

THE COMMISSION ON ADMINISTRATIVE JUSTICE
"Office of The Ombudsman"



Hata Mnyonge ana Haki

TENDER NO CAJ 005/2018-2019

**REGISTRATION OF
SUPPLIERS/CONTRACTORS/CONSULTANTS**

FOR

**SUPPLY/PROVISION OF GOODS, WORKS,
SERVICES AND CONSULTANCY**

FOR

THE FYs 2018-2020

CATEGORY NO

TARGET GROUP.....

ITEM DESCRIPTION.

TABLE OF CONTENTS

- 1. TENDER NOTICE**
- 2. REGISTRATION INSTRUCTIONS**
- 3. BRIEF CONTRACT REGULATIONS**
- 4. REGISTRATION DATA INSTRUCTIONS**
- 5. FORM PQ-1 REGISTRATION DOCUMENT**
- 6. FORM PQ-2 REG QUALIFICATION DATA**
- 7. FORM PQ-3 SUPERVISORY PERSONNEL**
- 8. FORM PQ-4 FINANCIAL POSTION**
- 9. FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE**
- 10. FORM PQ-6 PAST EXPERIENCE**
- 11. FORM PQ-7 LITIGATION HISTORY**
- 12. FORM PQ-8 SWORN STATEMENT**
- 13. REQUIREMENTS FOR AGPO GROUP**

TENDER NOTICE-(13TH MARCH 2018)**TENDER REF- CAJ 005/2018-2019****TENDER NAME- REGISTRATION OF SUPPLIERS, CONSULTANTS AND CONTRACTORS FOR SUPPLY AND PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY**

Commission on Administrative Justice (CAJ) invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for the Financial Years 2018-2020 ending on **30th June 2020** as per the under listed categories and description of goods , services, works and consultancy.

No.	Tender No.	Item Description (Goods , works and Services)	Eligibility
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	A1	Supply and Delivery of Newspapers and Periodicals	AGPO Groups
2.	A2	Supply and Delivery of Computers, Laptops, Printers, Scanners, Photocopiers and related computer consumables and accessories	Open
3.	A3	Design, supply and delivery of branded Promotional materials: T-shirts, Caps, Banners, carrier bags Brochures, flyers, flexes etc.	AGPO Groups
4.	A4	Supply and Delivery of General Office Furniture and office Equipment	Open
5.	A5	Supply of motor vehicle spare parts tyres, tubes/airbidge tyres ,batteries, Tyre repairs ,wheel alignment and balancing	Open
6.	A6	Supply of fuel and lubricants (Electronic fuel card services)	Open
7.	A7	Supply, delivery, installation of computer software, hardware and Networking Equipment.	Open
8.	A8	Supply, Installation, Commissioning & servicing of Time attendance, Access Control and CCTV	Open
9.	A9	Provision of bottled water(Mineral Water) & Leasing of dispensers	AGPO Groups
10.	A10	Provision of Beverages, Sugar and Fresh milk	AGPO Groups
11.	A11	Supply and Delivery of General Office stationery	AGPO Groups

CATEGORY B: REGISTRATION FOR PROVISION OF SERVICES			
12.	B1	Provision of Air Travel Agency Services (IATA registered)	Open
13.	B2	Service and Maintenance of Computers, Printers , UPS, PABX and Telephone Extensions and Fax Machines.	Open
14.	B3	Provision of Office Refurbishment and Furnishings e.g. Curtains and carpets	Open
15.	B4	Provision of office partitioning and repairs and maintenance	Open
16.	B5	Provision of Car Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Isiolo etc)	Open
17.	B6	Provision of Courier and Freight Services	Open
18.	B7	Provision of Event Organization, Exhibitions and Experiential/Road-show services	Open
19.	B8	Provision of medical insurance cover	Open
20.	B9	Provision of Simultaneous interpretation equipment, interpretation and Translation Services	Open
21.	B10	Provision of Comprehensive cleaning services, garbage collection and fumigation, and sanitary wares	AGPO Groups
22.	B11	Provision of firefighting and fire protection equipment & training services	Open
23.	B12	Provision of Public Relation Services	Open
24.	B13	Provision of Signage	Open
25.	B14	Provision of entertainment services (Dj's Bands, Musicians, Models, Hostesses, MC's and Dancers etc.)	Open
26.	B15	Provision of Asset marking/tracking of asset system	AGPO Groups
27.	B16	Provision of interior design and decoration services	AGPO Groups
28.	B17	Repair and Maintenance of Office Furniture & Fittings	AGPO Groups
29.	B18	Provision of photography , video coverage and footage and still pictures	Open

30.	B19	Provision of public address system and related services	Open
31.	B20	Provision of creative design and editorial services, report typesetting, printing and Binding.	AGPO Groups
32.	B21	Provision of specialized services (writing, rapporteuring and illustrations)	Open
33.	B22	Provision of Sign language Interpretation Services	Open
34.	B23	Provision of monitoring and evaluation services	Open
35.	B24	Provision of small works and office equipment repairs	AGPO Groups
36.	B25	Provision of Premium Rate Mobile Services (PRSP Service)	Open
37.	B26	Provision of Advertising Agency services (Concept Design, artwork execution and Media strategy & Buying etc.)	Open
38.	B27	Provision of Team Building Services	Open
39.	B28	Provision of Conference Facilities	Open
40.	B29	Repair and Maintenance of Air Conditioners	Open
41.	B30	Provision of Internet, Wide Area Networking and cloud solutions.	Open
42.	B31	Provision of Data Communication Services, Computer Networks, Structured Cabling and Maintenance.	Open
CATEGORY C: REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES			
43.	C1	Provision of Research consultancy services (e.g. Customer satisfaction, perception survey, media monitoring, Employee satisfaction & work environment survey etc.)	Open
44.	C2	Provision of Development, Hosting and Maintenance of Website	Open
45.	C3	Provision of Management Consultancy Services (Training, recruitment, selection etc.)	Open
46.	C4	Provision Provision of Strategic Planning consultancy	Open
47.	C5	Provision of Legal Services	Open

The complete set of registration documents may be obtained free of charge by interested applicants by downloading from the Commission on Administrative Justice website www.ombudsman.go.ke or <http://supplier.treasury.go.ke/>. Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements. The complete submissions should be in plain sealed envelope clearly marked **Tender NO. CAJ /005/ 2018-2019, respective Category, Item Description and Target Group should be addressed to:**

**The Commission Secretary,
Commission on Administrative Justice West End Towers,
2ND Floor, Waiyaki Way,
P.O Box 20414-00200, Nairobi.**

To be received on or before **Wednesday 28th March 2018** by **12.00pm**.

REGISTRATION INSTRUCTIONS

1.1 Introduction

Commission on Administrative Justice 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 Commission.

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, **Commission on Administrative Justice, West End Towers** as and when required during the period ending **30th June, 2020**.

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 **Commission Secretary, Commission on Administrative Justice, West End Towers** 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 and deposit the documents at the commission on or before **Wednesday 28th March 2018, 12.00pm**.

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 **on or before Wednesday 28th March 2018** to:

**Commission Secretary,
Commission on Administrative Justice,
2nd Floor, West End Towers, Waiyaki Way – Westlands
P.O Box 20414 -00200
NAIROBI**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **Commission Secretary, Commission on Administrative Justice, West End Towers** whose address is given in part. 1.7.

1.9 Additional Information

The Commission on Administrative Justice 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 Commission on Administrative Justice after attaining 70% points and above upon completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier, contractor 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.

3.1.2 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 Commission on Administrative Justice in determining, according to its sole judgement 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 Commission on Administrative Justice 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/Commission 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 Commission 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.

3.6.1 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. Copy of VAT Registration Certificate.
4. **Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).**
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License
7. Letter of recommendation from the previous organizations served
8. Air travel firms must be registered with IATA and any other relevant bodies
9. **Practicing Certificate copies for all Law firms and any other professional firm and be a current member in good standing**
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. Loosed documents will not be accepted.

(30 points)

FORM PQ-2 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
supplier/contractor/consultant of.....
.....
.....

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.....
President (Chief Executive).....
Secretary.....
General Manager.....
Treasurer.....
Other (s).....
Partnership (if applicable)

Name of partners

3. Business founded or incorporated
4. Under present management since
5. Net Worth equivalent Kshs.....
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

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

Professional Qualification

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

Length of service with contractor or supplier position held

.....
.....

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

(20 Points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's three 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.

(10 Points)

FORM PQ-5

8.2 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 – Kshs.....

Name of your bankers Branch

Part 2 (a) – Sole Proprietor	
Your name in full	Age
Nationality	Country of origin
<ul style="list-style-type: none"> • Citizenship details • 	
Part 2 (b) Partnership	
Given details of partners as follows:	
Name	Nationality Citizenship Details Shares
1.
2.
3.
4.
Part 2 (c) – Registered Company	
Private or Public	
State the nominal and issued capital of company-	
Nominal Kshs	
Issued Kshs	
Given details of all directors as follows	
Name	Nationality Citizenship Details Shares
1.
2.
3.
4.
5.
Date	Signature of Candidate

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration. (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 1st Client (Organization)

- i. Name of Client (organization).....
 - ii. Address of Client (organization).....
 - iii. Name of Contract Person at the client (organization)
 - iv. Telephone No. of client
 - v. Value of Contract
 - vi. Duration of Contract (date)
- (Attach documents evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract (date)
 - v. Duration of Contract (date)
- (Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract
 - v. Duration of Contract (date)
- (Attach documental evidence of existence of contract)

Others

(15points) **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 ministry.
- 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 AGPO GROUP

Please provide copies as a proof and sign the sworn statement

YOUTH, WOMEN & PERSONS WITH DISABILITIES (PWDs)

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Valid tax compliance certificate
- Bank statement/ bank reference letter
- Two page company profile (Include Postal and email addresses)
- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate

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.....

Applicants Name.....

Represented by.....

Signature.....

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