

NATIONAL GENDER AND EQUALITY COMMISSION

NGEC

REGISTRATION/REGISTRATION OF PROVIDERS

CLOSING DATE: 30th January, 2019 AT 10.30 A.M

| Table of contents | page |
|---|-------|
| 1. TENDER NOTICE | 3-7 |
| 2. REGISTRATION INSTRUCTIONS | 7-8 |
| 3. BRIEF CONTRACT REGULATIONS | 8 |
| 4. REGISTRATION DATA INSTRUCTIONS | 8-9 |
| 5. FORM PQ- 1 REGISTRATION DOCUMENTS | 10 |
| 6. FORM PQ- 2 REGISTRATION DATA | 11-12 |
| 7. FORM PQ- 3 SUPERVISORY PERSONELL | 13 |
| 8. FORM PQ- 4 FINANCIAL POSITION | 14 |
| 9. FORM PQ- 5 CONFIDENTIAL BUSINESS QUESTIONAIRES | 15 |
| 10. FORM PQ - 6 PAST EXPERIENCES | 16 |
| 11. FORM PQ - 7 LITIGATION HISTORY | 17 |
| 12. FORM PQ - 8 SWORN STATEMENT | 18 |

NATIONAL GENDER AND EQUALITY COMMISSION

REGISTRATION OF SERVICE PROVIDERS

NGEC invites eligible firms for registration of service providers for provision of Air ticketing services and Hotel conference facilities for a period of two calendar years. Interested eligible Providers are invited to apply for Registration indicating the category of services they wish to supply. Registration documents may be obtained from NGEN Procurement office during working hours (8.00am -12.30p.m) and between 2.00p.m and 5.00 p.m **free of charge** or be downloaded **from the Commission website: www.ngeckeny.org or from the IFMIS kenya Providers portal: www.supplier.treasury.go.ke**

Completed Registration documents in plain sealed envelopes indicating the title of the tender, tender number and category shall be placed in separate envelopes and clearly marked on the envelope as below (**please note, each category must be submitted in a separate envelope**)

REGISTRATTION OF SERVICE PROVIDERS 2019-2020

TENDER NO. CATEGORY NO.....

ITEM DESCRIPTION.....

Should be delivered/posted to the following address:-

THE COMMISSION SECRETARY

NATIONAL GENDER & EQUALITY COMMISSION

P.O.BOX 27512-00506

NAIROBI.

Or be deposited in the Tender Box at NATIONAL GENDER AND EQUALITY COMMISSION Headquarters on Solution Tech Place,1st Floor so as to be received on or before **Wednesday, 30th January, 2019 at 10.30a.m.**

Tenders will be opened immediately thereafter in the presence of the candidate representatives who choose to attend at NGEN Boardroom on 1st Floor of the same building.

REGISTRATION INSTRUCTIONS

1.1 Introduction

The NATIONAL GENDER AND EQUALITY COMMISSION referred to as the Commission would like to invite interested candidates who must qualify by meeting the set criteria as provided by the NGEC to perform the contract of supply and delivery or provision of goods, works and services to the Commission.

1.2 Registration Objective

The main objective is to provide services under relevant tenders/quotations to NGEC as and when required during the stated period.

1.3 Invitation of Registration.

Providers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their Registration documents to the Procurement Office NATIONAL GENDER AND EQUALITY COMMISSION so that they may be registered for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective Providers are required to supply mandatory information for Registration.

1.4 Experience

Prospective Providers and contractors must have carried out successful services to the Government/Corporation/Institutions of similar size and complexity. Potential Providers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

1.5 Registration Document

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

1.6 In order to be considered for Registration, prospective Providers must submit all the information herein requested.

1.7 Distribution of Registration Documents.

A copy of the considered data and other requested information shall be submitted to reach:

The Commission Secretary
NATIONAL GENDER AND EQUALITY
COMMISSION P.O.BOX 27663-00506
NAIROBI.

Not later than , **Wednesday, 30th January, 2019 at 10.30 a.m.**

1.8 Questions arising from documents .

Questions arising from documents should be directed to the Procurement Office, NATIONAL GENDER AND EQUALITY COMMISSION on the following address:

Head Procurement
Department, P.O.BOX
27512-00506- NAIROBI.

1.9 Additional Information

NATIONAL GENDER AND EQUALITY COMMISSION reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations will be made available only to those bidders whose qualifications are accepted by NGEC AFTER SCORING MORE THAN 70 Points after the completion of the Registration process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported Materials

The Provider shall pay custom duty and V.A.T as required by the law.

2.2 Customs Clearance

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

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 on the authority of the Commission Secretary. Prices quoted should be inclusive of all delivery Charges.

2.4 Payments

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

3.0 REGISTRATION DATA INSTRUCTIONS

The attached questionnaire forms PQ-1, PQ-2,PQ-3,PQ-4,PQ-5,PQ-6,PQ-7,PQ-8 are to be completed by prospective Providers/contractors who wish to be registered for submission of tender for specific tender.

3.1 The registered 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 NGEC 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 NGEC they possess capability,experience,qualified personnel available and suitability of equipment and net assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Experience:Prospective bidders shall have at least 2years experience in delivery of services and allied items in case of potential Provider/contractor should show competence,willingness and capacity to service the contract.

(b) Prospective Provider requires special experience and capability to organize supply and delivery of items or services at a short time.

3.3.2 Personnel

The names pertinent information and 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 Provider's financial condition will be determined by latest financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding Providers/contractors credit position. Potential Providers/contractors will be registered on the satisfactory information given.

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

3.3.5 Past Performance

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

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 the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then NGEC reserves the right to reject the tender from such a bidder even though they have been initially registered.

3.6 The firm must have a fixed Business Premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles 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 Compliant Certificate.

3.7 Registration Criteria

| Required Information | Form Type | Points Score |
|-------------------------------|-----------|--------------|
| 1. Registration Documentation | PQ-1 | 30 |
| 2. Registration Data | PQ-2 | 5 |
| 3. Supervisory Personnel | PQ-3 | 10 |
| 4. Financial Position | PQ-4 | 20 |
| 5. Confidential Report | PQ-5 | 15 |
| 6. Past Experience | PQ-6 | 10 |
| 7. Litigation | PQ-7 | 10 |

Total

100

3.8 The qualifications is 70 points and over.

7

PQ-1 REGISTRATION DOCUMENTATION (MANDATORY DOCUMENTS)

Firms must provide

1. Copies of certificate of registration/ Incorporation.
2. Copy of Tax Compliant certificate from Kenya Revenue Authority.
3. Reference letters from at least three previous clients.
4. Practising certificates (where applicable)
5. Evidence of registration with Professional bodies/Authorities e.g .IATA, where applicable
6. County Certificates of health for food stuffs handling etc. where applicable
7. Copy of single business permit

30 marks

**FORM PQ-2 –REGISTRATION DATA REGISTRATION
OF PROVIDERS APPLICATION FORM**

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

Of.....
(Item Description) Category No.

Post office Address.....

Town.....

Street.....

Name of Building.....

Room/Office No.....

Telephone Numbers.....

Email.....

Registration No.....

PIN No.....

Bank No.....

Branch Name.....

Account Number.....

Contact Person.....

Name of the Director.....

Age of the Director.....

ID of the Director.....

Partnership (if applicable).....

Names of Partners.....

Business founded or incorporated on.....

5 marks

PQ-3

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification.....

.....

(Attach Certificates if any)

Length of service with Contractors or Provider position held

.....

(Attach copies of certificate of at least 2 key personnel in the organization)- 5 marks each

(10 Points)

FINANCIAL POSITION AND TERMS OF TRADE

PQ-4

Attach a copy of audited financial statement for the last two years (2016-2017) – 20 marks

(20 Points)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

| <p>Part I-General:</p> <p>Business Name.....</p> <p>Location of business premises.....</p> <p>Plot No.....Street/Road.....</p> <p>Postal Address.....Tel./No.....</p> <p>Nature of business.....</p> <p>Current Trade Licence. No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any time: Kshs.....</p> <p>Name of your bankers.....Branch</p> | | | | | | | | | | | | | |
|---|---|---------------------|-------------|---------------------|--------|-------|-------|-------|-------|-------|-------|-------|-------|
| | <p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p> | | | | | | | | | | | | |
| | <p>Part 2 (b) –Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizens of origin</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | Name | Nationality | Citizens of origin | Shares | | | | | | | | |
| Name | Nationality | Citizens of origin | Shares | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | <p>Part 2 (c) Registered Company</p> <p>Private or Public.....</p> <p>State the nominal and issued of company-</p> <p>Nominal Kshs.....</p> <p>Issued Kshs.....</p> <p>Give details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Shares</p> <ol style="list-style-type: none"> 1. 2. 3. | Name | Nationality | Citizenship details | | | | | | | | | |
| Name | Nationality | Citizenship details | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| <p>Date..... Signature of Candidate.....</p> | | | | | | | | | | | | | |

* If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration. (15 points)

FORM PQ – 6 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 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 2nd 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 of existence of contract)

3. Names of 3rd 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).....

4. Others.....

(10 points)(3 marks each and an additional point for one other)

FORM PQ – 7 LIGATION HISTORY

Name of Contract Provider

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

| YEAR | AWARDED FOR OR AGAINST | NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE | DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT |
|-------------|-------------------------------|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(10 Points)

FORM PQ-8 SWORN STATEMENT

Having studied the Registration 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 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. We enclose all the required documents and information required for the Registration evaluation.

Date:.....

Applicant's Name:.....

Represented by:.....

Signature:.....

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