



**MINISTRY OF DEFENCE
ULINZI HOUSE
P O BOX 40668 - 00100
NAIROBI**

TENDER NO: MOD/423(010023)2018/2019

**REGISTRATION OF FIRMS FOR THE SUPPLY OF STATIONERY COMMON USER
ITEMS FOR NAIROBI BASED UNITS**

TENDERER DETAILS

FIRM'S NAME

P O BOX

TEL NO:

FAX NO:

SIGNATURE:

COMPANY STAMP.....

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TENDER REF- REGISTRATION OF SUPPLIERS FOR FY 2018/2019

The Ministry of Defence (MOD) intends to register contractors for supply of stationery common user items for Nairobi based units for the financial years **2018/2019 - 2019/2020**.

The Ministry invites sealed applications from eligible candidates for purposes of registration of suppliers for supply of stationery common user items for Nairobi based units.

Detailed requirements and evaluation criteria are contained in the document. Interested eligible candidates may obtain further information from **Col Supply/ Maintenance, Ministry of Defence, Ulinzi House P O Box 40668-00100 Nairobi Tel No 2721100/9 Ext 5239** during normal working hours from **0800hrs to 1700hrs**.

Completed prequalification documents **MUST** be submitted enclosed in plain sealed envelopes marked with tender reference number and tender name be deposited in the Tender Box at **Ulinzi House main gate Reception along Lenana Road** or be addressed to:

**The Principal Secretary
Ministry of Defence
P O Box 40668 - 00100-GPO
NAIROBI**

so as to be received on or before **29 NOVEMBER, 2018** at **1000hrs (10 am)**.

REGISTRATION OF SUPPLIERS INSTRUCTIONS

1.1 Introduction

The Ministry of Defence would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply stationery common user items for nairobi based units in the Ministry.

1.2 Registration Objective

The main objective is to be registered as a contractor to supply stationery common user items for nairobi based units as and when required during the period.

1.3 Invitation of Registration

Contractors registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Prequalification documents to **Ministry of Defense** so that they may be prequalified for submission of quotations/proposals and tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers/contractors are required to supply the mandatory information for registration as requested and deposit the documents at the commission on or before **29th November 2018, 1000am.**

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works and consultancy to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers, contractors and consultants.

1.6 In order to be considered for registration, prospective suppliers, contractors and consultants must submit all the information herein requested.

1.7 Submission of Registration Documents

One Copy for each category of the completed registration data and other requested information shall be submitted **on or before 29th November 2018, 100am.**

1.9 Additional Information

The Commission on Revenue Allocation reserves the right to request submission of additional information from prospective suppliers, contractors and consultants and Request for quotations and proposals will be made available to those bidders whose qualifications

are accepted by Commission on Revenue Allocation after attaining 70% points and above upon completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier, contractor and consultants will have to pay all taxes payable as applicable for all goods, services works and consultancy to be supplied unless exempted by the Government.

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 shall be inclusive of all delivery charges and all taxes as well.

2.4 Payments

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

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

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

3.1.2 The registration 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 registration data on prospective bidders is to be used by Ministry of Defence in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Ministry of Defence they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services/works.

3.3 Essential Criteria for Registration

3.3.1 Experience:

Prospective bidders shall have experience in the services. The potential contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form P-3.

3.3.2 Financial Condition

The Supplier's/Consultant/Contractor financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors/consultants' credit position. Potential suppliers/contractors/consultants will be registered on the satisfactory information given.

3.3.3 Special consideration

Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and work in progress date on Form P-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.4 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form P-6.

3.4 Statement

Applications must include a sworn statement Form P-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Commission 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 Commission reserves the right to reject the tender from such a bidder even though he was initially registered.

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

3.7 Registration Criteria

Required Information Form Type Points Score

Registration Documentation P-1	30
Registration Data P-2	10
Supervisory Personnel P-3	20
Financial Position P-4	10
Confidential Report P-5	10
Past Experience P-6	15
Sworn Statement P-7	5
TOTAL	100

3.8 To qualify the prospective supplier, consultant or contractor must score 70 points and above.

FORM P-1 REGISTRATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation
2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. **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).**
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License
7. Letter of recommendation from the previous organizations served
8. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).

NB: Properly bound and good presented documents. Loose documents will not be accepted.

(30 points)

FORM P-2 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
supplier/contractor/consultant of.....
.....
.....
Post Office Address.....
Town.....
Street.....
Name of building.....
Room/Office No..... Floor No

Telephone Nos.....
Full Name of applicant.....
Other branches location.....

2. ORGANIZATION & BUSINESS INFORMATION

Management personnel.....
President (Chief Executive).....
Secretary.....
General Manager.....
Treasurer.....
Other (s).....
Partnership (if applicable)
Name 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)

P-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

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

Professional Qualification

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

Length of service with contractor or supplier position held

.....
.....

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

(20 Points)

P-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm’s three certified financial statements giving summary of assets and current liabilities / or any other financial support.

2. Attach letters of reference from the bankers regarding supplier’s credit position.

(10 Points)

FORM P-5

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied 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
Location of business premises.
Plot No..... Street/Road
Postal Address Tel No. Fax E mail
Nature of Business,.....
Registration Certificate No.
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:

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 Kshs

Issued Kshs

Given details of all directors as follows

Name Nationality Citizenship Details Shares

1.
2.
3.

FORM P-6- PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

i. Name of Client (organization).....

ii. Address of Client (organization).....

iii. Name of Contract Person at the client (organization)

iv. Telephone No. of client

v. Value of Contract

vi. Duration of Contract (date)

(Attach documents evidence of existence of contract)

2. Name of 2nd Client (organization)

i. Address of Client (organization)

ii. Name of Contact Person at the client (organization)

iii. Telephone No. of Client

iv. Value of Contract (date)

v. Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i. Address of Client (organization)

ii. Name of Contact Person at the client (organization)

iii. Telephone No. of Client

iv. Value of Contract

v. Duration of Contract (date)

(Attach documental evidence of existence of contract)

Others

(15points) **Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.** (15points)

FORM P-7 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 ministry.

- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.

- d. We enclose all the required documents and information required for the prequalification 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).

(5points)

REQUIREMENTS FOR AGPO GROUP

Please provide copies as a proof and sign the sworn statement

YOUTH, WOMEN & PERSONS WITH DISABILITIES (PWDs)

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Valid tax compliance certificate
- Bank statement/ bank reference letter
- Company profile (Include Postal and email addresses)
- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate (**YOUTH**)

SWORN STATEMENT

Having studied the pre-qualification information for the above subject 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 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 document to follow.
- c) We enclose all the required documents and information required for the prequalified evaluation.
- d) Our submission document has got Pages.

Date.....

Applicants Name.....

Represented by.....

Signature.....

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