

**REPUBLIC OF KENYA**



**PARLIAMENT OF KENYA**

**PARLIAMENTARY SERVICE COMMISSION (PSC)**

**PARLIAMENT BUILDINGS, PARLIAMENT ROAD**

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**RE-ADVERTISEMENT**

**INVITATION FOR PREQUALIFICATION**

**TENDER NO.: PSC/006/2019-2020**

**FOR**

**PREQUALIFICATION DOCUMENT FOR THE PROPOSED  
INTEGRATED SECURITY MANAGEMENT SYSTEM**

**TENDER SUBMISSION DEADLINE:**

**TUESDAY, 10<sup>TH</sup> SEPTEMBER, 2019 AT 11.00AM**

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## SECTION I - INVITATION FOR PREQUALIFICATION

### TENDER NO.: PSC/006/2019-2020: PROPOSED INTEGRATED SECURITY MANAGEMENT SYSTEM

#### RE-ADVERTISEMENT

1. The Parliamentary Service Commission hereinafter referred to as “Procuring entity” intends to prequalify candidates for the Proposed Integrated Security Management System.
2. Prequalification is open to all eligible bidders.
3. Eligible candidates may obtain the prequalification document from the **Procurement Office on 2<sup>nd</sup> Floor, Protection House, Nairobi**. A complete set of the prequalification document may be downloaded free of charge from the **Commission’s Website; [www.parliament.go.ke](http://www.parliament.go.ke)** or IFMIS Portal; **[www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)**. Candidates who download the prequalification documents from the website are required to submit their names for registration at the Procurement Office at Protection House, 2<sup>nd</sup> floor, Nairobi, or email their details to: [procurementpsc@parliament.go.ke](mailto:procurementpsc@parliament.go.ke) and [csenate@parliament.go.ke](mailto:csenate@parliament.go.ke)
4. A minimum requirement for prequalification is to have proven experience of implementing integrated security management systems of at least one project
5. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box at the Reception on 2<sup>nd</sup> Floor, Protection House, Nairobi or to be addressed to:

**The Clerk of the Senate/Secretary,  
Parliamentary Service Commission,  
P. O. Box 41842-00100,  
NAIROBI.**

- so as to be received on or before **Tuesday, 10<sup>th</sup> September 2019 at 11.00am**. Applications for prequalification will be opened immediately thereafter, in the presence of the applicants who choose to attend, or their representatives at Protection House, 2<sup>nd</sup> Floor, Nairobi. There will be **NO extension** of this deadline.
6. Only candidates prequalified under this prequalification process will be invited to tender.
  7. Submitted prequalification documents should be duly paginated including attachments.

**CLERK OF THE SENATE / SECRETARY  
PARLIAMENTARY SERVICE COMMISSION**

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

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## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1 Scope of Tender

- 2.1.1 The Parliamentary Service Commission, hereinafter referred to as the procuring entity, intends to prequalify contractors for the Proposed Integrated Security Management System. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **Tuesday, 10<sup>th</sup> September 2019 and 11.00am.**
- 2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in the appendix to instructions to candidates.
- 2.1.3 General information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities and services provided by the procuring entity and (other relevant date) are as specified in the appendix to instructions to candidates. The contract will be a unit price/lump sum/turnkey contract. The tender documents will be (*the tender document to be used after prequalification*).

### 2.2 Submission of Application

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at **Procurement Office on 2<sup>nd</sup> Floor, Protection House, Nairobi** or be addressed to **The Clerk of the Senate/Secretary, Parliamentary Service Commission, P. O. Box 41842-00100, Nairobi** so as to be received on or before **Tuesday, 10<sup>th</sup> September 2019 and at 11.00am.** The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.
- 2.2.5 A consultations and clarifications meeting will be held at (*place, date and time*) at which applicants may request clarifications of the prequalification document. Attendance of this meeting will be voluntary

## **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and Regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4 Qualification Criteria**

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)
- 2.4.3 General Experience. The applicant shall meet the following minimum criteria
  - (a) average annual turnover as main contractor (defined as billing for works in progress and completed) over the last \_\_\_\_\_ (15) years of Kshs.\_\_\_\_  
\_\_\_\_\_ (16) and
  - (b) successful experience as prime contractor in execution of at least three projects (17) of a nature and complexity comparable to the proposed contract within the last \_\_\_\_\_ (15) years. This experience should include \_\_\_\_\_  
\_\_\_\_\_ (18)

2.4.4 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions(19)

Position	Total experience (years)	In similar works (years)	As manager of similar works (years)
Project Manager			
Other Position			
Other position			

2.4.5 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) to the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal

Equipment type and characteristics	Minimum number required
1)	
2)	
3)	

2.4.6 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow for a period of \_\_\_\_\_ months, estimated at Kshs. \_\_\_\_\_ (21), net of the applicants commitments for other contracts.

2.4.7 The audited Accounts (22) for the last \_\_\_\_\_ (23) years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.8 Litigation history. The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application. Similarly, any court award against the applicant that has the capability of affecting the applicants capacity to perform the contract may result in failure of the application.

## **2.5 Joint Venture**

2.5.1 Joint ventures must comply with the following:-

(a) Following are the minimum qualification requirements.

(i) The lead partner shall meet not less than (%) of all the qualifying criteria in paras's 2.4.3 and 2.4.6 above (24)

(ii) The other partners shall meet individually not less than \_\_\_\_\_ ( %) of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above

(iii) The joint venture must satisfy collectively the criteria of section 4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

## **2.6 Public Sector companies**

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.



## 2.7. Conflict of Interest

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

## 2.8. Updating Pre-qualification Information

2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

### APPENDIX TO INSTRUCTIONS TO CANDIDATES

INSTRUCTIONS TO CANDIDATES REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO CANDIDATES
2.1.1	Proposed Integrated Security Management System to include CCTV, access control and intercom, intrusion detection system, anti-terrorism systems, scanning and inspection systems, bollards, perimeter intrusion detection system (PIDs) and fence renovation, communications and command and control systems and central control rooms works. Closing / Opening date: <b>10<sup>th</sup> September 2019 at 11.00 am</b>
2.1.3	Not applicable
2.2.1	<b>Reception on 2<sup>nd</sup> Floor, Protection House, Nairobi</b> or to be addressed to: <b>The Clerk of the Senate/Secretary, Parliamentary Service Commission, P. O. Box 41842-00100, NAIROBI.</b> On or before: <b>10<sup>th</sup> September 2019 at 11.00 am</b>
2.2.2	N/A
2.2.3	The language of communication shall be English
2.2.5	N/A
2.3.2	Limitation of contracts to state and public officers Sec. 59 PPADA
2.4.2, 2.4.5	N/A
2.4.1, 2.4.3, 2.4.4, 2.4.6, 2.4.7	<b>Mandatory Requirements</b> i. Registration/Incorporation certificate. In case of a Joint Venture, all parties must submit as well attach a duly signed & executed joint venture agreement. ii. Foreign and international bidders shall provide a declaration

	<p>that they shall source at least 40% of their supplies and labour from citizen contractors.</p> <ul style="list-style-type: none"> <li>iii. Power of Attorney delegating authority to the signatory of the tender to commit the tenderer and in the case of a joint venture a party to the joint venture should be nominated to sign the tender on behalf of the whole team.</li> <li>iv. Bidders shall provide valid tax compliance certificates: In case of a joint venture or international bidders, all parties must submit a valid tax compliance certificate or its equivalent. In an absence of the tax compliance certificate in the country of origin (for foreign companies), then a self-declaration must be provided by the candidate.</li> <li>v. Valid National Construction Authority (NCA 1) Certificate (Electrical Engineering and Networking) and Energy Regulatory Commission (ERC Class A1) or its equivalent, applicable to the scope of works.</li> <li>vi. Financial Capability – The bidder shall provide proof in form of certified audited accounts for the last three (3) financial years with a turnover of at least Kshs. 1.0 Billion or its equivalent per year. In case of a JV, one of the partners must meet this criterion.</li> <li>vii. Valid ISO 9001 certification or equivalent international standards, or standards widely used in international trade for the bidder. In the event of a joint venture, one of the partners will submit the ISO 9001 certificate or its equivalent.</li> <li>viii. A signed statement that the bidder is not debarred. In the event of a joint venture, all the partners must sign this declaration.</li> <li>ix. Duly completed confidential business questionnaire. In case of a joint venture, all the partners must submit the same.</li> <li>x. A reference list of at least one(1) project of similar nature including fully installed/operationalized Integrated Security Management System (ISMS). The project must have been completed by the Bidder or one of the JV members in the past ten (10) years.</li> <li>xi. Provide proof of successful design, installation and commissioning of the above listed projects. The bidder shall provide details of the facility where he has undertaken similar installations including the name, physical address, email address, phone number of the contact person knowledgeable and conversant with the tenderer's</li> </ul>
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products, services and workmanship and a description of the system provided. Attach copies of reference letters and completion certificates.

xii. Integration of at least two (2) of the security systems with components as listed below. Each of the projects will include the installation and integration of the following components:

1. Integrated Central Command and Control System and a Command Centre
2. IP CCTV + Video Management System (VMS) -
3. Access Control and Alarm System
4. Video analytics systems
5. Human Machine Interface (HMI)
6. Vehicle anti-terror barrier systems
  
7. Perimeter Protection Detection System- PIDS

Bidders must meet all the mandatory requirements. For joint ventures, –collectively all the partners must meet all the mandatory requirements to complement each other and demonstrate their combined strength to deliver this project. The other partners in the joint venture must meet at least requirements in (i), (iv), (viii) and (ix).

**Technical Evaluation**

**a. Projects of Similar nature including fully Installed/Operationalized ISMS**

SN	Description	Marks	Score
1	Provide name, description, type and place of project(s) Attach copies of reference letters or Completion certificates	20	2 projects and above – 20 marks 1 project – 18 marks
2.	When was the last project of similar nature completed	20	1-2 years ago – 20 marks 3-4 years ago – 18 marks 5-6 years ago – 15 marks 7-10 years ago - 10 marks
3.	Value of project(s)	10	Kshs 1.0 Billion and above – 10 marks

**b. Qualification and Experiences of Key Personnel**

The bidder shall provide detailed curriculum vitae of the Project Manager and Technical staff. In addition, the bidder will attach the academic and professional certificates and a translation (in case the certificates are in a language other than English) certified by a notary. Failure to attach any of the documents will lead to a score of 0

SN	Description	Marks	Score
1	Project Manager - Project Manager who has designed and/or supervised the construction of Security and Surveillance Systems.	15	1-5 Years – 5 marks 6-10 Years – 8 marks 11-14 years – 12 marks Over 14 years – 15 marks
2	Security Experts Who has security background from the military or police and having participated in security related course (provide evidence)	10	1-5 Years – 2 marks 6-10 years - 5 marks 11-14 years - 8 marks Over 14 years – 10 marks
3	IT System Engineers	5	1- 2 engineers - 1 mark 3- 4 engineers - 3 marks 4 and above – 5 marks
4	Electronic engineers with at least 5 years of Experience.	5	1- 3 engineers - 1 mark 4- 6 engineers - 3 marks 7 and above - 5 marks
5	Experience of Civil & Building works Engineer	5	1-5 Years – 1 mark 6-10 Years – 3 marks 11-14 years – 4 marks Over 14 years – 5 marks
6	Number of electrical engineers	5	1-2 engineers -1 mark 3-4 engineers – 3 marks Over 5 – 5 marks

	7	Occupation Health and Safety Experts with experience in similar projects	5	1-5 Years – 1 mark 6-10 Years – 3 marks 11 and above – 5 marks
		<b>Total Score</b>	<b>100</b>	
	Bidders who attain 70% to qualify for shortlisting.			
2.5.1	Bidders in the joint venture shall be qualified collectively.			
2.5.2	N/A			
2.6.1	N/A			
2.8.1	N/A			
2.9	Due diligence and security vetting will be carried out on all bidders before final shortlisting			

**SECTION III - LETTER OF APPLICATION**

Date .....

To .....  
 .....  
 (Name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as “the Applicant” ), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining  
 (a) the Applicant’s legal status  
 (b) the principal place of business and  
 (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:

- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
- (b) Your Agency reserves the right to:
  - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
  - reject or accept any application, cancel the prequalification process, and reject all applications
- (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.

2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
- (a) signed so as to legally bind all partners, jointly and severally; and
  - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)



## **SECTION IV - STANDARD FORMS**

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## **SECTION IV - STANDARD FORMS**

### **Notes on completion of Standard Forms**

- Application Form 1 - General information  
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form
- Application Form 2 - General Experience Record  
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint Venture Summary  
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record  
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of a joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity  
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Summary sheet. Contract commitments/work in progress  
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5 - Personnel Capabilities  
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified

- requirements stated for each position. The data on their experience shall be supplied on Form 5A
- Application Form 5A - Candidate Summary  
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
- Application Form 6 - Equipment Capability  
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 7 - Financial Capability  
This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the latest audited balance sheet if available should be attached. The information should include a summary of actual assets and liabilities for the last five years.
- Application Form 8 - Litigation History  
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture
- Application Form 9 - Confidential Business Questionnaire Form  
This form must be completed every applicant and each member of a joint venture.
- Form RB1 - Request for Review  
This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award to the successful and unsuccessful bidders.

**APPLICATION FORM (1)**

**GENERAL INFORMATION**

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of Owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

**APPLICATION FORM (2)**

**GENERAL EXPERIENCE RECORD**

Name of Applicant or partner of a joint venture
-------------------------------------------------

Annual turnover data (Construction only)		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

**APPLICATION FORM (2A)**

**JOINT VENTURE SUMMARY**

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

Annual turnover data (construction only): Kshs.
-------------------------------------------------

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

### APPLICATION FORM (3)

#### PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture
-------------------------------------------------

### APPLICATION FORM (3A)

#### DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture
-------------------------------------------------

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) * Sole contract * Management contract * Subcontract * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/subcontract duration (years and months) - years - months	
10	Specified requirements	

**APPLICATION FORM (4)**

**SUMMARY SHEET: CURRENT CONTRACT  
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture
-------------------------------------------------

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		



**APPLICATION FORM (5)**

**PERSONNEL CAPABILITIES**

Name of Applicant
-------------------

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

**APPLICATION FORM (5A)**

**CANDIDATE SUMMARY**

Name of Applicant
-------------------

Position	Candidate * Prime                      * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer	
	5. Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E mail
	Job title of candidate	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

**APPLICATION FORM (6)**

**FINANCIAL CAPABILITY**

Name of Applicant or partner of a joint venture
-------------------------------------------------

Banker	Name of banker
	Address of banker .....
	Telephone <span style="float: right;">Contact name and title</span>
	Fax <span style="float: right;">E mail</span>

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	



**APPLICATION FORM (9)**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

*(Must be filled by all applicants or Tenderers' who choose to participate in this tender)*

Name of Applicant(S) .....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

**You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.**

**Part 1 – General**

Business Name:.....Certificate of Incorporation / Registration No. ....Location of business premises:  
Country .....Physical address .....  
Town .....Building.....  
Floor.....Plot No. ....  
Street / Road .....Postal Address .....  
Postal / Country Code.....Telephone No's.....  
Fax No's. ....E-mail address .....  
Website .....  
Contact Person (Full Names) ..... Direct / Mobile No's.....

Title ..... Power of Attorney (Yes / No)

If Yes, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc) .....

**(Applicable to Local Suppliers Only)**  
Local Authority Trading License No. .... Expiry Date .....  
Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (US\$/KShs) .....

Was this successfully undertaken? Yes / No. ....(If Yes, attach reference)

Name (s) of your banker (s) .....  
Branches ..... Tel No's. ....

**Part 2 (a) – Sole Proprietor**

Full names .....

Nationality..... Country of Origin.....

**Part 2 (b) – Partnerships**

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

**Part 2 (c) – Registered Company**

Private or public .....  
 Company Profile .....(Attach  
 State the nominal and issued capital of the Company  
 Nominal KShs .....  
 Issued KShs .....

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the Commission and any other public or private institutions.

Full Names .....

Signature .....

Dated this .....day of .....2016.

In the capacity of .....

Duly authorized to sign Tender for and on behalf of .....

**Part 2 (e) – Criminal Offence**

I/We, (Name (s) of Director (s)):-

a) .....

b) .....

c) .....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2016.

Suppliers' / Company's Official Rubber Stamp .....

***Part 2 (f) – Conflict of Interest***

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment:-

- a) .....
- b) .....
- c) .....
- d) .....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2016

Suppliers' / Company's Official Rubber Stamp.....

**Part 2 (g) – Interest in the Firm:**

Is there any person/persons in the Parliamentary Service Commission or any other public institution who has interest in the Firm? Yes/No ..... (*Delete as necessary*) Institution .....

.....  
(Title) (Signature) (Date)

**Part 2(h) – Experience**

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract/ Order No.</u>	<u>Value</u>
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....

Contact person (Full Names) .....

E-mail address.....

Cell phone no .....

**Part 2(i) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give the Parliamentary Service Commission authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names .....

Signature.....

For and on behalf of M/s .....

In the capacity of .....

Dated this .....day of .....2016.

Suppliers' / Company's Official Rubber Stamp .....



**LETTER OF NOTIFICATION**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify you that your application for pre-qualification was not successful, reasons being:

\_\_\_\_\_  
\_\_\_\_\_

The shortlisted candidates were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

ACCOUNTING OFFICER

**REQUEST FOR REVIEW FORM**

**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*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**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 of  
.....20.....

**SIGNED  
Board Secretary**