



**KENYA MARITIME AUTHORITY**

**REGISTRATION OF  
SUPPLIERS/CONTRACTORS/CONSULTANTS**

**FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES  
AND CONSULTANCY**

**FOR THE FINANCIAL YEARS 2021/2022 AND 2022/2023**

**CATEGORY NO .....**

**TARGET GROUP.....**

**ITEM DESCRIPTION. ....**

**CLOSING DATE: 13<sup>TH</sup> AND 14<sup>TH</sup> APRIL, 2021 AT 10:00AM.  
RESPECTIVELY**

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**TENDER NOTICE DATE: 23<sup>RD</sup> MARCH, 2021**

**TENDER REF- KMA/REG/1-56/2021-2023**

**TENDER NAME: REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, SERVICES, WORKS AND CONSULTANCY SERVICES**

1.1 The Kenya Maritime Authority (KMA) invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors **for use by the Authority in the Financial Years 2021/2022 and 2022/2023** ending on **30<sup>th</sup> June 2023** as per the under listed categories and description of goods, services, works and consultancy:

<b>REGISTRATION OF SUPPLIERS FOR FY 2021-2022 AND 2022-2023</b>			
<b>N o.</b>	<b>REGISTRATIO N NO.</b>	<b>ITEM /SERVICE DESCRIPTION</b>	<b>ELIGIBIL ITY</b>
		<b>GOODS</b>	
1	KMA/REG/G/01/2021-2024	Supply and Delivery of General Office Stationery and supplies Consumables, Related Accessories and Supplies.	Special Groups
2	KMA/REG/G/02/2021-2024	Supply and Delivery Toners & Cartridges	Special Groups
3	KMA/REG/G/03/2021-2024	Provision of Corporate /Choir Uniforms, Outfits, Footwear, etc.	Special Groups
4	KMA/REG/G/04/2021-2024	Supply, Delivery, Repair and Maintenance of Boats, Boat Engines, Boat Equipment and other related Accessories/Services.	Open
5	KMA/REG/G/05/2021-2024	Supply, Delivery, Installation, Repair and Maintenance of ICT Equipment's i.e., Computers, Laptops, Printers, UPSs, Tablets, iPads, Photocopiers, and Related Computer and Printer Accessories/ Consumables.	Special Groups
6	KMA/REG/G/06/2021-2024	Supply, Delivery, Installation, Repair and Maintenance of Telecommunication Networking Equipment i.e., Telephone, PABX and/or other related accessories	Special Groups
7	KMA/REG/G/07/2021-2024	Supply, Delivery and fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing Services.	Special Groups
8	KMA/REG/G/08/2021-2024	Supply & Delivery of Newspapers, Magazines and Foreign papers /Magazines	Special Groups

<b>REGISTRATION OF SUPPLIERS FOR FY 2021-2022 AND 2022-2023</b>			
<b>N o.</b>	<b>REGISTRATIO N NO.</b>	<b>ITEM /SERVICE DESCRIPTION</b>	<b>ELIGIBIL ITY</b>
9	KMA/REG/G/09/2021-2024	Supply and delivery of Personal Protective Equipment (PPES) for Maritime Operations i.e., High Visibility Boiler Suits, Life jackets, Rechargeable Flashlights, Maxidry 3/4 coated oil resistant gloves, water shoes, safety boots, work wear cargo pants and related accessories	Special Groups
10	KMA/REG/G/10/2021-2024	Supply, Delivery, Installation, Repair and Maintenance of General Office Furniture, Fittings and related items.	Special Groups
11	KMA/REG/G/11/2021-2024	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment, Kits and Trophies	Special Groups
12	KMA/REG/G/12/2021-2024	Supply and Delivery Sanitary, Cleaning Materials and Detergents	Special Groups
13	KMA/REG/G/13/2021-2024	Supply, Delivery, Installation, Repairs and Maintenance of Air conditioners	Open
14	KMA/REG/G/14/2021-2024	Supply and Delivery of Drinking Water (Dispenser water and 500ml water bottle)	Special Groups
15	KMA/REG/G/15/2021-2024	Supply, Delivery, Maintenance and Repair of Diving equipment's and compressor	Open
16	KMA/REG/G/16/2021-2024	Provision of Covid 19 Management Appliances and related accessories	Open
		<b>SERVICES</b>	
17	KMA/REG/S/17/2021-2024	Provision of Design, Printing of Branded Promotional Materials: T-shirts, Shirts, Caps, Carrier Bags, Umbrella, Banners, Brochures, Fliers and/or give a ways and other related promotional materials.	Special Groups
18	KMA/REG/S/18/2021-2024	Provision of Comprehensive Office Cleaning, Sanitation, Fumigation & Pest Control Services	Special Groups
19	KMA/REG/S/19/2021-2024	Provision of Repair of Motor Vehicles Services	Open
20	KMA/REG/S/20/2021-2024	Provision of Flowers arrangement and Indoor Maintenance	Special Groups
21	KMA/REG/S/21/2021-2024	Provision of Air ticketing Services (IATA Registered Firms Only)	Special Groups
22	KMA/REG/S/22/2021-2024	Provision of Professional Cleaning, Gardening Services, Garbage Collection Services and Sanitary Disposal Services	Special Groups
23	KMA/REG/S/23/2021-2024	Provision of Courier Services	Open
24	KMA/REG/S/24/	Provision of Airtime (Scratch/Calling Cards)	Special

<b>REGISTRATION OF SUPPLIERS FOR FY 2021-2022 AND 2022-2023</b>			
<b>N o.</b>	<b>REGISTRATIO N NO.</b>	<b>ITEM /SERVICE DESCRIPTION</b>	<b>ELIGIBIL ITY</b>
	2021-2024		Groups
25	KMA/REG/S/25/ 2021-2024	Provision of Repair and Maintenance of Electrical Appliance & Fittings (Relevant ERC Registration Requirements and Registered with National Construction Authority- Under Electrical Engineering Works Category)	Open
26	KMA/REG/S/26/ 2021-2024	Provision of Internet Services	Open
27	KMA/REG/S/27/ 2021-2024	Provision of Supply of Computer Software, Systems and Appliances i.e., Antivirus	Special Groups
28	KMA/REG/S/28/ 2021-2024	Provision of Events Management (Hire of Tents and Chairs, Draping's and Decorations)	Special Groups
29	KMA/REG/S/29/ 2021-2024	Provision of Re-location/Moving services	Open
30	KMA/REG/S/30/ 2021-2024	Provision of Vehicle Transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru etc.)	Open
31	KMA/REG/S/31/ 2021-2024	Provision of Photography and Video Coverage Services	Special Groups
32	KMA/REG/S/32/ 2021-2024	Repair and Maintenance of Office Furniture & Fittings.	Special Groups
33	KMA/REG/S/33/ 2021-2024	Provision of Repair and Maintenance of Plumbing and Sewerage System Services (Must be Registered with National Construction Authority- Under Water Mechanical Works Category)	Special Groups
34	KMA/REG/S/34/ 2021-2024	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders, Control Unit and Related Services	Open
35	KMA/REG/S/35/ 2021-2024	Supply, Delivery, Installation, Commissioning and Maintenance of Security Management Systems and /or Equipment, Radio Communication Gadgets, QR code reader, Card and related Services	Open
36	KMA/REG/S/36/ 2021-2024	Provision of Hotel Accommodation and Conference Facilities Services (Please State your Geographical Locations Preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru etc.)	Open
37	KMA/REG/S/37/ 2021-2024	Provision of Outside Catering Services and Kitchen items i.e. Sugar, Tea Leaves, Milo,	Special Groups

<b>REGISTRATION OF SUPPLIERS FOR FY 2021-2022 AND 2022-2023</b>			
<b>N o.</b>	<b>REGISTRATIO N NO.</b>	<b>ITEM /SERVICE DESCRIPTION</b>	<b>ELIGIBIL ITY</b>
		Coffee etc.	
38	KMA/REG/S/38/2021-2024	Provision of General Insurance Services (GPA, Group Life, Motor Vehicles Insurance, Marine Hull Insurance and related Covers- Valid AKI and /or AIBK and IRA Insurers only)	Open
39	KMA/REG/S/39/2021-2024	Provision of Repair and Maintenance of GMDSS Equipment Services	Open
40	KMA/REG/S/40/2021-2024	Provision of Repair and Maintenance and Servicing of Generators (Must Provide Dealership/Manufacturer's Authorization Letters)	Open
41	KMA/REG/S/41/2021-2024	Provision of Charter Plane and Chopper Services (Must Provide Evidence of licensing/ approval from Kenya Civil Aviation Authority (KCAA) and/or any other relevant regulatory authority recognized by Kenya	Open
42	KMA/REG/S/42/2021-2024	Provision of Security Services to KMA Offices/Premises	Open
43	KMA/REG/S/43/2021-2024	Provision of Office Refurbishment and Furnishings e.g., Curtains and Carpet, Vertical Blinds, Sheers, Window Films, etc.	Special Groups
44	KMA/REG/S/44/2021-2024	Provision of Firefighting and Fire Protection Equipment & Training Services	Open
45	KMA/REG/S/45/2021-2024	Provision of Valuation, Asset Marking/Tagging and Tracking of Asset System Services	Open
46	KMA/REG/S/46/2021-2024	Provision of Small Building Works and Office Repairs Including Office Partitioning, Interior Designs, Paint Works, Installations of Minor Equipment, Plant and Machinery, etc. (Must Provide NCA certificate under Builders Works Category)	Special Groups
47	KMA/REG/S/47/2021-2024	Provision of Legal and Risk Management Services	Open
48	KMA/REG/S/48/2021-2024	Hire of Audio Equipment, Public Address System and Related Equipment	Special Groups
49	KMA/REG/S/49/2021-2024	Provision of Consultancy Services in Management, Organizational Development and Training (NITA Accredited Consultants only)	Open
50	KMA/REG/S/50/2021-2024	Provision of Property Management Services (Must Provide Practicing Certificate from the Estate Agents Registration Board (EARB))	Open

<b>REGISTRATION OF SUPPLIERS FOR FY 2021-2022 AND 2022-2023</b>			
<b>N o.</b>	<b>REGISTRATIO N NO.</b>	<b>ITEM /SERVICE DESCRIPTION</b>	<b>ELIGIBIL ITY</b>
51	KMA/REG/S/51/2021-2024	Provision of Employee Engagement Survey and Customer Satisfaction Survey	Open
52	KMA/REG/S/52/2021-2024	Provision of Brand Marketing and Visibility Services for KMA	Open
53	KMA/REG/S/53/2021-2024	Provision of Consultancy Services on Marine Resource Survey	Open
54	KMA/REG/S/54/2021-2024	Provision of Consultancy on Research in the Maritime Industry e.g.: Impacts of pollution to Aquatic system	Open
55	KMA/REG/S/55/2021-2024	Provision of Consultancy Services Development of Management Plan	Open
56	KMA/REG/S/56/2021-2024	Provision of Consultancy Services for Curriculum Development Plan (Maritime Sector)	Open

- 1.2 The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Kenya Maritime Authority website [www.kma.go.ke](http://www.kma.go.ke). Tenderers may seek clarifications through [procurement@kma.go.ke](mailto:procurement@kma.go.ke) or [info@kma.go.ke](mailto:info@kma.go.ke)
- 1.3 Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.
- 1.4 Completed Registration document should be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the tender box provided at the Ground Floor Kenya Maritime Authority's Offices, White House Building, Moi Avenue, Mombasa addressed to:

**The Director General,  
Kenya Maritime Authority,  
P. O. Box 95076 – 80104,  
MOMBASA**

so as to reach him on or before **13<sup>th</sup> April, 2021 at 10:00am for category 1 to 16 and 14<sup>th</sup> April, 2021 for category 17 to 56 respectively.**

- 1.5 Late submissions will not be accepted. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the KMA **Boardroom 2<sup>nd</sup> Floor, White House Building, Moi Avenue, Mombasa.**

***NB: Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.***

**DIRECTOR-GENERAL  
KENYA MARITIME AUTHORITY**

## REGISTRATION INSTRUCTIONS

### 1.1 Introduction

The Kenya Maritime Authority would like to invite interested firms that shall fulfill 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 of suppliers Objective

- a) The main objective of the registration of supplier's exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the Public Procurement and Asset Disposal Act, 2015, through an open and transparent process that shall constitute a list of registered suppliers for use by the Authority.
- b) The identified suppliers will be subjected to quote competitively for supply and delivery of assorted items and also provide services under relevant tenders/quotations to Kenya Maritime Authority (KMA) on 'as and when required' during the Financial Years 2021-2022 and 2022-2023. By being registered, a supplier has a higher chance of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) Bids will be submitted in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the Authority.

### 1.3 Invitation of Registration

Suppliers registered under the Laws of Kenya to supply or provide respective merchandise/services are invited to submit their Registration documents to the Director General, Kenya Maritime Authority so that they can be registered for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for registration. **Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions should apply afresh.**



## **1.4 Experience**

Potential suppliers/contractors must demonstrate the capacity, willingness and commitment to meet the registration criteria.

## **1.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

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

## **1.7 Submission of Registration Documents**

The completed registration data and other requested information shall be submitted to reach:

**Director General,  
Kenya Maritime Authority  
P. O. Box 95076 – 80104,  
MOMBASA**

**13<sup>th</sup> April, 2021 at 10:00am for category 1 to 16 and 14<sup>th</sup> April, 2021 for category 17 to 56 respectively.**

## **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Director General, Kenya Maritime Authority, whose address is given in paragraph 1.7 above.

Applicants may request for clarification on the Registration document up to five (5) days before the submission date. Any request for clarification must be sent in writing by mail to the Authority address. KMA will respond in writing by electronic mail to such requests and will send copies of the response to all registered applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

## **2.0 Additional Information**

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

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

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

### **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 should be inclusive of all delivery charges and taxes. Pursuant to Provisions of Section 82 of the PPADA, 2015, the tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

Further, Section 82 of the Public Procurement and Asset Disposal Act 2015 and Section 74 (2) of Public Procurement and Asset Regulations, 2020 shall apply; Any tender / Quotation that shall be submitted with arithmetical errors shall be declared non-responsive and shall therefore be rejected by the Authority.

### **2.4 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days from the receipt of invoices and any other supporting or as may be stipulated in the Contract Agreement.

### **2.5 Rights of The Authority**

The Authority reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will be value for money to the Authority in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category,

lack of competition or acquisition of dealership rights by a supplier that are advantageous to the Authority. However, the firms in the list of registered suppliers as identified through this invitation shall always be given priority to submit bids for available procurement opportunities.

- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

### **3. REGISTRATION DATA INSTRUCTION**

#### **3.1 Registration data forms**

3.1.1 The attached questionnaire forms **Reg Form 1, Reg Form 2, Reg Form 3, Reg Form 4, Reg Form 5 and Reg Form 6** are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

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.

#### **3.2 Qualification**

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by the Authority 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 the Authority 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 where applicable. Information to be derived from **Reg Form 4**.

#### **3.3 Essential Criteria for Registration**

3.3.1 (a) 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.

(b) 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 **Reg Form 2**

### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest bank statement as indicated in the evaluation criteria as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

Special consideration will be given to the special groups where the suppliers under this category will be expected to submit bank details and confirm to state the credit period. Suppliers will be required to provide Data on **Reg Form 3**.

### **3.3.4 Past Performance**

Past performance will be given due consideration in registration of bidders. Letter of reference from past customers/clients should be included in **Reg Form 4**

## **3.4 Statement**

Application must include a sworn statement **Reg Form 6** 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 Authority 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 Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

**3.6** The firm must be registered in Kenya, with certificate of registration/incorporation and copies attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have a valid Tax compliance Certificate.

**3.7 REGISTRATION DOCUMENTS  
MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS**

<b>AGPO Registered Firms (Youth, Women and Persons with Disabilities Owned Enterprises)</b>		
All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility: -		
<b>No.</b>	<b>REQUIREMENT</b>	<b>CATEGORIES</b>
1	Certificate of Registration and /or Incorporation	All Categories
2	A Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)	All Categories
3	Valid Access to Government Procurement Opportunity (AGPO) Certificate issued by the National Treasury.	All AGPO reserved categories
4	Copy of the National Identity Card /passport for the director/s	All Categories
5	Current county trade/business license/permit	All Open Categories Only.
6	IATA Certification for ticketing: For Travel agents	For category no KMA/REG/S/21/2021-2024 Only
7	Certificate from the National Construction Agency (NCA)	For category no KMA/REG/S/25, 33, & 48/2021-2024 Only
8	Declaration stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA).	All Categories
9	Submit a Signed Declaration statement that you will not be involved in corrupt or fraudulent practices.	All Categories
10	Duly filled, signed and stamped Confidential Business Questionnaire	All Categories
11	Well bound, serialized (Page by page) and paginated tender document including attachments	All Categories
13	Dealership/manufacturer's authorization letter	For category no KMA/REG/S/25, 33 & 49/2021-2024 Only
14	Provide Valid Association of Kenya Insurers (AKI) and/or Association of Insurance Brokers Kenya (AIBK) and Insurance Regulatory Association Certificate (IRA) respectively.	For Category no KMA/REG/S/39/2021-2024 Only
	<b>REMARKS</b>	

**Please note:**

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) **Any AGPO Registered firm** that applies for the open categories is required to fulfill the set requirements under the open categories level.
- c) **Non-AGPO registered/established firms** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

**3.8 REGISTRATION EVALUATION CRITERIA**

**a) Stage 1: Mandatory requirements**

No.	Category	Marks Allocated /Remarks	Tenderer's Remarks
<b>1</b>	<b>Preliminary Mandatory Requirements</b>		
a)	Valid Access to Government Procurement Opportunity (AGPO) Certificate issued by the National Treasury.	Mandatory (For Special Groups Categories)	
b)	Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA)	Mandatory (All Categories)	
c)	Certificate of Incorporation/Registration Certificate	Mandatory (All Categories)	
d)	Trade license and/or Single Business permit/Unified Business Permit for 2021 issued by relevant government agency	Mandatory (Open Categories Only)	
e)	Copies of the Director's National ID Cards/Passport.	Mandatory (All Categories)	
f)	Attach Proof of registration with relevant regulatory bodies for all categories that require professional approvals. E.g. <ul style="list-style-type: none"><li>➤ Valid IATA Certification for air ticketing services for category No. 21</li><li>➤ Valid NCA Certificate for categories</li></ul>	Mandatory for Categories that require Professional relevant Approvals	

<b>No.</b>	<b>Category</b>	<b>Marks Allocated /Remarks</b>	<b>Tenderer's Remarks</b>
	No. 25, 33 and 47 ➤ Valid AKI and /or AIBK and IRA for category no. 39 ➤ Valid NITA Certificate for Category No. 52 ➤ Practicing Certificate from the Estate Agents Registration Board (EARB) for category 50 ➤ Must Provide Evidence of licensing/ approval from Kenya Civil Aviation Authority (KCAA) and/or any other relevant regulatory authority recognized by Kenya for category 41		
g)	Dealership/Manufacturers Authorization letter.	Mandatory for category no 04, 05, 06, 07, 26, 27, 35, & 49/2021-2024 Only	
h)	Submit a Signed Declaration statement stating that you have NOT been debarred by Public Procurement Regulatory Authority (PPRA) in the provided format.	Mandatory (All Categories)	
i)	Submit a Signed Declaration statement that you will not be involved in corrupt or fraudulent practices in the provided format.	Mandatory (All Categories)	
j)	Duly, Filled, Signed and stamped Confidential Business Questionnaire in the provided format.	Mandatory (All Categories)	
k)	Well Bound, Serialized and paginated (page by page) tender document including attachment.	Mandatory (All Categories)	
	<b>OVERALL REMARKS</b>		



No.	Category	Marks Allocated /Remarks	Tenderer's Remarks
<b>NB: All the above are Mandatory requirement. Tenderers are expected to meet all the above requirements to proceed to the Technical Evaluation</b>			
	<b>STAGE II: TECHNICAL EVALUATION STAGE</b>		
1	Registration Data	<b>30</b>	
2	Supervisory Personnel <b>REG FORM -2</b>	<b>10</b>	
3	<b>Financial strength:</b> Provide 3 months certified bank statement and state credit period <b>NB: AGPO registered firms - to provide bank details and state credit period. (Full Marks)</b> <b>REG FORM -3</b>	<b>10</b>	
4	<b>Past Experience/Major Clients (30 marks)- REG FORM 1</b>	<b>30</b>	
a)	Experience of more than 2 years <b>NB: AGPO owned firms will automatically score full marks (30) under past experience.</b>		
b)	Three (3) clients and above (20 Marks)		
c)	References and contact persons (To fill as per format provided)- (10 Marks)		
5	Duly filled Litigation history in the form provided	<b>10</b>	
6	Sworn Statement	<b>10</b>	
	<b>TOTAL MARKS</b>	<b>100</b>	

**NB: To be a registered contractor/ supplier/service provider a bidder should score 70 points and above.**

**FORM REG-1 – REGISTRATION DATA**

**1. REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as  
supplier/contractor/consultant(s) 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 company profile and 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 .....

***(30points)***

**REG 2 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)

***(10points)***

**REG-3 FINANCIAL POSITION**

- 1.** Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support (***for open categories only***)
  
- 2.** Attach letters of reference from the bankers regarding supplier's credit position (***for open categories only***).
  
- 3.** State credit period (minimum proposed 60 days from the date of receipt of the invoice.) .....  
**(this is applicable to all categories- open and special groups categories)**  
  
**NB: Applicants who do not indicate the credit period and/or who indicate any credit period days shall be denied full marks)**
  
- 4. AGPO registered firms - to attach/provide bank details.**

***(10points)***

**FORM REG 4-PAST EXPERIENCE**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST THREE YEARS (*FOR OPEN CATEGORIES ONLY*)**

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

**1 Name of 1<sup>st</sup> 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 and/or Copies of LSO/LPOs)

**2. Name of 2<sup>nd</sup> 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 and/or Copies of LSO/LPOs)

**3. Name of 3<sup>rd</sup> 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 and/or Copies of LSO/LPOs)

Others .....

**Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.**

NB: 10 points for each fully filled section and provision of documental evidence)

***(30points)***



**FORM REG-5: LITIGATION HISTORY**

Contractors/Suppliers are expected to provide information on nay history of litigation or on arbitration resulting from contracts executed in the past or currently under execution

YEAR	AWARD FOR OR AGAINST	OTHER PARTY (IES)	CAUSE OF DISPUTE	AMOUNT INVOLVED (KSHS)

I certify that the above information is correct.

.....  
Date

.....  
Signature of Bidder

***(10points)***

**FORM REG-6: SWORN STATEMENT**

I/ We have completed these forms accurately at the time application and it is agreed that all responses can be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Category No. ....

Description: .....

Name.....

Position in the Company.....

Date.....

Signed and Stamped .....

***(10points)***

## MANDATORY FORMS

### 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 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. ....Expiry Date .....

Maximum value of business that you can handle at any one time: K£ .....

Name of your bankers ..... Branch .....

Are you an agent of the Kenya National trading Corporation? YES/NO .....

#### *Part 2 (a) – Sole Proprietor:*

Your name in full ..... Age .....

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

Citizenship details .....

#### *Part 2 (b)- Partnership:*

Give details of partners as follows:

*Name            Nationality            Citizenship Details    Shares*

1.....

2.....

*Part 2 (c) – Registered Company*

Private or Public .....

State the nominal and issued capital of the company –

Nominal K£ .....

Issued K£ .....

Give details of all directors as follows:

*Name            Nationality            Citizenship Details    Shares*

1.....

2.....

Date .....

Signature of Tenderer .....

If Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015**

I, ..... of Post Office Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of Tender No. .... for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

.....

(Date) Bidder Official Stamp

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, .....of P. O. Box..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of Tender No. ....for.....(insert tender title/description) for.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(name of the procuring entity)
3. THAT the aforesaid Bidder will not engage /has not engaged in any corrupt practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date)

.....Bidder's Official Stamp