

# REPUBLIC OF KENYA



## OFFICE OF THE CONTROLLER OF BUDGET

### DOCUMENT FOR REGISTRATION OF SUPPLIERS

**P.O.BOX 35616-00100**

**NAIROBI KENYA**

**TEL; 020 2163116**

### REGISTRATION OF SUPPLIERS PROVISION OF GOODS AND SERVICES

**FOR**

**THE YEARS 2016-2017, 2017-2018**

To be completed by the Tenderer. Indicate the following information:

1. Category No.....

2. Item Description.....

**Section A: Introduction**

1. The Office of the Controller of Budget will pre-qualify prospective candidates for the supply of goods and services from among those who will have submitted their Registration documents in accordance with the requirements to undertake the assignment as described herein.
2. Eligible candidates are invited to submit a Registration document for the supply of goods and services. The Registration documents will be the basis for the Registration and eventual invitation to bid for the supply of goods and services on the basis of “as and when” need arises.
3. Eligible candidates may apply for one or more categories of items.
4. The candidates must familiarise themselves with the requirements of the Registration documents including all attachments.
5. The Office of the Controller of Budget will not be responsible for any costs or expenses incurred by candidates in connection with the preparation or delivery of these Registration documents including and costs associated with the preparation of the documents and attachments.
6. The Government policy requires that candidates observe the highest standard of ethics during the prequalification process. In pursuance to this policy , the Office of the Controller of Budget
  - Defines for the purpose of this provision, the terms set forth below as follow;
    - 1) ‘Corrupt practice’ means the offering ,giving, receiving or soliciting of anything of value to influence the action of an officer in the prequalification process
    - 2) ‘Fraudulent practice’ means a misrepresentation of facts in order to influence the Registration process to the detriment of the public procurement entity
  - Will reject an application if it determines that a candidate has engaged in corrupt or fraudulent activities in the prequalification process.
  - Will declare a candidate ineligible for Registration if at any time it determines that the candidate has engaged in corrupt or fraudulent practices in competing for or in executing a similar contract.
  - Will have the right to inspect the business premises of the candidate
7. Candidates shall furnish information as described in the registration document
8. Detailed pre-qualification /Registration of Suppliers documents may be inspected from procurement office situated on 9<sup>th</sup> floor, Bima House, Harambee Avenue during working hours (8:00am-1:00pm and 2:00 pm-5:00 pm)
9. Interested firms may obtain Pre-qualification /Registration documents free of charge for all the categories.
10. Completed Pre-qualification /Registration documents in plain sealed envelopes clearly marked Pre qualification/Registration of Suppliers 2014-2015, 2015-2016 indicating the category and item description as indicated.

ITEM CODE COB/PQ/-----REGISTRATION FOR THE SUPPLY /PROVISION OF -----  
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And be addressed and delivered to;

**THE OFFICE OF THE CONTROLLER OF BUDGET  
P.O.BOX 35616-00100,  
NAIROBI, KENYA.**

**Tel:020-2163119 , Email:info@cob.go.ke.**

or be deposited in the Tender marked ‘Tender Box 12<sup>th</sup> floor, Bima House, Harambee Avenue so as to be received on or before **13<sup>th</sup> Oct 2016 at 10.00 am** .

Pre-qualification documents will be opened immediately after closing time in the presence of bidders of their representatives who choose to attend at the Office of the Controller of Budget Board room on 9<sup>th</sup> floor, Bima House.

**SUPPLY OF GOODS**

	<b>ITEM DESCRIPTION</b>	<b>Target Group</b>
<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	
1.	Supply of General Office Stationery.	Special Groups
2.	Supply of Computers, Laptops, UPS, Printers, Scanners and Mobile Devices.	Open
3.	Supply of Servers and Networking Equipment	Open
4.	Supply of Computer Software and Licenses , Software Development and Implementation.	Open
5.	Supply of IT Consumables and Accessories	Special Groups
6.	Supply of Office Furniture, Fittings and Equipment.	Open
7.	Supply of Motor Vehicle Tyres, Tubes and Batteries.	Open
8.	Supply of Newspapers , Magazines and Periodicals	Open

9.	Supply of Calling Cards (Mobile Phones and Wireless Lines).	Special Groups
10.	Supply of Staff Uniform	Open

## B PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	
11.	Provision of Travel and Air Ticketing Services.	Open
12.	Provision of Event Management Services.	Open
13.	Provision of Catering Services.	Open
14.	Provision of Asset Tagging and Engraving Services.	Special Groups
15.	Provision of Insurance Brokerage Services.	Open
16.	Provision of Design, Artwork, Colour Separation and Printing of Promotional, Communication and Advertising Materials.	Open
17.	Provision of General Printing Services	Special Groups
18.	Provision of Repairs and Maintenance of Computers, Laptops, Printers, Scanners, UPS and Mobile Devices.	Special Groups
19.	Provision of Repairs and Maintenance of Servers and Networking Equipments.	Open
20.	Provision of Internet Services, Website Development and Maintenance	Open
21.	Provision of Editing Services.	Open
22.	Provision of Photography Video graphics, Public Address System and related services.	Open

23.	Provision of Consultancy Services in Monitoring and Evaluation.	Open
24.	Provision of Consultancy Services in Auditing and Accountancy.	Open
25.	Provision of Consultancy Services in Research	Open
26.	Provision of Consultancy Services in ICT	Open
27.	Provision of Consultancy Services in Customer Satisfaction, Employee Satisfaction, Work Environment and Baseline Surveys.	Open
28.	Provision of Consultancy Services in Training and Manpower Development	Open
29	Provision of Consultancy Services in Recruitment	Open
30	Provision of Legal Services	Open
31	Provision of Public Relations and Media Management Services	Open
32	Provision and maintenance of office furniture , office equipment and Fire Fighting and safety Equipment	Open

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The Office of the Controller of Budget would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods and services to the Office of the Controller of Budget.

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provides services under relevant tenders/quotations to the Office of the Controller of Budget as and when required during the period ending 30<sup>th</sup> June, 2018.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to **The Office of the Controller of Budget** so that they may be pre-qualified/registered for submission of tenders. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration document.

### **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/registration, prospective suppliers must submit all the information herein requested.

### **1.7 Distribution of Pre-qualification Documents**

Two copies of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Office of the Controller of Budget  
BIMA HOUSE  
P. O. Box 35616  
NAIROBI**

**Tel: 020-2163119, Fax 020-2163116,**

**Not later than 13<sup>th</sup> Oct 2016 at 10.00 a.m. (local time)**

### **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Office OF Controller of Budget 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 all taxes payable as applicable for all materials to be supplied.

### **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. Prices quoted should be inclusive of all delivery charges.

### **2.4 Payments**

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

### **3. PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS**

#### **3.1 Pre-qualification data forms**

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 who wish to be pre-qualified for submission of tender for the specific category.

**3.1.1** The pre-qualified/registered 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/registration 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 Essential Criteria For Pre-Qualification/Registered**

**3.3.1** Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

##### **3.3.2 Personnel**

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

##### **3.3.3 Financial Condition**



The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 3.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-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 pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

**3.4 Statement**

Application must include a sworn statement Form PQ-7 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 which is mandatory.

**3.7 Prequalification Criteria**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Registration Documentation	PQ-1	<b>Mandatory</b>
2. Pre-qualification Data	PQ-2	15

3. Supervisory Personnel	PQ-3	15
4. Financial Position	PQ-4	25
5. Confidential Report	PQ-5	15
6. Past Experience	PQ-6	20
7. Litigation History	PQ-7	10
	<b>TOTAL</b>	<b>100</b>

**3.8 Minimum Marks to be pre- qualified is 70**

## **FORM PQ-1 PRE-QUALIFICATION-MANDATORY REQUIREMENTS**

All firms must provide:-

1. Copies of Certificate of Registration.
2. Copy of VAT Registration Certificate.
3. 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).
4. Copies of Pin Certificate of firm/company/individual.
5. Copy of Business premises/registered office.

**FORM PQ-2 - PRE-QUALIFICATION 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

.....

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

(15  
Points)

***PQ-3            SUPERVISORY PERSONNEL***

Name

.....  
...  
.....

Age

.....  
...  
.....

Academic Qualification

.....  
.....  
...  
.....

Professional Qualification

.....  
.....  
...  
.....

Length of service with Contractor or Supplier position held

.....  
.....  
...  
.....

(Attach copies of CVs of key personnel in the organization)

(15  
Points)



**PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's one certified financial statements giving summary of assets and current liabilities/or any other financial support.

(25 Points)

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>.....</p> <p>Location of business premises.....</p> <p>Plot No. ....</p> <p>Street/Road.....</p> <p>Postal Address.....Tel.</p> <p>No.....</p> <p>Nature of business.....</p> <p>Current Trade Licence No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Kshs.....</p> <p>Name of your bankers.....Branch .....</p>
--

<p><input type="checkbox"/></p>	<p><b><u>Part 2 (a) – Sole Proprietor</u></b></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p>
<p><input type="checkbox"/></p>	<p>*Citizenship details.....</p>

<input type="checkbox"/>	<p><b><u>Part 2 (b) Partnership</u></b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td><i>Shares</i></td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....			.....	.....			.....	.....			.....	.....			.....	.....																														
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	<p><b><u>Part 2 (c) – Registered Company:</u></b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center;"><u><i>Name</i></u></th> <th style="width: 20%; text-align: center;"><u><i>Nationality</i></u></th> <th style="width: 20%; text-align: center;"><u><i>Citizenship Details</i></u></th> </tr> </thead> <tbody> <tr> <td><u><i>Shares</i></u></td> <td colspan="3">.....</td> </tr> <tr> <td>1.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>2.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>3.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>4.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>5.</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> <tr> <td>.....</td> <td colspan="3">.....</td> </tr> </tbody> </table>		<u><i>Name</i></u>	<u><i>Nationality</i></u>	<u><i>Citizenship Details</i></u>	<u><i>Shares</i></u>	.....			1.	.....			.....	.....			2.	.....			.....	.....			3.	.....			.....	.....			4.	.....			.....	.....			5.	.....			.....	.....			.....	.....		
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	<p>Date .....Signature of Candidate.....</p>																																																				

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

**(15 points)**

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

**(ATTACH UPTO 4 COPIES OF ORDERS)**

- 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)  
.....

**2. Name of Client (organization)**

- 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  
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- vi) Duration of Contract (date)  
.....

3. Name of Client (organization)

- i) Name of Client (organization)  
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- iii) Name of Contact Person at the client (organization)  
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- iv) Telephone No. of Client  
.....
- v) Value of Contract  
.....
- vi) Duration of Contract (date)  
.....

4. Name of (organization)

- 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)  
.....

**FORM PQ -7 LITIGATION HISTORY**

**Name of Contract Supplier**

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

(10 Points)

**FORM PQ-8 - 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 Quotations 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 pre-qualification 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)**