



THE KENYA NATIONAL COMMISSION FOR UNESCO(KNATCOM)

TENDER NO KNCU/40/2019-2020

**REGISTRATION OF
SUPPLIERS/CONTRACTORS/CONSULTANTS
FOR SUPPLY/PROVISION OF GOODS, WORKS,
SERVICES AND CONSULTANCY**

FOR

THE FYs 2020-2022

CATEGORY NO

TARGET GROUP.....

ITEM DESCRIPTION.

TABLE OF CONTENTS

- 1. TENDER NOTICE**
- 2. REGISTRATION INSTRUCTIONS**
- 3. BRIEF CONTRACT REGULATIONS**
- 4. REGISTRATION DATA INSTRUCTIONS**
- 5. FORM KNCU-1 REGISTRATION DOCUMENT**
- 6. FORM KNCU-2 REG QUALIFICATION DATA**
- 7. FORM KNCU-3 SUPERVISORY PERSONNEL**
- 8. FORM KNCU-4 FINANCIAL POSTION**
- 9. FORM KNCU-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE**
- 10. FORM KNCU-6 PAST EXPERIENCE**
- 11. FORM KNCU-7 LITIGATION HISTORY**
- 12. FORM KNCU-8 SWORN STATEMENT**
- 13. REQUIREMENTS FOR AGPO GROUP**

TENDER NOTICE- (9TH JUNE 2020) TENDER REF- KNCU/40/2019-2020**TENDER NAME- REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY**

The Kenya National Commission for UNESCO(KNATCOM) invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for the Financial Years 2020-2022 ending on 30th June 2022 as per the under listed categories and description of goods , services, works and consultancy.

No.	Tender No.	Item Description (Goods , works and Services)	Eligibility
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	A1	Supply and Delivery of Newspapers and Periodicals	AGPO Groups
2.	A2	Design, supply and delivery of branded Promotional materials: T-shirts, Caps, Banners, carrier bags Brochures, flyers, flexes etc.	AGPO Groups
3.	A3	Supply and Delivery of General Office Furniture and office	Open
4.	A4	Supply of motor vehicle spare parts tyres, tubes/airbags tyres, batteries, Tyre repairs ,wheel alignment and balancing	Open
5.	A5	Supply, Installation, Commissioning & servicing of Time attendance, Access Control and CCTV	Open
6.	A6	Provision of bottled water(Mineral Water) & Leasing of dispensers	AGPO Groups
7.	A7	Provision of Beverages, Sugar and Fresh milk	AGPO Groups
8.	A8	Supply and Delivery of General Office stationery and common user items	AGPO Groups

www.unesco.go.ke

CATEGORY B: REGISTRATION FOR PROVISION OF SERVICES			
9.	B1	Service and Maintenance of Computers, Printers , UPS, PABX and Telephone Extensions and Fax Machines.	Open
10.	B2	Provision of Office Refurbishment and Furnishings e.g. Curtains and carpets	Open
11.	B3	Provision of office partitioning and repairs and maintenance	Open
12.	B4	Provision of Event Organization, Exhibitions and Experiential/Road-show services	Open
13.	B5	Provision of medical insurance cover, group life cover, WIBA and general insurance services	Open
14	B6	Provision of Motor Vehicle Insurance Cover	Open
15	B7	Provision of Simultaneous interpretation equipment, interpretation and Translation and sign language Services	Open
16	B8	Provision of Comprehensive cleaning services, garbage collection and fumigation, and sanitary wares	AGPO Groups
17	B9	Provision of firefighting and fire protection equipment & training services	Open
18	B10	Provision of Signage and branding services	Open
19	B11	Provision of entertainment services (Dj's Bands, Musicians, Models, Hostesses, MC's and Dancers etc.)	Open
20	B12	Provision of Asset marking/tracking of asset system	AGPO Groups
21	B13	Repair and Maintenance of Office Furniture & Fittings	AGPO Groups
22	B14	Provision of photography , video coverage and footage and still pictures	Open

23	B15	Provision of public address system and related services	Open
24	B16	Provision of creative design and editorial services, report typesetting, printing and Binding.	AGPO Groups
25	B17	Provision of specialized services (writing, rapporteuring and illustrations)	Open
26	B18	Provision of monitoring and evaluation services	Open
27	B19	Provision of Premium Rate Mobile Services(Provision of Air Time)	Open
28	B20	Provision of Team Building Services	Open
29	B21	Provision of Internet, Wide Area Networking and cloud solutions.	Open
30	B22	Provision of Data Communication Services, Computer Networks, Structured Cabling and Maintenance.	Open
CATEGORY C: REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES			
31.	C1	Provision of Research consultancy services (Specialty areas e.g. Education, Natural Sciences, Human & Social Sciences, Culture, Customer satisfaction, perception survey, media monitoring, Employee satisfaction & work environment survey etc.)	Open
32.	C2	Provision of Development, Hosting and Maintenance of Website	Open
33.	C3	Provision of Management Consultancy Services (Training, recruitment, selection etc.)	Open
34.	C4	Provision of Legal Services	Open
35.	C5	Provision of Auctioning Services	Open
36.	C6	Provision of Asset Valuation Services	Open
37	C7	Provision for Audit Services	Open

The complete set of registration documents may be obtained free of charge by interested applicants by downloading from the Commission website www.unesco.go.ke. Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete submissions should be in plain sealed envelope clearly marked Tender NO. KNCU/40/2019-2020, respective Category, Item Description and Target Group should be addressed to:

**The Secretary General,
Kenya National Commission for UNESCO,
National Bank Building 14th floor
P.O Box 72107-00200,
Nairobi.**

To be received on or before **Friday 26th June 2020** by 12.00pm.

Tenders to be deposited in the tender Box situated at 14th Floor
National Bank Building

REGISTRATION INSTRUCTIONS

1.1 Introduction

Kenya National Commission for UNESCO(KNATCOM) would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods, works, consultancy and services to the Commission.

1.2 Registration Objective

The main objective is to supply and deliver assorted items, provide services, consultancy and works under relevant tenders/quotations to the, Commission situated at National Bank Building 14th Floor as and when required during the period ending 30th June,2022.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Secretary General ,Kenya National Commission for UNESCO (KNATCOM) so that they may be registered for submission of quotations/proposals and tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers/contractors are required to supply the mandatory information for registration as requested and deposit the documents at the Commissions offices 14th Floor National Bank Building on or before **Friday 26th June, 2020, 12.00 pm.**

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works and consultancy to government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers, contractors and consultants. In order to be considered for registration, prospective suppliers, contractors and consultants must submit all the information herein requested.

1.6 Submission of Registration Documents

Completed registration document and other requested information shall be submitted on or before **Friday 26th June 2020 to:**

**Secretary General
Kenya National Commission for UNESCO
National Bank Building,14th Floor
P.O Box 72107 -00200
NAIROBI**

1.7 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Secretary General, Kenya National Commission for UNESCO,14th Floor, National Bank Building whose address is given in part. 1.6.

1.8 Additional Information

The Kenya National Commission for UNESCO(KNATCOM) reserves the right to request submission of additional information from prospective suppliers, contractors and consultants and Request for quotations and proposals will be made available to those bidders whose qualifications are accepted by Commission after attaining 70% points and above upon completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier, contractor and consultant will have to pay all taxes payable as applicable for all goods, services works and consultancy to be supplied unless exempted by the Government.

2.2 Customs Clearance

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

2.3 Contract price

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all charges and all taxes as well.

2.4 Payments

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

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

3.1.1 The attached questionnaire forms KNCU-1, KNCU-2, KNCU-3, KNCU-4, KNCU-5, KNCU-6, KNCU-7, are to be completed by prospective suppliers/contractors/consultants who wish to be registered for submission of the specific tender and category.

3.1.2 The registration 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 registration data on prospective bidders is to be used by Commission in determining, according to its sole judgement 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 Commission that they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services/works.

3.3 Essential Criteria for Registration

3.3.1 Experience

Prospective bidders shall have experience in the supply of goods, services, works and consultancy. The potential supplier/contractor/consultant should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form KNCU-3.

3.3.3 Financial Condition

The Supplier's/Consultant/Contractor financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors/consultants credit position. Potential suppliers/contractors/consultants will be registered on the satisfactory information given.

3.3.4 Special consideration

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress date on Form KNCU-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers

should be included in Form KNCU-6.

3.4 Statement

Applications must include a sworn statement Form KNCU-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Commission 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 Commission reserves the right to reject the tender from such a bidder even though he was initially registered.

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

3.7 Registration Criteria

Required Information	Form Type	Points
Registration Documentation	KNCU-1	30
Registration Data	KNCU-2	10
Supervisory Personnel	KNCU -3	20
Financial Position	KNCU -4	10
Confidential Report	KNCU -5	10
Past Experience	KNCU -6	15
Sworn Statement	KNCU -7	5
	TOTAL	100

3.8 To qualify the prospective supplier, consultant or contractor must score: **70 points and above.**

REQUIREMENTS FOR OPEN CATEGORY

FORM KNCU-1 REGISTRATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation
2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License
7. Letter of recommendation from the previous organizations served
8. Air travel firms must be registered with IATA and any other relevant bodies
9. Practicing Certificate copies for all Law firms and any other professional firm and be a current member in good standing
10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).
11. Properly bound, serialized and good presented documents. Loose documents will not be accepted.

(30 points)

FORM KNCU-2 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
supplier/contractor/consultant of.....

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(s).....

Partnership (if applicable)

Name 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

(10 Points)

KNCU-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

.....

.....

.....

Professional Qualification

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

(Attach CV and copies of certificates of key personnel in the organization)

(20 Points)

KNCU-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.

(10 Points)

FORM KNCU-5

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either 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 E mail
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			
Part 2 (b) Partnership			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
Part 2 (c) – Registered Company			
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
1.			
2.			
3.			
4.			
Date			
Signature of Candidate			

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration. **(10 points)**

FORM KNCU - 6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

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

2. Name of 2nd Client (organization)

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

3. Name of 3rd Client (organization)

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

Others(Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.**(15points)**)

FORM KNCU-7 SWORN STATEMENT

Having studied the pre-qualification / registered 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/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

Date

Applicant's Name.....

Represented by

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

(5points)

REQUIREMENTS FOR AGPO GROUP

Please provide copies as a proof and sign the sworn statement

YOUTH, WOMEN & PERSONS WITH DISABILITIES (PWDs)

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Valid tax compliance certificate
- Bank statement/ bank reference letter
- Two page company profile (Include Postal and email addresses)
- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate

SWORN STATEMENT

Having studied the pre-qualification information for the above subject 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 document to follow.
- c) We enclose all the required documents and information required for the prequalified evaluation.
- d) Our submission document has got Pages.

Date.....

Applicants Name.....

Represented by.....

Signature.....

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