



IGRTC
INTERGOVERNMENTAL
RELATIONS TECHNICAL
COMMITTEE

Consultation, Cooperation & Coordination in Devolution

TENDER NO IGRTC/1/2022/2023-2023/2024

**PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF
GOODS AND SERVICES FOR THE YEAR 2022/2023-
2023/2024.**

**CLOSING DATE THURSDAY 13/10/2022 AT 2.00 PM EAST
AFRICAN TIME**

NAME OF THE FIRM.....

CATEGORY NO.....

ITEM DESCRIPTION.....

TARGET GROUP.....

IF AGPO registered firm please specify the category: - YOUTH

WOMEN

PERSONS WITH DISABILITIES (PWD`s)

Table of Contents

	Page
1. TENDER NOTICE	2-5
2. REGISTRATION INSTRUCTIONS	6-8
3. BRIEF CONTRACT REGULATIONS	8
4. REGISTRATION DATA INSTRUCTIONS	8-11
5. FORM PQ - 1 REGISTRATION DOCUMENTS	12
6. FORM PQ - 2 PREQUALIFICATION DATA	13-15
7. FORM PQ - 3 SUPERVISORY PERSONNEL	16
8. FORM PQ - 4 FINANCIAL POSITION	17
9. FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	18-19
10. FORM PQ - 6 PAST EXPERIENCE	20-21
11. FORM PQ - 7 LITIGATION HISTORY	22
12. FORM PQ - 8 SWORN STATEMENT	23

TENDER NOTICE

TENDER NO: IGRTC NO 1/2022/2023-2023/2024

TENDER NAME: PREQUALIFICATION OF CANDIDATES FOR SUPPLY OF GOODS AND SERVICES

The INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE invites applications for Registration of Suppliers from interested eligible bidders for the supply of the under listed goods and services for the period of two (2) years beginning 1st July 2022 to 30th June 2024.

A. SUPPLY OF GOODS

SERIAL NO	CATEGORY NO	ITEM DESCRIPTION	TARGET GROUP
1.	IGRTC/PQ/G1/2022-2024	Supply of General Office Stationery and Computer Stationery	Open
2.	IGRTC/PQ/G2/2022-2024	Supply of Computer Equipment and Accessories	Open
3.	IGRTC/PQ/G3/2022-2024	Supply of Cleaning Materials, Detergents and Disinfectants	Youth, Women & Persons With Disabilities(PWD`s)
4.	IGRTC/PQ/G4/2022-2024	Supply of Office Furniture and Office Equipment	Open
5.	IGRTC/PQ/G5/2022-2024	Supply of Hardware and Electrical Items	Open
6.	IGRTC/PQ/G6/2022-2024	Supply of Staff Uniform	Open
7.	IGRTC/PQ/G7/2022-2024	Supply of Fresh milk and Mineral Water	Youth, Women & Persons With Disabilities(PWD`s)
8.	IGRTC/PQ/G8/2022-2024	Supply of Newspapers and Magazines	Youth, Women & Persons With Disabilities(PWD`s)
9.	IGRTC/PQ/G9/2022-2024	Supply of personal protective equipment for COVID-19 response	Open
10.	IGRTC/PQ/G10/2022-2024	Supply of hygiene kits for COVID-19 response	Open
11.	IGRTC/PQ/G11/2022-2024	Supply of branded promotional items and materials (banners, t-shirts, bags, brochures, newsletters certificates etc.)	Youth, Women & Persons With Disabilities(PWD`s)
12.	IGRTC/PQ/G12/2022-2024	Supply of calling cards/Airtime	Open

B. PROVISION OF SERVICES

S/NO	CATEGORY NO.	ITEMS DESCRIPTION	
1.	IGRTC/PQ/S1/2022-2024	Provision of Travel and Air Ticketing Services – IATA /KATA Registered Firms	Open
2.	IGRTC/PQ/S2/2022-2024	Provision of Catering Services	Open
3.	IGRTC/PQ/S3/2022-2024	Provision of Design and Printing of Promotional, Communication and Advertising Items, Printing of T-Shirts, Caps, Banners and Identification Badges	Open
4.	IGRTC/PQ/S4/2022-2024	Provision of General Printing Services	Open
5.	IGRTC/PQ/S5/2022-2024	Repair and Maintenance of Servers, Desktops Computers, Local Area Networks, PABX, Printers, Photocopiers and UPS	Open
6.	IGRTC/PQ/S6/2022-2024	Provision of Cleaning Services – Curtains, Carpets, Sofa Sets and Windows, Floor and Removal of Waste Materials	Open
7.	IGRTC/PQ/S7/2022-2024	Provision of Conference Facilities and Hotel Services	Open
8.	IGRTC/PQ /S8/2022-2024	Provision of Hire of Transport Services	Open
9.	IGRTC/PQ/S9/2022-2024	Provision of Courier Services	Open
10.	IGRTC/PQ/S10/2022-2024	Repair and Maintenance of Offices, Office Equipment and Furniture	Open
11.	IGRTC/PQ/S11/2022-2024	Provision of Photography, Video Conferencing and Hire of Public Address Systems	Open
12.	IGRTC/PQ/S12/2022-2024	Provision of Fumigation and Pest Control Services	Open
13.	IGRTC/PQ/S13/2022-2024	Provision of Assets Tagging and Engraving	Open
14.	IGRTC/PQ/S14/2022-2024	Provision for Office Repair, Renovations and Maintenance	Open
15.	IGRTC/PQ/S15/2022-	Provision for Supply and	Open

	2024	Maintenance of Electronic Equipment Appliances (Fridges, Cookers Air Conditions)	
16.	IGRTC/PQ/S16/2022-2024	Provision of Production of Documentaries, TV and Radio Infomercial Services	Open
17.	IGRTC/PQ/S17/2022-2024	Provision of Legal Services	Open
18.	IGRTC/PQ/S18/2022-2024	Provision for Consultancy /Training Services	Open
19.	IGRTC/PQ/S19/2022-2024	Repair and maintenance of Motor vehicles (garages)	Open
20.	IGRTC/PQ/S20/2022-2024	Provision of comprehensive medical insurance cover, group life assurance, and work injury benefit	Open
21.	IGRTC/PQ/S21/2022-2024	Provision of Refined fuel, Super petrol, Diesel, Oil and Lubricants	Open

Interested and eligible suppliers/service providers are requested to obtain application forms from the office of the Supplies Chain Management Officer, on 4th Floor Parklands plaza, Chiromo Lane upon payment of non-refundable fee of **Kshs. 1,000** by cash payable to the IGRTC cashier on 4th floor, Parklands plaza, Chiromo Lane. The fee is only for one set of forms for a particular category. Alternatively you may **DOWNLOAD** free of charge from IGRTC website www.igrtc.go.ke Or Public Procurement Information Portal www.tenders.go.ke. Bidders who will download the tender documents must forward their company details to this email; procurement@igrtc.go.ke to facilitate subsequent clarifications and/or addendum.

Completed application forms in plain sealed envelopes clearly marked "Prequalification/Registration of Suppliers/Services providers for the financial year 1st July 2022 to 30th June 2024 Tender No IGRTC/1/2022/2023-2023/2024 indicating Category No. should be addressed to;

Secretary/ Ag.Chief Executive Officer
Intergovernmental Relations Technical Committee (IGRTC)
Parklands Plaza, Chiromo Lane/ Muthithi Road Junction, Westlands
P O Box 44880-00100
www.igrtc.go.ke
Nairobi, Kenya

And be deposited in the tender box located 4th floor at Parklands Plaza, Chiromo Lane/ Muthithi Road Junction, Westlands or sent by post, so as to reach the above address not later than **13th October 2022** at **2.00 pm**. Late applications shall be rejected. Application shall be opened soon thereafter in the presence of bidders or their representatives who choose to attend the opening at procurement office, on 4th floor at Parklands Plaza, Chiromo Lane/ Muthithi Road Junction, Westlands.

The IGRTC reserves the right to accept or reject any application without giving reasons for the rejection and does not bid itself to accept any tender.

Canvassing for the tender by the tenderer or by proxy shall lead to automatic disqualification of their tender

NOTE:

Bidders must page/number or serialize their tender documents.

DISCALAIMER: IGRTC will not be held liable for loss and/tampering of unpagged/unnumbered or un-serialized tender documents.

Agnes M. Ndwigah,

ACTING CHIEF EXECUTIVE OFFICER/SECRETARY

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

The INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE would like to invite interested candidates who qualify by meeting the set criteria for supply and delivery of goods and provision of services.

1.1(a) Eligible Candidates

This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and Regulations.

The procuring entities employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

All firms found capable of performing the contract satisfactorily in accordance with the set of pre-qualification criteria shall be prequalified.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under specific tenders/quotations to the INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE on and "as and when required" for a period of two(2) years beginning 1st July, 2022 to 30th June, 2024.

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 ACTING CHIEF EXECUTIVE OFFICER/ SECRETARY INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE** so that they may be eligible for submission of tenders/ quotations. The prospective suppliers are required to supply mandatory information for Registration.

1.3 (b) Qualification Criteria

Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set in the bidding document. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and financial position as demonstrated by the applicant's response.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery similar items/services to public institutions of similar size and complexity for at least the last **two years**. 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.

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

1.7 Distribution of Registration Documents

Completed Registration data and other requested information shall be submitted to:

Secretary/Ag.Chief Executive Officer
Intergovernmental Relations Technical Committee (IGRTC)
Parklands Plaza, Chiromo Lane/ Muthithi Road Junction, Westlands
P O Box 44880-00100
www.igrtc.go.ke
Nairobi, Kenya

1.8 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the **Secretary/Ag. Chief Executive Officer whose address is given in par 1.7**

1.9 Additional Information

The INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE reserves the right to request submission of additional information from prospective bidders.

- 1.10** Request for tenders/ quotations will be made available only to those bidders whose qualifications are accepted by INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE after scoring a minimum of **70%** points in the criteria that will be used for supplier assessment.

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 on the authority of the client's **Secretary/Ag.Chief Executive Officer or Tender Committee**. Prices quoted shall be inclusive of all delivery charges and all taxes.

2.4 Payments

All local purchase 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

The attached questionnaire forms Form 1, Form 2, Form 3, Form 4, Form 5, Form 6, Form 7, and Form 8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender/quotations for the specific items.

- 3.1.1** 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 Pre-Qualification Criteria Requirements

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE, 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 INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE, 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

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years+ Experience in the supply of goods, services and allied items. They should also show competence, willingness and capacity to service the contracts. Show evidence of similar work they have done by providing copies of Local Purchase Orders or Service Orders.

(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 CV of the key personnel for individual or group to execute the contract must be indicated in form 3.

3.3.3 Financial Condition

The Supplier's financial status shall be determined by submission of the latest **two years audited accounts** submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors shall be pre-qualified 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 to be filled/provided on Form 4. However, potential bidders shall 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. Letter of reference from past customers should be included in Form 6

3.4 Statement

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

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE can 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 INTERGOVERNMENTAL RELATIONS TECHNICAL COMMITTEE 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 Articles of Association, copies of which must be attached.

3.6.1 The firm shall show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate

3.7 Evaluation and Award Criteria

The IGRTC may carry out due diligent on all the firms that shall score 70% and above to satisfy itself that the qualified firm has the capacity to perform the contract satisfactorily before award and establish physical location of the company.

The evaluation shall be carried out in two stages:

1. Mandatory Requirements
2. Technical Evaluation

Mandatory Requirements

1. Valid Tax Compliant Certificate from Kenya Revenue Authority
2. Completed and signed business questionnaire

Candidates who fail at this stage shall not be considered at the next stage of evaluation.

3.7.1 Technical Evaluation Scores

Required Information	Type of Document	Points Score
1. Registration Documentation	Form 1	20
2. Registration Data	Form 2	10
3. Supervisory Personnel	Form 3	10
4. Financial Position	Form 4	20
5. Confidential Report	Form 5	10
6. Past Experience	Form 6	10
7. Litigation History	Form 7	10
8. Sworn Statement	Form 8	10
	TOTAL	100

3.8The qualification is 70 points and above.

FORM 1: REGISTRATION DOCUMENTATION

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation and CR 12 for limited companies.
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. Business Questionnaire.
6. Copy of current Business permit.
7. AGPO certificate (special groups).
8. Ministry of Transport/Public Works approved garages (Repair and Service of Motor Vehicles).
9. National Construction Authority license (renovation and small works)
10. Proof of past experience, i.e. Recommendation Letters from at least five clients.

(20 points)

FORM 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.)

Post Office Address

.....

Town

.....

Street

.....

Name of building

.....

Room/Office No. Floor No.

Telephone Nos.

.....

Full Name of applicant

.....

Other branches location

.....

2. Organization and Business Information

Management Personnel

.....

President (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. 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)

FORM 3: SUPERVISORY PERSONNEL

Name

.....
.....

Age

.....
.....

Academic Qualification

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

Professional Qualification

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

Length of service with Contractor or Supplier position held

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

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

(10 Points)

FORM 4: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach copies of two certified financial statements of the firm 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.

(20 Points)

FORM 5: REPUBLIC OF KENYA

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

Part I- 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:
Kshs.....
Name of your bankers.....Branch

<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: center; width: 25%;">Name</th> <th style="text-align: center; width: 25%;">Nationality</th> <th style="text-align: center; width: 40%;">Citizenship Details</th> <th style="text-align: center; width: 10%;">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> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares				
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<p>Part 2 (c) – Registered Company</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 25%;">Name</th> <th style="text-align: center; width: 25%;">Nationality</th> <th style="text-align: center; width: 40%;">Citizenship Details</th> <th style="text-align: center; width: 10%;">Shares</th> </tr> </thead> <tbody> <tr><td>1.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....	2.....	3.....	4.....	5.....
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1.....																					
2.....																					
3.....																					
4.....																					
5.....																					
<p>DateSignature of Candidate.....</p>																								

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(10 Points)

FORM 6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

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 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. Name 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)

.....

(Attach documental evidence of existence of contract)

4. Others

.....

(10 Points)

FORM 7: LITIGATION HISTORY

Name of Contract Supplier

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

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

(10 Points)

FORM 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 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 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)

(10 Points)