



MINISTRY OF TOURISM AND WILDLIFE
KENYA NATIONAL CONVENTION BUREAU

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS
AND SERVICES FOR THE FINANCIAL YEARS 2020-
2022

KNCB/REG/001/2020-2022

**CLOSING DATE: WEDNESDAY 22ND OCTOBER, 2020
AT 12.00NOON (KENYATIME)**

Kenya National Convention Bureau
Tourism Fund Building, Access from Bishop Rd. 6th Floor
P.O. Box 18757-00100, Nairobi-Kenya
E-mail: procurement@kncb.go.ke
Website: www.tourism.go.ke

29th SEPTEMBER, 2020

REG NO. KNCB/REG/001/2020-2022: REGISTRATION OF SUPPLIERS FOR THE YEAR 2020-2022.

Kenya National Convention Bureau (KNCB) invites sealed applications from eligible candidates for purposes of registration of suppliers for the year 2020/2021 & 2021/2022 financial years.

1. The registration documents containing the submission information, detailed terms and conditions of qualification maybe obtained by interested candidates free of charge from the Ministry of Tourism and Wildlife website www.tourism.go.ke and on the Public Procurement Information Portal (www.tenders.go.ke).
2. Suppliers who choose to participate should register with the procurement office by forwarding registration number/category name and company details (Company Name, Mobile Number for any of the directors) to procurement@kncb.go.ke before submission of the hard copy. Late registration documents submitted after the said time and date shall not be accepted for evaluation irrespective of the circumstances until next evaluation and updating of supplier register(Bi-annual).
3. Completed registration documents must be submitted in a plain sealed envelope ONE COPY (“**original**” only) clearly marked on the outer Envelope with the **registration name and number** as per instructions in the tender documents.

“REG NO.KNCB/ REG/ _____/2020-2022

ITEM DESCRIPTION: _____”

Should be addressed to:

**Kenya National Convention Bureau
Tourism Fund Building, Access from Bishop Rd. 6th Floor
P.O. Box 18757-00100, Nairobi-Kenya**

4. Submission must be serialized i.e with page numbers and must contain copies of Mandatory statutory documents among other requirements. The Reserved Categories will be given preference to

Youth, Women and Persons Living with Disabilities.

Nb: During the opening, Kenya National Convention Bureau will ensure provision of sanitary facilities, screening of attendees and that social distance is observed.

REGISTRATION/PRE-QUALIFICATION NOTICE

Kenya National Convention Bureau invites eligible and interested bidders to apply for Registration/ Pre- qualification for supply of various goods, works and services for the Financial Years 2020-2022 in the following categories:

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS 2020 -2022

NO	PREQUALIFICATION NO.	ITEM DESCRIPTION	TARGET CAREGORY
CATEGORY 1- SUPPLY OF GOODS			
1.	KNCB/REG/001/2020-2022	Supply of General office Stationery	Reserved Category AGPO
2.	KNCB/ REG /002/2020-2022	Supply & Fitting of Assorted Office Furniture and Fittings Including Window Blinds and Curtains	Reserved Category AGPO
3.	KNCB/ REG /003/2020-2022	Supply of Promotional Material and Branded items (T-Shirts, caps, vests, bags, umbrellas, pens, mugs, key holders, clocks, Banners etc)	Reserved Category AGPO
4.	KNCB/ REG /004/2020-2022	Supply and delivery of General Office Equipments (Metal filing cabinets, Safe etc)	Open
5.	KNCB/ REG /005/2020-2022	Supply and Delivery of Branded Uniforms and Protective Clothing	Open
6.	KNCB/ REG /006/2020-2022	Supply, Design and Printing of infographic briefs & reports, Cards, Diaries, Newsletter, Stickers, Signage, Fliers, Brochures, Booklets etc	Reserved Category AGPO
7.	KNCB/ REG /007/2020-2022	Supply and Delivery of Mineral Bottled Water, Water Dispensers and cups	Open

8.	KNCB/ REG /008/2020-2022	Supply of Beverages, fresh milk, Cleaning Detergents, Soaps, Disinfectants & Toiletries	Reserved Category AGPO
9.	KNCB/ REG /009/2020-2022	Supply, delivery, Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment's	Open
10.	KNCB/ REG /010/2020-2022	Supply and Delivery of Airtime	Reserved Category AGPO
CATEGORY 2- SUPPLY OF WORKS & SERVICES			
11.	KNCB/ REG /011/2020-2022	Provision of Videography & Photography Service	Reserved Category AGPO
12.	KNCB/ REG 012/2020-2022	Provision of Sanitary and Fumigation Services	Open
13.	KNCB/ REG /013/2020-2022	Provision of Travel Agency Services & Tours, Air Ticketing (IATA registered)	Reserved Category AGPO
14.	KNCB/ REG /014/2020-2022	Supply of electronic appliances, fittings and other related items	Reserved Category AGPO
15.	KNCB/ REG /015/2020-2022	Provision of Asset Tagging/Coding services	Reserved Category AGPO
16.	KNCB/ REG /016/2020-2022	Provision of office Repairs and Renovations	Reserved Category AGPO
17.	KNCB/ REG /017/2020-2022	Provision of outdoor Branding and Signage works	Reserved Category AGPO
18.	KNCB/ REG /018/2020-2022	Supply of Motor Vehicles Tyres, Batteries & other accessories	Reserved Category AGPO

19.	KNCB/REG/019/2020-2022	Provision of Transport – Taxi & Car Hire Services	Open
20.	KNCB/ REG/020/2020-2022	Repair and Servicing of Motor Vehicles –Approved Garages/Dealers only	Open
21.	KNCB/ REG/021/2020-2022	Provision of Event Management and Entertainment Services (Stand décor ,Tents, chairs)	Open
22.	KNCB/ REG 022/2020-2022	Supply/Repair and Servicing of Air condition Equipments	Open
23.	KNCB/ REG /023/2020-2022	Supply and Delivery of newspapers and periodicals	Open
24.	KNCB/ REG /024/2020-2022	Supply, Installation and maintenance of network equipment & structured cabling (LAN)	Open
25.	KNCB/ REG /025/2020-2022	Provision of General Insurance Brokerage Service	Open
26.	KNCB/ REG /026/2020-2022	Supply and delivery of audio visual equipment including and not limited to screen, digital cameras, projectors and related equipment	Open
27.	KNCB/ REG /027/2020-2022	Provision of Asset valuation Services	Open
28.	KNCB/ REG /028/2020-2022	Provision of Public Relations and Media Management	Open
29.	KNCB/ REG /029/2020-2022	Provision of Mail and Courier services	open
30.	KNCB/ REG /030/2020-2022	Provision of Translation Services (Kiswahili, Sign languages, French, Arabic, Chinese etc)	open
CATEGORY 3- CONSULTANCY/ SPECIALIZED SERVICES			
31.	KNCB/ REG /031/2020-2022	Provision of Legal Services	Open
32.	KNCB/ REG /032/2020-2022	Provision of ICT training and Consultancy Services	Open

33.	KNCB/ REG /033/2020-2022	Provision of Risk Management Consultancy Services	Open
34.	KNCB/ REG /034/2020-2022	Provision of Human Resource Training and Team building Consultancy Services (Recruitment, Employee Satisfaction survey, Policy Review, Competency Baseline etc.	Open
35.	KNCB/ REG/035/2020-2022	Provision of Consultancy Services for Research and Development of Strategic Plan.	Open
36.	KNCB/REG/036/2020-2022	Provision of Group Life Insurance, Group Personal Accident (GPA/WIBA Plus)	Open

Completed Registration/Pre-qualification documents should be deposited in the Tender box provided at The Tourism Fund Building, Access from Bishop Road Nairobi, on 6th Floor. So as to be received on or before **Tuesday 22nd October, 2020 At 12:00pm,**

NB: Submission of registration documents shall be continuous with the register being updated Bi-annually.

Should be addressed to:

**Kenya National Convention Bureau
Tourism Fund Building, Access from Bishop Rd. 6th Floor
P.O. Box 18757-00100, Nairobi-Kenya**

SECTION 1 - INFORMATION TO APPLICANTS

1 INTRODUCTION

- 1.1 Kenya National Convention Bureau (KNCB) is a Government entity whose mandate is to market Kenya as a Meeting, Incentive, Convention and Events / Exhibitions (MICE) destination, and secure future meetings to Kenya. The bureau was gazette on 16th August 2019 vide Kenya Gazette Notice No. 7263 following Cabinet approval and further to the recommendation by both the MICE Task Force (2016) and the Tourism Recovery Task Force (2012).
- 1.2 Suppliers are invited to apply to be Registered/pre-qualified for various categories for provision of Goods, Works and Services. Kenya National Convention Bureau (KNCB) will pre-qualify and enlist suppliers from among those who will have submitted applications, in accordance with the registration /pre-qualification requirements.
- 1.3 The Registration /Pre-qualification Document and the Applicants response thereof shall be the basis of registration/ pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.4 Kenya National Convention Bureau (KNCB) does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- 1.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.
- 1.6 Applicants will meet all costs associated with preparation and submission of their applications.
- 1.7 It is KNCB's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts, the KNCB herein;
- a) defines, for the purpose of this provision, the terms set forth below as follows:
- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procuring Entity in the pre-qualification process; and
- ii. "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of KNCB, and includes collusive practices among Applicants (prior or after submission of the

applications) designed to establish prices at artificial, non-competitive levels and to deprive KNCB of the benefits of free and open competition.

- b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
- c) Will declare an application ineligible, for registration /pre-qualification if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
- d) Will have the right to examine financial records relating to the performance of such services to determine capability;
- e) Will have the right to inspect the business premises of the Applicant.

1.8 Applicants shall furnish information as described in the registration document

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of suppliers registration is to have a standby list of suppliers for the year 2020-2022 for provision of Goods, Works and Services for the operations of KNCB activities.

3. CLARIFICATIONS

3.1 Applicants may request for clarification on the registration/pre-qualification document up to three (3) Days before the submission date. Any request for clarification must be sent in writing by e-mail to Kenya National Convention Bureau. KNCB will respond in writing by electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

4. PREPARATION OF REGISTRATION/ PRE-QUALIFICATION DOCUMENTS

4.1 Applicants are requested to submit an application written in English language.

4.2 Applicants are expected to examine the documents comprising this Request for registration/pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application.

4.3 Applicants are required to meet the registration/qualification criteria stipulated herein of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfil these requirements will be registered/pre-qualified.

4.4 The registration/pre-qualification documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

4.5 Period of Validity

The request for Registration/pre-qualification must remain valid for not less than 120 days from the date of submission and candidates shall be registered /pre-qualified for a period of two years.

KNCB will make the best effort to complete the evaluation and communicate within this period.

5. **SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS**

5.1 The original Registration/pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialled by the person who sign(s) the Pre-qualification Document.

5.2 The registration/pre-qualification documents should be prepared and submitted in one original in a plain sealed envelope clearly marked with the **Category name and Reference Number**.

5.3 Deadline for Submission

The closing date and time for submission of the Registration/Pre-qualification Document shall be **Tuesday 22nd October 2020** at 12.00 Noon.

5.4 Submission of registration documents shall be continuous with the register being updated biannually.

Late Applications

Any registration/Pre-qualification Document received after the deadline shall be treated as a late application and shall not be considered until the next evaluation period.

5.5 Opening of Applications

A Committee of officials from KNCB shall open the applications immediately after the closing time for submissions of the Registration/Pre-qualification Documents' in the presence of applicants' representatives who choose to attend.

5.6 KNCB will prepare a record/Minutes of the Registration/Pre-Qualification Opening.

6.0 REGISTRATION/ PRE-QUALIFICATION EVALUATION CRITERIA

6.1 General Requirements

(a) KNCB will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.

(b) Registration /Pre-qualification will be based on meeting the minimum criteria.

(c) The applicants must have registered offices and KNCB reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.

(d) KNCB does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.

(e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

6.2 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information: -

MANDATORY EVALUATION CRITERIA

No	MANDATORY REQUIREMENTS
1	<p>Statutory Requirements</p> <ol style="list-style-type: none">1. Must submit a valid and Current copy of certificate of incorporation/registration2. Must submit a Valid and Current Copy Tax Compliance Certificate3. Must submit a valid KRA PIN Certificate4. Current Trade License5. Must submit a Duly completed Confidential Business Questionnaire6. Must submit a valid and current AGPO Certificate (where applicable).7. Must attach CR12 or related document showing the shareholding of the firms directors.8. Must submit a Certificate of Registration by Valuers Registration Board for Registration of valuation services.9. Must attach registration with "National Construction Authority (NCA) in building/civil works for those in Building industry (any category).10. Must attach registration with National Industrial Training Authority IHRM for training.11. Must attach IATA Certification for ticketing and related services12. Must attach a copy of registration certificate with Insurance Regulatory Authority for Insurance services13. Must submit registration with CAK, ICTA ,LSK and other relevant Regulatory /professional bodies Where applicable.14. Must fill stamp and sign the declaration Form.15. Must attach A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings16. Must submit registration /pre-qualification form.17. Company Profile

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation for the open category or to be registered for the reserved category

TECHNICAL EVALUATION CRITERIA FOR THE OPEN CATEGORY		
	Creteria	Scores
2	Period of operation /Past Experience/Major Clients(Dully complete the provided form).(35 Marks) Attach LPO/LSO/Contracts)	
	a) Experience of more than 2years	10
	b) Experience of Less than 2years	5
	c) 3 clients and above.	10
	d) Less than 3 clients.	5
	e)References and contact persons	5
3	Financial strength – <ul style="list-style-type: none"> ✓ Attach a copy of firm's two years certified financial statements giving summary of assets and current liabilities/ or any other financial support.(10 Marks) ✓ Attach letters of reference from the bankers regarding supplier`s credit position.(10 Marks) 	20
4	Litigation history (10 marks) a) Bidders with litigation history. (5 marks) b) bidders without litigation history (10)	10
	Total Marks	65
The above Marks will be rounded to 100%. Any applicant who fails to attain 70% shall NOT qualify to be registered(open category).		

7.0 CONFIDENTIALITY

7.1 Information relating to evaluation and recommendations concerning registration/pre-qualification shall not be disclosed to the applicants until the registered/pre-qualified firms have been advised accordingly.

SECTION 2 - STANDARD FORMS

1	Registration/Pre-qualification Submission Form	Form -1
2	Declaration Form	Form -2
3	Confidential Questionnaire Report	Form -3
4	PAST Experience	Form -4
5	Litigation History	Form -5

Form 1- REGISTRATION/PRE-QUALIFICATION SUBMISSION FORM

Dear Sir/Madam,

1. Having examined the registration/Pre-qualification documents including Addendum Nos..... The receipt of which is hereby duly acknowledged, I/ we, the undersigned, do hereby submit our registration/Pre-qualification document for the following categories:

No	Registration Number	Registration Name
1.		
2.		
3.		

NB// -KNCB –ALLOWS REGISTRATION BY RESERVED APPLICANTS IN NOT MORE THAN THREE (3) CATEGORIES

2.Our submission is binding to us for 120 days and if found acceptable we shall be pleased to be included in the list of registered/pre-qualified.

3.Attached to the submitted document are copies of original documents defining

- (a) the Applicant’s legal status.
- (b) the principal place of business and
- (c) the place of incorporation (for applicants who are incorporated), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

4. Your organization and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects.

5. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

6. Your organization and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that, Bids applicants will be subject to verification of all information submitted for at the time of bidding.

6. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. We confirm that if we bid, that bid, as well as any resulting contract, will be:

(a) signed so as to legally bind all partners, jointly and severally; and

(b) Submitted with a joint venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

2. We understand you are not bound to accept any submission you may receive.

Dated this day of2020

Signature(in the capacity of).....

Duly authorized to sign on behalf of _____

Tel. No. _____

Email _____

Form 2 DECLARATION FORM

Having studied the registration information for the above, I/we the undersigned hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Kenya National Convention Bureau relies on it to registration of our Firm/Company.
- f) I/We give the Kenya National Convention Bureau authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers e
- g) I/We are aware that the Kenya National Convention Bureau is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2020.

Applicant's Name.....

Represented by.....

Signature.....

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

Dated this day of2020

Company's rubber Stamp

.....

FORM 3- CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 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 General:

Business Name of the Applicant:

Location of business premises:(MUST)

Plot No:(MUST)

Street/Road:(MUST)

Postal Address:(MUST)

Tel. No:(MUST)

Phone No:(MUST)

Email address:(MUST)

Nature of business as per Business Permit Registration:

.....(MUST)

AGPO registration certificate No: (Where applicable)

Nature/Tpye of Business/Category of registration under AGPO registration:

.....(Where applicable)

Number of Employees:

Number of years of experience in the sector:

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

.....

Name of your bankers Branch

Bank Account Number:Bank code.....

Part 2(a) – Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

No	Name	Nationality	Citizenship Details	No of Shares
1
2
3
4

*Please attach a list of partners in case they are more than indicated above

Part 2c) – Registered Company:

Type of the Company Private or public

.....

State the nominal and issued capital of the company –

Nominal Kshs:

Issued Kshs.....

Give details of all directors as follows

Name Nationality Citizenship Details Shares

No	Name	Nationality	Citizenship Details	No of Shares
1
2
3
4

Part 2d) – Directors Details

No	Name Nationality	Nationality	Citizenship Details	No/Percentag e of Shares
1
2
3
4

Contact Person:

Telephone Number of Contact Person:

Date.....

Signature of Applicant

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

FORM 4- PAST EXPERIENCE

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1. 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 (LPOs/LSOs, Contracts)

- 2. Name of 2nd Client (organization)
- i) Name of Client (organization)
- ii) Address of Client (organization)
- vii) Name of Contact Person at the client (organization)
.....
- viii) Telephone No. of Client.....
- ix) Value of Contract.....

x) Duration of Contract (date)

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

xi) Name of Contact Person at the client (organization)

xii) Telephone No. of Client.....

xiii) Value of Contract.....

xiv) Duration of Contract (date)

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

FORM – 5

LITIGATION HISTORY

Name of Contractor/Supplier

Contractors/suppliers should provide information on any history of litigation 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, Kshs. Equivalent
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