

REPUBLIC OF KENYA



OFFICE OF THE AUDITOR-GENERAL

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS & PROVISION OF WORKS AND SERVICES FOR THE FINACIAL YEARS 2017- 2019

TENDERER'S NAME:

CATEGORY NO:

ITEM DESCRIPTION:

SEPTEMBER, 2017

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SECTION I - INVITATION TO SUPPLIER REGISTRATION

1. The Office of the Auditor General hereinafter referred as “Procuring Entity” intends to register candidates for Supply and Delivery for Goods, Works and Services as follows:

CATEGORY A: SUPPLY OF GOODS

S/NO.	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	OAG/A1/PRE/2017-2019	Supply of General Office Stationery	YOUTH
2.	OAG/A2/PRE/2017-2019	Supply and Delivery of Office Furniture Fitting and Furnishings	YOUTH AND WOMEN
3.	OAG/A3/PRE/2017-2019	Supply and Delivery of general Office Equipment	PWD
4.	OAG/A4/PRE/2017-2019	Supply of Motor Vehicle Tyres, Tubes and Batteries	WOMEN
5.	OAG/A5/PRE/2017-2019	Supply of Staff Uniforms	WOMEN
6.	OAG/A6/PRE/2017-2019	Supply of Drinking Mineral Water	YOUTH
7.	OAG/A7/PRE/2017-2019	Supply of Newspapers, Periodicals and Magazines	YOUTH
8.	OAG/A8/PRE/2017-2019	Supply and Delivery of Hardware and Electrical Materials	YOUTH
9.	OAG/A9/PRE/2017-2019	Supply of Electronics Equipment (Refrigerators, Microwaves, TV Sets, Water Dispensers ,Air Conditioners, Cameras e.t.c)	PWD
10.	OAG/A10/PRE/2017-2019	Supply and Delivery of Networking Tools and Equipment	WOMEN
11.	OAG/A11/PRE/2017-2019	Supply of Toners, Cartridges and Other Consumables	WOMEN
12.	OAG/A12/PRE/2017-2019	Supply and Delivery of Office Printers Projectors and Scanners	PWD
13.	OAG/A13/PRE/2017-2019	Supply and Delivery of Cisco devices and software	OPEN
14.	OAG/A14/PRE/2017-2019	Supply and Delivery of Netback-up Software, Licensing and support	OPEN

15.	OAG/A15/PRE/2017-2019	Supply of ICT Spare Parts and Consumables	WOMEN
16.	OAG/A16/PRE/2017-2019	Supply and Delivery of Antivirus Licenses	YOUTH

CATEGORY B: PROVISION OF SERVICES

S/NO	REFERENCE NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	OAG/B1/PRE/2017-2019	Provision of Travel and Air Ticketing Services – (IATA/ KATA registered firms only)	OPEN
2.	OAG/B2/PRE/2017-2019	Provision of cleaning services	YOUTH
3.	OAG/B3/PRE/2017-2019	Website Development and Maintenance	OPEN
4.	OAG/B4/PRE/2017-2019	Installation of Vehicle Tracking System	OPEN
5.	OAG/B5/PRE/2017-2019	Provision of Small Works (Building Maintenance, Renovations and Other Civil Works)	YOUTH
6.	OAG/B6/PRE/2017-2019	Provision of Branding and Printing Services	YOUTH

2. Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Procurement) and MUST show proof of registration by providing the certificate of registration.
3. Pre-qualification documents containing detailed terms and conditions shall be downloaded from the Office of the Auditor-General website www.oagkenya.go.ke or www.supplier.treasury.go.ke, free of charge.
4. Completed pre-qualification documents in plain sealed envelopes clearly indicating the title of the item and the Reference Number and addressed to;

**The Auditor-General
Office of the Auditor-General
P.O. Box 30084-00100
NAIROBI**

Should be deposited in the Tender Box situated at 8th Floor Anniversary Towers on or before **21st September, 2017 at 11.00 AM.**

5. Applications will be opened immediately thereafter, in the presence of candidates or their representatives who choose to attend the opening meeting, at the Board Room on the 4th Floor of Anniversary Towers.
6. The Category applied for MUST be clearly indicated on the envelope.

Head of Supply Chain Management
For: The Auditor-General

SECTION II

INSTRUCTIONS TO CANDIDATES

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

1.0. Scope of Tender

- 1.1 The Office of The Auditor-General hereinafter referred to as the procuring entity intends to register Suppliers, Contractors and Service providers in various categories as contained in the invitation for qualification clause 1. It is expected that applications will be submitted to be received by the procuring entity not later than **21st September 2017 at 11.00 am.**

Framework contracts, request for quotations or restricted tender will be made available only to those bidders who shall be found to be responsive upon successful completion of the pre-qualification process.

2.0 Eligible Candidates

- 2.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated under Invitation to Bid.
- 2.2 The procuring entity's employees, and their relatives (spouses and children) are not eligible to participate in this prequalification process.

3.0 Clarifications

Questions that may arise from the registration documents should be directed to the Deputy Auditor-General – Corporate Services, whose address is P.O Box 30084-00100, Nairobi, e-mail; procurement@oagkenya.go.ke

4.0 Registration Data Forms

- 4.1 This document includes questionnaire forms and documents required of prospective bidders.
- 4.2 All the attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 are to be completed by prospective suppliers/contractors and service providers who wish to be registered in the specific category.

4.3 The 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.

5.0 Qualification Requirements

5.1 In order to be considered for the registration, prospective bidders must submit all the information herein requested;

I. Registration Data - PQ-1

II. Confidential Business Questionnaire- PQ-2

III. Litigation History-PQ-3

IV. Statutory Requirements- PQ-4

The firm must show proof that it is registered as required, has paid all its statutory obligations and possess a current Tax Compliance Certificate or exemption as the case may be, among others.

V. Financial Capability-PQ-5

The Supplier's financial condition will be determined either by the latest financial statements submitted with the prequalification documents, letters of reference from their bankers regarding suppliers/contractors credit position or their commitment in writing that they have the capacity to execute the contract once prequalified in case one is in the special group category. Potential bidders are required to provide evidence of the same.

VI. Past Performance/Experience- Form PQ-6

Letter of reference from past customers and evidence of having performed work must be attached.

VII. Sworn Statement - PQ-7

Application must include a sworn statement Form PQ-7 by the prospective bidder ensuring the accuracy of the information given.

5.2 In addition to the above, the firm must have a fixed business premise and must be registered in Kenya, with certificate of registration or incorporation/memorandum and Article of Association, copies of which must be attached.

6.0 Evaluation of the Registration documents

Analysis of the bids will be based on meeting the minimum requirements in clause 5 above.

The evaluation will be on either **pass or fail** basis and only those firms determined to be substantially responsive shall be considered registered.

- 6.1 The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant.

7.0 Submission of Applications

- 7.1 Applications for prequalification shall be submitted in sealed envelopes marked with the Prequalification Category name and Reference Number and deposited in the tender box situated at 8th Floor Anniversary Towers or to be addressed to The Office of the Auditor-General, P.O. Box 30084-00100-Nairobi so as to be received on or before **21st September 2017 at 11.00 am.**

- 7.2 All late applications will be **rejected.**

- 7.3 All information requested for the supplier registration shall be provided in English language.

SECTION III - FORMS

FORM PQ-1 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

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

of
(Item Description)

.....
(Category No.)

Post Office Address

E – Mail Address:..... Office Tel. No. Mobile No.
..... Town Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name of applicant

Other branches location (if any)

2. Organization & Business Information

Management Personnel

Chief Executive /Director.....

Secretary : General Manager (where applicable).....

..... Treasurer (where applicable): Others

3. Partnership (if applicable)

Names of Partners..... Business
founded or incorporated

Under present management since

Net worth equivalent Kshs .:.....

Bank reference and address:

Bonding company reference and address:

Enclose copy of organization chart of the firm indicating the main fields of

Activities:

.....

State any technological innovations or specific attributes which distinguish you from your
competitors.....

.....

.....

Indicate terms of trade/sale.....

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. (Attach KRA Form CR 12 that provides details of directors).

You are advised that it is a serious offence to give false information on this form

Part I- General :

Business Name

Location of business premises..... Plot

No. Street/Road..... Postal

Address.....Tel. No.....

E – Mail Address:..... Mobile No.

Nature of business..... Current

Trade License No.....Expiring date.....

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:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....
.....
.....
.....

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company- Nominal

Ksh Issued Ksh
.....

Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.
2.
3.
4.

DateSignature & Stamp of Candidate.....
*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or
Registration.

FORM PQ-4- STATUTORY REQUIREMENTS

All firms must provide:-

1. Copies of Certificate of Registration/incorporation.
2. Copy of VAT Registration Certificate.
3. Current Tax Compliance Certificate/exemption from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of KRA PIN Certificate of firm/company/individual.
5. Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training, Insurance Regulatory Authority for Insurance e.t.c.) where applicable.

NB: Business units owned by Special Groups i.e. Youth, Women and People with Disability shall be required to attach their Registration certificate with the National Treasury (Procurement Directorate) in accordance with the Public Procurement and Disposal (Preference and Reservations) Regulations, 2011.

The special groups are kindly requested to participate in the respective categories allocated to them. (e.g if a firm belongs to the youth, this firm shall be considered in the categories reserved for the youth etc.)

FORM PQ -5 FINANCIAL CAPABILITY

1. Potential candidates shall be expected to attach two years audited accounts and or six months current bank statements.
2. Proof of access to credit facilities or proof of financial liquidity to finance the subsequent contracts.
3. For firms in the special group category, a commitment letter indicating that one has the financial capacity to execute contract(s) once registered.

FORM PQ-6 - PAST EXPERIENCE (NOT APPLICABLE TO SPECIAL GROUPS)

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS

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 (LPOs/LSOs, Contracts))

- 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 (LPOs/LSOs, Contracts))

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 (LPOs/LSOs, Contracts))

FORM PQ-7 - SWORN DECLARATION/STATEMENT

Having studied the Registration information provided above I/We 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 and 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)