



**REPUBLIC OF KENYA**

**MINISTRY OF DEVOLUTION AND PLANNING**

**STATE DEPARTMENT OF DEVOLUTION**

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF  
GOODS, WORKS AND SERVICES FOR THE  
FINANCIAL YEARS 2017/2018-2018/2019**

**CLOSING/OPENING DATE: 22/5/2017**

## INTRODUCTION

The State Department of Devolution invites all eligible and qualified firms including those owned by Youth, Women and Persons with Disability (YWPD) to submit sealed applications for the purpose of registering suppliers of goods, works and services for the period **2017/2018-2018/2019** under the categories listed below.

### CATEGORY A: SUPPLY AND DELIVERY OF GOODS

	<b>Registration No</b>	<b>Item description</b>	<b>Eligibility</b>
<b>1</b>	MODP/SDD/OT/A1/2017/2018-2019	Supply of General stationery	Youth, Women, Persons with Disability (PWD)
<b>2</b>	MODP/SDD/OT/A2/2017/2018-2019	Supply of Computers, Printers, UPSs, Smart devices, Software and ICT Accessories.	Open to All
<b>3</b>	MODP/SDD/OT/A3/2017/2018-2019	Supply of Office furniture, fittings and furnishings	Open to All
<b>4</b>	MODP/SDD/OT/A4/2017/2018-2019	Supply of Office Equipment	Open to All
<b>5</b>	MODP/SDD/OT/A5/2017/2018-2019	Supply of motor vehicle tyres, tubes, batteries and vehicle tool kits	Youth, Women, Persons with Disability (PWD)
<b>6</b>	MODP/SDD/OT/A6/2017/2018-2019	Supply of Promotional items e.g. Tshirts, Caps, banners, bags and other branded items	Youth, Women, Persons with Disability (PWD)
<b>7</b>	MODP/SDD/OT/A7/2017/2018-2019	Supply of Computer/photocopier consumables, other accessories.	Youth, Women, Persons with Disability (PWD)
<b>8</b>	MODP/SDD/OT/A8/2017/2018-2019	Supply of Calling Cards/Airtime	Youth, Women, Persons with Disability (PWD)
<b>9</b>	MODP/SDD/OT/A9/2017/2018-2019	Supply of Fuel, Oil and Lubricants.	Open to All
<b>10</b>	MODP/SDD/OT/A10/2017/2018-2019	Supply of telephone and telecommunication equipment (ie) Headsets, PABX and	Open to All

		accessories.	
<b>11</b>	MODP/SDD/OT/A11/2017/2018-2019	Supply of Uniforms (CMTE)	Youth, Women, Persons with Disability (PWD)

**CATEGORY B: PROVISION OF GENERAL SERVICES**

	<b>Registration No</b>	<b>Item description</b>	<b>Eligibility</b>
<b>1</b>	MODP/SDD/OT/B1/2017/2018-2019	Repair and servicing of motor vehicles-Approved garages and Dealers	Open to All
<b>2</b>	MODP/SDD/OT/B2/2017/2018-2019	Repair and servicing of office equipment (water dispensers, computers, printers, PABX and photocopiers)	Youth, Women, Persons with Disability (PWD)
<b>3</b>	MODP/SDD/OT/B3/2017/2018-2019	Provision of fumigation, Sanitary and pest control services	Youth, Women, Persons with Disability (PWD)
<b>4</b>	MODP/SDD/OT/B4/2017/2018-2019	Provision of Cleaning services	Youth, Women, Persons with Disability (PWD)
<b>5</b>	MODP/SDD/OT/B5/2017/2018-2019	Provision of Air Tickets (IATA) Registered firms	Open to All
<b>6</b>	MODP/SDD/OT/B6/2017/2018-2019	Provision of Small Building Works, Renovations, Partitioning, Plumbing and Related services	Open to All
<b>7</b>	MODP/SDD/OT/B7/2017/2018-2019	Provision of event management Services i.e. renting of tents and chairs, PA systems, air conditioners, sound system etc	Youth, Women, Persons with Disability (PWD)

**CATEGORY C: PROVISION OF SPECIALISED SERVICES/ CONSULTANCIES**

	<b>Registration No</b>	<b>Item description</b>	<b>Eligibility</b>
<b>1</b>	MODP/SDD/OT/C1/2017/2018-2019	Provision of general Legal and legislative drafting services	Open to All

2	MODP/SDD/OT/ C2/2017/2018- 2019	Provision of Training and Team Building Services	Open to All
3	MODP/SDD/OT/ C3/2017/2018- 2019	Provision of consultancy services on survey studies including work environment, customer satisfaction, employee satisfaction and corruption perception , etc	Open to All
4	MODP/SDD/OT/ C4/2017/2018- 2019	Hotel Accommodation & Conference services in Nairobi, Mombasa, Kisumu, Nakuru, Naivasha, Eldoret, Nyeri and other major towns in the counties	Open to All
5	MODP/SDD/OT/ C5/2017/2018- 2019	Provision of Security Services ( Security Guards)	Open to All

NB: The same firm cannot participate in one category as a youth as well as a citizen

Interested bidders can download the registration document from the **website:** [www.devolutionplanning.go.ke](http://www.devolutionplanning.go.ke) or IFMIS tender portal [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) free of charge. Completed documents in plain sealed envelope, clearly marked with the Tender number on the Top left side should be deposited in the TENDER BOX situated on First Floor, TELEPOSTA TOWERS, WING C, KENYATTA AVENUE **on or before 22<sup>nd</sup> May, 2017 at 10.00 a.m.** mailed to:-

**Principal Secretary,  
Ministry of Devolution and Planning,  
State Department of Devolution,  
P. O. Box 30004 – 00100.  
NAIROBI, KENYA**

Bids will be opened immediately thereafter in the presence of bidders or their representatives who may choose to attend in the boardroom on 6<sup>TH</sup> FLOOR TELEPOSTA TOWERS.

The Department reserves the right to accept or reject any application either in part or in whole without assigning reasons thereof. Late submissions will be rejected.

**Head, Supply Chain Management Services  
For: Principal Secretary**

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## **REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

The State Department of Devolution herein referred to as the Procuring Entity, requests interested applicants/ candidates who meet the criteria set out by the procuring entity to apply for Registration of Suppliers.

### **1.2 Registration Objective**

The registration is for the supply and delivery of assorted items and provision of services to the State Department of Devolution.

### **1.3 Invitation for Registration**

Registered firms/entities under the laws of Kenya are invited to submit their documents to the Principal secretary/ State Department of Devolution for registration.

Completed bids, should be submitted for relevant registration category. The procuring entity requires firms/ entities to give mandatory information for registration.

### **1.4 Experience**

Firms/ entities should prove that they have successfully supplied or delivered similar goods/services to Public Procuring Entities. However this requirement does not apply to Youth, Women and People with Disability registered with the National Treasury (AGPO).

### **1.5 Registration Documents.**

Registration documents/forms include the following:

- I. Form PQ 1- Registration Document (Mandatory)
- II. Form PQ 2- Registration Data
- III. Form PQ 3- Supervisory personnel
- IV. Form PQ 4- Financial position
- V. Form PQ 5- Past Experience
- VI. Form PQ 6- Sworn Statement Form
- VII. Form PQ 7- Confidential Business Questionnaire
- VIII. Form PQ 8- Litigation History

In order to be considered for registration, firms/entities MUST attach copies of documents required in form PQ1 and complete all the information in the forms PQ2–PQ 8

## **1.6 Submission of registration Documents.**

One copy of the completed registration document should be submitted to the following physical address:

**Principal Secretary,  
Ministry of Devolution and Planning,  
State Department of Devolution,  
P. O. Box 30004 – 00100.  
NAIROBI, KENYA**

or deposited at the Tender Box located on the First Floor, TELEPOSTA TOWERS, on or before **10.00 a.m. on, 22<sup>nd</sup> May 2017**

## **1.7 Questions Arising From Tender Documents.**

- (i). Any questions arising from the registration document should be directed to the **Head of Supply Chain Management Services office, State Department of Devolution (SDD) at Teleposta Towers 1<sup>st</sup> floor, Wing C, Kenyatta Avenue, Nairobi**

## **1.8 Invitation to Tender.**

Bid documents (Tender /Quotations) will be made available only to those firms /entities whose applications have been accepted by the procuring entity upon scoring **70%**score and above.

## **1.9 Additional Information.**

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

## **2.1 Brief Contract Regulations /Guidelines.**

## **2.2 Taxes on imported materials.**

The supplier will have to pay customs and excise duty and VAT as applicable for all imported materials to be supplied unless exempted.



## **2.2 Customs Clearance**

The contractors or suppliers shall be responsible for custom clearance of imported goods and materials.

## **3.0 Registration Data Instructions**

### **3.0.1 Registration Data Instructions**

The attached forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6, PQ7 and PQ8 are to be completed by prospective Firms/entities wishing to be registered for submission of tenders &quotations for the specified categories. Documents required to be submitted as required in form PQ1 **MUST** also be attached.

Registration application forms which are not duly completed and submitted in the prescribed manner shall not be considered. All the documents must be completed in **indelible ink** and in **English language**.

#### **3.1.2. Qualification Criteria.**

**Firms /Entities must meet the following criteria to qualify:**

- i) Must have the legal capacity to enter into a contract(**Attach copy of Registration/Incorporation Certificate**)
- ii) Must not be insolvent, in receivership, bankrupt or being wound up, their business activities have not been suspended, and they are not subject of legal proceedings for any of the foregoing;
- iii) Must have fulfilled obligations to pay taxes and social security contributions, and for that purposes, documentary evidence to be provided by a foreign candidate to demonstrate that it meets the criterion in this paragraph may consist of a written declaration to that effect by the candidate(**Attach copies of PIN, VAT and Valid TAX Compliance Certificates**)
- iv) Must declare that you, your servants or agents have not offered any inducement to any procuring entity;
- v) Must possess the necessary professional and technical qualifications, competence, financial resources, equipment and other physical facilities, managerial capability, experience in the particular procurement, reputation and the personnel to perform the contract.

**It should be understood that the registration information from prospective Firms /Entities is for the exclusive use by the procuring entity.**

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

#### **a) Experience**

Prospective bidders **MUST** have experience in the supply of goods and services, show competence, willingness and capacity to service the contract.

#### **b) Capacity,**

Bidders should have experience and capability to organize supply and delivery of goods and services at short notice.

#### **3.3.1 Personnel**

The names, relevant information and the curriculum vitae of key personnel involved in the execution of the contract must be indicated in the form PQ 3.

#### **3.3.2 Financial position**

The prospective bidders /entity's financial position will be determined from the latest audited and certified accounts, quick assets, fixed assets and financial statements submitted with the registration documents.

#### **3.3.3 Liquidity**

Considerations will be given to the firms with financial capability as working capital, taking into account the amount of completed orders and ongoing projects. However, bidders should provide evidence of financial capacity to execute contract.

#### **3.3.4 Past performance**

Past performance will be given due consideration in the registration Process. Letters of reference from past customers/clients should inform PQ5 where applicable.

#### **3.4 Sworn Statement**

Application must include a sworn statement form confirming the accuracy of the information given by the bidder.

#### **3.5 Withdrawal of registration**

Should conditions change between the time of submitting the bid and the opening date, which in the opinion of the procuring entity would substantially change the qualification and ability to execute the contract/quotation such as and not limited to bankruptcy,

change in ownership, the procuring entity reserves the right to reject the tender from such a bidder even though initially registered.

### **3.6 Registration Criteria Marking Scheme.**

<b>Required Information Form type</b>		<b>Points scored</b>
1. Registration Documentation	PQ 1	20%
2 Registration Data	PQ 2	10%
Supervisory personnel	PQ 3	05%
Financial position	PQ 4	20 %
Past experience	PQ 5	10%
Sworn statement	PQ 6	05%
Confidential Questionnaire	PQ 7	20%
Litigation History	PQ 8	10%
<b>TOTAL POINTS</b>	<b><u>100%</u></b>	

### **3.7 Qualification mark/Pass mark**

The Qualification pass mark is **70%**.

#### **Form PQ 1 – Registration Documentation**

**All firms must provide:-**

- a) Copies of certificate of Registration/incorporation,
- b) Copy of VAT Registration certificate or Letter of Exemption.
- c) Copy of PIN Certificate of firm/company/individual,
- d) Valid TAX Compliance Certificate
- e) List of ongoing contracts/projects (Goods/services) where applicable and

- f) Bank reference where applicable.
- g) Registration certificate from national treasury for registered Youth Groups, Women and Persons with Disabilities.

**NB: Failure to submit any of the above mandatory documents will lead to automatic disqualification.**

**Form PQ 2 – Registration Data**

**1. Tender category applied for.....** Name of  
 Category.....

**2. Legal name of firm.....** Postal office  
 address.....

City.....

Telephone number.....

Email.....

Person to contact.....

Position in the organization.....

**Organization and Business Information**

Management/Personnel.....

Director.....

Secretary.....

General Manager.....

Others.....

Partnership (if any).....

Names of Partners 1).....

2).....

Date of incorporation/Registration.....

Under the present management since.....

Net worth equivalent of KShs .....

Bank reference and address

.....

Enclose copy of organization chart of the firm indicating the main functions of each individual.

**Form PQ 3- Supervisory personnel**

Name .....

Age.....

Academic qualifications.....

Professional qualifications.....

Length of service with contractor and supplier position held.....

**Construction/supplies of goods or services experience**

a) Name of project .....

b) Character and nature of project.....

c) Contract value.....

d) Location of project .....

e) Period of project.....

f) Title and responsibility in the project.....

g) Other.....

Proposed technical personnel and position in the project:

- a).....
- b).....
- c).....
- d).....
- e).....
- f).....

**Form PQ 4- Financial position**

Attach a copy of firm’s two recent audited and certified accounts (2015 and 2016 or 2014) giving a summary of fixed assets and current liabilities or any other financial information.

**Form PQ-5 Past Experience**

**List of clients in the last two years**

Names of applicant’s clients and values of contract/orders

- 1. (i) Name of client (organization).....
- (ii) Address of client (organization).....
- (iii) Name of contact person at client (organization)  
.....
- (iv) Telephone no. of client .....
- (v) Value of contract  
KSh .....
- (vi) Time(date).....
- 2.(i) Name of client (organization)  
.....

- (ii) Address of client (organization).....
- (iii) Name of contact person at client (organization) .....
- (iv) Telephone no. of client..... (v)
- Value of contract..... (vi)
- Time(date).....
- 3. (i) Name of client (organization)
- .....
- (ii) Address of client (organization)
- .....
- (iii) Name of contact person at client (organization)
- .....
- (iv) Telephone no. of client.....
- (vii) Value of contract Ksh.....
- (viii) Time (Date) .....
- 3. Others.....

**Form PQ-6 Sworn Statement**

I.....hereby state:

1. That if registered, I undertake to participate in submission of a tender or quotation when called to do so.
2. That in the event of change of legal, technical or financial conditions or the contractual capacity, we are under legal obligation to inform the procuring entity of any change and we acknowledge it's right to review the registration made.
3. That the information provided in this application is accurate to the best of my knowledge and belief.

Applicants  
Company Name.....

Represented by.....

Date.....

Signature.....

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

**Form PQ-7 Confidential Business Questionnaire**

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in 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.....

Current trading license No.....expiry date.....

Maximum value of business you can handle at any one given time.

KShs.....

Name of your bankers.....

Branch.....

**Part 2(a) Sole proprietor**

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

Nationality..... Country Origin ..... Citizen detail  
.....



**Part 2 (b) Partnership**

<u>Name</u>	<u>Nationality</u>	<u>Citizenship details</u>	<u>Shares</u>
1 .....	.....	.....	
2.....	.....	.....	
3.....	.....	.....	
4.....	.....	.....	
5.....	.....	.....	

**Part 2(c) Registered Company**

Private or Public

State the Nominal and issued capital of the company

Nominal KShs .....Issued KShs.....

Give details of all directors as follows:

<u>Name</u>	<u>Nationality</u>	<u>Citizenship details</u>	<u>Shares</u>
1 .....	.....	.....	
2 .....	.....	.....	
3.....	.....	.....	
4.....	.....	.....	
5.....	.....	.....	
6 .....	.....	.....	

Date.....signature.....

stamp.....

If Kenyan, indicate under “Citizen Details” whether by birth, naturalization or registration.

**Form PQ-8 Litigation history**

Name of applicant/supplier

Applicant should provide information on any Litigation history or Arbitration resulting from contracts 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 in KShs.)