must provide proof of membership with **IATA**. The firms should demonstrate that they have 24 hour dedicated personnel/call line to cater for emergency requirements.

g) Category B20 Legal services

Advocates must be in good standing with valid practicing license from LSK.

h) Category B1 provision of professional cleaning, fumigation and disinfection services and B2 provision of safety security and guarding services

Firms must provide valid compliance certificates from NHIF and NSSF and proof of compliance with minimum wage requirements under Kenya Labour law. Security firms must provide current registration / licensing by the regulating bodies and professional associations (PSRA, KSIA. PAI)

i) Category B6 Provision and management of medical, group life, group personal accident / WIBA and asset insurance services.

Both brokers and underwriters must provide valid registration certificate from IRA.

Underwriters must provide valid registration from AKI

Brokers must provide valid membership certificate from A.I.B.K

j) Category C3 Minor building, repair, maintenance, plumbing and electrical works

Firms must provide valid registration certificate from NCA.

k) Category B4 provision of rider (messenger) service and B5 provision of courier services)

Firms must provide valid courier license from communication authority of Kenya (CAK)

TECHNICAL EVALUATION REQUIREMENTS:

NO.	GENERAL REQUIREMENTS
1.	Company Profile - Key details of the service rendered - Postal Address - Telephone Number - Email Address
2.	Business Ownership: -Disclosure of Directors/Partners /Sole Proprietor (Attach CR12 for incorporated companies, Identity Cards of the owners of registered businesses, partnerships and sole proprietorships)
3.	Financial Situation Attach Audited Accounts for the year 2022 or BankStatement for the last three months. NB: AGPO registered firms are exempted for this requirement
4.	Experience Indicate having undertaken similar assignment with at least 3 firms(Attach copies of LPOs, Letters of Award , recommendation letters and completion certificates NB: AGPO registered firms are exempted from this requirement
5.	Credit Period Indicate Credit Period willing to offer - 30 Days minimum is Kenya Vision 2030's requirement
6.	Physical Facilities Provide evidence of office premises/ or Workshop (copy of title deed, lease/tenancy agreement or utility bill) in owners/Directors or Company name. NB: AGPO registered firms are exempted from this requirement