

# REPUBLIC OF KENYA



## PARLIAMENTARY SERVICE COMMISSION

### PARLIAMENTARY JOINT SERVICES

**TENDER NO.: PJS/001/2023-2024**

**REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS  
FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE  
FINANCIAL YEARS 2023/2024 AND 2024/2025**

**NAME OF THE FIRM** .....

**CATEGORY NO** .....

**TARGET GROUP**.....

**ITEM DESCRIPTION.** .....

**If AGPO registered firm, please specify the category:**

Youth .....

Women .....

PWD .....

**CLOSING DATE: FRIDAY, 21<sup>ST</sup> JULY, 2023 AT 11.00 AM**

## INVITATION TO APPLY FOR REGISTRATION

**NAME OF CONTRACT:** REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2023/2024 AND 2024/2025

**REGISTRATION REFERENCE NO.:** PJS/001/2023-2024

1. The Parliamentary Joint Services intends to register contractors/Suppliers/Service Providers for: **Registration of Suppliers, Contractors and Consultants for Provision of Goods, Works and Services** ending on **30<sup>th</sup> June 2025** as per the under listed categories and description of goods, works and services:

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS AND SERVICES	ELIGIBILITY
<b>CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS</b>			
1)	A1	Supply and Delivery of General Office Stationery and supplies	AGPO registered Firms
2)	A2	Supply and Delivery of Computer, Printer and Photocopier Consumables, Related Accessories and Supplies.	AGPO registered Firms
3)	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets and Related Computer and Printer Accessories	Open
4)	A4	Design, Printing, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Brochures, Banners, flyers etc.	AGPO registered Firms
5)	A5	Supply and Delivery of General Office Furniture and Fittings	AGPO registered Firms
6)	A6	Supply and Delivery of General Office Equipment	AGPO registered Firms
7)	A7	Supply, Delivery and Installation of Computer Software including Software Development, Customization and Support Services	Open
8)	A8	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Units etc.	Open
9)	A9	Supply and fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open
10)	A10	Supply and Delivery of Pharmaceuticals, Disinfectants and Chemicals, Beauty Products and Steam Bath Oils, Towels and Linen	Open
11)	A11	Supply and Delivery of Ceremonial/Corporate Uniforms, Outfits, Footwear etc.	Open
12)	A12	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment, Kits and Trophies	Open
13)	A13	Supply and Delivery of General Broadcast Materials	Open
14)	A14	Supply and Delivery of Electrical Items and its Related Accessories	Open
15)	A15	Supply and Delivery of Building and mechanical hardware Items and Related Equipment	Open
16)	A16	Supply and Delivery of Sanitary, Cleaning Materials and Detergents	AGPO registered Firms
17)	A17	Supply of foreign papers and magazines	Open
18)	A18	Supply and delivery of Personal Protective Equipment (PPEs)	Open
19)	A19	Supply, delivery, installation and commissioning of Security Equipment Radio Communication gadgets, QR code reader, Card Printer, UV Colours Ribbon.	Open
20)	A20	Supply, delivery, installation and commissioning of software licenses (e.g. Corel Draw, Auto Card etc.)	Open
21)	A21	Supply of Photocopier machines	Open
22)	A22	Supply and delivery of calling cards (Airtime vouchers)	AGPO registered Firms
23)	A23	Supply and Delivery of fresh water/water bowser services	Open
<b>CATEGORY B: PROVISION OF SERVICES</b>			
23)	B1	Provision of service and maintenance of Computers, Printers, UPS, Related Accessories and Networks	Open
24)	B2	Service and Maintenance of Telephones and Fax Machines	Open

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS AND SERVICES	ELIGIBILITY
25)	B3	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open
26)	B4	Service and Maintenance of PABX and Telecommunications Equipment	Open
27)	B5	Provision of Office Refurbishment and Furnishings e.g. Curtains and Carpet, Vertical Blinds, Sheers, Window Films, etc.	Open
28)	B6	Provision of vehicle transport, Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, etc.)	Open
29)	B7	Provision of Charter Plane and Chopper Services	Open
30)	B8	Provision of Audio-Visual Production and editing services (Film, documentaries, photography and Videography, public address and related Services)	Open
31)	B9	Repair and Maintenance of Office Furniture & Fittings.	AGPO registered Firms
32)	B10	Provision of Firefighting and Fire Protection Equipment & Training Services	Open
33)	B11	Provision of Asset Marking/Tracking of Asset System	AGPO registered Firms
34)	B12	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders and Related Services	Open
35)	B13	Provision of Small Works and Office Repairs including Office Partitioning, Paint Works, Installations of Minor Equipment, Plant and Machinery, etc. (Must be Registered with National Construction Authority)	Open
36)	B14	Provision of Repair and Maintenance of Plumbing and Sewerage System Services (Must be Registered with National Construction Authority)	Open
37)	B15	Provision of Repair and Maintenance and Servicing of Generators (Must Provide Dealership/Manufacturer's Authorization Letters)	Open
38)	B16	Provision of Repair and Maintenance and Servicing of Lifts(Must Provide Dealership/Manufacturer's Authorization Letters)	Open
38)	B17	Provision of Repair and Maintenance of Electrical Appliance Fittings (Relevant ERC/EPRA Registration Required)	Open
39)	B18	Provision of Repair and Maintenance of Security Equipment (Must Provide Dealership/Manufacturer's Authorization Letters)	Open
40)	B19	Provision of Legal Services	Open
41)	B20	Provision of Events Management, interior decorations and furnishing services (Hire of Tents and Chairs, Drappings and Decorations)	AGPO registered Firms
42)	B21	Hire of Audio Equipment, Public Address System and Related Equipment	Open
43)	B22	Provision of Consultancy Services in Management and Organizational Development	Open
44)	B23	Provision of Consultancy services - Training and capacity building	Open
45)	B24	Provision of Moving services	Open
46)	B25	Provision of Warehousing and Bulk Storage Facilities	Open
47)	B26	Provision of valuation of assets and other related services	Open
48)	B27	Provision of advertising services	Open
49)	B28	Provision of Bulk SMS services	Open
50)	B29	Provision of Hotel Accommodation and Conference Facilities. Services (Please State your Geographical Locations Preferably Naivasha, Machakos, Kiambu, Nairobi, Mombasa, Kisumu, Nakuru, Lamu, Malindi, Kwale County etc.)	Open
<b>CATEGORY C: PROVISION OF SPECIALIZED SERVICES</b>			
50)	C1	Provision of Cleaning Services	AGPO registered Firms
51)	C2	Provision of Laundry & Dry-Cleaning Services	AGPO registered Firms
52)	C3	Provision of Fumigation & Pest Control Services	Open
53)	C4	Provision of Gardening Services	Open
54)	C5	Provision of Fresh Flower Arrangements	AGPO registered

NO.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS AND SERVICES	ELIGIBILITY
			Firms
55)	C6	Provision of Garbage Collection Services	Open
56)	C7	Provision of Sanitary Disposal Services	AGPO registered Firms

2. Qualified and interested applicants may obtain further information and inspect the Registration Document during office hours *0800 to 1700 hours* at the address given below.
3. A complete set of the Registration Document may be viewed and downloaded for free from the website [www.tenders.go.ke](http://www.tenders.go.ke). or [www.parliament.or.ke](http://www.parliament.or.ke)
4. Applicants who download the Registration Document must forward their particulars immediately to [procurementpjs@parliament.go.ke](mailto:procurementpjs@parliament.go.ke) or [dg@parliament.go.ke](mailto:dg@parliament.go.ke). to facilitate any further clarification or addendum.
5. The application for registration in plain sealed envelope clearly marked **Tender No. PJS/001/2023-2024, respective Category and Item Description** should be deposited in the Tender Box situated at the reception of **4<sup>th</sup> Floor, Protection House, at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi** and be addressed to:

**Director General, Parliamentary Joint Services,  
Parliamentary Service Commission  
P.O. Box 41842-00100,  
Nairobi.**

so as to reach him on or before **Friday, 21<sup>st</sup> July 2023 at 11.00am.**

6. Application for registration will be opened immediately thereafter in the presence of candidates or their representatives who may choose to attend at the **4<sup>th</sup> Boardroom Floor, Protection House, at the junction of Parliament Road and Haile Selassie Avenue, Nairobi.**
7. **Late applications SHALL be rejected.**

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# **PART 1 - APPLICATION PROCEDURES**

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## **SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)**

### **A. General**

#### **1 Scope of Application**

1.1 The name of the Procuring Entity inviting for applications is defined in the **RDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **RDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **RDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

**2 Source of Funds** to be specified in the RDS, if deemed necessary.

#### **3 Fraud and Corruption**

3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

#### **4 Collusive practices**

4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

#### **5 Eligible Applicants**

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the RDS.

5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.

5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated

or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:
- a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
  - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at [www.ppra.go.ke](http://www.ppra.go.ke)
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner accept able to the Procuring Entity, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

## **6 Eligibility**

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
  - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.
- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

## **B. Contents of the Registration Documents**

### **7 Sections of Registration Document**

- 7.1 This Registration Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

## **PART 1 - Registration Procedures**

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Registration Data Sheet (RDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

## **PART 2 - Works, Goods, or Non-Consulting Services Requirements**

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Registration Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

## **8 Clarification of Registration Documents, site visit(s) and Pre-Application Meeting**

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **RDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **RDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **RDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **RDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **RDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **RDS** before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the RDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to RDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Amendment of Registration Document**

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Registration Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the RDS.

9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the

Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

## **C. Preparation of Applications**

### **10 Cost of Applications**

10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

### **11 Language of Application**

11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

### **12 Documents Comprising the Application**

12.1 The Application shall comprise the following:

- a. Application Submission Letter, in accordance with ITA 13.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d. Any other document required as specified in the RDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

### **13 Application Submission Letter**

13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

### **14 Documents Establishing the Eligibility of the Applicant**

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

### **15 Documents Establishing the Qualifications of the Applicant**

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a. For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b. Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the RDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
  - b. If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

## **16 Signing of the Application and Number of Copies**

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the RDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

## **D. Submission of Applications**

### **17 Sealing and Marking of Applications**

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- a. Bear the name and address of the Applicant;
  - b. Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
  - c. Bear the specific identification of this prequalification process indicated in the RDS 1.1.
- 17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

### **18 Deadline for Submission of Applications**

- 18.1** Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the RDS. When so specified in the RDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **RDS**.
- 18.2** The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## **19 Late Applications**

- 19.1** The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **RDS**. If late applications will be accepted, they must be received not later than the date specified in the **RDS** after the deadline for submission of applications.

## **20. Opening of Applications**

- 20.1** The Procuring Entity shall open all Applications at the date, time and place specified in the **RDS**. Late Applications shall be treated in accordance with ITA 19.1.
- 20.2** Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **RDS**.
- 20.2** The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

## **E. Procedures for Evaluation of Applications**

### **21 Confidentiality**

- 21.1** Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.
- 21.2** From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

### **22 Clarification of Applications**

- 22.1** To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing.
- 22.1** If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

### **23 Responsiveness of Applications**

- 23.1** The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

### **24 Margin of Preference**

- 24.1** Unless otherwise specified in the **RDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

### **25 Nominated Subcontractors**

- 25.1** Unless otherwise stated in the RDS, the Procuring Entity does not intend to execute any specific elements of

the works by sub-contractors selected in advance by the Procuring Entity (so-called “Nominated Subcontractors”).

25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

## **F. Evaluation of Applications and Registration of Applicants**

### **26 Evaluation of Applications**

26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the RDS as can be met by Specialized Subcontractors, in which case:

- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
- ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation.

Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall register each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

### **27 Procuring Entity's Right to Accept or Reject Applications**

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

### **28 Registration of Applicants**

28.1 All Applicants whose applications substantially meet or exceed the specified qualification requirements will be registered by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.32 Applicants that have not been registered may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

## **28 Invitation to Tender**

- 29.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.
- 28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.
- 28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

## **29 Changes in Qualifications of Applicants**

- 30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

## **31 Procurement Related Complaints and Administrative Review**

- 31.1 The procedures for making a Procurement-related Complaint are as specified in the RDS.
- 31.2 A request for administrative review shall be made in the form provided.

## SECTION II - REGISTRATION DATA SHEET (RDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 1.1	<p>The Procuring Entity is: <b>Parliamentary Joint Services</b></p> <p>The identification of the Invitation for Registration is: <b>Tender No. PJS/001/2023-2024</b></p> <p>The application is for: <b>Registration of Suppliers, Contractors and Consultants for Provision of Goods, Works and Services for the Financial Years 2023/2024 and 2024/2025</b></p> <p>Registration will be based on <b>Multiple contracts</b></p>
ITA 2	The Source of funds shall be <b>GOK</b>
ITA 5.3	Maximum number of members in the JV shall be: <b>Not Applicable</b>
<b>B. Contents of the Registration Document</b>	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is:  <b>Director General, Parliamentary Joint Services, Parliamentary Service Commission</b>  <b>P.O. Box 41842-00100,</b>  <b>Nairobi.</b></p> <p>Attention: <b>Chief Procurement Officer</b>  Physical Address: <b>4<sup>th</sup> Floor, Protection House, at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi</b></p> <p>Telephone: <b>+2540202221291</b></p> <p>Electronic mail address: <a href="mailto:procurementpjs@parliament.go.ke">procurementpjs@parliament.go.ke</a> or <a href="mailto:dg@parliament.go.ke">dg@parliament.go.ke</a>.</p> <p>Web page: <a href="http://www.tenders.go.ke">www.tenders.go.ke</a> or <a href="http://www.parliament.go.ke">www.parliament.go.ke</a></p>
ITA 8.2	<p>A pre-application meeting will <b>Not be Applicable</b></p> <p>A pre-arranged Site visit will <b>Not be Applicable</b></p>
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than <b>7days before registration closing deadline as per the advertisement</b>
ITA 8.5	<b>Not Applicable</b>
ITT 9.2	Addendum issued shall be published at the website: <a href="http://www.parliament.go.ke">www.parliament.go.ke</a> or <a href="http://www.tenders.go.ke">www.tenders.go.ke</a> .
ITA 8.2	Pre-Application Meeting will <b>NOT</b> be held
<b>C. Preparation of Applications</b>	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: <b>Support documents listed under section III Qualification Criteria and Requirements</b>
ITA 15.2(b)	The source for determining exchange rates is <b>Not Applicable</b>
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: <b>Not Applicable</b>

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
<b>D. Submission of Applications</b>	
ITA 17.1	<p>The deadline for Application submission is:  Date: <b>21<sup>st</sup> July, 2023</b>  Time: <b>11.00 a.m</b>  For Application submission purposes only, the Procuring Entity's address is:  <b>Director General, Parliamentary Joint Services,Parliamentary Service Commission</b>  <b>P.O. Box 41842-00100,</b>  <b>Nairobi.</b></p> <p>Attention: <b>Director General, Parliamentary Joint Services,Parliamentary Service Commission</b>  Address: <b>4<sup>th</sup> Floor, Protection House, at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi</b>  Country: <b>Kenya</b>  Telephone: <b>+2540202221291</b>  Email address: <a href="mailto:dg@parliament.go.ke">dg@parliament.go.ke</a>  Applicants <i>shall not</i> have the option of submitting their Applications electronically.</p>
ITA 18.1	Late Applications will be returned unopened to the Applicants.
ITA 19.1	The Procuring Entity <b>Shall Not</b> accept late applications.
ITA 20.1	The opening of the Applications shall be at <b>4<sup>th</sup> Floor, Protection House, at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi</b>
ITA 20.2	The electronic Application opening procedures shall be: <b>Not Applicable</b>
<b>E. Procedures for Evaluation of Applications</b>	
ITA 24.1	A margin of preference <b>Shall Not</b> apply.
ITA 25.1	At this time the Procuring Entity <i>does not intend</i> to execute certain specific parts of the Works by sub-contractors selected in advance.
ITA 25.2	The parts of the Works for which the Procuring Entity permits Applicants to propose Specialized Subcontractors are <b>Not Applicable</b>
ITA 31.1	<p>An Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to:</p> <p><b>The Secretary,</b>  <b>Public Procurement Administrative Review Board,</b>  <b>6<sup>th</sup> Floor, KISM Towers, Ngong Road</b>  <b>P.O. Box 58583-00200,</b>  <b>Nairobi, Kenya.</b></p> <p>In summary, at this stage, a Procurement-related Complaint may challenge any of the following:  the terms of the Registration Documents; and  the Procuring Entity's decision not to Register an Applicant.</p>

### SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications.

#### MANDATORY/PRELIMINARY REQUIREMENTS/CONDITIONS

All firms applying for the **AGPO** reserved categories (Youth, Women and Persons with Disabilities Owned Enterprises) must submit and fulfill the following requirements for verification of their eligibility: -

	<b>REQUIREMENT</b>
1.	Certificate of registration or incorporation
2.	KRA PIN Certificate
3.	A Valid Tax Compliance Certificate
4.	A valid Certificate of registration from the <b>National Treasury</b> either as <b>Youth, Woman or Person With Disability</b> Owned enterprise; The Parliamentary Joint Services may ascertain the authenticity of the AGPO Registration document from the National Treasury Website
5.	Copy of the National Identity Card /Passport for all directors
6.	Well bound, serialized and paginated tender document including attachments

Firms applying under **OPEN** categories must submit and fulfill the following: -

	<b>REQUIREMENT</b>	<b>APPLICABLE CATEGORIES</b>
1)	Certificate of registration or incorporation	All open categories
2)	KRA PIN Certificate	All open categories
3)	A Valid Tax compliance Certificate	All open categories
4)	Copy of the National Identity Card/Passport	All open categories
5)	Valid county trade/business license/permit	All open categories
6)	Well bound, serialized and paginated tender document including attachments	All open categories
7)	IATA registration certificate for Air Travel agents The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements	For category B 3
8)	Certificate of Registration from the National Construction Authority (NCA) and a valid annual practicing certificate	For category B13, B14 and B17
9)	Dealership/manufacture's authorization letter	For category B15, B16 and B18
10)	ERC/EPRA Registration certificate and a valid annual practicing certificate	For category B17
11)	The law firms and the advocates must be in good standing practice. (Provide a copy of the current practicing certificates)	For category B19
12)	A certificate of registration from Valuers Registration Board and a Valid annual license	For category B26

**Please note:**

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- b) The Parliamentary Joint Services at its discretion shall authenticate all the documents provided by the Applicants
- c) **Any AGPO Registered firm** that applies for the open categories is required to fulfill set requirements under the open categories level.

**Non-AGPO registered/established firms** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

**d) Category B6-Provision of vehicle transport, car hire and taxi services**

- The firm should clearly state their geographical areas of operation e.g Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.
- The vehicles should be well maintained/serviced and available at short notice.

**Note:**

For any engagement, The Parliamentary Joint Services shall require all drivers to be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

**e) Category B7-Provision of Charter plane and Chopper services**

- Should provide at least three referrals/recommendation letters addressed to the Director General, Parliamentary Joint Services, where they offer similar services.

**f) Category B29-Provision of Hotel Accommodation and Conference Facility**

The Hotels should state their geographical locations and should be (4) star rated hotels and above in Nairobi, Mombasa, Machakos, Kiambu, Kwale County, Kisumu, Eldoret, Nakuru, Lamu, Malindi etc. (Hotels in other towns to apply and be considered based on provision of quality standards)

- The Parliamentary Joints Services may undertake an inspection visit to the hotels that have applied with view to conducting a due diligence on the facilities and establish whether they meet the quality standards of the Parliamentary Joint Services. Key considerations will include-Hotel location and accessibility, level of cleanliness, security safeguards in place, capacity (room/bed, conference facilities, personnel), credit facilities and hotel engagement policies)

## Technical Evaluation Criteria

NO.	GENERAL REQUIREMENTS	MARKS
1.	<b>Company Profile</b> Provide key details of the service rendered (8mks) - Postal Address (4mks) - Telephone Number (4mks) - Email Address (4mks)	20
2.	<b>Business Ownership:</b> Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor (Attach CR12 for incorporated companies, Identity Cards of the owners of registered businesses, partnerships and sole proprietorships)	20
3.	<b>Financial Capability</b> Attach Audited Accounts for the year 2022 or attach a Bank Statement for the last three months. NB: AGPO owned firms shall be exempted for this requirement but they should attach IFMIS numbers	20
4.	<b>Experience</b> Indicate having undertaken similar assignment with at least 3 firms (Attach copies of LPOs, Letters of Award etc) NB: AGPO owned firms will automatically score full marks (20) under past experience.	20
5.	<b>Credit Period</b> Indicate Credit Period willing to offer - 30 Days and more (15) - Less than 30 days (5)	15
6.	<b>Physical Facilities</b> Provide evidence of office premises/ or Workshop (copy of title deed, lease/tenancy agreement or utility bill) in owners/Directors or Company name. AGPO registered firms are exempted	5
	<b>TOTAL</b>	100

To be registered, a prospective applicant should score 70 points and above.

**SECTION IV- APPLICATION FORMS**

**1. Application Submission Letter**

Date: .....[insert day, month, and year]

ITT No. and title: ..... [insert ITT number and title]

To: .....[insert full name of Procuring Entity] We, the undersigned, apply to be prequalified for the referenced ITT and declare that:

- a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: [insert the number and issuing date of each addendum].
- b) No conflict of interest: We have no conflict of interest in accordance with ITA 5.7;
- c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by the Procuring Entity based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;

Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA5.9];

- f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts: ..... [Insert any of the key activities identified in Section III-4.2 (a) or (b) or 4.3(a) or (b) which the Procuring Entity has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]

- g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
[insert full name for each occurrence]	[insert street/ number/city/country]	[indicate reason]	[specify amount currency, value, exchange rate and KENYA SHILLING equivalent]
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application”]



- (h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.
- (i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed.....*[insert signature(s) of an authorized representative(s) of the Applicant]*  
]

Name .....*[insert full name of person signing the Application]*

In the capacity of ..... *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's

Name..... *[insert full name of Applicant or the name of the JV]*

Address ..... *[insert street number/town or city/country address]*

Dated on .....*[insert day number]* day of *[insert month]*, *[insert year]*

*[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]*

## 2 Form ELI -1.1 - Applicant Information Form

Date: ..... [insert day, month, year]

ITT No. and title: ..... [insert ITT number and title]

Page.....[insert page number] of [insert total number] pages

Applicant's name <i>[insert full name]</i>
Applicant's actual or intended country of registration:
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing: Legal and financial autonomy Operation under commercial law Establishing that the Applicant is not under supervision of the Procuring Entity
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### 3. Form FIN – 3.1 - Financial Situation and Performance

#### Financial Situation and Performance

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

ITT No. and title: ..... *[insert ITT number and title]*

Page..... *[insert page number]* of *[insert total number]* pages

#### 1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year4	Year 5
<b>Statement of Financial Position (Information from Balance Sheet)</b>					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
<b>Cash Flow Information</b>					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

## 5.2 Sources of Finance

*[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]*

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya shilling equivalent)
1		
2		
3		

## 5.3 Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - b) Be independently audited or certified in accordance with local legislation.
  - c) Be complete, including all notes to the financial statements.
  - d) Correspond to accounting periods already completed and audited.
- Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements

<sup>1</sup>If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

**Table B (Complete if Supplier)**

Annual turnover data (Supply contracts)			
Year	Amount Currency	Exchange rate*	USD equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Construction Turnover **	

Refer ITA 15 for date and source of exchange rate.

\*\* Total Kenya shilling equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, 3.2.

**6 Form EXP - 4.1 - General Construction or Supply or service Contract Experience (Select one)**

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]  
Applicant's Name: [insert full name]*

Date: ..... *[insert day, month, year]*

ITT No. and title: ..... *[insert ITT number and title]*

Page ..... *[insert page number]* of *[insert total number]* pages

*[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]*

Starting Year	Ending Year	Contract Identification	Role of Applicant
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and Kenya shillings equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>

\* Refer ITA 15 for date and source of exchange rate.

**7 Form EXP - 4.2(a) - Specific Construction and Contract Management Experience or Supply or service Contract Experience (Select one)**

*[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]*

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Joint Venture Member Name: ..... *[insert full name]*

ITT No. and title: ..... *[insert ITT number and title]*

Page..... *[insert page number]* of..... *[insert total number]* pages

Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i>	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		KENYA SHILLING <i>[insert Exchange rate and total contract amount in KENYA SHILLING equivalent] *</i>	
If member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in KENYA SHILLING equivalent] *</i>	
	<i>[insert roles and responsibilities]</i>			
Procuring Entity's Name:	<i>[insert full name]</i>			
Address:	<i>[indicate street / number / town or city / country]</i>			
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>			
E-mail:	<i>[insert e-mail address, if available]</i>			

**8 Form EXP - 4.2(a) (cont.) - Specific Construction and/or Contract Management Experience (cont.)**

<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	<i>[insert amount in local currency, exchange rate, KENYA SHILLING in words and in Figures]</i>
2. Physical size of required works items	<i>[insert physical size of items]</i>
3. Complexity	<i>[insert description of complexity]</i>
4. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
5. Construction rate for key activities	<i>[insert rates and items]</i>
6. Other Characteristics	<i>[insert other characteristics as described in Section VII, Scope of Works]</i>

**9 Form EXP - 4.2(b) - Construction Experience or Supply or service contract in Key Activities (select one)**

Applicant's Name: ..... [insert full name]

Date: ..... [insert day, month, year]

Applicant's JV Member's Name: ..... [insert full name]

Sub-contractor's Name..... (as per ITA 24.2 and 24.3): [insert full name]

ITT No. and title: ..... [insert ITT number and title]

Page.....[insert page number] of..... [insert total number] pages

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, 4.2.

1. Key Activity No. One: [insert brief description of the Activity, emphasizing its specificity]  
 Total Quantity of Activity under the contract: \_\_\_\_\_

		Information		
Contract Identification		[insert contract name and number, if applicable]		
Award date		[insert day, month, year, e.g., 15 June, 2015]		
Completion date		[insert day, month, year, e.g., 03 October, 2017]		
Role in Contract [check the appropriate box]		Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>
Total Contract Amount		[insert total contract amount in contract currency(ies)]		KENYA SHILLING [insert exchange rate and total contract amount in KENYA SHILLING equivalent]
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year [Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]		Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:		[insert full name]		
Address: Telephone/fax number E-mail:		[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert e-mail address, if available]		

2. Activity No. Two

3. ....

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>[insert response to inquiry indicated in left column]</i>

**Request For Review**

**FORM FOR REVIEW (r.203 (1))**

**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..... for ..... (Tender description).

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box 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.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

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**