



TENDER NO: JP/001/2017-2018

**REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY FOR THE YEAR 2017-2018**

TENDER REF NO .....  
ITEM DESCRIPTION .....  
TARGET GROUP.....

CLOSING DATE: 16TH MARCH 2017 AT 11.00 A.M.

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JUBILEE PARTY intends to pre-qualify eligible suppliers for supply and provision of various categories of goods and services for a period of one year as follows:

	TENDER REF	DESCRIPTION	ELIGIBILITY
1	JP/001/T_A1/2017-18	Printing of Tamper-proof Certificates	Open
2	JP/001/T_A2/2017- 18	Printing and Delivery of Election Materials, Books and Manuals.	Open
3	JP/001/T_A3/2017- 18	Printing of Stationery	Special Group
4	JP/001/T_A4/2017- 18	Printing and Delivery of T-shirts	Open
5	JP/001/T_A5/2017- 18	Printing and Delivery of Embroidered Cloth Caps	Open
6	JP/001/T_A6/2017- 18	Printing and Delivery of Paper Caps	Special Group
7	JP/001/T_A7/2017- 18	Printing and Delivery of Posters	Special Group
8	JP/001/T_A8/2017- 18	Printing and Delivery of Banners and other Display Materials	Special Group
9	JP/001/T_A9/2017- 18	Printing and Delivery of Lessos, Scarves, Bandannas, Ties	Special Group
10	JP/001/T_A10/2017- 18	Printing and Delivery of Promotional materials-Badges, Ties, Wrist Bands, Bags, Flash Disks etc	Open
11	JP/001/T_B1/2017- 18	Provision of Courier Services	Open
12	JP/001/T_B2/2017- 18	Provision of Consultancy Services in Management, Organizational development and training	Open
13	JP/001/T_B3/2017- 18	Provision of Security Services	Open
14	JP/001/T_B4/2017- 18	Provision of Insurance Services	Open
15	JP/001/T_B5/2017- 18	Provision of Legal Services	Open
16	JP/001/T_B6/2017- 18	Provision of Cleaning Services	Open
17	JP/001/T_B7/2017- 18	Provision of Catering Services	Open
18	JP/001/T_B8/2017- 18	Supply and Delivery Cleaning Material and Detergents	Special Group
19	JP/001/T_B9/2017- 18	Provision of Branding Services	Open
20	JP/001/T_B10/2017- 18	Provision of Computer Repairs and Maintenance Services.	Special Group
21	JP/001/T_C1/2017- 18	Supply and Delivery of Newspapers, Periodicals and Magazines	Special Group
22	JP/001/T_D1/2017- 18	Supply, Installation and Maintenance of CCTV Equipment	Open
23	JP/001/T_D2/2017- 18	Provision of LAN maintenance services	Open
24	JP/001/T_D3/2017- 18	Provision of Enterprise IT solution	Open
25	JP/001/T_D4/2017- 18	Provision of Bulk SMS Services	Open
26	JP/001/T_D5/2017- 18	Supply and Delivery of Computer Accessories and Software	Special Group
27	JP/001/T_E1/2017- 18	Provision of Garbage Collection Services	Open
28	JP/001/T_F1/2017- 18	Supply and Delivery of Office Furniture, Fittings and Equipment	Open
29	JP/001/T_F2/2017- 18	Provision of Office Partitioning, Refurbishment and Furnishings e.g. Curtains and Carpets	Open
30	JP/001/T_F3/2017- 18	Supply and Delivery of Office Stationery	Special Group
31	JP/001/T_F4/2017- 18	Provision of Repair and Maintenance Services of Telephone Equipment	Open
32	JP/001/T_F5/2017- 18	Supply, Installation, Repairs and Maintenance of Photocopier Machines	Special Group
33	JP/001/T_G1/2017- 18	Hire of Audio Equipment, Public Address System and Related equipment	Special Group
34	JP/001/T_G2/2017- 18	Provision of Transport Services ( Taxi, Car Hire, Vans and Buses)	Open
35	JP/001/T_G3/2017- 18	Provision of Event Management Services	Open
36	JP/001/T_G4/2017- 18	Provision of Road Show Truck Services	Open
37	JP/001/T_G5/2017- 18	Supply and Installation of Street Bill Boards.	Open
38	JP/001/T_G6/2017- 18	Provision of Media services	Open
39	JP/001/T_H1/2017- 18	Provision of Air Ticketing Services (IATA Registered Firms)	Open
40	JP/001/T_J1/2017- 18	Provision of Helicopter and Fixed Wing Aircraft Services	Open
41	JP/001/T_K1/2017- 18	Provision of Generator Fuel, Repair and Maintenance Service	Open
42	JP/001/T_K2/2017- 18	Provision of Motor Vehicle Repair and Maintenance.	Open
43	JP/001/T_K3/2017- 18	Provision of Fire-fighting and Fire Protection Equipment & Training Services	Open
44	JP/001/T_K4/2017- 18	Provision of repair and maintenance of Plumbing and Sewerage System services	Open
45	JP/001/T_K5/2017- 18	Provision of Repair and Maintenance of Electrical Appliance	Open

The complete set of registration documents may be obtained free of charge by interested applicants by downloading the tender documents from Jubilee Party website: <https://jubileepamoja.co.ke>

Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

Duly completed tender documents enclosed in plain sealed envelope clearly marked **“Tender Ref No ..... for .....”** should be returned to :-

**THE SECRETARY GENERAL | JUBILEE PARTY**

P.O. Box 38601 - 00623, Nairobi

**TELEPHONE:** 0771 399841 | 0780 184393 | 0780 445098 | 0704 367983 | 0717 041240

*Jubilee House, Pangani Interchange, Exit 3, Thika Road*

Or be deposited in the Tender Box situated at the entrance of Ground Floor, Jubilee House, Pangani Interchange, Exit 3, Thika Road, Nairobi so as to reach on or before 16th March, 2017 at 11.00am. Late submission will not be accepted. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the Boardroom Ground Floor, Jubilee House.

All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications.



## **REGISTRATION INSTRUCTIONS**

### **1.1 INTRODUCTION**

Jubilee Party would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods, works, consultancy and services to the Party.

### **1.2 REGISTRATION OBJECTIVE**

The main objective is to supply and deliver assorted items, provide services, consultancy and works under relevant tenders/quotations to The Secretary General, Jubilee Party, Jubilee House, Pangani Interchange, Exit 3, Thika road, Nairobi as and when required during the period ending 30th June, 2018.

### **1.3 INVITATION OF REGISTRATION**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to The Secretary General, Jubilee Party, Jubilee House so that they may be registered for submission of quotations/proposals and tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers/contractors are required to supply the mandatory information for registration as requested.

### **1.4 EXPERIENCE**

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

### **1.5 REGISTRATION DOCUMENT**

This document includes questionnaire forms and documents required from prospective suppliers, contractors and consultants.

**1.6** In order to be considered for registration, prospective suppliers, contractors and consultants must submit all the information herein requested.

### **1.7 SUBMISSION OF REGISTRATION DOCUMENTS**

One Original and One Copy of the completed registration data and other requested information shall be submitted to reach:

**THE SECRETARY GENERAL | JUBILEE PARTY**

P.O. Box 38601 - 00623, Nairobi

**TELEPHONE:** 0771 399841 | 0780 184393 | 0780 445098 | 0704 367983 | 0717 041240

*Jubilee House, Pangani Interchange, Exit 3, Thika Road*

Not later than 16th March, 2017 at 11.00am.

### **1.8 QUESTIONS ARISING FROM DOCUMENTS**

Questions that may arise from the registration documents should be directed to The Secretary General, Jubilee Party, whose address is given in part. 1.7.

### **1.9 ADDITIONAL INFORMATION**

The Jubilee Party reserves the right to request submission of additional information from prospective suppliers, contractors and consultants and Request for quotations and proposals will be made available to those bidders whose qualifications are accepted by Jubilee Party after attaining 70% points and above upon completion of the registration process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 TAXES ON IMPORTED MATERIALS**

The Suppliers, contractors and consultants will have to pay all taxes payable as applicable for all goods, services, works and consultancy to be supplied unless exempted by the Government.

### **2.2 CUSTOMS CLEARANCE**

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

### **2.3 CONTRACT PRICE**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

### **2.4 PAYMENTS**

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



### 3. REGISTRATION DATA INSTRUCTIONS

#### 3.1 REGISTRATION DATA FORMS

**3.1.1** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors/consultants who wish to be registered for submission of the specific tender and category.

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

#### 3.2 QUALIFICATION

**3.2.1** It is understood and agreed that the registration data on prospective bidders is to be used by Jubilee Party in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

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

#### 3.3 ESSENTIAL CRITERIA FOR REGISTRATION

##### 3.3.1 EXPERIENCE:

Prospective bidders shall have experience in the supply of goods, services, works and consultancy. The potential supplier/contractor/consultant should show competence, willingness and capacity to service the contract at short notice.

##### 3.3.2 PERSONNEL

The names and pertinent information and CVs 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/Consultant/Contractor financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors/consultants credit position. Potential suppliers/contractors/consultants will be registered on the satisfactory information given

##### 3.3.4 SPECIAL CONSIDERATION

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

#### 3.4 STATEMENT

Applications must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

#### 3.5 WITHDRAWAL OF REGISTRATION

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Party 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 Party reserves the right to reject the tender from such a bidder even though he was initially registered.

**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.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

#### 3.7 REGISTRATION CRITERIA

REQUIRED INFORMATION	FORM TYPE	POINTS SCORE
Registration Documentation	PQ-1	30
Registration Data	PQ-2	10
Supervisory Personnel	PQ-3	20
Financial Position	PQ-4	10
Confidential Report	PQ-5	10
Past Experience	PQ-6	15
Sworn Statement	PQ-7	5
Total		100

**3.8 TO QUALIFY THE PROSPECTIVE SUPPLIER, CONSULTANT OR CONTRACTOR MUST SCORE 70 POINTS AND ABOVE.**



## **REQUIREMENTS FOR OPEN CATEGORY**

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

All firms must provide :-

1. Copies of Certificate of Registration/Incorporation.
  2. Provide Company profile showing names of Directors, management team and general structure of the company.
  3. Attach CV of key personnel proposed to handle Jubilee Party account detailing the required qualifications in the same area.
  4. Copy of VAT Registration Certificate.
  5. Current Valid Tax Compliance Certificate from Kenya Revenue Authority (Lack of it will lead to automatic disqualification thus no further evaluation of the application).
  6. Copies of Pin Certificate of firm/company /individual.
  7. Copy of current Trade License
  8. Letter of recommendation from at least 4 previous organizations served.
  9. Air travel firms must be registered with IATA and any other relevant bodies.
  10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).
  11. Properly bound and good presented documents. Loose documents will not be accepted.
- (30 points)



**FORM PQ-2 – REGISTRATION DATA**

**1. REGISTRATION OF SUPPLIERS APPLICATION FORM (TO BE COMPLETED BY THE TENDERER)**

COMPANY'S NAME.....

P.O. BOX..... POST CODE.....

TOWN / CITY.....

PHYSICAL ADDRESS.....

NAME OF STREET.....

TEL. NO.....

MOBILE TEL.....

FAX NO.....

E-MAIL ADDRESS.....

**OTHER TOWNS/CITIES IN WHICH YOUR FIRM OPERATES:**

YOUR BRANCH OFFICE.....

ADDRESS.....

PHYSICAL ADDRESS.....

TELEPHONE NO..... FAX NO.....

YOUR BRANCH OFFICES.....

ADDRESS.....

P.O. BOX..... POST CODE.....

PHYSICAL ADDRESS.....

TELEPHONE NO..... FAX NO.....

OTHER BRANCHES LOCATION (SPECIFY).....

**2. ORGANIZATION & BUSINESS INFORMATION**

MANAGEMENT PERSONNEL.....

PRESIDENT (CHIEF EXECUTIVE).....

SECRETARY.....

GENERAL MANAGER.....

TREASURER.....

OTHER (S).....

PARTNERSHIP (IF APPLICABLE).....

NAMES OF PARTNERS.....

3. BUSINESS FOUNDED OR INCORPORATED.....

4. UNDER PRESENT MANAGEMENT SINCE.....

5. NET WORTH EQUIVALENT KSH.....

6. BANK REFERENCE AND ADDRESS.....

7. BONDING COMPANY REFERENCE AND ADDRESS.....

8. ENCLOSE COPY OF ORGANIZATION CHART OF THE FIRM INDICATING THE MAIN FIELDS OF ACTIVITIES

9. STATE ANY TECHNOLOGICAL INNOVATIONS OR SPECIFIC ATTRIBUTES WHICH DISTINGUISH YOU FROM YOUR COMPETITORS

.....

10. INDICATE TERMS OF TRADE / SALE.....

.....

**(10 POINTS)**





**PQ-3 SUPERVISORY PERSONNEL**

NAME .....

AGE .....

ACADEMIC QUALIFICATION .....

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PROFESSIONAL QUALIFICATION .....

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LENGTH OF SERVICE WITH CONTRACTOR OR SUPPLIER POSITION HELD .....

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(ATTACH CV AND COPIES OF CERTIFICATES OF KEY PERSONNEL IN THE ORGANIZATION)

**(20 POINTS)**

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

Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support.

Attach letters of reference from the bankers regarding supplier's credit position.

Name of Applicant or partner of a joint venture

BANKER	NAME OF BANKER
	.....
	ADDRESS OF BANKER
	.....
	CONTACT NAME AND TITLE
	.....
	TELEPHONE
.....	
FAX	
.....	
E-MAIL	
.....	



FINANCIAL INFORMATION IN KSH.	ACTUAL: PROJECTED:			
	PREVIOUS FIVE YEARS		NEXT TWO YEARS	
	1.	2.	3.	4.
1. TOTAL ASSETS				
2. CURRENT ASSETS				
3. TOTAL LIABILITIES				
4. CURRENT LIABILITIES				
5. PROFITS BEFORE TAXES				
6. PROFITS AFTER TAXES				





<b>SOURCE OF FINANCE</b>	<b>AMOUNT IN KSH.</b>
1.	
2.	
3.	
4.	



**FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

YOU ARE REQUESTED TO GIVE THE PARTICULARS INDICATED IN PART 1 AND EITHER PART 2(A), 2(B) OR 2 (C) WHICHEVER APPLIED 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..... FAX.....

E MAIL.....

NATURE OF BUSINESS.....

REGISTRATION CERTIFICATE NO.....

MAXIMUM VALUE OF BUSINESS WHICH YOU CAN HANDLE AT ANY ONE TIME –

KSH.....

NAME OF YOUR BANKERS.....

BRANCH.....

**PART 2 (A) – SOLE PROPRIETOR**

YOUR NAME IN FULL..... AGE.....

NATIONALITY..... COUNTRY OF ORIGIN.....

CITIZENSHIP DETAILS.....

(If a Kenya Citizen, indicate whether by Birth, Naturalization or registration.)

**PART 2 (B) PARTNERSHIP**

Given details of partners as follows:

NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARES

**PART 2 (C) – REGISTERED COMPANY**

PRIVATE OR PUBLIC.....

State the nominal and issued capital of company

NOMINAL KSH..... ISSUED KSH.....

Given details of all directors as follows

NAME	NATIONALITY	CITIZENSHIP DETAILS	SHARES

DATE SIGNATURE OF CANDIDATE

**(10 POINTS)**



**FORM PQ6 - PAST EXPERIENCE NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. NAME OF CLIENT (ORGANIZATION).....  
 ADDRESS OF CLIENT (ORGANIZATION).....  
 NAME OF CONTRACT PERSON AT THE CLIENT (ORGANIZATION).....  
 TELEPHONE NO. OF CLIENT.....  
 VALUE OF CONTRACT.....  
 DURATION OF CONTRACT (DATE).....  
*(Attach documents evidence of existence of contract)*

2. NAME OF 2ND CLIENT (ORGANIZATION).....  
 ADDRESS OF CLIENT (ORGANIZATION).....  
 NAME OF CONTACT PERSON AT THE CLIENT (ORGANIZATION).....  
 TELEPHONE NO. OF CLIENT.....  
 VALUE OF CONTRACT (DATE).....  
 DURATION OF CONTRACT (DATE).....  
*(Attach documental evidence of existence of contract)*

3. NAME OF 3RD CLIENT (ORGANIZATION).....  
 ADDRESS OF CLIENT (ORGANIZATION).....  
 NAME OF CONTACT PERSON AT THE CLIENT (ORGANIZATION).....  
 TELEPHONE NO. OF CLIENT.....  
 VALUE OF CONTRACT.....  
 DURATION OF CONTRACT (DATE).....  
*(Attach documental evidence of existence of contract)*

OTHERS.....

ATTACH EVIDENCE E.G. LPOS, LSOS, CONTRACT AGREEMENTS ETC.

**(15POINTS)**



**FORM PQ-7 SWORN STATEMENT**

Having studied the pre-qualification / registered information for the above project we/ I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the party.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

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

**(5POINTS)**



**REQUIREMENTS FOR SPECIAL GROUPS (YOUTH, WOMEN & PERSONS WITH DISABILITIES)**

Please provide copies of under listed documents as a proof and sign the sworn statement:

National Identity Card/ Passport

Business Registration Certificate/ Certificate of Incorporation CR12 for Limited Company from registrar of business names

Registration certificate for Access to Government Procurement Opportunities

( AGPO). Partnership Deed for Partnership Business

Valid Tax Compliance Certificate

Bank Statement/ Bank Reference Letter

Company profile (Include Location of the Business, Postal and email addresses) National Construction Authority Letter/ Certificate for construction category where applicable Registration Document from National Council for Persons with Disability

**SWORN STATEMENT**

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified 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 document to follow.
- c. We enclose all the required documents and information required for the prequalified evaluation.
- d. Our submission document has got \_\_\_\_\_ pages.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

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

**(5POINTS)**