

REPUBLIC OF KENYA



**PARLIAMENT OF KENYA
THE NATIONAL ASSEMBLY**

**REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY
OF GOODS AND SERVICES FOR THE FINANCIAL YEAR 2022-
2023 AND 2023-2024**

TENDER NO: NA/REG/01/2021-2022

CLOSING DATE: MONDAY, 13TH JUNE, 2022 AT 10.00 A.M.



THE NATIONAL ASSEMBLY

REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS AND SERVICES FOR THE FINANCIAL YEAR 2022-2023 AND 2023-2024

The National Assembly invites applications from interested and eligible bidders for the registration of suppliers for use on 'as and when required basis' in the financial Year **2022-2023 and 2023-2024** ending on **30th June, 2024** in the following listed categories:-

TENDER No. NA/REG/01/2021-2022			
No	CATEGORY No.	CATEGORY DESCRIPTION	ELIGIBILITY/ RESERVED
CATEGORY A: SERVICE			
1)	A1	Provision of legal services (Conveyancing, Banking & Security experts)	Open to all
2)	A2	Provision of valuation of assets and other related services	Open to all
3)	A3	Provision of auctioneering services	Open to all
4)	A4	Provision of garage services	Open to all
5)	A5	Supply, delivery, installation and refilling of liquefied petroleum gas and cylinders	Open to all

Interested eligible candidates may download the registration document from the commission website; www.parliament.go.ke or from the Public Procurement Information portal, www.tenders.go.ke free of charge. Bidders who download the registration document must arrange to register with National Assembly their contact details at procurementna.2042@gmail.com for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Complete registration document are to be enclosed in plain sealed envelopes, marked with the tender number and respective category and Item description be deposited in the Tender Box at 13th Floor, Protection House, Nairobi or be addressed to:

The Clerk of the National Assembly,
Parliament of Kenya,
P. O. Box 41842-00100
NAIROBI

so as to be received on or before **Monday, 13th June, 2022 at 10.00 am** Kenyan time.

Tenders will be opened immediately thereafter in the presence of the tenderers who choose to attend or their representatives at Protection House, 13th floor at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi.

CLERK OF THE NATIONAL ASSEMBLY

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1.0 REGISTRATION INFORMATION

1.1 Introduction

The National Assembly invites all interested and eligible firms that comply with the set criteria as provided in this tender document to apply for registration as suppliers, Contractors or Consultants for the goods, works or services in various specific categories of goods, works or services on as and when required basis.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their current legal status.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by the National Assembly according to its procurement needs on as and when required basis.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the National Assembly on 'as and when required' during the Financial Year 2022-2023 and 2023-2024. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the National Assembly.
- d) The actual specifications and quantities of items will be as per the bid documents.

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Clerk of the National Assembly,
Parliament of Kenya
P.O. Box 41842-00100,
Nairobi.**

Not later than **Monday, 13th June, 2021 at 11.00am Kenyan time.**
(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Bidders who download the registration document must arrange to register with National Assembly their contact details at procurementna.2042@gmail.com at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

The National Assembly reserves the right to request for submission of additional information from prospective bidders. The National Assembly may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

2.1.1 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.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by the National Assembly in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of National Assembly they possess the 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 and have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should comply all the mandatory requirements and score 70% and above as specified in the evaluation criteria by providing the required information under each of the key areas of personnel, financial condition, past performance, experience, sworn statement and the fully filled confidential business questionnaire especially on debarment and conflict of interest.

2.4 Category specific information

Category A1- Provision of legal services (Conveyancing, Banking & Security experts)

- ❖ Be an advocate of the high court of Kenya having signed the roll of advocates.
- ❖ Hold a current practising certificate.
- ❖ Possess a professional indemnity cover of up to Kenya shillings Forty Million.
- ❖ Have vast experience in handling matters in conveyance, banking and securities.
- ❖ Possess a certificate of good moral fitness from the Law society of Kenya.
- ❖ Possess a valid tax compliance

Category A2- Provision of valuation of assets and other related services

- ❖ Be entered in the register of valuers
- ❖ Hold a certificate of registration
- ❖ Hold a valid annual license

2.5 Withdrawal of registration

Should a condition arise that 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 National Assembly reserves the right to reject the tender from such a bidder even though they were initially registered.

- 2.6 After evaluation of the received applications, The National Assembly will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the IFMIS or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the IFMIS platform. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 Contract Price

- The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

- The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within the National Assembly stipulated

timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with the National Assembly.

- The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the National Assembly, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet the National Assembly quality standards/specification requirements as outlined in the Request for Quotation/tender document. The National Assembly shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- The National Assembly shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.5 Rights of the National Assembly

The National Assembly reserves the right to: -

- a) Invite open tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the National Assembly. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	YES/NO
1.	Certificate of Registration or Incorporation	
2.	A Valid Tax Compliance Certificate	
3.	Attach a copy of CR12 for limited company or a copy of ID for sole proprietor and partnership	
4.	Fully fill the attached Confidential Business Questionnaire	
5.	Duly filed registration data form PQ-1	
6.	Duly filed supervisory personnel form PQ-2	
7.	Duly filed confidential business questionnaire form PQ-3	
8.	Duly filed past experience form PQ-4	
9.	Duly filed sworn statement form PQ-5	
10.	Well Bound, Serialized and Paginated Tender Document (including the attachments)	
	RESPONSIVENESS	

Note:-

- a) Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category for a period of two years.
- b) The list will be used to source quotations on competitive basis as and when needs arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a separate document for each category for those firms that intend to apply in different categories.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (*Firm's Name*) hereby apply
for registration in the categoryas supplier of.....(*Item
Description /per category*)

Post Office Address.....Town.....

Name of building..... Floor No.....Room/Office No.....

Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors:

Position/Designation

a)

b)

c)

Partnership (if applicable) Name of partners

3. ADDITIONAL INFORMATION

a) Business founded or incorporated

b) Networth equivalent Kshs.....

c) Bank reference and Address

d) Sister/Bonding Company reference and address (if applicable)

e) State any technological innovations or specific attributes which distinguish you from
your competitors:-.....

f) Indicate terms of trade / sale

FORM PQ-2 SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications:-

Name of the personnel

.....

Age

Academic Qualifications

.....

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

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

FORM PQ-3 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 Proprietors

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 National Assembly and any other public or private institutions.

Full Names

Signature

Dated this day of 2021.

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 thisday of2021

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 thisday of2021

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

Part 2 (g) – Interest in the Firm:

Are there any person/persons in the National Assembly 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 National Assembly 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 thisday of2021

Suppliers' / Company's Official Rubber Stamp

FORM PQ-4 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)

 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)
 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)
- Others

Note; This form will be considered duly filled for one or more clients

FORM PQ-5 SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the National Assembly.
- c. We shall notify the National Assembly when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process *(In case of any litigation issues, please indicate the nature in a different sheet as an attachment).*

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

.....**End**.....