REGISTRATION DOCUMENT

FOR

REGISTRATION OF SUPPLIERS FY 2019-2021

RESERVED CATEGORY

KENYA ACCREDITATION SERVICE,
P.O. BOX 47400-00100,
NAIROBI, KENYA.
Tel: 0787 395 679 or 0725 227 640
Email: info@kenyaaccreditation.org
Web: www.kenas.go.ke

07TH MAY 2019.

CLOSING DATE: TUESDAY 21ST MAY 2019 AT 11:00AM
REGISTRATION OF SUPPLIERS FOR GOODS, WORKS, SERVICES AND CONSULTANCIES FOR FINANCIAL YEARS 2019-2021 UNDER PREFERENCE AND RESERVATIONS SCHEME

REGISTRATION UNDER PREFERENCE AND RESERVATIONS SCHEME

Pursuant to Section 157(10) of the Public Procurement and Asset Disposal Act 2015, KENAS wishes to advise Youth, Women and Persons living with Disabilities (hereinafter YWPD) that it allocates to these groups at least thirty percent of its identified procurement spend in every financial year.

In order to be considered for these procurement opportunities duly registered YWPD firms are required to submit applications and the listed documents for registration for the specified list of categories of supplies, services or works which may be obtained from our website at www.kenas.go.ke for purposes of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering. Applications are to be submitted to the address below. However, please note that this is a continuous process.

The Chief Executive Officer,
Kenya Accreditation Service,
P.O. Box 47400-00100,
Nairobi.

so as to be received on or before - Tuesday 21st May 2019 at 11:00 am

REGISTRATION OF YOUTH, WOMEN AND PERSONS WITH DISABILITY CATEGORY

Registration of suppliers for the supply of goods and services for the next financial years 2019-2021 for the following categories: Current providers are required to re-apply.

YWPD FIRMS - YOUTH, WOMEN AND PERSONS WITH DISABILITY

CATEGORY 1 - SUPPLY AND DELIVERY OF GOODS

<table>
<thead>
<tr>
<th>REF NO.</th>
<th>SERVICES</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>KENAS/1/2019/2021</td>
<td>Supply and printing of stationery.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/2/2019/2021</td>
<td>Supply of newspapers, periodicals and magazines.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/3/2019/2021</td>
<td>Supply of computers, office equipment, consumables &amp; accessories.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/4/2019/2021</td>
<td>Supply of milk, sugar, detergents and toiletries etc.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/5/2019/2021</td>
<td>Supply of branded materials (umbrellas, caps, t-shirts) etc.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/27/2019/2021</td>
<td>Supply of materials, repair &amp; maintenance of buildings and electrical services.</td>
<td>Reserved Group</td>
</tr>
</tbody>
</table>
## CATEGORY 2 - PROVISION OF SERVICES

<table>
<thead>
<tr>
<th>REF NO.</th>
<th>SERVICES</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>KENAS/6/2019/2021</td>
<td>Provision of Research and consultancy services, customer, employee, satisfaction, work environment, surveys, performance evaluation, performance analysis, capacity.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/7/2019/2021</td>
<td>Provision of event management and related services.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/8/2019/2021</td>
<td>Provision of design, artwork and printing services.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/9/2019/2021</td>
<td>Provision of postal and courier services.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/10/2019/2021</td>
<td>Provision of travel agency local and international air ticketing services (must be registered with IATA).</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/11/2019/2021</td>
<td>Provision of networking, telecommunication equipment and maintenance services.</td>
<td>Reserved Group</td>
</tr>
<tr>
<td>KENAS/12/2019/2021</td>
<td>Provision of documentary production, news coverage photography services, video graphics and public address systems.</td>
<td>Reserved Group</td>
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</table>

### a) REQUIREMENTS - MANDATORY

a) Responses to the registration questionnaire must be in accordance with the requirements for information in the document.

b) Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.

c) Registration Submission Form addressed to The Chief Executive Officer indicating the area or category of interest.

d) Certificate of Business registration or incorporation. (Attach a copy).

e) Current / valid Tax Compliance Certificate at the time of opening. (Attach a copy).

f) Certificate of Confirmation of Directors and Shareholding for limited companies (evidence of identity to prove youth and women in the enterprise) / ID card for Sole Proprietorship & Partnerships.

g) Valid Certificate of registration from Treasury (AGPO Certificate). (Attach a copy).

h) Attach a copy of VAT certificate.

i) Attach a copy of PIN certificate.
j) Certificate from professional regulator e.g. NCA, IATA, Health where applicable etc
k) Duly filled / completed confidential business questionnaire.

In view of the above, KENAS has posted sensitization notes on our website.

Registration documents are to be submitted to:-

Chief Executive Officer,
Kenya Accreditation Service,
P.O. Box 47400-00100,
Nairobi, Kenya.
Tel: 0787 395 679 or 0725 227 640

b) CONDITIONS TO COMPLY WITH

An authorized representative of the Applicants should paginate and initial all the

1. Pages of the registration documents.
2. One (1) original registration document for each category should be prepared and in a plain sealed envelope marked: the title and the reference number.

3. Deadline for Submission
   The submission of the Registration Documents shall be on a continuous basis and shall be sent to the above address.

4. Tender Opening and Evaluation
   Document shall be submitted and evaluated then results shall be communicated.

5. KENAS will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness. Reference shall be from the schedule provided.

6. KENAS reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicants premise.

c) BIDDERS ARE TO PROVIDE THE FOLLOWING REGISTRATION DETAILS:

PART (i) SOLE PROPRIETOR / COMPANY PROFILE

1. Name……………………
   Nationality……………………………
   Country of Origin……………………..
PART (ii) CAPABILITY AND COMPETENCE TO DELIVER GOODS, WORKS OR SERVICES

8. What products/services do you want to be supply.................................
   (Indicate relevant category and the Tender No. and the Tender Title
   ..........................................................)

9. How many employees do you have?......................... How many are permanent? .................
   How many are temporary?.........................

10. Our Payment Terms are 30 days from the date of invoice/deliver on
    receipt and acceptance of goods/services.

9. Do you accept?
   Yes..........................No..................
11. If a manufacturer or service organization, are your products certified by
   Kenya Bureau of Standards or are you affiliated to a recognized
   accrediting body? Yes/No…………….. (Attach documentary evidence
   of
certification) where applicable

12. If you are not a manufacturer or are you an authorized dealer?
   Yes………………..No………………

(d) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

Prospective suppliers are required to demonstrate their experience in the field
applied for by providing details of at least 5 previous contracts in the table provided
below:

Applicable to general suppliers, AGPO firms exempted.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of organization</th>
<th>Item description</th>
<th>Value of contract</th>
<th>Contact person</th>
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<tbody>
<tr>
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(E) DECLARATIONS
Declaration of undertaking not to engage in corrupt fraudulent practice We
underscore the importance of a free, fair and competitive procurement process that
precludes abusive practices. In this respect we have neither offered nor granted
directly or indirectly any inadmissible advantages to any public servant or other
person nor accepted such advantages in connection with our bid, nor will we offer or
grant or accept any such incentives or conditions in the present procurement process
or, in the event that we are awarded the contract, in the subsequent execution of the
contract. We also declare that no conflict of interest exists in the meaning of the kind
described in the Public Procurement & Disposal Act 2015
We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated………………………………..

(Name of company)

Signature(s)

**NB:** Provision the above required information shall be sufficient for registration in this category
CONFIDENTIAL BUSINESS QUESTIONNAIRE

Part 2 (a), 2(b) or 2(c) whichever applied 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 Email ...........................................
..........................................
Nature of Business ....................................................................................................
Registration Certificate No. .......................................................................................
Maximum value of business which you can handle at any one time – Kshs...........
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship details</th>
<th>Shares</th>
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<td>3.4</td>
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Private or Public ......................................................................................................
State the nominal and issued capital of company
Nominal Kshs.
Issued Kshs.

Given details of all directors as follows

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship details</th>
<th>Shares</th>
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3.6.2 If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

NB: PLEASE ARRANGE THE DOCUMENTS ACCORDING TO THE FORMAT PROVIDED ABOVE.