



**REPUBLIC OF KENYA
THE NATIONAL TREASURY AND PLANNING**

**REGISTRATION OF SERVICE PROVIDER
FOR PROVISION OF AIR TRAVEL AGENCY SERVICES**

FINANCIAL YEAR 2019-2020

TENDER NO. TNT/005/2019-2020

CLOSING DATE: TUESDAY 11TH JUNE, 2019 AT 10.00 A.M.

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REPUBLIC OF KENYA
THE NATIONAL TREASURY AND PLANNING
TENDER NOTICE

The National Treasury invites sealed tenders from eligible candidates to the following tenders for procurement of goods and services.

S/No	Tender No.	Description	Reservation	Remarks
1.	TNT/001/2019-2020	Provision of Airtime/ Scratch Cards and Calling Cards	Reserved for youth, women and persons with disability	Tender
2.	TNT/002/2019-2020	Supply and delivery of office furniture, fittings and general office equipment	Open	Prequalification
3.	TNT/003/2019-2020	Supply and delivery of staff uniforms and branded items	Open	Prequalification
4.	TNT/004/2019-2020	Provision of printing services	Open	Prequalification
5.	TNT/005/2019-2020	Provision of travel and air ticketing services – (IATA/ KATA registered firms only)	Open	Prequalification
6.	TNT/006/2019-2020	Supply and delivery of goods and services.	Open	Prequalification
7.	TNT/007/2019-2020	Supply of newspapers and periodicals	Open	Prequalification

Interested eligible candidates may obtain detailed information from and inspect the tender documents at Treasury Building, Harambee Avenue, Nairobi, Room No. 601 during normal working hours.

A complete set of tender documents may be downloaded by interested candidates free of charge at <http://treasury.go.ke> or www.tenders.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.**

Completed tender documents, enclosed in plain sealed envelope, marked with the tender number shall be addressed to:-

**The Principal Secretary,
The National Treasury,
PO Box 30007 – 00100,
Nairobi, Kenya**

and be deposited in the tender box provided at the Treasury Building, 6th Floor, Harambee Avenue, Nairobi, so as to be received on or before **Tuesday 11th June, 2019 at 10.00 am**

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening at National Treasury, Treasury Building, 6th floor, Conference Room 603 on **Tuesday 11th June, 2019 at 10.00 a.m.**

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY / NATIONAL TREASURY**

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 provision of air travel agency services to the government.

1.2 Pre-qualification Objective

The main objective is to provide services under relevant tenders/quotations to the Principal Secretary, The National Treasury as and when required during a period of 12 months.

1.3 Invitation of Pre-qualification

Service provider 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 Service provider are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective service providers must have carried out successful service provision to Government institutions of similar size and complexity. Potential service provider 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 service provider.

1.6 In order to be considered for pre-qualification, prospective service provider 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 June, 2019 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 service provider/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 attach (Mandatory):-

- Business Registration Certificate/ Certificate of Incorporation.
- Valid Tax Compliance Certificate
- Duly completed, signed and stamped confidential business questionnaire
- Must have accreditation to professional body IATA. Attach certificate from IATA

FORM PQ-2 PRE-QUALIFICATION DATA

REGISTRATION OF SERVICE PROVIDERS APPLICATION FORM

I/We hereby apply for registration as service provider(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

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

**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><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of origin.....</p> <p>*Citizenship details.....</p>																														
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 20%;"><i>Name</i></th> <th style="text-align: left; width: 20%;"><i>Nationality</i></th> <th style="text-align: left; width: 20%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 20%;"><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>														
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></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: left; width: 20%;"></th> <th style="text-align: left; width: 20%;"><i>Name</i></th> <th style="text-align: left; width: 20%;"><i>Nationality</i></th> <th style="text-align: left; width: 20%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 20%;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.</td><td>.....</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.
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1.																											
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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)

IMPORTANT PRE-REQUISITES (EVALUATION CRITERIA)

Mandatory Requirements:

- Must be a registered firm in Kenya with a certificate of registration, incorporation. Copy of which must be attached.
- Be Kenya Revenue Authority (KRA) compliant and up-to-date with income tax and VAT return. Attach copy of PIN certificates and valid Tax compliance certificates.
- Must have current accreditation to professional body IATA. Attach certificate from IATA
- Duly filled registration application form (PQ -2)
- Dully filled, signed and stamped confidential business questionnaire (PQ-3)

Detailed evaluation criteria

No	Description of Criteria	Weighting Scores	Max Scores
1.	Number of years in the provision of the required services.	Year of Registration / incorporation 2 marks	2
2.	Submit bank statement for the last 5 months	2 mark for each month	10
3.	Audited annual turnover of Ksh 5 million for each of the last 2 years;	3 Marks for each year with a value of Ksh 5 million 1 mark for attaching a audited accounts (max 2)	6
4.	Provide a list of clients and references to which the company has done similar work in the last two (2) years	5 clients with recommendation letters from the clients – 2 marks each Less than 5 clients – 1 marks each List of clients with out letters – 0.5 marks each	10
5.	Attach company profile	Company profile	5
6.	Provide 5 relevant orders / contracts from different corporate / government ministry / department with values of at least Ksh 500,000.00 each performed in the past 2 years. (PQ 4)	5 relevant orders with value of Ksh 500,000 - 2 marks each Orders with values less than Ksh 500,000 – 1 mark each	10
7.	Names and qualifications of at least two each of key management and technical staff (provide curriculum vitae).	Two mgt and two technical staff – 2.5 marks each 1 mgt and 1 technical – 2 marks each	10

8.	Provide a statement of confidentiality to the client's bookings and travel arrangements	Statement provided – 5 marks	5
9.	Attach proof of online ticketing with letters of reference	Proof of online ticketing with reference from clients – 5 marks Proof of online ticketing without reference – 3 marks	5
10.	Attach current county council license	License attached – 5 marks	5
11.	Sworn statement	Dully filled and signed PQ 6 form	2
	TOTALS SCORE		70

Pass mark 60%

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) ofdated the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
 - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
 - 2.
- etc

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED
Board Secretary