



## **KNOWLEDGE SPRING TRAINING INSTITUTE**

**Eden Center, Ground Floor, Eldoret Town.**

**P.O. Box 5664-30100 Eldoret -Kenya**

**Tel 0797 888 313 or 0731 608 738**

Email Address: [info@knowledgespringinstitute.com](mailto:info@knowledgespringinstitute.com)  
[knowledgespringinstitute@gmail.com](mailto:knowledgespringinstitute@gmail.com)

Website: <https://knowledgespringinstitute.com>

**REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2023**

**Tender No. KSTI /PREQ/01/2023-2026**

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<b>Table of Contents</b>	<b>PAGE</b>
<b>1. INVITATION FOR REGISTRATION</b>	<b>3</b>
<b>2. REQUIREMENTS</b>	<b>8</b>
<b>3. INSTRUCTIONS TO CANDIDATES</b>	<b>10</b>
<b>4. APPENDIX TO INSTRUCTIONS TO CANDIDATES</b>	<b>15</b>
<b>5. REGISTRATION DATA</b>	<b>18</b>
<b>6. CONFIDENTIAL BUSINESS QUESTIONNAIRE</b>	<b>19</b>
<b>7. PAST EXPERIENCE</b>	<b>20</b>
<b>8. LITIGATION HISTORY</b>	<b>21</b>
<b>9. SWORN STATEMENT</b>	<b>22</b>

**Tender No: KSTI/PREQ/01/2023-2026**

**Tender name: REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2023-2026**

Knowledge Spring Training Institute is a private institution of higher learning that provides holistic quality education, training, research, consultancy and outreach activities for the service of God and humanity.

KSTI invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2023 -2026**

**A) SUPPLY OF GOODS**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
KSTI/PQA/01/2023-2026	Supply and Delivery of General and Printed Office supplies e.g., stationery, photocopying paper, toner cartridges, Photocopier toners and Computer Consumables etc.	Youth, Women and Persons Living with Disabilities
KSTI/PQA/02/2023-2026	Supply and Delivery of Office Furniture, Furnishings including Blinders & Fittings	Youth, Women and Persons Living with Disabilities
KSTI/PQA/03/2023-2026	Printing of Specialized Security Printing-KBA Registered Examination Answer Booklets and Related Materials	Open
KSTI/PQA/04/2023-2026	Provision of Design, Branding and Printing of Promotional Materials E.g., T-shirt, Caps, Calendars, Banners, Carrier Bags, Logos, brochures, Research Reports business cards, staff identification cards, diaries, corporate stickers, fliers, booklets, documentary wallets etc.	Youth, Women and Persons Living with Disabilities
KSTI/PQA/05/2023-2026	Supply, Delivery and Installation of Office Equipment e.g., Computers, Laptops, Computer Software and Licenses, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.	Youth, Women and Persons Living with Disabilities
KSTI/PQA/06/2023-2026	Supply and Delivery of Drinking Water, Lease and Maintenance of Water Dispensers	Youth, Women and Persons Living with Disabilities
KSTI/PQA/07/2023-2026	Design, Supply and Delivery of Gifts, Trophies	Open

KSTI/PQA/08/2023-2026	Supply and Delivery of Toiletries, Kitchen Supplies & Consumables	Youth, Women and Persons Living with Disabilities
KSTI/PQA/09/2023-2026	Supply and Delivery of Newspapers, Publications, Books and Periodicals	Youth, Women and Persons Living with Disabilities
KSTI/PQA/10/2023-2026	Supply of Airtime Vouchers	Youth, Women and Persons Living with Disabilities
KSTI/PQA/11/2023-2026	Supply, Installation & Maintenance of Signage's	Youth, Women and Persons Living with Disabilities
KSTI/PQA/12/2023-2026	Supply of milk and/or dairy products(Fresh Pasteurized Milk, Yoghurt, Ice cream, Butter, Cheese, Custard)	Open
KSTI/PQA/13/2023-2026	Supply and delivery of meat and meat products (Cubed or diced, minced meat, sausages)	Open
KSTI/PQA/14/2023-2026	Supply of dry foodstuff and general provisions (Wheat Flour, Maize Flour, Self raising flour, Sugar, Cooking Oil, Coffee, Drinking chocolate, Tea Bags, Vinegar, Squash, Popcorn, Salt)	Open
KSTI/PQA/15/2023-2026	Supply and delivery of perishable foodstuff - Vegetables and Fruits (Cabbages, Onions, Potatoes, Tomatoes, Carrots, Spinach, Kale, Peppers, Garlic, Ginger, Cucumber, Sweet potatoes, Fruit in season)	Youth, Women and Persons Living with Disabilities
KSTI/PQA/16/2023-2026	Supply of Dry Cereals (Yellow beans, Green Lentils, Black beans, Rice)	Youth, Women and Persons Living with Disabilities
KSTI/PQA/17/2023-2026	Supply of Bread and Snacks (Fresh Bread, Biscuits, Scones, Buns, Croissants)	Youth, Women and Persons Living with Disabilities
KSTI/PQA/18/2023-2026	Supply of fuel (petrol and diesel for a fleet), bottled gas and bulk LPG (Petroleum Business license from Energy regulatory commission, Certificate of registration of workplace by DOHSS (OSHA 2007)	Open

KSTI/PQA/19/2023-2026	Supply of utensils, kitchenware (Spoons, Plates, Cups, Forks, Jugs, knives, inserts, Mugs, cooking pots), kitchen equipment & installation(Brat Pans, cookers, freezers, microwave)	Open
KSTI/PQA/20/2023-2026	Supply of Kitchen Food Contact Materials  (Aluminum Foil, Cling Film, Serviettes)	Youth, Women and Persons Living with Disabilities
KSTI/PQA/21/2023-2026	Supply, Installation & maintenance of electronic appliances (Industrial Laundry Equipment, Water Treatment Plants, Generators, Cold Rooms & Freezer Room & bulk LPG Tanks)	Open

#### B) PROVISION OF SERVICES

CATEGORY NO.	Item Description	CATEGORY
KSTI/PQB/22/2023-2026	Provision of Audio-Visual Production Editing Services (Film, Documentaries, Photography & Videography, Public Address and Related Services.)	Open
KSTI/PQB/23/2023-2026	Provision of Courier Services (Local/ International)	Open
KSTI/PQB/24/2023-2026	Provision of Consultancy Services for Legal, Compliance & Governance Audit	Open
KSTI/PQB/25/2023-2026	Provision of Bulk SMS services	Open
KSTI/PQB/26/2023-2026	Provision of Entertainment Services (DJs, Bands, Musicians, Theatre Groups)	Youth, Women and Persons Living with Disabilities
KSTI/PQB/27/2023-2026	Provision of Event Management, Interior Decorations and Furnishing Services, Shows and Exhibitions	Youth, Women and Persons Living with Disabilities
KSTI/PQB/28/2023-2026	Provision of Digital Marketing Services	Youth, Women and Persons Living with Disabilities
KSTI/PQB/29/2023-2026	Provision of Catering Services (Indoor and Outdoor)	Youth, Women and Persons Living with Disabilities

KSTI/PQB/30/2023-2026	Provision of Comprehensive Office Cleaning, Sanitary Fumigation & Pest Control Services	Youth, Women and Persons Living with Disabilities
KSTI/PQB/31/2023-2026	Provision of Valuation, Tagging & Labeling of Assets Services	Open
KSTI/PQB/32/2023-2026	Provision of Travel Agency and Air Ticketing Services (KCAA Registered firms)	Youth, Women and Persons Living with Disabilities
KSTI/PQB/33/2023-2026	Provision of Transport, Car Hire and Taxi Services	Youth, Women and Persons Living with Disabilities
KSTI/PQB/34/2023-2026	Provision of Hotel (Meals & Accommodation) And Conference Facilities.	Open
KSTI/PQB/35/2023-2026	Repair of Assorted Electrical Fittings & Lighting Materials	Youth, Women and Persons Living with Disabilities
KSTI/PQB/36/2023-2026	Provision of Bulk Printing, Bulk Photocopying, Binding, Laminating, Framing and Document Management Services	Youth, Women and Persons Living with Disabilities
KSTI/PQB/37/2023-2026	Repair of Office Furniture and Fittings	Youth, Women and Persons Living with Disabilities
KSTI/PQB/38/2023-2026	Provision of Internet Service Providers (ISP) & VPN Connectivity.	Open
KSTI/PQB/39/2023-2026	Supply, Installation, Commissioning, Repair and Maintenance of Air Conditioners, Fire Extinguishers, Smoke Detectors, Automatic Fire Suppressions, First Aid Kits and Related Accessories	Youth, Women and Persons Living with Disabilities
KSTI/PQB/40/2023-2026	Provision and Repair of ICT Infrastructure	Open
KSTI/PQB/41/2023-2026	Provision of Master of Ceremony Services	Open
KSTI/PQB/42/2023-2026	Provision of Website Design, Hosting and Maintenance Services	Youth, Women and Persons Living with Disabilities
KSTI/PQB/43/2023-2026	Supply, Installation and Commissioning of CCTV, Access Control System, ICT Security & Alarm Systems.	Open

KSTI/PQB/44/2023-2026	Provision of Security & Guarding Services	Open
KSTI/PQB/45/2023-2026	Provision of ICT Disaster Recovery Services	Open
KSTI/PQB/46/2023-2026	Provision of Medical Insurance	Open
KSTI/PQB/47/2023-2026	Provision of General Insurance Brokerage Services	Open

### C) PROVISION OF CONSULTANCY SERVICES

KSTI/PQC/48/2023-2026	Provision of Human Resource Consultancy Services, Training and Capacity Building,	Open
KSTI/PQC/49/2023-2026	Provision of Public Relations and Related Consultancy Services.	Open
KSTI/PQC/50/2023-2026	Provision of Team Building Consultancy Services & Facilitators.	Youth, Women and Persons Living with Disabilities
KSTI/PQC/51/2023-2026	Provision of OSHA Training, Audit, Fire & First Aid Equipment Training Services	Open
KSTI/PQC/52/2023-2026	Provision of Consultancy Services (Customer Satisfaction Baseline Survey, Employee Satisfaction Survey and Work Environment Survey (NEMA Certified Firms)	Open
KSTI/PQC/53/2023-2026	Provision of Research Software and ICT related Consultancy Services	Open
KSTI/PQC/54/2023-2026	Provision of Strategic Planning Consultancy services	Open

### D) PROVISION OF WORKS

KSTI/PQD/55/2023-2026	Provision of Small Contractual Works-General Office Designs, Repairs and Maintenance Works, Electricals, Plumbing, Painting Etc. (Registered With NCA)	Youth, Women and Persons Living with Disabilities
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## **REQUIREMENTS**

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. *Certificate of Registration/Incorporation*
2. *Valid Tax Compliance Certificate*
3. *The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)*
4. *Copy of Current Trade License.*
5. *Company profile*
6. *Valid AGPO Certificate for the reserved groups*
7. *Duly Completed Confidential Business Questionnaire*
8. *Certificate from Kenya Bureau of Standards for Registration to Supply Mineral Water*
9. *For Repair & Maintenance works Firms MUST be registered by NCA*
10. *For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County Government*
11. *For provision of Ticketing Services prospective service providers MUST be registered with KCAA*

**Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.**

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from our website on the following link: <https://knowledgespringinstitute.com/downloads/>

Duly completed Registration Documents in plain sealed envelopes clearly marked "Category No.....For the Supply/Provision of... .." should be addressed to:

**THE DIRECTOR PROCUREMENT**  
**KNOWLEDGE SPRING TRAINING INSTITUTE,**

P. O. Box 5664-30100,

**ELDORET**

and be deposited in the Tender Box located at the Knowledge Spring Training Institute ground



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floor, Eden Center, Eldoret Town, so as to be received on or before **Friday, November 24<sup>th</sup>, 2023 at 1730hours**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the Training Room situated at, Eden Center.

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Yours sincerely,

**DIRECTOR PROCUREMENT,  
KNOWLEDGE SPRING TRAINING INSTITUTE.**

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## SECTION 2: INSTRUCTIONS TO CANDIDATES

### 2.1 Introduction

2.1.1 Knowledge Spring Training Institute (KSTI) would like to invite interested candidates who must qualify by meeting the set criteria as provided by KSTI to perform the contract of provision of goods, services and works to the KSTI.

### 2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration 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 registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration 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 registration document shall initial all pages of the tender where entries or amendments have been made.

The registration 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 registration document.

### 2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration 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 **Friday, November 24<sup>th</sup>, 2023 at 1730hours**. 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 registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an 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 registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration 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

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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, KSTI will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity KSTI will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration 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 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 application documents to KSTI so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form PQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to KSTI, as the KSTI shall reasonably request.

## **2.5 Qualification Criteria**

2.5.1 Registration 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, RQ4, PQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 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.

### **2.5.3 Experience**

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

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#### **2.5.4 Personnel**

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form PQ-1

#### **2.5.5 Financial Condition**

The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

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

The general information and details of nature of business and location should be included in Form RQ -2.

#### **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-3.

#### **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-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form PQ-5.

### **2.6 Cost of Application**

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

### **2.7 Clarification of Registration Documents**

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify KSTI in writing or by email at the KSTI's email address indicated in the registration data.

2.7.2 KSTI will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the KSTI'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 registration documents.

### **2.8 Amendment of Registration Documents**

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

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

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, KSTI 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 Registration Documents**

2.9.1 Applications must be received by KSTI at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

KSTI 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 KSTI and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended

## **2.3 Opening of Registration Documents**

2.3.1 KSTI 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. *(This shall be subject to the safety measures provided to ensure compliance with the Government directive during the Covid 19 pandemic)*

2.3.2 KSTI shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.3.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

## **2.4 Process to be Confidential**

2.4.1 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 KSTI's processing of applications or approval decisions may result in the rejection of the applications.

## **2.5 Clarification of Applications and Contacting of KSTI**

2.5.1 To assist in the examination, evaluation, and comparison of applications, KSTI may, at

its discretion, ask any applicant for clarification of his/her application.

2.5.2 Subject to Sub-Clause 2.11.1, no applicant shall contact KSTI on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of KSTI, he/she should do so in writing.

2.5.3 Any effort by any applicant to influence KSTI in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

## **2.10 Examination of Registration Documents and Determination of Responsiveness**

2.10.1 Prior to the detailed evaluation of applications, KSTI 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 registration documents; and
- (c) provides any clarification and/or substantiation that KSTI may require to determine responsiveness pursuant to Sub-Clause 2.15

2.10.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the KSTI's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.10.3 If an application is not substantially responsive, it will be rejected KSTI and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.10.4 KSTI, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

## **2.11 Notification of Qualified Applicants**

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

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

## **2.12 Evaluation and Comparison of Applications**

2.12.1 KSTI will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.12.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

## **2.13 KSTI's Right to accept any Application and to reject any or all Applications**

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

## **2.14 Notification of Approval**

2.14.1 Prior to expiration of the period of registration validity prescribed by KSTI. KSTI will notify successful applicants through a list to be uploaded on KSTI website

## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the registration 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 ONE ORIGINAL** Registration document and **ONE COPY**. (Unless submitting online)
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

## A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	<b>Requirements</b>	<b>Score</b>
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For works Firms <b>MUST</b> be registered by NCA	Mandatory
4.	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.	Mandatory
5.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
6.	Outside Catering Services bidders to avail a certificate of health for food handling from County Government	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	AGPO Certificate <b>where applicable</b>	Mandatory

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

### 2.5 Qualification Criteria

Registration 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, are to be completed by prospective suppliers who wish to be registered for submission of tenders.



## EVALUATION CRITERIA

	<b>Requirements</b>	<b>Score</b>
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	<b>TOTAL</b>	<b>100</b>

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

**FORM PQ-1 - REGISTRATION DATA**

**SUPPLIERS APPLICATION FORM**

I/We .....hereby apply for registration  
(Name of Company/Firm)

as suppliers of .....  
(Item Description)

Category No.....

Other branches and location .....

**Organization & Business Information**

Management Personnel ..... Job Title.....

1. ....

2. ....

3. ....

**Partnership (if applicable)**

Names of Partners .....  
.....  
.....  
.....

Indicate terms of trade/ sale /Payment.....

**(20 points)**

Enclose copy of profile of the firm indicating the main fields of activities

**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 1- General:**

Business Name...  
Plot No.....  
Location of Business Premises.....  
Street/Road.....  
Postal Address.....Tel No.....  
Nature of Business..... Current Trade license.....  
Expiring.....  
Maximum Value of Business which you can Handle at Any Given Time: Ksh.....  
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
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**(40 Points)**

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**FORM PQ-3 PAST EXPERIENCE NAMES 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 Client .....
- v. Duration of Contract (date) .....
- vi. Signature and Stamp of Organization.....

**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. Duration of Contract (date) .....
- vi. Signature and Stamp of Organization.....

**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. Duration of Contract (date) .....
- vi. Signature and Stamp of Organization.....

**(30 points)**

**FORM PQ-4 - 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 one year 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>

**(10 Points)**

**FORM PQ-5 -SWORN STATEMENT**

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- 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 participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

**Applicant' s Name/Company**

Name.....

**Represented**

By.....

Date.....

**Signature &**

Stamp.....

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