



# **NATIONAL GENDER AND EQUALITY COMMISSION**

## **NGEC**

### **PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE PERIOD 2019-2020 AND 2020-2021**

**CLOSING DATE: 17<sup>th</sup> July, 2019 AT 10.30 A.M**

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**PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS**

The National Gender and Equality Commission (NGEC) is a Constitutional Commission established pursuant to Article 59 (4) & (5) of the Constitution of Kenya, 2010. It is operationalized by the National Gender and Equality Commission Act, 2011. The Commission’s mandate is to promote gender equality and freedom from discrimination for all people in Kenya with focus on special interest groups, which include women, children, youth, persons with disabilities (PWDs), older members of society, minorities and marginalized groups.

The Commission invites applications from eligible candidates for Pre-qualification/ Registration of Suppliers for the financial years 2019/2020- 2020/2021

<b>SUPPLY OF GOODS</b>		
<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
NGEC/GS/01/2019-2021	Supply of ICT Software, Accessories and Consumables.	OPEN
NGEC/GS/02/2019-2021	Supply of Braille stationery	OPEN
NGEC/GS/03/2019-2021	Supply of Brailing Equipment	OPEN
NGEC/GS/04/2019-2021	Supply of Mobile phones	OPEN
NGEC/GS/05/2019-2021	Supply of Specialized Equipment and Software used by persons with	OPEN
NGEC/GS/06/2019-2021	Supply of Motor Vehicles	OPEN
NGEC/GS/07/2019-2021	Supply of fuel and Lubricants	OPEN
NGEC/GS/08/2019-2021	Supply of education and Library Materials	OPEN
NGEC/GS/09/2019-2021	Supply of ICT Consumables and Accessories	Youth, Women & PWDs
NGEC/GS/10/2019-2021	Supply of Motor Vehicle Tyres, Tubes and Batteries	Youth, Women & PWDs
NGEC/GS/11/2019-2021	Supply of Staff Uniforms and Clothing	Youth, Women & PWDs
NGEC/GS/12/2019-2021	Supply of Marketing and Promotional Materials e.g ( Umbrellas, Caps T-Shirts)	Youth, Women & PWDs
NGEC/GS/13/2019-2021	Supply of General Supplies (e.g. Sugar, Water, Detergents, Toiletries, Kitchen Ware e.t.c)	Youth, Women & PWDs
NGEC/GS/14/2019-2021	Supply of milk	Youth, Women & PWDs
NGEC/GS/15/2019-2021	Supply of Newspapers and Periodicals	Youth, Women & PWDs
NGEC/GS/16/2019-2021	Supply of Office furniture and equipment	Youth, Women & PWDs
NGEC/GS/17/2019-2021	Supply of Drinking Mineral Water	Youth, Women & PWDs

NGEC/GS/18/2019-2021	Supply of flowers	Youth, Women & PWDs
NGEC/GS/19/2019-2021	Supply of Mobile Airtime	Youth, Women & PWDs
<b>SERVICES</b>		
<b>Item No.</b>	<b>Item Description</b>	
NGEC/SS/01/2019-2021	Provision of Air Ticketing Services	OPEN
NGEC/SS/02/2019-2021	Provision of Asset Valuation Services	OPEN
NGEC/SS/03/2019-2021	Provision of Car Hire services	OPEN
NGEC/SS/04/2019-2021	Provision of Taxi Services	OPEN
NGEC/SS/05/2019-2021	Provision of Courier Services	OPEN
NGEC/SS/06/2019-2021	Provision of Hotels, Conference and Accommodation Services	OPEN
NGEC/SS/07/2019-2021	Provision of Research consultancy	OPEN
NGEC/SS/08/2019-2021	Provision of Internet services	OPEN
NGEC/SS/09/2019-2021	Consultancy for Development of data base on equality and inclusion	OPEN
NGEC/SS/10/2019-2021	Development of National Inclusive Development Framework	OPEN
NGEC/SS/11/2019-2021	Security services	OPEN
NGEC/SS/12/2019-2021	Provision of Integrated Web Based Human Resource Management Information System	OPEN
NGEC/SS13/2019-2021	Provision of Pension Custodian Services	OPEN
NGEC/SS/14/2019-2021	Provision of Pension Fund Management services	OPEN
NGEC/SS/15/2019-2021	Provision of Staff Team building services	OPEN
NGEC/SS/16/2019-2021	Provision of Motor vehicle repairs and	OPEN
NGEC/SS/17/2019-2021	Provision of Catering services	OPEN
NGEC/SS/18/2019-2021	Provision of Courier services	OPEN
NGEC/SS/19/2019-2021	Installation and Maintenance of Unified Communication Systems	OPEN
NGEC/SS/20/2019-2021	Repair and Maintenance of servers	OPEN
NGEC/SS/21/2019-2021	Installation and configuration of data centre, Cloud and back up services	OPEN
NGEC/SS/22/2019-2021	Provision of Bulk SMS and short Code Services	OPEN
NGEC/SS/23/2019-2021	Maintenance of Braille machines services	OPEN
NGEC/SS/24/2019-2021	Provision of Asset valuation services	OPEN
NGEC/SS/25/2019-2021	Provision of asset tagging and Asset Register	OPEN
NGEC/SS/26/2019-2021	Provision of Inventory Management Software	OPEN
NGEC/SS/27/2019-2021	Repair and maintenance of specialized equipment and Software used by persons with disability	OPEN
NGEC/SS/28/2019-2021	Provision of Radio and TV Advertising	OPEN

NGEC/SS/29/2019-2021	Development of Sexual and Gender based Violence ( SGBV) framework	OPEN
NGEC/SS/30/2019-2021	legal drafting services	OPEN
NGEC/SS/31/2019-2021	Legal litigation services,	OPEN
NGEC/SS/32/2019-2021	Legal investigation services,	OPEN
NGEC/SS/33/2019-2021	Legal Consultancy services,	OPEN
NGEC/SS/34/2019-2021	Provision of Car wash Services	Youth, Women & PWDs
NGEC/SS/35/2019-2021	Provision of Photography/ Video Graphic, Public Address System and Related Services	Youth, Women & PWDs
NGEC/SS/36/2019-2021	Repair & Maintenance of ICT Equipment including Computers, Printers, Photocopiers, Servers and Fax Machines	Youth, Women & PWDs
NGEC/SS/37/2019-2021	Repair and Maintenance of Office Furniture & Fittings	Youth, Women & PWDs
NGEC/SS/38/2019-2021	Repair and Maintenance of Air Conditioners	Youth, Women & PWDs
NGEC/SS/39/2019-2021	Provision of small contracts for works	Youth, Women & PWDs
NGEC/SS/40/2019-2021	Provision of labor contracts for small works	Youth, Women & PWDs
NGEC/SS/41/2019-2021	Provision of Printing and Binding Services	Youth, Women & PWDs
NGEC/SS/42/2019-2021	Event organizing services	Youth, Women & PWDs
NGEC/SS/43/2019-2021	Provision of cleaning services	Youth, Women & PWDs
NGEC/SS/44/2019-2021	Provision of Sanitary Services	Youth, Women & PWDs

Prequalification/ Registration documents may be obtained from NGEC Procurement office during working hours or be downloaded free of charge from the Commission website: [www.ngeckenya.org](http://www.ngeckenya.org). Applicants who download the document should register with Procurement department before submitting their pre-qualification/ Registration, by sending their names, email and telephone number to [info@ngeckenya.org](mailto:info@ngeckenya.org).

Completed Prequalification/ Registration in plain sealed envelopes indicating the title of the Prequalification/ Registration and Reference number shall be placed in sealed envelopes and clearly marked on the envelope and addressed to:

The Commission Secretary/ CEO  
National Gender and Equality Commission  
P.O Box 27512-00506  
NAIROBI

Or be deposited in the Tender Box on 1<sup>st</sup> floor of Solution Tech Place, Longonot Road, Upper

Hill Nairobi, so as to be received on or before **Wednesday, 17<sup>th</sup> July 2019 at 10.30 a.m**

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

For more details, please visit our website: [www.ngeckenya.org](http://www.ngeckenya.org)

Betty S. Nyabuto, MBS  
**Commission Secretary/ CEO**

## **1.0 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/Goods 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, 17<sup>th</sup> July, 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

Or emailed to [info@ngeckkenya.org](mailto:info@ngeckkenya.org)

### **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 NGENC 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 NGENC 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 NGENC 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. 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-5.

### **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 NGEK 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	Points/Score %
1	Registration Documentation	PQ-1	Mandatory requirements
2	Registration Data	PQ-2	5
3	Supervisory Personnel	PQ-3	15
4	Financial Position	PQ-4	30
5	Past Experience	PQ-5	40
6	Litigation	PQ-6	10
	<b>TOTAL</b>		<b>100</b>

Pass mark : 70%

## **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. Access to Government Procurement Opportunities (AGPO) Certificate for Youth, Women and Persons with disabilities, **where applicable**
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
8. Sworn Statement- PQ 7
8. Confidential Business Questionnaire- PQ 8

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

Name of the applicant \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

Official Rubber stamp

**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

.....

**(Fill PQ-3 form and attach copies of certificates and CVs of at least 3 key personnel in the organization)- 5 marks each**

**(15 Points)**

**PQ-4**

**FINANCIAL POSITION**

Attach a copy of audited financial statement for the last three years (2016, 2017 & 2018) – 30 marks

(30 Points)

**FORM PQ – 5 PAST EXPERIENCE**

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

1. Name of 1<sup>st</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 of existence of contract, recommendation letters e.t.c)

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 of existence of contract, recommendation letters e.t.c)

3. Names of 3<sup>rd</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 of existence of contract, recommendation letters e.t.c)

Names of 4<sup>th</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 of existence of contract, recommendation letters e.t.c)  
40 points (10 marks each )

**FORM PQ – 6 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.

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

**(10 Points)**

Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_



**PQ- 7 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)**

**PQ-8 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><b>Part I-General:</b></p> <p>Business Name.....</p> <p>Location of business premises.....</p> <p>Plot No.....Street/Road.....</p> <p>Postal Address.....Tel./No.....</p> <p><b>Nature of business</b>.....</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><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>															
	<p><b>Part 2 (b) –Partnership</b></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	.....	.....	.....	.....	.....	.....	.....	.....			
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.....	.....	.....	.....													
.....	.....	.....	.....													
	<p><b>Part 2 (c) Registered Company</b></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 colspan="3"><b>Shares</b></td> </tr> <tr> <td>1. ....</td> <td>2. ....</td> <td></td> </tr> <tr> <td>.....</td> <td>3. ....</td> <td></td> </tr> <tr> <td>.....</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	<b>Shares</b>			1. ....	2. ....		.....	3. ....		.....		
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<b>Shares</b>																
1. ....	2. ....															
.....	3. ....															
.....																
<p>Date..... Signature of Candidate.....</p>																

\* If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration