PREQUALIFICATION OF SUPPLIERS TENDER
NO. KIPI/T01/2019/2020

KIPI Premises
Lavington, Along Kabarsian Avenue off Waiyaki Way
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SECTION I: INTRODUCTION TO INVITATION

TENDER NAME: PREQUALIFICATION OF SUPPLIERS
TENDER REF. NO. (KIPIT01/2019/2020)

1.1 The Kenya Industrial Property Institute is a State Corporation under the Ministry of Industry, Trade and Enterprise Development, established under the Industrial Property Act, 2001.

1.2 The Institute wishes to invite interested eligible Suppliers to participate in the above tender.

PREQUALIFICATION OF SUPPLIERS FOR 2020/2021 - 2021/2022

<table>
<thead>
<tr>
<th>TENDER NO.</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 KIPI/PQ/001/2019/2020</td>
<td>Supply of Computer Consumables</td>
</tr>
<tr>
<td>2 KIPI/PQ/002/2019/2020</td>
<td>Supply of Computers, Printers, and other Network Equipment</td>
</tr>
<tr>
<td>3 KIPI/PQ/003/2019/2020</td>
<td>Supply of motor vehicle Tyres, Tubes and batteries</td>
</tr>
<tr>
<td>4 KIPI/PQ/004/2019/2020</td>
<td>Supply of Staff Uniforms and Protective Clothing</td>
</tr>
<tr>
<td>5 KIPI/PQ/005/2019/2020</td>
<td>Supply of Detergents and Sundry items</td>
</tr>
<tr>
<td>6 KIPI/PQ/006/2019/2020</td>
<td>Supply of Fuel and Lubricants</td>
</tr>
<tr>
<td>7 KIPI/PQ/007/2019/2020</td>
<td>Supply of Hardware and Electrical Materials</td>
</tr>
<tr>
<td>8 KIPI/PQ/008/2019/2020</td>
<td>Supply of Bottled Mineral Water</td>
</tr>
<tr>
<td>9 KIPI/PQ/009/2019/2020</td>
<td>Supply of Newspapers, Periodicals and Library Books</td>
</tr>
<tr>
<td>10 KIPI/PQ/010/2019/2020</td>
<td>Supply of Telephone Accessories</td>
</tr>
<tr>
<td>12 KIPI/PQ/012/2019/2020</td>
<td>Provision of air Travel Agency Services</td>
</tr>
<tr>
<td>14 KIPI/PQ/014/2019/2020</td>
<td>Provision of Radio Alarms</td>
</tr>
<tr>
<td>15 KIPI/PQ/015/2019/2020</td>
<td>Provision of Event Management, Outside Catering and Tent Services</td>
</tr>
<tr>
<td>16 KIPI/PQ/016/2019/2020</td>
<td>Provision of Printing Services</td>
</tr>
<tr>
<td>17 KIPI/PQ/017/2019/2020</td>
<td>Provision of Asset Tagging and Coding Services</td>
</tr>
<tr>
<td>18 KIPI/PQ/018/2019/2020</td>
<td>Provision of Networking and Cabling Services</td>
</tr>
<tr>
<td>19 KIPI/PQ/019/2019/2020</td>
<td>Provision of Courier and Mail Services</td>
</tr>
<tr>
<td>20 KIPI/PQ/020/2019/2020</td>
<td>Provision of Auctioneering Services</td>
</tr>
<tr>
<td>21 KIPI/PQ/021/2019/2020</td>
<td>Provision of Asset Valuation Services</td>
</tr>
<tr>
<td>23 KIPI/PQ/023/2019/2020</td>
<td>Provision of Minor office Partitioning/Renovation Services</td>
</tr>
<tr>
<td>24 KIPI/PQ/024/2019/2020</td>
<td>Provision of Public/Corporate Image Services</td>
</tr>
<tr>
<td>No</td>
<td>Reference Number</td>
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<tr>
<td>26</td>
<td>KIPI/PQ/026/2019/2020</td>
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<td>27</td>
<td>KIPI/PQ/027/2019/2020</td>
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<td>KIPI/PQ/028/2019/2020</td>
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<td>KIPI/PQ/033/2019/2020</td>
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<tr>
<td>34</td>
<td>KIPI/PQ/034/2019/2020</td>
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1.3 The tender documents can be downloaded from the KIPI website (www.kipi.go.ke) or IFMIS supplier portal (supplier.treasury.go.ke) at no cost. The tender document is also available at the Procurement Office between 9:00 am and 4:00 pm during working days upon payment of a non-refundable fee of kshs 1000/= in bankers cheque payable at the cash office and/or addressed to the Managing Director, Kenya Industrial Property Institute. Bidders who download the tender document must register with the institute through email: procurement@kipi.go.ke before the submission date.

1.4 All completed documents in plain sealed envelopes clearly marked with the tender number should be addressed to:

Managing Director  
Kenya Industrial Property Institute  
P.O Box 51648-00200  
NAIROBI.  
E-Mail info@kipi.go.ke

Or be deposited in the Tender Box situated at entrance of the Administration block in the Institute. Building, so as to be received on or before 13th July 2020 at 10:00 am

1.5 Submitted tenders shall be opened in the Conference Hall immediately thereafter in the presence of tenderers or their representatives who choose to attend.

Managing Director  
Kenya Industrial Property Institute
SECTION II: INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This prequalification Invitation is open to all tenderers eligible as described in the introduction to Invitation.

2.1.2 Bidder should indicate clearly the goods services or works that they would like to be considered on.

2.1.3 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.2 Cost of Tendering

2.2.1 Bidders shall bear all costs associated with the preparation and submission of their tenders and under no circumstances will the Institute be responsible for those costs regardless of the outcome of the tendering process.

2.3 The Tender Document

2.3.1 The tender document comprises the documents listed below and should be read in conjunction with any addendum the may be issued by KIPI.

   i. Introduction to Invitation
   ii. Instructions to tenderers
   iii. Suppliers Application form
   iv. Confidential Business Questionnaire
2.3.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification and Amendment of Documents

2.4.1 At any time prior to the deadline for submission of tenders, the Institute, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the tender documents by issuing an Addendum.

2.4.2 All prospective bidders that have received the tender documents will be notified of the amendment in writing and the amendment will be binding to them.

2.4.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their tenders, KIPI at its own discretion may extend the deadline for the submission of tenders.

2.4.4 A prospective bidder requiring any clarification of the tender document may notify the KIPI in writing at the entity’s address indicated section 1. KIPI will respond in writing to any request for clarification of the tender documents received.

2.4.5 For all enquiries or clarifications, please contact Kenya Industrial Property Institute Procurement Office vide any of the following communication facilities:
(i) Tel: +254-020- 602210/ 0702002020
(ii) Email address: procurement@kipi.go.ke
2.5 Language of Tender

2.5.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.6 Submission of Bids

2.5.2 Bidders are expected to study and familiarize themselves with all instructions, forms, terms, and specifications in the bidding document. Failure to furnish all information required or submitting a tender not substantially responsive to the bidding document in every aspect will be at the bidder’s risk and may result to rejection of its tender.

2.5.3 The bids shall be typed or handwritten in indelible ink. All alterations, erasures or overwriting shall be considered valid only if they are attested by full signature by the authorized person.

2.5.4 The bidder shall prepare and submit one package of numbered bid i.e. Technical bid.

2.5.5 Bidders MUST number ALL pages of their submitted bids
SECTION III: EVALUATION CRITERIA

To qualify for Supplier shortlisting, an applicant must attain not less than a score of 70%

A) MANDATORY REQUIREMENTS - 20 Marks

The following requirements must be met by a tenderer so as to be eligible.

The bidder is expected to submit the following with the bid documents:

i) Properly completed Confidential Business Questionnaire Form.

ii) Copies of Audited accounts for the last six (6) months

iii) Copies of valid tax compliance certificate,

iv) Valid NHIF compliance certificates

v) Valid NSSF compliance certificates.

vi) Copies of Certificate of Incorporation/Registration.

vii) Recommendation from at least three (3) firms that you have worked for in the last two (2) years

B) FINANCIAL POSITION - 20 Marks

i. The firms liquidity position, (attach copies of audited accounts for the last two years- 10 Marks

ii. Recommendation from your banker for access to credit facilities or proof of the same -10 Marks

C) SUPPLIERS APPLICATION FORM - 10 Marks

1. I/We (Company Name).................................................................Hereby apply for registration as a supplier the category of,

   General Category.................................................................

   Category No.........................................................

2. Contact person of the firm (Name)......................................................

   Position held in the firm ............................................

   Tel: .................................
3. Postal Address of the business:
   P.O Box ..............................................
   Tel No. ..............................................
   Email Address.....................................

4. Physical address
   Building......................
   Town.........................

5. Net worthy of the business in Kshs..............................

6. Name of bank/ financier ............................... Branch...............................

7. Signature of authorized person..............................

8. Official rubber Stamp..................................

9. Does the firm have an insurer? Provide name.

10. Other business offices if any..............................

D) CONFIDENTIAL BUSINESS QUESTIONARE- 15Marks

You are requested to give the particulars of information sought for in each case as is applicable to your firm’s type of business

Part 1: General information

a) Name of Business: .................................................................
b) Date of formation: .................................................................
c) Postal address of business: .........................Tel No.................................
d) Fax No.........................................................E-mail add.....................................
e) Location of Business premises/Street...........................
f) Plot No: .................................................................
g) State if premises is owned /rented/leased: ......................
h) If rented/leased confirm that rent is either up-to date or in arrears: .................................................................
i) Nature of business: .................................................................
j) Certificate of Incorporation Number (with copy attached): ..................
k) Current Trade License No:…………………………Expiry date …………………
l) Business Turnover during the last 2 years: 2017 Kshs and 2018 Kshs…………………………………………………………………………………..
m) Name of your local bankers: …………………………………Branch …………………

n) Other obligatory declarations:
   Personal Income Tax Number (PIN No.)………………………………………..
   Other registration (as applicable):………………………………………………

o) Provide proof of fulfillment and compliance with all statutory/legal requirements affecting/regarding your business
   (Provide of copies of relevant certificates).

p) Attach copies of latest Audited Accounts and Report of your company.

Part 2 Business particulars

a) Sole Proprietor
   Names in full: ……………………………………………………………… Age …………………

   Nationality: ………………………………………………………………………

   Country of Origin ……………………………………………………

   Citizenship Details: …………………………………………………

b) Partnership (if applicable)
Give details of all the partners of your company (including strategic partners) as follows:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares Held</th>
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</table>
c) - Limited Liability Company/Corporation

a) Certificate of Incorporation No: ...........................................

   a) State the nominal and issued capital of company:

      i) Nominal Kshs............................

      ii) Issued Kshs.............................

   c) State last date annual returns were submitted to Registrar of Companies

   d) Give details of all Directors as follows:


<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship Details</th>
<th>Shares Held</th>
</tr>
</thead>
<tbody>
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F: QUALIFICATION OF KEY PERSONEL OF THE FIRM - 5 marks

I. Name of the Director ..........................

II. Academic qualifications (Attach copies of certificates)..........................

III. Professional qualifications (attach copies of certificates)..........................

IV. Qualifications of other key personnel

G: FIRMS REFEREES (Minimum of 5) — 15 Marks

1. Name of client (organization).............................................................

   Address..............................................................

   Contact person................................. Client phone No..................................

   Documentary evidence (Attach Copy LPO/LSO/ Contract)
2. Name of client (organization).................................................................
Address..................................................................................................
Contact person............................................................. Client phone No...........................................
Documentary evidence (Attach Copy LPO/LSO/ Contract))

3. Name of client.....................................................................................
Address..................................................................................................
Contact person............................................................. Client phone no...........................................
Documentary evidence (Attach Copy LPO/LSO/ Contract)

4. Name of client.....................................................................................
Address..................................................................................................
Contact person............................................................. Client phone no...........................................
Documentary evidence (Attach Copy LPO/LSO/ Contract)

5. Name of client.....................................................................................
Address..................................................................................................
Contact person............................................................. Client phone No...........................................
Documentary evidence (Attach Copy LPO/LSO/ Contract)

**H: ELEGIBILITY AND COMPETENCE OF THE FIRM- 10 Marks**

1. What is the maximum value of business, which you can handle at any given
time? Kshs ............. Amount in words..............................................

2. State the items or services you want to be considered to supply? ..............
Indicate the category accordingly..............................................................

3. State the number of employees you have in your firm ..........How many are
permanent? .............. How many are temporary.....................

4. Has the firm/company making this application or any of its directors been
debarred or suspended from participating in Public Procurement, OR have any
Procuring Entity initiated proceedings of that nature against the firm/Company or any of its directors, for any reason whatsoever? Yes ........... No ............

5. State the type of business you are in, whether manufacturing, retailing, wholesaling or a dealer (kindly specify)

6. Has the firm or any of its directors offered inducements to any procurement entity so as to be considered for business? Yes.................. No............................

7. Has the firm been declared insolvent, receivership or otherwise bankrupt Yes.......................... No...............................

8. Have you as a business been subjected to legal proceedings due to corruption or unethical practices? Yes ............... (present documentation) No............... 

9. How long do the business take to provide a service or deliver goods after receiving an LSO/LPO? ........................................

10. Have you ever supplied goods and they were rejected by the procuring entity Yes......................... No.........................

K: YEARS IN BUSINESS/EXPERIENCE- 5 Marks

<table>
<thead>
<tr>
<th>YEARS</th>
<th>Marks</th>
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<tbody>
<tr>
<td>10 years or more</td>
<td>5</td>
</tr>
<tr>
<td>6 - 9 years</td>
<td>4</td>
</tr>
<tr>
<td>3 - 5 years</td>
<td>3</td>
</tr>
<tr>
<td>1 - 2 years</td>
<td>2</td>
</tr>
<tr>
<td>Below 1 year</td>
<td>1</td>
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</tbody>
</table>
DECLARATIONS

1. For purpose of transparency and fair dealing, vendor shall make full disclosure of any past/existing business relationship with any employee of Kenya Industrial Property Institute (KIPI).

2. Do you have a relationship with any employee of Kenya Industrial Property Institute (KIPI) that would cause any real or perceived conflict of interest? Yes..............
   (Please specify)....................................................................................../No.................................................................
I.................................................................................................. declare, for and on behalf of................................................
........................................................................................................

(company/firm) that all the information furnished to the Kenya Industrial Property Institute (KIPI) in connection to this Prequalification of Suppliers’ list is true and accurate in all material respect. KIPI is hereby authorized to make such inquiries relating to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.

That in case of being listed I/we acknowledge that this grants us the privilege to participate in due time in the submission of a tender/ quotation on the basis of provision in the tender or quotation document to follow. I/ we enclose all the required documents and information required for the pre-qualification

Information submitted by (Name)-----------------------------------------------
Title--------------------------------------------------------
Signature ------------------------ Date-------------------------------

Stamp: