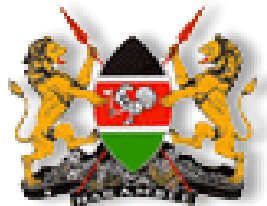


REPUBLIC OF KENYA



MINISTRY OF TOURISM AND WILDLIFE
STATE DEPARTMENT FOR TOURISM

REGISTRATION OF SUPPLIERS
FOR SUPPLY/PROVISION OF GOODS
WORKS AND SERVICES FOR THE
FINANCIAL YEAR 2020-2022

REGISTRATION NO. MOT/01/2020-2022

TENDERER'S NAME:

CATEGORY APPLIED FOR.....

CLOSING/OPENING DATE

TUESDAY, 27TH OCTOBER, 2020

AT
11.00 A.M.

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REPUBLIC OF KENYA
MINISTRY OF TOURISM AND WILDLIFE
STATE DEPARTMENT FOR TOURISM

REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS, WORKS AND
SERVICES FOR THE
FINANCIAL YEAR 2020-2022
TENDER NO: MOT/01/2020-2022
TENDER INVITATION NOTICE TO REGISTER.

Applications are invited for registration of suppliers from interested and eligible bidders pursuant to sections 55 and 59 of the public Procurement and Assets Disposal Act, 2015 for the supply/provision of the under listed goods, works and services for the Financial Years 2020-2021 and 2021-2022

ITEM NO.	REGISTRATION NO.	ITEM DESCRIPTION	TARGET GROUP
1.	MOT/REG/01/2020-2022	Provision of Creative Design and General Printing Services	OPEN
2.	MOT/REG/02/2020-2022	Design, printing and Supply of Promotional items/Branding Services. (T-shirts, Banners. Etc)	RESERVED FOR AGPO
3.	MOT/REG/03/2020-2022	Newspapers and Periodicals	Open
4.	MOT/REG/04/2020-2022	Provision of Air Ticketing Services -IATA Registered Firms Only	Open
5.	MOT/REG/05/2020-2022	Provision of fumigation and pest control services	Open
6.	MOT/REG/06/2020-2022	Repair and maintenance of telephone equipment and PABX	Open

7.	MOT/REG/07/2020-2022	Repair and Maintenance of Computers, Printers, LAPTOPS, scanners Servers, photocopiers ,Television sets and I.T Infrastructure and other related ICT Equipment	Open
8.	MOT/REG/08/2020-2022	Repair and maintenance of office equipment i.e shredders, water dispensers microwaves etc	Open
9.	MOT/REG/09/2020-2022	Supply and delivery of office furniture, fittings and general office equipment	Open
10.	MOT/REG/10/2020-2022	Supply and Delivery of Library Books and Materials	Reserved For AGPO
11.	MOT/REG/11/2020-2022	Vehicle Repairs and Maintenance- Only Ministry of Infrastructure, Transport and Public works approved garages/Dealers	Open
12.	MOT/REG/12/2020-2022	Provision of event organization services	Open
13.	MOT/REG/13/2020-2022	Supply of fuel and lubricants	Open
14.	MOT/REG/14/2020-2022	Supply and fitting of curtains, Drapers ,and carpets	Reserved For AGPO
15.	MOT/REG/15/2020-2022	Supply and delivery of office stationery and computer consumables	Reserved For AGPO
16.	MOT/REG/16/2020-2022	Supply and delivery of staff uniforms and protective clothing	Reserved For AGPO
17.	MOT/REG/17/2020-2022	Supply and delivery of Telecommunication Equipment	Open
18.	MOT/REG/18/2020-2022	Supply of telephone airtime cards	Reserved For AGPO
19.	MOT/REG/19/2020-2022	Supply of Motor Vehicles Tyres, Batteries & vehicle toolkits other accessories	Open
20.	MOT/REG/20/2020-2022	Maintenance and Repair of Office Furniture	Reserved For AGPO
21.	MOT/REG/21/2020-2022	Provision of Catering Services including tents, chairs, tables, mobile toilets etc)	Reserved For Women

22.	MOT/REG/22/2020-2022	Supply of Electrical items	Reserved For AGPO
23.	MOT/REG/23/2020-2022	Cleaning of curtains and sofa sets.	Reserved For AGPO
24.	MOT/REG/24/2020-2022	Tagging of office furniture and equipment	Reserved For AGPO
25.	MOT/REG/25/2020-2022	Provision of hotels accommodation and conferencing services in all major towns	Open

Note:

AGPO mandatory requirements; Attach current access to government procurement opportunities (AGPO certificate and current VAT certificate)

Interested eligible candidates may obtain detailed information from and inspect the tender documents, at Utalii House, 6th floor, Room 619 during normal working hours.

A complete set of application Documents may be downloaded by interested candidates Free of Charge at our Ministry's website <http://tourism.go.ke> or www.tender.go.ke and those who have downloaded the document from the website must forward their particulars immediately for recording and any further clarifications and addenda to procurement@tourism.go.ke. Duly completed Registration Documents in plain sealed envelopes clearly marked "registration No. For the supply of " should be addressed to:

The Principal Secretary
Ministry of Tourism and Wildlife
State Department for Tourism P.O.
Box 30027 - 00100 NAIROBI.

and be deposited in the Tender Box located on the 6th floor Utalii House Building, so as to be received on or before Tuesday 27th October, 2020 at 11.00 a.m.

All Bid Documents must be serialized / paginated.

Applications will be opened immediately thereafter in Utalii House 7th floor Conference room in the presence of bidders who may wish to attend on Tuesday 27th October, 2020 at 11.00 a.m. There after a list of registered firms will be uploaded in our website.

HEAD, SUPPLY CHAIN MANAGEMENT SERVICES.
FOR: PRINCIPAL SECRETARY / STATE DEPARTMENT FOR TOURISM

REGISTRATION INSTRUCTIONS

1.1 Introduction

The State Department for Tourism would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to the government.

1.2 Registration Objective

The main objective of this part is to supply goods, and services under relevant tenders/quotations, as and when required in compliance with section 57 and 71 of the Public Procurement and Disposal Act, 2015 to the Principal Secretary, State Department for Tourism during the period ending 31st October, 2022.

1.3 Invitation for Suppliers Registration

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to The Principal Secretary, State Department for Tourism so that they may be registered to participate in invitation for tender and request for quotations. The prospective Suppliers are required to supply mandatory information for registration.

1.4 Experience

Past experience in the supply and deliver of similar items/services to government institutions is Mandatory (Documentary evidence to be submitted). However, Youth, Women and Persons Living with Disabilities are exempted from this requirement.

1.5 Registration Document

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

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested. Completed Registration documents and other requested information to be submitted as provided in the Notice on or before 27th October, 2020.

1.7 Distribution of Registration Documents

One copy of the completed registration data and other requested information shall be submitted to reach:

The Principal Secretary
Ministry of Tourism and Wildlife
State Department for Tourism P.O.
Box 30027 - 00100 NAIROBI.

Not later than Tuesday **27th October, 2020** at 11.00 a.m.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Principal Secretary, State Department for Tourism during official working hours whose address is given in par 1.7

1.9 Additional Information

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

1.10 Invitation to Tender/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by State Department for Tourism after evaluation of the documents presented and after the completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

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. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

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

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

- 3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, and PQ-6 are to be completed by prospective suppliers/contractors who wish to be registered to participate in Tender/Quotations for supply of Goods and Services to State Department for Tourism.
- 3.1.2 The registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English language and indelible ink.

3.2 Qualification

- 3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by state Department for Tourism in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Category as described by the client.
- 3.2.2 Prospective bidders will not be considered qualified unless in the judgment of state Department for Tourism they possess 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.

3.3 Essential Criteria for registration

3.3.1

(a) Prospective bidders shall be local suppliers who have experience in the supply of goods, services and allied items. They should show competence, willingness and capacity to service the contract.

(b) Prospective suppliers require special experience and capability to organize, supply and delivery of items, or services at short notice. Experience of at least two (2) years shall be required for OPEN categories. Potential suppliers should show competence, willingness and capacity to service the contract.

3.3.2 Personnel

The names and, telephone number and email of the directors, key personnel and contact person must be indicated in form RQ-3.

3.3.3 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers MUST be included in Form PQ-4 where applicable.

Quotations shall be invited from a minimum of three (3) suppliers and the Accounting Officer shall award based on the lowest evaluated bidder.

3.4 Statement

Application must include a sworn statement Form PQ-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 pre-qualified to bid and the bid opening date which in the opinion of the State Department for Tourism 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 Government 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 Mandatory Documents/Information required for registration

FORM PQ-1 Mandatory Registration Documents

All firms must provide: -

1. Copies of Certificate of Registration.
2. Valid/Current Tax Compliance Certificate from Kenya Revenue Authority
3. Copy of Valid/Current Access to Government Procurement Opportunities (AGPO) from The National Treasury for AGPO category only
4. Copies of Pin Certificate of firm/company/individual.
5. Certificate of Confirmation of Directors and Shareholding (CR 12) (Issued within the last 12 Months to registration Opening Date)

For bidders applying for Provision of Travel and Air Ticketing Services

- a. Must have current certificate of affiliation to IATA for the last 2 years. Attach Current certificate from IATA or letter from IATA

Must fill the following forms:

- | | |
|---------------------|---|
| 1) FORM PQ-2 | Registration data |
| 2) FORM PQ-3 | confidential business
<u>questionnaire</u> |
| 3) <u>FORM PQ-4</u> | <u>past experience</u> |
| 4) <u>FORM PQ-5</u> | <u>litigation history</u> |
| 5) <u>FORM PQ-6</u> | <u>sworn statement</u> |

Failure to produce these certificates and filling the forms will lead to automatic disqualification of the candidate.

Evaluation shall be on a Yes / No System.

FORM PQ-2 - REGISTRATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We..... hereby apply for registration as supplier(s)

(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

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 \

Partnership (if applicable)

Names 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

FORM PQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE
REPUBLIC OF KENYA

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..... Expiring
date.....

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

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

<input type="checkbox"/>	<p>Part 2 (a) - Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality Country of origin.....</p> <p>*Citizenship details.....</p>																												
<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%; text-align: center;">Name</th> <th style="width: 20%; text-align: center;">Nationality</th> <th style="width: 30%; text-align: center;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares								
	Name	Nationality	Citizenship Details																										
Shares																										
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<input type="checkbox"/>	<p>Part 2 (c) - Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%; text-align: center;">Name</th> <th style="width: 20%; text-align: center;">Nationality</th> <th style="width: 30%; text-align: center;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.	5.
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Shares																													
1.																										
2.																										
3.																										
4.																										
5.																										

Date	Signature of Candidate.....
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*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM PQ-4 - PAST EXPERIENCE
 NAMES OF THE APPLICANTS CLIENTS

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)

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)

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)

4. Others

FORM PQ-5 - LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution where applicable.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

FORM PQ-6 - SWORN STATEMENT

Having studied the registration 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 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 documents to follow.
- c. When the call for 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. We enclose all the required documents and information required for the Registration evaluation.

Date

Applicant's Name

Represented by

Signature

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