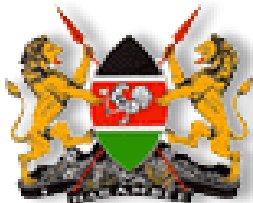


REPUBLIC OF KENYA



THE NATIONAL TREASURY

**REGISTRATION OF SUPPLIERS
FOR SUPPLY/PROVISION OF GOODS
AND SERVICES FOR THE
FINANCIAL YEAR 2017-2018**

TENDER NO. TNT/007/2017-2018

TENDERER'S NAME:

CATEGORY APPLIED FOR:.....

Closing/Opening date – Tuesday 11th July, 2017 at 10.00 a.m.

JUNE, 2017

Table of Contents

	Page
1. TENDER NOTICE	2-3
2. PRE-QUALIFICATION INSTRUCTIONS	4-5
3. BRIEF CONTRACT REGULATIONS	5-6
4. PRE-QUALIFICATION DATA INSTRUCTIONS	6-8
5. FORM PQ - 1 PRE-QUALIFICATION DOCUMENTS	8
6. FORM PQ - 2 PREQUALIFICATION DATA	9-10
9. FORM PQ - 3 CONFIDENTIAL BUSINESS QUESTIONNAIRES	11
10. FORM PQ - 4 PAST EXPERIENCE	12
11. FORM PQ - 5 LITIGATION HISTORY	13
12. FORM PQ - 6 SWORN STATEMENT	14



**REPUBLIC OF KENYA
THE NATIONAL TREASURY
INVITATION TO TENDER
PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND
SERVICES
TENDER NO: TNT/007/2017 - 2018**

Date: 20TH JUNE, 2017

Tenders are invited for prequalification of suppliers from interested and eligible bidders for the supply/provision of the under listed goods and, services for the Financial Year 2017-2018.

i. SUPPLY OF GOODS

Category No.	Item Description
A1	Supply of newspapers and periodicals
A2	Supply of Tyres, tubes and batteries

ii. PROVISION OF SERVICES

Category No.	Item Description
B1	Provision of Travel and Air Ticketing Services – (IATA/ KATA registered firms only)
B2	Provision of Light Transport Services (Taxis, Vans, Mini-Buses and 4x4 Vehicles)
B3	Cleaning of curtains and sheers

NOTE: Bidders with Access to Government Procurement Opportunities (AGPO) certificate need not apply for the prequalification of supplier.

Interested eligible candidates may obtain detailed information from and inspect the tender documents at Treasury Building, Harambee Avenue, Nairobi, room 601 during normal working hours.

A complete set of tender documents may be downloaded by interested candidates free of charge at <http://www.treasury.go.ke> and those who have downloaded the document from the website **must forward their particulars immediately for recording and any further clarifications and addenda to procurement@treasury.go.ke.**

Duly completed Registration Documents in plain sealed envelopes clearly marked “Category Applied for For the supply of” should be addressed to:

THE PRINCIPAL SECRETARY

**THE NATIONAL TREASURY
P.O. BOX 30007 – 00100
NAIROBI.**

and be deposited in the Tender Box located on the 6th floor The National Treasury, Treasury Building, Harambee Avenue so as to be received on or before **Tuesday 11th July, 2017 at 10.00 a.m.**

Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the 6th floor Conference Room 603, Treasury Building on **Tuesday 11th July, 2017 at 10.00 a.m.**

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
For: PRINCIPAL SECRETARY**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The National Treasury would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services to the government.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Principal Secretary, The National Treasury as and when required during the period ending 30th June, 2018.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to THE PRINCIPAL SECRETARY, THE NATIONAL TREASURY so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

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

**Principal Secretary
The National Treasury
P. O. Box 30007 - 00100
NAIROBI**

Tel: 2252299

Not later than Tuesday 11th July, 2017 at 10.00 a.m.

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Principal Secretary, The National Treasury whose address is given in par 1.7

1.9 Additional Information

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

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, and PQ-6 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

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

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Past Performance

Past performance/ experience will be considered.

3.4 Statement

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

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

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate

FORM PQ-1 PRE-QUALIFICATION

All firms must provide:-

1. Copies of Certificate of Registration.
2. Tax Compliance Certificate from Kenya Revenue Authority
3. Copies of Pin Certificate of firm/company/individual.

For bidders applying for Provision of Travel and Air Ticketing Services

- a. Must have accreditation to professional body IATA for the last 2 years.
 Attach at least 1 year certificate from IATA or letter from IATA
- b. Must be able to provide credit facility for 60 days maximum

Must fill the following forms:

- | | |
|--------------|--|
| 1) FORM PQ-2 | PRE-QUALIFICATION DATA |
| 2) FORM PQ-3 | CONFIDENTIAL BUSINESS
QUESTIONNAIRE |
| 3) FORM PQ-4 | PAST EXPERIENCE |
| 4) FORM PQ-5 | LITIGATION HISTORY |
| 5) FORM PQ-6 | SWORN STATEMENT |

Failure to produce these certificates and filling the forms will lead to automatic disqualification of the candidate. Evaluation shall be on a Yes / No System.

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

President (Chief Executive)

Secretary

General Manager

Treasurer

Other

..... \

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent Kshs.
6. Bank reference and address
.....
7. Bonding company reference and address
8. Enclose copy of organization chart of the firm indicating the main fields of
activities
9. State any technological innovations or specific attributes which distinguish you
from your competitors
.....
.....
10. Indicate terms of trade/sale

**FORM PQ-3: CONFIDENTIAL BUSINESS QUESTIONNAIRE
REPUBLIC OF KENYA**

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

<p><i>Part I- General :</i></p> <p>Business Name</p> <p>Location of business premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel. No</p> <p>Nature of business</p> <p>Current Trade License No Expiring date</p> <p>Maximum value of business which you can handle at any one time: K£</p> <p>Name of your bankers Branch</p>																									
<input type="checkbox"/>	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full..... Age</p> <p>Nationality..... Country of origin</p> <p>*Citizenship details</p>																								
<input type="checkbox"/>	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>								
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																						
.....																						
.....																						
.....																						
<input type="checkbox"/>	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£</p> <p style="padding-left: 20px;">Issued K£</p> <p>Given details of all directors as follows:-</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																						
1.																						
2.																						
3.																						
4.																						
5.																						
<p>Date Signature of Candidate</p>																									

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

FORM PQ-4 - PAST EXPERIENCE
NAMES OF THE APPLICANTS CLIENTS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - vii) Name of Contact Person at the client (organization)
 - viii) Telephone No. of Client
 - ix) Value of Contract
 - x) Duration of Contract (date)
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)
 - i) Name of Client (organization)
 - ii) Address of Client (organization)
 - xi) Name of Contact Person at the client (organization)
 - xii) Telephone No. of Client
 - xiii) Value of Contract
 - xiv) Duration of Contract (date)
(Attach documental evidence of existence of contract)

4. Others

FORM PQ-6 - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

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