



**PRIVATIZATION COMMISSION**  
Enhancing Kenya's Productive Capacity

**REGISTRATION OF SUPPLIERS FOR SUPPLY/  
PROVISION OF GOODS AND SERVICES  
FOR  
THE FINANCIAL YEARS 2019/2020 AND 2020/2021**

TENDER NO.: .....

TENDERER'S NAME: .....

IFMIS NO: .....

CATEGORY APPLIED FOR .....

**Closing/Opening Date** .....

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Date: 13<sup>th</sup> AUGUST 2019

**INVITATION TO TENDER**  
**TENDER NO. PC/001/2019-2020 - REGISTRATION OF SUPPLIERS FOR PROVISION OF**  
**GOODS AND SERVICES FOR THE PRIVATIZATION COMMISSION FOR THE FINANCIAL**  
**YEARS 2019/2020 AND 2020/2021**

The Privatization Commission (PC) invites sealed tenders for registration of suppliers from interested and eligible bidders for the supply/provision of the under listed goods and, services for the 2019/2020 & 2020/2021 Financial Years

<b>CATEGORY NO</b>	<b>TENDER NAME</b>	<b>TARGET GROUP</b>
<b>SUPPLY AND DELIVERY OF GOODS</b>		
PC/REG/01/2019-20	Supply of general office stationery, computer, printer and photocopier consumables	Reserved Groups
PC/REG/02/2019-20	Supply of computer hardware, printers, Ups, ICT related equipment, accessories and associated software	Reserved Groups
PC/REG/03/2019-20	Supply and delivery of office furniture, furnishings, fittings and related office equipment	Reserved Groups
PC/REG/04/2019-20	Supply and delivery of staff uniforms and foot wear	Reserved Groups
PC/REG/05/2019-20	Supply and delivery of newspapers, magazines and periodicals	Reserved Groups
PC/REG/06/2019-20	Supply and delivery of assorted mobile phone scratch and calling cards	Reserved Groups
PC/REG/07/2019-20	Supply and delivery of bottled water and refilling of branded water dispensers	Reserved Groups
PC/REG/08/2019-20	Supply and delivery of electrical items, fittings and electronics	Reserved Groups
<b>PROVISION OF SERVICES</b>		
PC/REG/09/2019-20	Design and printing of audited accounts, publications, magazines/bulletins, cards, calendars, diaries, branded promotional materials, banners,	Reserved Groups
PC/REG/10/2019-20	Provision of transport, car hire and taxi services	Open
PC/REG/11/2019-20	Provision of air ticketing services (IATA registered firms only)	Reserved Groups

PC/REG/12/2019-20	Provision of insurance brokerage services	Open
PC/REG/13/2019-20	Provision of repairs maintenance and servicing of computers, printers, CCTV and Access Control System	Reserved Groups
PC/REG/14/2019-20	Provision of repairs, maintenance and servicing of networking equipment's such as servers, firewall, routers etc.	Open
PC/REG/15/2019-20	Provision of repairs, maintenance & servicing of air conditioning equipment. Firefighting equipment's & accessories	Open
PC/REG/16/2019-20	Provision of minor repairs of furniture, furnishings, fittings and related items	Reserved Groups
PC/REG/17/2019-20	Provision of minor office electrical repairs and maintenance services and related equipment's	Reserved Groups
PC/REG/18/2019-20	Provision of minor office/building repairs and maintenance services and related items	Reserved Groups
PC/REG/19/2019-20	Provision of data security, back up and data recovery services	Open
PC/REG/20/2019-20	Provision of minor plumbing & drainage services	Reserved Groups
PC/REG/21/2019-20	Provision of general consultancy services e.g. HR Recruitment and Consultancy Services, Baseline Surveys, Employee Satisfaction Survey, Work Environment Survey, Customer Satisfaction Survey , Team Building Facilitation Service & Performance Related Consultancies	Open
PC/REG/22/2019-20	Provision of Legal services for the Commission's transactions and non-transaction activities	Open
PC/REG/23/2019-20	Provision of Training and Advisory Services of Topical Disciplines such as Strategy Implementation, Research and Trends in Privatizations, HR and Policy etc.	Open
PC/REG/24/2019-20	Provision of Catering Services and Supply of Kitchen Office consumables	Reserved Groups
PC/REG/25/2019-20	Provision of ICT Professional Services (Including ICT Advisory/Consultancy, Compliance and Security Audit etc)	Open
PC/REG/26/2019-20	Provision of Delivery, Installation, Configuration, Commissioning and Maintenance of Cloud Services	Open
PC/REG/27/2019-20	Provision of repair and maintenance of power systems including UPSs, Inverters etc	Open
PC/REG/28/2019-20	Provision of maintenance, support and licensing of enterprise systems	Open
PC/REG/29/2019-20	Provision of Photography and Videography Services	Reserved Groups

A complete set of tender/registration documents may be downloaded by interested candidates, free of charge from the Commission website [www.pc.go.ke](http://www.pc.go.ke) or <https://www.tenders.go.ke/website>.

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and **“Category Applied for ..... For the Supply/Provision of .....”** and be deposited in the tender box provided at the Privatization Commission's Offices, **11<sup>th</sup> floor, Extelcoms House, Haile Selassie Avenue, Nairobi** or be addressed to:

**The Executive Director/CEO  
Privatization Commission  
P. O. Box 34542-00100  
NAIROBI  
Email: [info@pc.go.ke](mailto:info@pc.go.ke)**

so as to be received on or before **27<sup>th</sup> August 2019 at 11.00 a.m.** **Suppliers in the Commission's current list (except those that were registered in MAY 2019) have to re-apply for fresh registration.**

Tenders will be opened immediately thereafter at 11.30 a.m. in the presence of the tenderers representatives who choose to attend the opening at the Main Board Room, 11<sup>th</sup> floor, Extelcoms House, Nairobi.

**Joseph Koskey  
Executive Director/CEO**

# **REGISTRATION INSTRUCTIONS**

## **1.1 Introduction**

The Privatization Commission 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 Commission.

## **1.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Privatization Commission as and when required during the period 2019/2020 & 2020/2021 financial years.

## **1.3 Invitation for 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 EXECUTIVE DIRECTOR/CEO, PRIVATIZATION COMMISSION so that they may be registered for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

## **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification 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 Distribution of Registration Documents**

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

**THE EXECUTIVE DIRECTOR/CEO  
PRIVATIZATION COMMISSION  
P.O. BOX 34542 – 00100  
NAIROBI  
Tel: +254 20 221 2346/7/8**

**Email: [info@pc.go.ke](mailto:info@pc.go.ke); [procurement@pc.go.ke](mailto:procurement@pc.go.ke)**

Not later than **27<sup>th</sup> day of August, 2019 at 11.00 a.m.**

### **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Executive Director, Privatization Commission whose address is given on clause 1.7 above.

### **1.9 Additional Information**

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

### **2.0 IFMIS No.**

Prospective suppliers wishing to be registered by the Commission are requested to quote their IFMIS No on the cover page of their bid. Suppliers who do not have the IFMIS No. are required to register themselves with the IFMIS Secretariat so as to issued with the number. Failure to provide the IFMIS no. by 31<sup>st</sup> December 2019 for those firms that will have been registered by the Commission and do not have the IFMIS no. shall lead to a deregistration.

## **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. 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 REG1, REG2, REG3, REG4, REG5 AND REG6 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

#### **3.2 Qualification**

3.2.1 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Commission in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgement of the Commission 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**

The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

##### **3.3.1 Experience**

- a. 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 suppliers require special experience and capacity to organise supply and delivery of items or services at short notice.
- c. Prospective suppliers registered with the National Treasury as Youth, Women and Persons with Disability Owned Enterprises are exempted from this requirement.

##### **3.3.2 Personnel**

The names and pertinent information and CV(s) of the key personnel for individual and group to execute the contract must be indicated in Form REG3.

##### **3.3.3 Financial Condition**

The supplier's financial condition will be determined by the latest financial statements submitted with the registration documents as well as letters of

reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given in Form REG4.

Prospective suppliers registered with the National Treasury as Youth, Women and Persons with Disability Owned Enterprises are exempted from this requirement.

### **3.3.4 Past Performance**

Past performance/experience will be considered in registering suppliers/contractors. Form REG6 must be filled and stamped by representatives from past customers/clients. Letters of reference from past clients may be included.

### **3.3.5 Litigation History**

Application must include a litigation history Form REG7 by the Tenderer ensuring the accuracy of the information given.

### **3.3.6 Sworn Statement**

Application must include a sworn statement Form REG8 by the Tenderer ensuring the accuracy of the information given.

### **3.3.7 Self-Declaration Form/Anti-Corruption Declaration**

All Prospective suppliers applying for registration Must submit FORM Reg. 9

## **3.4 Withdrawal of Registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Commission could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Commission reserves the right to reject the tender from such a bidder even though he was initially registered.

3.5 The firm must have a fixed Business Premise and must be registered in Kenya with Certificate of Registration Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6 The firm must show proof that it has paid all its statutory obligations and have a current Tax Compliance Certificate.

### 3.7 Registration Criteria

#### 3.7.1 For Categories open to Citizen Contractors

NO	REQUIRED INFORMATION	FORM TYPE	POINT SCORE
<b>Mandatory/Preliminary Requirements</b>			
1	Registration documentation	REG1	Mandatory compliance
2	Self-Declaration Form/Anti-Corruption Declaration	REG9	Mandatory compliance
<b>Weighted scores</b>			
3	Registration Data	REG2	10
4	Supervisory Personnel	REG3	10
5	Financial Position	REG4	20
6	Confidential Report	REG5	10
7	Past Experience	REG6	30
8	Litigation History	REG7	10
9	Sworn in Statement	REG8	10
	<b>Total Score</b>		<b>100</b>

To be considered for registration, a prospective bidder **MUST** comply with all the mandatory/preliminary requirements and should have 75 points and above (For categories which are open to citizen Contractors).

#### 3.7.2 For categories under the reservation category

Evaluation for firms applying for registration under the reservation category will be on a **YES/NO basis**.

The prospective bidders under the reservation category **MUST** attach all the documents listed below to be considered for registration:

1. Certification of registration/incorporation
2. Current copy of CR12
3. Copy of a valid tax compliance certificate
4. Copy of VAT/PIN registration certificate
5. Copy of a valid registration certificate from the National Treasury as Youth, Women or Persons with Disability Owned Enterprise
6. Duly filled Form REG2 – Registration Data
7. Duly filled Form REG3 – Supervisory Personnel
8. Duly filled Form REG5 – Confidential Questionnaire
9. Duly filled Form REG7 - Litigation History
10. Duly filled Form REG8 – Sworn Statement
11. Duly filled Form REG9 - Self-Declaration Form/Anti-Corruption Declaration

**Note: Failure to attach or fill any of the listed documents will lead to automatic disqualification of the application.**

# FORM REG. 1      REGISTRATION      DOCUMENTATION      (CITIZEN CONTRACTORS/SUPPLIERS

## Stage 1:    Mandatory Requirements/Documents

All firms must provide: -

1. Copy of VAT/PIN Registration Certificate
2. Current copy of CR12
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of Certificate of Registration/Incorporation
5. For bidders applying for Provision of Travel and Air Ticketing Services:
  - a. Must have accreditation to professional body IATA for the last 2 years. Attach atleast a one year certificate from IATA or letter from IATA
  - b. Must be able to provide credit facility for 60 days maximum
6. For bidders applying for provision of ICT related supplies or services, they MUST have accreditation from the ICT Authority of Kenya, they must submit a valid certificate of accreditation issued by the Authority.

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

## Stage 2:    Registration Forms

All Bidders **Must** fill the following forms (and attach evidence, where required):

1. FORM REG2 – REGISTRATION DATA
2. FORM REG3 – SUPERVISORY PERSONNEL
3. FORM REG4 – FINANCIAL POSITION
4. FORM REG5 – CONFIDENTIAL QUESTIONNAIRE
5. FORM REG6 – PAST EXPERIENCE
6. FORM REG7 - LITIGATION HISTORY
7. FORM REG8 – SWORN STATEMENT
8. FORM REG9- SELF-DECLARATION FORM/ANTI-CORRUPTION  
DECLARATION

**Note: Your bid document should be properly bound and serialized.**

## FORM REG 2: REGISTRATION DATA

### REGISTRATION OF SUPPLIERS APPLICATION FORM

I/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 .....

Email Address .....

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 incorporate .....

4. Under present management since .....

5. Net worth equivalent Kshs. ....

6. Bank reference and address

.....

.....

7. Bonding company reference and address .....

8. Enclose copy of organization chart of the firm indicating the main fields of activities .....

9. State any technological innovations or specific attributes which distinguish you from your competitors

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

10. Indicate terms of trade/sale .....

**(10 Points)**

**FORM REG 3: SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Level .....  
.....

Professional qualification .....  
.....

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

**(Attach copies of certificates/CV of key personnel in the Organization)**

**(10 Points)**

## **FORM REG 4: FINANCIAL POSITION**

- (1) Attach a copy of the firm's audited books of accounts for the last two years
  
- (2) Attach a letter of reference from the bankers regarding supplier's credit position

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**(20 points)**



## FORM REG 5: 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:.  
 KES.....  
 Name of your bankers.....Branch .....

### Part 2 (a) Sole Proprietor

Your name in full.....Age.....  
 Nationality.....Country of origin.....  
 \*Citizenship details.....

### Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship	Details	Shares
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

### Part 2 (c) Registered Company:

Private or Public.....

State the nominal and issued capital of company

Nominal KES.....

Issued KES.....

Given details of all directors as follows:

Name	Nationality	Citizenship	Details	Shares
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....
5. ....	.....	.....	.....	.....

Date .....Signature of Candidate.....

\*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

# FORM REG 6: PAST EXPERIENCE (NAMES OF THE APPLICANT'S CLIENTS)

## 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 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 2<sup>nd</sup> Client (organization)

- 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)**

### 3. Name of 3<sup>rd</sup> Client (organization)

- 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)**

4. Others .....

**(30 Points)**

**FORM REG 7: 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.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT CURRENT VALUE, KSH EQUIVALENT</b>

**(10 Points)**

**FORM REG 8: 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 registered 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 commit 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)**

**Applicant's Stamp** .....

**(10 Points)**

**FORM REG 9: SELF-DECLARATION FORM - ANTI-CORRUPTION DECLARATION**

We **(insert the name of the company / supplier)**.....declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply:

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of EACC.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That EACC may have.

Name.....Signature.....Date .....

Company Seal / Business Stamp

**ANTI-FRAUDULENT PRACTICE DECLARATION**

We **(insert the name of the company / supplier)** ----- declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name.....Signature.....Date .....

Company Seal / Business Stamp

**NON - DEBARMENT DECLARATION**

We **(insert the name of the company / supplier)** ----- declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name.....Signature.....Date .....

Company Seal / Business Stamp

**(XX POINTS)**