



REGISTRATION DOCUMENT

FOR

REGISTRATION OF SUPPLIERS FY 2019-2021

OPEN 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

INVITATION TO TENDER

Kenya Accreditation Service (KENAS) is a regulatory statutory organization of the Government established under the State Corporations Act, Cap 446 Laws of Kenya; vide the KENAS order, Legal Notice No. 55/2009 as the sole National Accreditation Body (NAB) for Kenya.

REGISTRATION OF SUPPLIERS FY 2019-2021

KENAS invites application for Registration of suppliers for the supply of goods and services for the next financial years 2019-2021 for the following categories.

A) GENERAL SUPPLIERS:

CATEGORY 1 - PROVISION OF SERVICES

REF NO.	SERVICES	CATEGORY
KENAS/13/2019/21	Provision of internet services.	Open
KENAS/14/2019/21	Provision of software development and implementation services.	Open
KENAS/15/2019/21	Provision of media monitoring services for TV, radio and social media.	Open
KENAS/17/2019/21	Provision of transport services (taxi, buses & min-buses) services.	Open
KENAS/18/2019/21	Provision of repair and servicing of motor vehicles (public works approved garages only).	Open
KENAS/19/2019/21	Provision of website hosting and maintenance services.	Open
KENAS/20/2019/21	Provision of media advertising services.	Open
KENAS/21/2019/21	Provision of assets valuation services.	Open
KENAS/23/2019/21	Provision of recruitment of staff services.	Open

CATEGORY 2 - SUPPLY AND DELIVERY OF GOODS

REF NO.	SERVICES	CATEGORY
KENAS/24/2019/21	Supply, installation and maintenance of fire-fighting equipment.	Open
KENAS/25/2019/21	Supply of motor vehicle tyres, tubes, batteries and spare parts.	Open
KENAS/26/2019/21	Supply of dispensers, drinking water and disposable cups.	Open

SECTION I - INVITATION FOR TENDERS

REGISTRATION SUPPLIERS FY 2019-2021

1. The Kenya Accreditation Service invites applications for registration of suppliers and service providers for the period 2019-2021.
2. Interested eligible candidates may obtain further information and inspect the registration documents at the Procurement Office 2nd Floor Embankment Plaza during normal office working hours (between 8am - 1pm & 2pm - 5pm).
3. To be eligible, the candidate **MUST** prove that they qualify to participate in Public Procurement by providing copies of the **MANDATORY** documents.
4. Current Registered Suppliers are required to apply.
5. Complete set of registration documents may be viewed and downloaded for free from the website www.kenas.go.ke
6. Bidders who download the registration document **MUST** forward their company details to procurement@kenyaaccreditation.org
7. The bidders **MUST** comply with all the documents, instructions, terms and conditions and particularly ensure that all the forms, questionnaires required are properly completed.
8. Completed registration documents are to be enclosed in plain sealed envelopes, marked with the Reference Number, Name and should be deposited in the Tender Box on 2nd Floor or be addressed to:-

**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**
9. Registration documents will be opened immediately thereafter in the presence of the candidates representatives who choose to attend.
10. KENAS reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicant's premise.
11. Late applications will **NOT** be acceptable.

SECTION B: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. Responses to the registration questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. In selection of suppliers, KENAS will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Registered service providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.
8. The service will retain the suppliers for duration of twenty four (24) months subject to supplier's satisfactory performance which will be re-evaluated periodically.

MANDATORY REQUIREMENTS:

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the **MANDATORY REQUIREMENTS** as provided in part 1 and 2

NB: Giving false information on this form constitutes a serious offence and will form a basis for disqualification.

PART (i)

B) GENERAL SUPPLIERS:

- 1) Certificate of Incorporation / Registration (Attach a copy); **10 marks**
- 2) Current Trade License / Business Permit (Attach a copy); **10 marks**
- 3) Provide certification & registration with relevant authorities where applicable e.g. NCA, Health where applicable etc.; **10 marks**
- 4) Current Tax Compliance Certificate (Attach a copy); **10 marks**
- 5) Evidence of Electronic Tax Register (ETR) (Attach a copy of a valid / sample ETR receipt); **10 marks**
- 6) Three (3) letters of recommendation from your corporate / major clients (Attach copies); **15 marks**
- 7) Completed Confidential Business Questionnaire; **5 marks**
- 8) Certified audited accounts for the last two years: 2017-2018; **10 marks**

The minimum score to be registered shall be 75 points. Applicants who will **not** meet this minimum score shall **NOT** be registered.

PART (2) FINANCIAL POSITION – 20 MARKS

- (1) Attach a summary of assets and current liabilities / or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

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

Name	Nationality	Citizenship details	Shares
3.4.....			
3.5.....			
3.6.....			
3.7.....			

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name	Nationality	Citizenship details	Shares
.....			
.....			
.....			

3.6.2 If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.
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TENDER SUBMISSION FORM

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date:.....

Applicant's Name.....

Represented by.....

Signature.....

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