



**MOMBASA INVESTMENT CORPORATION (MIC)**

**TENDER NO: MIC/008/2024-2026 FOR REGISTRATION OF SUPPLIERS/CONSULTANTS FOR THE FINANCIAL YEARS 2024 -2025/2025-2026**

CATEGORY NO.....

SUPPLY & DELIVERY/PROVISION OF.....

.....

.....

.....

SUPPLIERS/FIRM NAME.....

16<sup>TH</sup> SEPTEMBER, 2024

THIS DOCUMENT HAS TWENTY-SEVEN (27) PAGES

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## **SECTION 1: INVITATION FOR REGISTRATION**

The MOMBASA INVESTMENT CORPORATION (MIC) invites applications for Registration of Suppliers and Consultants from interested and eligible bidders for the supply/provision of the under listed goods, works, services and consultancies for the Financial Years **2024-2025/2025-2026**

Tender No.: MIC/008/2024-2026 FOR REGISTRATION OF SUPPLIERS/CONSULTANTS FOR THE FINANCIAL YEARS 2024 – 2025/2025-2026

### **A) SUPPLY OF GOODS**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION: REGISTRATION FOR</b>	<b>TARGET GROUP</b>
A1	Supply & Delivery of General Office Stationery	Open
A2	Supply & Delivery of Cleansing Materials & Detergents	Reserved
A3	Supply & Delivery of Kitchenware, Cutlery & Cooking Equipment	Open
A4	Supply & Delivery of Working Tools and Equipment	Open
A5	Supply & Delivery of Staff Uniforms	Open
A6	Supply & Delivery of Office Equipment, Computers, Laptops, iPad, Shredder Machines, Servers, UPS, Fax Machines, Scanners, Cameras, Photocopier, Office equipment, Safes, Dust Covers, Printers & Related Items	Open
A7	Supply & Delivery of Computer Software & Hardware	Open
A8	Supply & Delivery of Computer Consumables & related items	Open
A9	Supply & Delivery of office Air time (Scratch Cards)	Open
A10	Supply & Delivery of Promotional Materials	Open
A11	Supply & Delivery of Office Furniture & Fittings	Open
A12	Supply & Delivery of Audio-Visual Systems & Security Equipment (scanners, detectors)	Open
A13	Supply & Delivery of Hardware and Electrical Items.	Open
A14	Supply & Delivery of Motor Vehicle/Motor cycle	Open
A15	Supply & Delivery of Diesel, Petrol, LPG Gas, Medical Gas, Charcoal & Wood Fuel.	Open

**B) PROVISION OF NON - CONSULTANCY SERVICES**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION: REGISTRATION FOR</b>	<b>TARGET GROUP</b>
B1	Provision of Sanitary Services	Reserved
B2	Provision of Provision of travel and air ticketing services.	Open
B3	Provision of Car Hire & related services	Open
B4	Provision of Event organization & Management, exhibition experiential/Road show services	Open
B5	Designing and printing of educative, promotional, communication and advertising materials	Open
B6	Provision of Web Hosting, Design & Maintenance Services	Open
B7	Provision & Maintenance of data Centre, LAN and WAN structured cabling	Open
B8	Provision of Garages/workshops for Service, Repair & maintenance of motor vehicle /cycle & Heavy equipment (Registered with Ministry of Public Works )	Open
B9	Provision of Repair, maintenance and service of Computers & Office Equipment	Open
B10	Provision, Repair & maintenance of Air Conditioners, firefighting equipment and related accessories	Open
B11	Provision of Data Backup and recovery system	Open
B12	Provision of Hospitality Services, Accommodation and Conference Facilities	Open
B13	Provision of stage Assembling/lighting & Sound services	Open
B14	Provision of Digital Advertising Services	Open
B16	Provision of Asset Tracking System	Open

**C) PROVISION OF CONSULTANCY SERVICES**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION: REGISTRATION FOR</b>	<b>TARGET GROUP</b>
C1	Provision of Research & Survey Based Consultancy Services	Open
C2	Provision of Human Resource & Management Consultancy Services	Open
C3	Provision of Specialized Training Consultancy Services	Open
C4	Provision of Legal services	Open
C5	Provision of Auctioneer services	Open
C6	Provision of Risk Management Consultancy Services	Open
C7	Provision of Strategic Plan Preparation Consultancy Services	Open
C8	Provision of the Internet, Website consultancy & Social Media Services	Open
C9	Provision of Consulting Services, Quantity Surveyors/Building Economists/ Project managers and Arbitrators	Open

#### D. PROVISION OF WORKS

CATEGORY NO.	ITEM DESCRIPTION: REGISTRATION FOR	TARGET GROUP
D1	Small Works and Paintings (Renovations, plumbing, partitioning)	Reserved
D2	Major Works – Construction and Rehabilitation Works	Open
D3	Provision of Electrical Works	Open
D4	Provision of Water Works	Open

**KEY: RESERVED;** Reserved for Youth, Disadvantaged Group (Women) and Persons with Disability duly registered with the National Treasury. Proof of Registration is **Mandatory**.

The Registration bid documents with detailed information can be viewed and downloaded free of charge from the Mombasa Investment Corporation website [www.investmombasa.go.ke](http://www.investmombasa.go.ke) or Public Procurement Information Portal (PIIP) [www.tenders.go.ke](http://www.tenders.go.ke).

Duly Completed Registration Documents should be put in plain Sealed Envelopes for each CATEGORY CLEARLY MARKED 'CATEGORY NO..... / TENDER NO..... FOR THE SUPPLY/PROVISION OF... and be addressed to;

**The Managing Director  
Mombasa Investment Corporation  
P.O.BOX 34505-80118, Nyali  
MOMBASA**

And be deposited in the tender box located at the Mombasa Investment Corporation Office's Off Links Road, Mombasa Water Offices- Opposite Lantana Drive on or before **4<sup>th</sup> October, 2024 at 10.00am**. Applications shall be opened immediately in the presence of **bidders or their representatives** who wish to attend.

**NB:** For registration for AGPO Contact the Information Desk at Huduma Centre. Thereafter, Registration of Suppliers/Contractors and Consultants will be continuous.

## SECTION 2: INSTRUCTIONS TO CANDIDATES

### 2.1 Introduction

2.1.1 The Mombasa Investment Corporation (MIC) would like to invite interested candidates who must qualify by meeting the set criteria as provided by MIC to perform the contract of provision of goods, services and Works to the MIC.

### 2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the qualification document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "**ORIGINAL**". In addition, the applicant shall submit one copy of the same qualification document clearly marked "**COPY**". In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the qualification document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause

2.4.2. The person or persons signing the qualification document shall initial all pages of the tender where entries or amendments have been made. The qualification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the qualification document.

### 2.3 Submission of Applications

2.3.1 Applications for qualification shall be submitted in sealed envelopes marked with the qualification category, title and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before, **4<sup>th</sup> October, 2024 at 10.00 AM**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the qualification document in separate envelopes duly marking the envelopes "**ORIGINAL**" and "**COPY**". Both envelopes shall then be sealed in a single (one) outer separate envelope.

The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for qualification and the qualification advertisement.
- (b) Bear the qualification category, title and reference number of the qualification document. In addition to the identification required in

sub-Clause 2.2.1, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "late" pursuant to Clause 2.3.1.

- 2.3.3 If the outer envelope is not sealed and marked as instructed above, the MIC will assume no responsibility for the misplacement or premature opening of the qualification document. If the outer envelope discloses the Candidate's identity the MIC will not guarantee the anonymity of the qualification submission, but this shall not constitute grounds for rejection of the qualification document.
- 2.3.4 All the information requested for qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## **2.4 Eligible Candidates**

- 2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Qualification documents to The Managing Director, Mombasa Investment Corporation (MIC) so that they may be short listed for submission of quotations. The prospective suppliers are required to supply mandatory information for qualification to be registered Form PQ-1.
- 2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the MIC, as the MIC shall reasonably request.

## **2.5 Qualification Criteria**

- 2.5.1 Qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ8. These are to be completed by prospective suppliers who wish to be qualified for submission of tender for the specific tender.
- 2.5.2 The qualified application forms (Form PQ-2) 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.

### **2.5.3 Experience**

Prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items but for AGPO experience may not be necessary.

#### **2.5.4 Personnel**

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3

#### **2.5.5 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the shortlisting documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be shortlisted on the satisfactory information given.

#### **2.5.6 Confidential Business Questionnaire**

The general information and details of nature of business and location should be included in Form PQ -5.

#### **2.5.7 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6.

#### **2.5.8 Litigation History and Sworn Statement**

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution – Form PQ-7 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form PQ-8.

#### **2.6 Cost of Application**

The qualification/shortlisting document shall be availed to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its tender and the MIC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the qualification process.

#### **2.7 Clarification of Qualification Documents**

- 2.7.1 The prospective applicant requiring any clarification of the qualification/shortlisting documents may notify the MIC in writing or by email at the MIC's email address indicated in the qualification data.
- 2.7.2 The MIC will respond in writing through email to any request for clarification that he receives earlier than 3 days prior to the deadline for the submission of applications. Copies of the MIC's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the qualification documents.



## **2.8 Amendment of Qualification/shortlisting Documents**

2.8.1 At any time prior to the deadline for submission of applications, the Managing Director may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the qualification/shortlisting documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the qualification/shortlisting documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all who shall have picked the qualification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the MIC.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the MIC may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

## **2.9 Deadline for Submission of Qualification/shortlisting Documents**

2.9.1 Applications must be received by the MIC at the address specified in Sub-Clause 2.10.1 no later than the time and date stipulated in the notice for pre-qualification.

2.9.2 The MIC may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the MIC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Qualification/ shortlisting Documents**

2.10.1 The MIC will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 The MIC shall prepare minutes of the opening of the qualification/shortlisting documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

## **2.11 Process to be Confidential**

Information relating to the examination, evaluation of applications and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence the MIC's processing of applications or approval decisions may result in the rejection of the applications.

## **2.12 Clarification of Applications and Contacting of the MIC**

- 2.12.1 To assist in the examination, evaluation, and comparison of applications, the MIC may, at its discretion, ask any applicant for clarification of his/her application.
- 2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the MIC on any matter relating to its application from the time of the opening to the time the qualification list is approved. If the applicant wishes to bring additional information to the notice of the MIC, it should do so in writing.
- 2.12.3 Any effort by any applicant to influence the MIC in the MIC's qualification evaluation, or qualification approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Qualification/ shortlisting Documents and Determination of Responsiveness**

- 2.13.1 Prior to the detailed evaluation of applications, the MIC will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3; (b) is substantially responsive to the requirements of the qualification documents; and (c) provides any clarification and/or substantiation that the MIC may require to determine responsiveness pursuant to Sub-Clause 2.15
- 2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the qualification documents without material deviation or reservation. A material deviation or reservation is one (a) which limits in any substantial way, inconsistent with the qualification documents, the MIC's rights or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.
- 2.13.3 If an application is not substantially responsive, it will be rejected by the MIC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 2.13.4 The MIC, prior to the approval of the qualification may confirm the qualification of each applicant who shall have passed the technical stage of the qualification process in order to determine whether the applicant possesses all the requirements in the application for the qualification document submitted.

## **2.14 Notification of Qualified Applicants**

- 2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the MIC within thirty (30) days from the date of opening of qualification documents.

2.14.2 At the same time the MIC notifies qualified Applicants that their applications are responsive, the MIC shall notify the other Applicants whose applications are not responsive.

## **2.15 Evaluation and Comparison of Applications**

2.15.1 The MIC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Qualification will be based on meeting the minimum requirements to pass in the criteria set.

## **2.16 MIC's Right to accept any Application and to reject any or all Applications**

2.16.1 The MIC reserves the right to accept or reject any application, and to annul the qualification process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

## **2.17 Notification of Approval**

2.17.1 Prior to expiration of the period of qualification validity prescribed by the MIC, the MIC will notify successful applicants.

## **2.18 Acceptance of the Approval**

2.18.1 The successful candidates shall be required to acknowledge in writing the Acceptance of their qualification to the MIC.

## **SECTION 3 APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates. Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit only TWO COPIES; ONE marked "ORIGINAL" document and ONE marked "COPY" and that both shall be placed in one outer envelope
- (ii) Subject to Clause 2.5.1 Bidders will be required to provide requirements Under others and marks provided will be distributed on the entire requirement.
- (iii) Subject to Clause 2.5.3 Youth, Women and PWD firms to provide Names & Contacts of referees or experience

- (iv) Subject to Clause 2.15 on Evaluation and Comparison of Applications the evaluation Criteria shall as follows:

**PRELIMINARY EVALUATION FOR GOODS AND NON – CONSULTANCY SERVICES (MANDATORY REQUIREMENTS)**

S/NO.	Requirements	Score
1.	Copy of Registration/Incorporation Certificate	Mandatory
2.	Copy of valid CR12 for Limited Companies, CR13 or national ID for Sole Proprietorship and Partnership Deed for Partnership	Mandatory
3.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
4.	Copy of KRA VAT/PIN Certificate	Mandatory
5.	Current Year Single Business Permit by the County Government of Mombasa or any other County for the firm bidding.	Mandatory
6.	Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise	Mandatory
7.	Bidders must sequentially serialize/ paginate all pages of each tender documents submitted in the correct sequence of 1,2,3...	Mandatory
8.	Provide Two copies of tender document securely bound (Book Bound) and clearly marked (ORIGINAL and COPY) by the tenderer. No loose or stapled documents will be accepted	Mandatory
	Duly filled, signed and stamped self – declaration form SD – 1 that the tenderer is not debarred in the matter of PPADA,2015	Mandatory
9.	Duly filled, signed and stamped self – declaration form SD – 2 that the tenderer will not engage in any corrupt or fraudulent practice	Mandatory
10	Duly filled, signed and stamped self – declaration form – declaration and commitment to the Code of Ethics	Mandatory
11	Attach copy of valid trade license from Energy and Petroleum Authority (EPRA) in petroleum products <b>(ONLY APPLICABLE FOR CATEGORY A15)</b>	Mandatory

**PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS) FOR  
CONSULTANCY SERVICES**

<b>S/NO.</b>	<b>Requirements</b>	<b>Score</b>
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of valid CR12 for Limited Companies, CR13 or national ID for Sole Proprietorship and Partnership Deed for Partnership	Mandatory
3.	Certified copy of Valid Tax Compliance Certificate/Exemption certificate	Mandatory
4.	Copy of KRA VAT/PIN Certificate	Mandatory
5.	Current Year Single Business Permit by the County Government of Mombasa or any other County for the firm bidding.	Mandatory
6.	Copies of registration with <b>RELEVANT REGULATORY BODIES</b> where applicable e.g. IATA, Law Society of Kenya, IHRM, NCA, NEMA, EPRA, etc.	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise	Mandatory
9.	Bidders must sequentially serialize/ paginate all pages of each tender documents submitted in the correct sequence of 1,2,3...	
10.	Provide Two copies of tender document securely bound (Book Bound) and clearly marked (ORIGINAL and COPY) by the tenderer. No loose or stapled documents will be accepted	Mandatory
11.	Duly filled, signed and stamped self – declaration form SD – 1 that the tenderer is not debarred in the matter of PPADA,2015	Mandatory
12.	Duly filled, signed and stamped self – declaration form SD – 2 that the tenderer will not engage in any corrupt or fraudulent practice	Mandatory
13.	Duly filled, signed and stamped self – declaration form – declaration and commitment to the Code of Ethics	Mandatory

**PRELIMINARY EVALUATION FOR WORKS (MANDATORY REQUIREMENTS)**

	<b>Requirements</b>	<b>Score</b>
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of valid CR12 for Limited Companies, CR13 or national ID for Sole Proprietorship and Partnership Deed for Partnership	Mandatory
3.	Certified copy of Valid Tax Compliance Certificate/Exemption certificate	Mandatory
4.	Copy of KRA VAT/PIN Certificate	Mandatory
5.	Current Year Single Business Permit by the County Government of Mombasa or any other County for the firm bidding.	Mandatory
6.	Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise	Mandatory
7.	Copy of relevant National Construction Authority (NCA 8) registration and practicing license with relevant categories (water works, building works, electrical works) where applicable	Mandatory
8.	Bidders must sequentially serialize/ paginate all pages of each tender documents submitted in the correct sequence of 1,2,3...	Mandatory
9.	Provide Two copies of tender document securely bound (Book Bound) and clearly marked (ORIGINAL and COPY) by the tenderer. No loose or stapled documents will be accepted	Mandatory
10.	Duly filled, signed and stamped self – declaration form SD – 1 that the tenderer is not debarred in the matter of PPADA,2015	Mandatory
11.	Duly filled, signed and stamped self – declaration form SD – 2 that the tenderer will not engage in any corrupt or fraudulent practice	Mandatory
12.	Duly filled, signed and stamped self – declaration form – declaration and commitment to the Code of Ethics	Mandatory

**Applicants under the categories specified to be reserved for Youth, Women and PWD firms shall be evaluated as follows: -**

**PRELIMINARY EVALUATION FOR RESERVED GROUP (MANDATORY REQUIREMENTS)**

<b>S/NO.</b>	<b>Requirements</b>	<b>Score</b>
1.	Copy of Registration/Incorporati Certificate	Mandatory
2.	Copy of valid CR12 for Limited Companies, CR13 or national ID for Sole Proprietorship and Partnership Deed for Partnership	Mandatory
3.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
4.	Copy of KRA VAT/PIN Certificate	Mandatory
5.	Current Year Single Business Permit by the County Government of Mombasa or any other County for the firm bidding.	Mandatory
6.	Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise	Mandatory
7.	Bidders must sequentially serialize/ paginate all pages of each tender documents submitted in the correct sequence of 1,2,3...	
8.	Provide Two copies of tender document securely bound (Book Bound) and clearly marked (ORIGINAL and COPY) by the tenderer. No loose or stapled documents will be accepted	Mandatory
	Duly filled, signed and stamped self – declaration form SD – 1 that the tenderer is not debarred in the matter of PPADA,2015	Mandatory
9.	Duly filled, signed and stamped self – declaration form SD – 2 that the tenderer will not engage in any corrupt or fraudulent practice	Mandatory
10.	Duly filled, signed and stamped self – declaration form – declaration and commitment to the Code of Ethics	Mandatory
11.	AGPO Certificate and Proof of Registration with National Council for Persons with Disabilities is <b>Mandatory</b> where applicable	Mandatory
12.	Certified declaration that at least seventy percent (70%) of the company's/enterprise's ownership are youth, women or Persons with disability respectively. (where firm is registered in partnership with others not of the above indicated) <b><i>NB. Certification must be by a commissioner of oaths.</i></b>	

**Please Note**

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

The evaluation panel **MAY** conduct an impromptu visit to the applications premises so as to establish the actual office location, work environment, working tools and equipment including ICT connectivity.

**TECHNICAL REQUIREMENTS**

	<b>Requirements</b>	<b>Score</b>
<b>1</b>	<b>Duly filled Pre-qualification Data (PQ-2)</b>	<b>10</b>
<b>2</b>	<b>Supervisory Personnel (PQ-3)</b>	<b>15</b>
	i.) Master's Degree	15
	ii.) University Degree	10
	iii.) Professional/Diploma	7
	iv.) Certificate	3
	Score for only 1 of (i-iii)	
<b>3</b>	<b>Financial Position (PQ-4)</b>	<b>25</b>
	i) firm's audited accounts/Bank Statements	10
	ii) Letter of reference from the banker	10
	iii) State credit period (minimum proposed is 30 days)	5
<b>4</b>	<b>Duly filled Confidential Business Questionnaire (PQ-5)</b>	<b>10</b>
<b>5</b>	<b>Relevant Past Experience (PQ-6)</b>	<b>15</b>
	a) Provide names of three clients(organizations)	
	i) First client Organization (Attach documental	5
	ii) Second client Organization (Attach documental	5
	iii) Third Client Organization (Attach documental	5
<b>6</b>	<b>Litigation History (Provide current sworn affidavit) (PQ-7)</b>	<b>10</b>
<b>7</b>	<b>Sworn Statement (PQ-8)</b>	<b>5</b>
	<b>OTHERS</b>	
<b>8</b>	<b>Company profile &amp; Organizational Chart</b>	<b>10</b>
	<b>TOTAL</b>	

**Please Note**

The minimum pass mark to qualify for qualification/ shortlisting shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.



**B: TECHNICAL REQUIREMENTS FOR RESERVED/ SPECIAL GROUPS**

<b>S/NO.</b>	<b>REQUIREMENTS</b>	<b>SCORE</b>
<b>1</b>	<b>Duly filled, signed &amp; stamped qualification Data (PQ – 2)</b>	<b>20</b>
<b>2</b>	<b>Supervisory Personnel (attach proof): PQ – 3</b>	<b>20</b>
	University Degree	20
	Professional/Diploma	15
	High school Certificate	10
	Score for only 1 of (i-iii)	
<b>3</b>	<b>Duly filled, signed &amp; stamped Confidential Business Questionnaire</b>	<b>10</b>
<b>4</b>	<b>State Credit Period (minimum proposed is 30 days)</b>	<b>10</b>
<b>5</b>	<b>Relevant Past Experience (PQ-6)</b>	<b>10</b>
	a) Provide names of three clients(organizations)	
	i) First client Organization (Attach documental	5
	ii) Second client Organization (Attach documental	5
<b>6</b>	<b>Duly filled, signed &amp; stamped Sworn Statement</b>	<b>10</b>
<b>OTHERS</b>		
<b>7</b>	<b>Company Profile &amp; Organizational chart</b>	<b>10</b>
<b>8</b>	<b>Provide three Referees</b>	<b>10</b>
	<b>TOTAL</b>	<b>100</b>

***Please Note***

**The minimum pass mark to qualify for Registration as a supplier shall be 65. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.**

## **FORM PQ-1 REGISTRATION DOCUMENTATION**

### **Open categories**

All firms **MUST** provide copies of the following: -

1. Certified copy of Certificate of Registration/Incorporation
2. Valid Certified copy of CR12 for Limited Companies, CR 13 or National ID for Sole Proprietorship and Partnership Deed for Partnership Companies
3. Valid Certified copy of Tax Compliance Certificate/ Exemption certificate
4. Current Year Single Business Permit by the County of Mombasa for the firm bidding, or any other valid single business permit from other counties
5. Copies of registration with relevant regulatory bodies where applicable e.g.IATA, LSK, Energy Regulatory Authority etc.
6. Current practicing certificates for professionals where applicable
7. Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise

### **Special categories (Youth, Women, PWD firms)**

All firms applying for **MUST** provide copies of the following: -

1. Certified copy of Certificate of Registration/Incorporation
2. Certified Copy of CR12
3. Certified Certificate of Registration under AGPO.
4. Certified declaration that at least seventy percent (70%) of the company's/enterprise's ownership are youth, women or Persons with disability respectively. NB. Certification must be by a commissioner of oaths.
5. Certified copy of Valid Tax Compliance Certificate/or exemption certificate
6. Current Year Single Business Permit by the County Government of Mombasa for the firm bidding, or any other valid single business permit from other counties
7. Copies of National identity cards (IDs) or valid passports of all Directors of the company/enterprise

**FORM PQ-2 - PRE - QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

1/We.....here by apply for registration as  
supplier(s) (*Name of Company/Firm*)

Of .....  
(Category No....)

.....  
(Item Description)

Address.....

Name of building.....Room/Office No .....Floor No. Telephone  
Nos.....

Full Name of applicant.....

Other branches location.....

**Organization & Business Information (attach company profile)**

**Partnership (if applicable)**

Names of Partners  
.....

3. Business founded or incorporated under present management since .....

5. Net worth equivalent (Kshs).....

6. Bank reference and address.....

7. Bonding company reference 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                      SUPERVISORY PERSONNEL**

Name.....

Age .....

Academic Qualification.....

Undergraduate.....

Postgraduate.....

Diploma.....

Certificate.....

High School.....

Professional Qualification .....

*(Attach Certificates if any)*

Length of service with Contractor or Supplier/position held

.....

*(Attach copies of certificates of key personnel in the organization)*

**FORM PQ-4                      -                      FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's audited accounts/Bank Statements for previous one year
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 30 days)

**FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

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 1 – General:**

Business Name.....  
Location of business premises.....  
Plot No.....Street/Road.....  
Postal Address.....Tel.No..... Fax.....  
Nature of business.....  
Registration Certificate No. ....

Maximum Value of business which you can handle at any one-time Kshs. ....  
Name of the bankers..... Branch.....

**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.	.....	.....	.....	.....
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

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

Date..... Signature of Tenderer .....

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

**FORM PQ-6 - PAST EXPERIENCE NAME OF AT LEAST THREE CLIENTS**

**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 the 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 the 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 the client.....
- v) Value of contract.....
- vi) Duration of contract (date).....  
***(Attach documental evidence of existence of contract)***

**4. Other clients**

**FORM PQ-7 - LITIGATION HISTORY**

**Name of Contract Supplier**.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last twoyears 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, KSHS. EQUIVALENT</b>

**FORM PQ-8 - SWORN STATEMENT**

**Having studied the qualification information for the above category, we/I hereby state:**

- a) That the information furnished in our/my application is accurate to the best of my/our Knowledge.
- b) That this qualification shall not result into a contract. In case of being prequalified 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 document.
- c) When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the qualification made.
- d) We enclose all the required documents and information required for the qualification evaluation
- e) That we have the capacity to undertake jobs under the categories hereby applied.

**i) Date .....**

**ii) Company's Name.....**

**iii) Represented by..... iv)**

**Designation (iii).....**

**v) Signature .....and (Over stamp or seal)**



**FORM SD - 1 - SELF - DECLARATION**

**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's Official Stamp**

**FORM SD 2 – SELF - DECLARATION**

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

I,..... 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 payany 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)*.

4. **THAT** the aforesaid Bidder will not engage/has not engaged in any corrosive 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**

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I..... (Person) on behalf of (*Name of the Business/Company/Firm*) .....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

**Witness**

Name .....

Sign.....

Date.....