

Serial No:.....(Official use only)

# REPUBLIC OF KENYA



## PUBLIC SERVICE COMMISSION

### REGISTRATION OF SUPPLIERS FOR

### SUPPLY/PROVISION OF GOODS AND SERVICES

### FOR 2019-2020 FINANCIAL YEAR

### ENDING 30<sup>TH</sup> JUNE, 2020

FIRM NAME .....

CATEGORY .....

ITEM DESCRIPTION .....

REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS  
AND SERVICES FOR 2019-2020  
FINANCIAL YEAR ENDING 30<sup>TH</sup> JUNE, 2020



## **PUBLIC SERVICE COMMISSION**

### **REGISTRATION OF SUPPLIERS AND TENDER FOR FINANCIAL YEAR 2019-2020**

#### **TENDER NO: PSC/01/2019-2020**

Public Service Commission invites applications from interested eligible suppliers for the supply and provision of the under listed categories of goods and services for the period ending 30<sup>th</sup> June 2020.

Category No.	Item Description	Eligibility
<b>Registration of suppliers for the supply of goods.</b>		
1.	Supply and Delivery of General Office Stationery	Reserved
2.	Supply and Delivery of bottled Mineral Water	Open
3.	Supply of Clean water(borehole water)-NCC licensed	Open
4.	Supply and Delivery of assorted Tyres, Tubes and motor vehicle batteries	Open
5.	Supply and Delivery of calling cards(Safaricom, Airtel and Telkom)	Open
6.	Supply of Office Furniture, Equipment and Fittings(Electrical accessories)	Open
7.	Supply and Delivery of Staff Uniforms, Clothing, Footwear, Curtains etc.	Reserved
8.	Supply and Delivery of Computer Consumables and Accessories	Open
9.	Supply and Delivery of Fresh Milk	Open
10.	Supply and Delivery of Cleaning Materials, Detergents and Disinfectants	Reserved
11.	Supply and Delivery of Newspapers , Magazines, Books and Periodicals	Reserved
<b>Registration of Suppliers for provision of services.</b>		
12.	Provision of Outside Catering Services	Open
13.	Provision of Fumigation and Pest Control Services	Reserved
14.	Provision of Travel and Air Ticketing Services (IATA Registered only)	Open
15.	Provision of Networking and Configuration Services	Reserved
16.	Provision of Graphic Design and Printing Services	Reserved
17.	Repair and Maintenance of Computers, Printers and other ICT related Accessories	Reserved
18.	Repair and Maintenance of Telecommunication Equipment(PABX and Telephones)	Reserved
19.	Repair and Maintenance of Minor Works and Services( Mechanical, Plumbing and Electrical Services for buildings, standby diesel generators, water tanks and pumps, sanitary fittings and firefighting facilities (Registered with NCA)	Open
20.	Repair and Maintenance of Motor Vehicles and motor	Dealers and

Category No.	Item Description		Eligibility
	cycles(garages registered and approved by Chief Mechanical and Transport Engineer)		approved Garages
21.	Repair and Servicing of Office equipment		Open
22.	Provision of Consultancy Services on work place audits (Must be registered with National Environment Management Authority and Directorate of Occupational Safety & Health Services, Ministry of Labour)		Open
23.	Provision of Consultancy Services on institutional Risk management framework		Open
24.	Provision of Laundry Services		Open
25.	Provision of Video , Documentary and Photography Services		Reserved
26.	Provision of Gym instructor services		Reserved
27.	Provision of Legal Services		Open
28.	Provision of Hotel and Conferencing services(Nairobi, Naivasha and Mombasa)		Open
<b>Tender</b>			
Open National Tender (ONT)	TENDER NO PSC/02/2019-2020	Tender for the Provision of Cleaning and Sanitary Disposal Services	Reserved for Youth only (A mandatory site visit will be held on Tuesday 6 <sup>th</sup> August 2019 at 11.00am)

**KEY: RESERVED:** Means Reserved for youth, women and persons living with disability who have been duly registered with the National Treasury. **They must show proof of registration.** The Youth, Women and Persons living with disability who meet criteria for categories for all eligible bidders are encouraged to apply.

Registration/Tender documents with detailed information shall be viewed and downloaded from PSC Website: [www.publicservice.go.ke](http://www.publicservice.go.ke) and National treasury suppliers portal: <http://supplier.treasury.go.ke> websites free of charge.

Alternatively, the tender documents may be obtained from Commission House, Ground floor Room 005 upon payment of a non-refundable fee of Kshs 1,000 in cash office during office hours.

Completed Registration/tender documents in plain sealed envelopes clearly marked;

REGISTRATION FOR:

ITEM DESCRIPTION.....

CATEGORY NO.....

And addressed to:                   The Secretary/CEO  
  Public Service Commission  
  P.O BOX 30095-00100  
  Nairobi.

Should be deposited in the Tender Box situated on the Ground Floor, Commission House, so as to be received on or before **13<sup>th</sup> August, 2019 at 11.00am.**

All the applications submitted will be opened immediately thereafter in the presence of bidders/representatives who wish to attend.

**SECRETARY /CEO**  
**PUBLIC SERVICE COMMISSION**

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## **REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

The Public Service Commission would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring entity to perform the contract of supply and delivery or provision of goods and services to Public Service Commission.

### **1.2 Registration Objective**

The main objective of this part is to supply and deliver assorted goods and also provide services under relevant tenders/quotations to the Secretary, Public Service Commission as and when required during the period ending **ENDING 30<sup>TH</sup> JUNE, 2020**.

### **1.3 Invitation of Registration**

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their Registration documents to the SECRETARY, PUBLIC SERVICE COMMISSION so that they may be registered for submission of tenders/quotations. The client requires prospective suppliers to supply mandatory information for registration.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

**1.6** In order to be considered for registration prospective supplier must submit all the information herein requested.

### **1.7 Distribution of Registration Documents**

A copy of the completed pre-qualification data and other requested information shall be submitted so as to reach:-

**Secretary**  
**Public Service Commission**

**P.O. Box 30095-00100  
NAIROBI  
Tel: (020) 2223901**

Not later than 11.00 am on **13<sup>th</sup> August, 2019**

**1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualifications documents should be directed to the Secretary, Public Service Commission whose address is given in par 1.

**1.9 Additional Information**

Public Service Commission reserves the right to request submission of additional information from prospective bidders.

- 1.10** Invitation to Tenders/quotations) will be made available only to those bidders whose qualifications are accepted by Public Service Commission after scoring 70 points and above or such score as may be determined by the evaluation committee soon after the completion of the pre-qualification process.

**2. Brief contract regulations/guidelines**

**2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

**2.2. Customs Clearance**

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

**2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer or Tender Committee.

**2.4 Payments**

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

## **REGISTRATION DATA INSTRUCTIONS**

### **3.1 Registration data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ - 3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for the provision of goods and services for the specific category.

- 3.1.1** The registration application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

### **3.2. QUALIFICATION**

- 3.2.1** It is understood and agreed that the registration Data on prospective bidders is to be used by Public Service Commission in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender Category as described by the client.

- 3.2.2** Prospective bidders will not be considered qualified unless in the judgment of Public Service Commission they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods /services.

### **3.3 ESSENTIAL CRITERIA FOR REGISTRATION**

- (a) Experience: Prospective bidder shall have at least 3 years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

#### **3.3.2 Personnel**

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

#### **3.3.3 Financial Condition**



The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

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

**3.3.5 Past Performance**

Past performance will be given due consideration in registration of bidders. Letters of reference from past customers should be included in Form PQ- 6 where applicable.

**3.4 STATEMENT**

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

**3.5 WITHDRAWAL OF REGISTRATION**

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Government could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, PSC reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

**3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration incorporation/memorandum and Article of Association, copies of which must be attached.

**3.7 REGISTRATION CRITERIA**

<b>Required Information</b>	<b>Form type</b>	<b>Points Score</b>
1. Registration Documentation	PQ-1	30
2. Registration Data	PQ-2	20
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	10
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	15

7. Litigation History	PQ-7	<u>5</u>
	<b>TOTAL</b>	<b>100</b>
		<b>===</b>

**3.8 The qualification is 70 points and over or as may be determined by the Evaluation team.**

### **FORM PQ-1 REGISTRATION**

All firms must provide: -

1. Copies of Certificate of registration
2. Copy of VAT Registration Certificate.
3. Tax compliance certificate from Kenya Revenue Authority (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of Pin Certificate of firm/company/individual.
5. Copy of current Trade license.
6. Copy of Income Tax returns.
7. AGPO Registration for Special groups (where applicable).

(30 points)

**FORM PQ -2 - REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM:**

I/We ..... hereby apply for registration as supplier(s)  
(Name of Company/Firm)

of .....  
Item Description  
.....  
(Category No.)

1. Post Office Address.....

Town.....

Street .....

Name of building .....

Room/office No..... Floor No.....

Telephone Nos.....

Full Name of applicant .....

Other branches location .....

**2. Organization & Business Information**

Management Personnel .....

Director (Chief Executive).....

Secretary .....

General Manager .....

Treasurer .....

Other .....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated.....

4. Under present management since .....

5. Net worth equivalent Kshs. ....

6. Bank reference and address.

7. Company Profile .....

8. Enclose copy of the organization chart of the firm indicating the main fields of

Activities .....

9. State any technological innovations or specific attributes which distinguish you from your competitors.

10. Indicate terms of trade/sale

(a) Cash on delivery

(b) Credit period yes/no. Delete as appropriate, if yes indicate number of Days .....

(c) Upfront payment/down payment yes/no. Delete as appropriate if yes state Percentage.

(20 Points)

**PQ 3 - SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualifications .....

.....

Professional Qualifications .....

.....

Length of Service with Contractor or Supplier position held .....

(Attach copies of certificates of academic and professional qualifications for the key personnel in the organization)

Attach organization chart of the firm

(10 Points)

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

- (1) Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) Attach bank statement of the firm for the last two years.

(10 Points)

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**Q - 5 REPUBLIC OF KENYA**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part (2), 2(b) or 2(c) which ever applies to your type of business.  
You are advised that it is a serious offence to give false information on this Form.

Part 1

General:

Business Name .....

Location of business premises .....

Plot No ..... Street/Road .....

Postal Address ..... Tel. No.....

Nature of business .....

Current Trade Licence No ..... Expiring date .....

Maximum value of business which you can handle at any one time: KSh .....

Name of your bankers ..... Branch .....

Are you agent of Kenya national Trading Corporation YES/NO .....

Part 2 (a)- Sole proprietor:

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Part 2 (b) – Partnership

Give details of partners as follows:-

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

Part 2 (c) - Registered Company:

Private or Public .....

State the nominal and issued capital of the company –

Nominal Ksh. ....

Issued Ksh. ....

Give details of all directors as follows:

- .....
- .....
- .....
- .....
- .....

Date ..... Signature of Tenderer.....

If the citizen, indicate the "Citizenship Details" whether by Birth, Naturalization or Registration

(10 Points)

**FORM PQ – 6 PAST EXPERIENCES**

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

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS FOR THE RELEVANT CATEGORY**

- 1. i) Name of client (Organization) .....
- ii) Address of Client (Organization) .....
- iii) Name of contact person at the client (organization) .....
- iv) Telephone No. of client .....
- v) Value of contract .....
- vi) Duration of contract (date) .....
- (Attach documental evidence of existence of contract)

- 2. Name of 2<sup>nd</sup> client (Organization)
  - i) Name of client (Organization) .....
  - ii) Address of client (Organization) .....
  - iii) Name of contact person at the client (Organization) .....
  - iv) Telephone No. of client .....
  - v) Value of contract .....
  - vi) Duration of contract (date) .....
  - (Attach documental evidence)

- 3. Name or 3<sup>rd</sup> Client (Organization)
  - i) Name of client (Organization) .....
  - ii) Address of Client (Organization) .....
  - iii) Telephone of Client .....
  - iv) Name of contact person at the client (Organization) .....
  - v) Value of contract .....
  - vi) Duration of contract (date) .....
  - (Attach documental evidence)

- 4. Others .....

(15 Points)



**PQ - 7 LITIGATION HISTORY**

Name of Contract/Supplier.

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

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

(5 Points)

**FORM PQ – 8**

**SWORN STATEMENT**

Having studied the pre-qualification information for the above prequalification we/ hereby state:

- a. The information furnished in our application is accurate to the best of our Knowledge.
- b. That in case of being registered we acknowledge that this grants us the Right to:
  - Participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Tenders/Quotations is issued the legal technical or financial Conditions or the contractual capacity of the firm changes we come inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the registration

Date .....

Applicant's Name .....

Represented by .....

Signature .....

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

FORM PQ-9: ELECTRONIC FUNDS TRANSFER DETAILS

Physical &Postal Address

Box No.....  
Building.....  
Road /Street .....  
Date:.....

To: The Chief Executive Officer

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

NAIROBI

Dear Sir,

**ELECTRONIC FUNDS TRANSFER DETAILS**

**We hereby provide the** following bank details for Electronic Fund Transfer Purposes.

Name of Supplier : .....  
Bank and branch .....  
Bank and Branch Code.....  
Bank Account Number:.....  
Pin Number (Tax) : .....  
VAT Number (Tax) : .....  
Valid Email Address of Supplier: .....  
Contact Person.....  
Company Registration No.....

The following certificates are hereby attached:-

- 1. Tax Compliance Certificate
- 2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature:..... Signature:.....

Name of Company Secretary..... Name of Director:.....  
ID/No..... ID/No.....

Affix Company Seal Here