



TENDER NAME: REGISTRATION OF SUPPLIERS

TENDER NUMBER: KenGenSRBS/REG/01/2019-2020

TENDERER NAME:

CATEGORY NAME:

ITEM DESCRIPTION (NAME):

CLOSING DATE: 29TH JANUARY 2019 AT 10.30 A.M LOCAL TIME

The Trust Secretary,
KenGen Staff Retirement Benefits Scheme
P.O BOX 47936 – 000100,
KenGen Pension Plaza 2, 11th Floor,
Kolobot Road, Parklands.
Nairobi.
Tel No: 0711036286/0711036932.

January 2019.

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS TENDER DOCUMENT IN ITS ENTIRETY
BEFORE MAKING ANY BID**

1.0 Supplier Registration Notice

KenGen Staff Retirement Benefits Scheme is a Pension Scheme for KenGen PLC. The Scheme owns Several properties which requires services on a day to day basis. These properties include; KenGen Pension Plaza 1 & 2, located along Kolobot Road, RBS Gardens Luxurious Furnished Apartments, located in Parklands, Keiyo Road and Rosslyn Springs Residential Homes located in Rosslyn Estate.

For this reason, the Scheme invites eligible candidates for registration under the following categories listed below for 2019 – 2020 period.

Category A: Goods			
Ref. No	Item Description	Specialized requirement	Eligibility
1.	Supply of Stationery		AGPO
2.	Supply of Furniture and Fittings for RBS Offices and RBS Gardens Furnished Apartments		Open
3.	Supply of LPG (Cooking Gas) for RBS Gardens Furnished Apartments	ERC license	Open (Framework agreement)
4.	Supply of Diesel for Backup Generators at KenGen Pension Plaza 1 & 2, RBS Gardens Apartments and Rosslyn Springs (3 Generators)	ERC license	Open (Framework agreement)
5.	Supply of Utensils for RBS Gardens Furnished Apartments		AGPO
6.	Supply of Beddings (Bedsheets, Mattresses, Duvets and related) Curtains, Towels and Linens for RBS Gardens Furnished Apartments		AGPO
7.	Supply of Swimming Pool Chemicals for RBS Gardens and Rosslyn Springs		AGPO
8.	Supply of Computers, Computer Accessories and ICT Equipment.		Open
9.	Supply of Firefighting Equipment and Appliances		Open
10.	Supply of Home Appliances (Fridges, Washing Machines, Microwaves, TVs, Kettles, Iron boxes, Cookers, Blenders and related) for RBS Gardens Furnished Apartments.		Open

11.	Supply of Housekeeping and Laundry detergents and gardening equipment and related items for RBS office and RBS Gardens Apartments		AGPO (Framework agreement)
12.	Supply of Beverages and Tea Items, Water and related items		AGPO (Framework agreement)
13.	Supply of Electrical Items for Pensions Plaza I & 2, RBS Gardens and Rosslyn Springs.		AGPO (Framework agreement)

Category B: Services

Ref. No	Item Description	Specialized requirement	Eligibility
1.	Provision of Computers and ICT Equipment Maintenance.		Open
2.	Provision of Internet Services.		Open
3.	Provision of Air Travels Agency Services	IATA Registration	AGPO
4.	Provision of Taxi Services		Open
5.	Provision of HR Consultancy and Team Building Services		Open
6.	Provision of Legal Services	LSK certification	Open
7.	Provision of Back Up Generators Maintenance Services for KenGen Pension Plaza 1 & 2, RBS Gardens and Rosslyn Springs (450 KVA generators)	ERC license	Open
8.	Provision of Property Valuation Services	ISK Registration & Valuers registration	Open
9.	Provision of Gymnasium Equipment Maintenance		Open
10.	Provision of Laundry Machines and household appliances Maintenance Services		Open
11.	Provision of Electric Fence Maintenance Services		Open
12.	Provision of Fumigation Services		AGPO
13.	Provision of Water Pumps, Pool Pumps Maintenance		Open
14.	Provision of Firefighting Equipment and Appliances Maintenance		Open
15.	Provision of Air Conditioners Maintenance		Open

16.	Provision of Design/Branding and Printing Services		AGPO
17.	Provision of Estate Agency Services	ISK Registration & EARB Registration	Open
Category C: Works			
Ref. No	Item Description	Specialized requirement	Eligibility
1.	Building General Repair and Maintenance (Masonry, painting, flooring and related)	NCA Registration	Open (Framework agreement)
2.	Electrical Maintenance Works	NCA Registration	Open (Framework agreement)
3.	Plumbing Works	NCA Registration	Open (Framework agreement)
4.	Carpentry Works	NCA Registration	Open (Framework agreement)

1.1 Interested firms may obtain further information on the tender document from;

PROCUREMENT OFFICE,
KenGen Pension Plaza 2, 11th Floor, Kolobot Road,
P.O BOX 47936 – 000100,
KenGen Pension Plaza 2, 11th Floor,
Kolobot Road, Parklands.
Nairobi.
Tel No: 0711036286/0711036932
EMAIL: tenders@kengensrbs.co.ke

1.2 Registration documents detailing the requirements may be viewed and downloaded from the KenGen SRBS website (www.kengensrbs.co.ke).

1.3 Completed Documents are to be enclosed in plain sealed envelopes marked with reference number and name and be deposited in the Tender Box next located at Pension Plaza 2, 11th floor, Kolobot Road, Nairobi, Kenya. The document MUST be book bound and serialized.

Addressed to

The Trust Secretary,
KenGen Staff Retirement Benefits Scheme
P.O BOX 47936 – 000100,
KenGen Pension Plaza 2, 11th Floor,
Kolobot Road, Parklands.
Nairobi.

1.4 Only bidders who meet the criteria set under this supplier registration process will be invited to tender.

2.0 Tender Submission Checklist

This order and arrangement shall be considered as the Registration Format. Candidates shall tick against each item indicating that they have provided it.

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No.	Item	Tick Where Provided
1.	Letter of Application.	
2.	Confidential Business Questionnaire (CBQ)	
3.	Declaration Form	
4.	Copy of Valid Tax Compliance Certificate	
5.	Copy of Company or Firm's Registration Certificate	
6.	Valid business permit/license	
7.	Certified copies of bank statements covering a period of at least three months prior to the date of submission of document	
8.	Valid AGPO certificate (for AGPO registered)	
	Additional requirements for specialized category	
1.	Valid NCA certificate for Contractors and proof of 3 yrs existence	
2.	Valid IATA license for travel Agents and proof of 3 yrs existence and Valid AGPO certificate.	
3.	Valid IHRM or relevant body for team building and proof of 3 yrs existence	
4.	Valid ERC licenses for generator servicing and maintenance, diesel and LPG suppliers.	
5.	Generator Maintenance Valid ERC License and Proof of 3 yrs existence	
6.	Valid LSK registration for legal services and proof of 3 yrs existence	
7.	Valid ISK and Valuers registration for Property Valuers and proof of 3 yrs existence	

Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) “The Procuring Entity” means KenGen Staff Retirement Benefits Scheme (hereinafter abbreviated as KenGen SRBS).
- b) “The Candidate” means the person(s) submitting its application for the supplier registration for the supply, installation and commissioning (where applicable) of the goods, equipment and ancillary services in response to the Invitation for Prequalification.
- c) Reference to “the tender” or the “Tender Document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.
- d) Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.
- e) Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.
- f) words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Candidate” the covenants, agreements and obligations expressed to be made or performed by the Candidate shall be deemed to be made or performed by such persons jointly and severally.
- g) “Date of Tender Document” shall begin with the first day and end on the last day of the month appearing on the cover page of the supplier registration document.
- h) Where there are two or more persons included in the expression the “Candidate”, any act of default or omission by the Candidate shall be deemed to be an act, default or omission by any one or more of such persons.
- i) “Day” means calendar day and “month” means calendar month.
- j) “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution;
- k) “Fraudulent practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of KenGen SRBS and includes collusive practice among Candidates (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KenGen SRBS of the benefits of free and open competition.

3.0 Instructions to Tenderers

3.1 Eligibility

- 3.1.1 This Invitation to register is open to all Candidates eligible as described in the Appendix to Instructions to Candidates.
- 3.1.2 KenGen SRBS's Employees, Committee Members, Board of Trustees and their relatives (spouse(s) and children) are not eligible to participate in the tender.
- 3.1.3 Candidates shall provide the qualification information statement that the Candidate (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which may be or have been engaged by KenGen SRBS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under the ensuing tender.
- 3.1.4 Candidates shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 3.1.5 the Candidate shall furnish, as part of its Tender, documents establishing the Candidate's eligibility to tender and its qualifications to be pre-qualified

3.2 Post – Qualification

- 3.2.1 KenGen SRBS will from time to time issue tenders for the provision of goods/services.
- 3.2.2 Only successful identified candidates who are in KenGen SRBS's Standing List may be invited to Tender.
- 3.2.3 KenGen SRBS will update the list periodically.

3.3 Cost of Tendering

- 3.3.1 The Candidate shall bear all costs associated with the preparation and submission of its Tender, and KenGen SRBS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.3.2 The Supplier registration document shall be free of charge.

3.4 Contents of the Supplier Registration Document

- 3.4.1 The supplier registration Document comprises the documents listed below and Addendum (where applicable): -
 - a) *Supplier registration notice*
 - b) *Tender Submission Checklist*
 - c) *Instructions to Candidates*
 - d) *Appendix to Instructions to Candidates*
 - e) *Schedule of requirements*
 - f) *Evaluation criteria*
 - g) *Application Letter*
 - h) *Declaration Form*
 - i) *Confidential Business Questionnaire Form*

3.4.2 The Candidate is expected to examine all instructions, forms, provisions, terms and specifications in this Document. Failure to furnish all information required by this Document or to submit a tender not substantially responsive to this document in every respect will be at the Candidate's risk and shall result in the rejection of its Tender.

3.5 Clarification of Documents

3.5.1 A prospective Candidate requiring any clarification of the Document may notify the Procurement Officer in writing or by post at KenGen SRBS's address indicated in the supplier registration notice.

3.5.2 KenGen SRBS shall reply to any clarifications sought by the Candidate within seven (7) days of receiving the request.

3.6 Amendment of Documents

3.6.1 At any time prior to the submission of Tenders, KenGen SRBS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Candidate, may modify the tender documents by amendment.

3.6.2 All prospective Candidates will be notified of the amendment(s) (hereinafter referred to or otherwise known as addendum) through KenGen SRBS's website and will be binding on them.

3.7 Language of Tender

3.7.1 The Tender prepared by the Candidate, as well as all correspondence and documents relating to the tender, exchanged between the Candidate and KenGen SRBS, shall be written in English language, provided that any printed literature furnished by the Candidate may be written in another language provide 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. The English translation shall be on the Candidate's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Candidate's stamp.

3.8 Documents Comprising the Tender

The Tender prepared and submitted by the tenderers shall include but not be limited to Documentary evidence in appendix to instructions to tenderers.

3.9 Letter of Application

The Candidate shall complete the Letter of Application and all other documents furnished in this Document attaching all documents required noting to include originals where necessary.

3.10 Number of Sets of and Tender Format

3.10.1 The Candidate shall prepare **one complete set of its Tender**, identifying and clearly marking the "ORIGINAL TENDER". The set shall be properly bound.

3.10.2 The Tender shall be bound and divided clearly in descending order as listed in the Tender Submission Checklist. The divisions are for clear identification and marking of the respective documents or information that are serially numbered in the Checklist.

- 3.10.3 The order and arrangement as indicated in the Tender Submission Checklist will be considered as the Tender Format.
- 3.10.4 Any Tender not prepared and signed in accordance with this paragraph, may be rejected by KenGen SRBS as non-responsive.

3.11 Preparation of the Tender

- 3.11.1 The Original Tender shall be typed or written in indelible ink. They shall be signed by the Candidate or a person or persons duly authorized to bind the Candidate.
- 3.11.2 All pages of the Tender, including un-amended printed literature, shall be initialed by the person or persons signing the Tender and serially numbered.
- 3.11.3 The Tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Candidate, in which case such corrections shall be initialed by the person or persons signing the Tender.
- 3.11.4 The inner and outer envelopes or packages shall -
- a) *be addressed to KenGen SRBS at the address given,*
 - b) *bear the tender number and name as per the supplier registration notice and the words, “DO NOT OPEN BEFORE as specified.*
- 3.11.5 All inner envelopes or packages shall also indicate the name and full physical, telephone, e-mail, facsimile and postal contacts of the Tenderer to enable the Tender to be returned unopened in circumstances necessitating such return including where Tenders are received late, procurement proceedings are terminated before tenders are opened or the Tender does not qualify for further financial evaluation in accordance with the Summary of Evaluation Process set out in the Tender Document.
- 3.11.6 If the envelopes or packages are not sealed and marked as required by this paragraph, KenGen SRBS will assume no responsibility whatsoever for the Tender’s misplacement or premature opening. A tender opened prematurely for this cause will be rejected by KenGen SRBS and promptly returned to the Tenderer.

3.12 Deadline for Submission of Tenders

- 3.12.1 The submission Deadline in **29th January 2019**.

3.13 Modification and Withdrawal of Tenders

- 3.13.1 The Candidate may modify or withdraw its Tender after it has submitted it, provided that written notice of the modification, including substitution or withdrawal of the Tender is received by KenGen SRBS prior to the deadline prescribed for submission of tenders.
- 3.13.2 The Candidate’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions. A withdrawal notice may also be sent by facsimile, electronic mail, cable or telex but followed by an original signed confirmation copy, postmarked not later than the deadline for submission of Tenders.
- 3.13.3 No Tender may be modified after submission of Tenders.

3.14 Clarification of Tenders

- 3.14.1 To assist in the examination, evaluation and comparison of Tenders KenGen SRBS may, at its discretion, ask the Candidate for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the substance of the Tender shall be sought, offered, or permitted.

3.14.2 Failure to provide timely clarification or substantiation of the information that is essential for effective evaluation of the Candidate's qualifications shall result in the Candidate's disqualification.

3.15 Due Diligence

3.15.1 KenGen SRBS or its representative(s) shall have the right to conduct due diligence of the Candidate's capacity, equipment, premises, and to confirm their conformity to the pre-qualification requirements. This shall include the quality management system. KenGen SRBS's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection.

3.15.2 KenGen SRBS shall meet its own costs of the any inspection or due diligence. Where conducted on the premises of the Candidate(s), all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to KenGen SRBS.

3.15.3 Inspection Report shall be completed upon conclusion of the inspection. This Report will be considered at time of evaluation and or approval as pre-qualified.

3.16 Tender Evaluation

3.16.1 KenGen SRBS will determine the responsiveness of each Tender. For purposes of this process, a responsive Tender is one that conforms to all the requirements of the Evaluation. KenGen SRBS determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

3.16.2 If a Tender is not responsive, it will be rejected at the earliest stage of evaluation by KenGen SRBS and cannot subsequently be made responsive by the Candidate by correction of any non-conformity.

3.16.3 Supplier registration will be based on meeting the requirements to pass in the criteria set out in the Evaluation Criteria set.

3.17 Confidentiality

3.17.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Candidate or other person(s) not officially concerned with such process until conclusion of that process.

3.17.2 Any effort by a Candidate to influence KenGen SRBS or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning award of Contract may result in the rejection of the Candidate's tender.

3.18 Minor Deviations, Errors or Oversights

3.18.1 KenGen SRBS may waive any minor deviation in a Tender that does not materially depart from the requirements set out in the Tender Document.

3.18.2 KenGen SRBS may waive errors and oversights that can be corrected without affecting the substance of the Tender.

3.19 Confirmation of Qualification for Appointment on the Standing List

3.19.1 KenGen SRBS may confirm to its satisfaction whether the Candidate that is identified is qualified for appointment.

3.19.2 The confirmation will take into account the Candidate's technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Candidate's qualifications submitted by the Candidate, as well as confirmation of such other information

as KenGen SRBS deems necessary and appropriate. This may include factory and other facilities inspection and audits.

3.19.3 An affirmative confirmation will be a prerequisite for appointment to the Standing List. A negative confirmation will result in rejection of the Candidate's tender.

3.20 Approval of Supplier Registration

3.20.1 The approval of supplier registration will be either pass or fail regarding the Candidate's general and particular experience, capabilities and financial position as demonstrated by the Candidate's response to this Tender and inspection when conducted.

3.20.2 KenGen SRBS shall invite tenders as and when it requires from only the Candidates who have qualified, subject to applicable thresholds.

3.21 Corrupt, Coercive, Obstructive, Collusive or Fraudulent Practices

3.21.1 No candidate shall be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice during the procurement process and execution of contracts.

3.21.2 KenGen SRBS will reject a tender if it determines that the Candidate recommended for approval has engaged in corrupt, coercive, obstructive, collusive or practices in competing for the supplier registration process.

4.0 Appendix to Instructions to Candidates

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Candidates *hereinafter abbreviated as ITC*. Wherever there is a conflict between the provisions of the ITC and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITC.

ITC Reference Clause	Particulars of Appendix
3.1 Eligible Candidates	<i>As specified in each Categories under the tender notice.</i>
3.10 Number of Sets of and Tender Format	<i>One document (book/spiral bound any loose paper will not and paginated)</i>
3.12 Deadline for Submission of Tenders	<i>Tender closing Date: 29th January 2019. Tender Submission: at tender box 1st floor, Pension Plaza 2, Kolobot Road. Kindly take note as there are several tender boxes within the building.</i>
3.20 Appointment	<i>Must Meet all evaluation criteria</i>

5.0 Schedule of Requirements

Candidate, please note that KenGen SRBS intends to tender and procure the above from time to time over the period prescribed under the tender notice.

6.0 Evaluation Criteria

Evaluation of duly submitted tenders will be conducted following the criteria below:

ALL TENDERERS MUST MEET ALL REQUIREMENTS and Non-compliance in any will lead to Disqualification

NO	MANDATORY REQUIREMENTS
1	One copy and must be BOOK BOUND AND SERIALIZED
2	Letter of Application in the format provided in the tender document. Signed and stamped
3	Confidential Business Questionnaire (CBQ) duly stamped and signed in the format provided in the tender document
4	Declaration Form(s) duly completed and signed and stamped in the format provided in the tender document
5	Copy of Valid Tax Compliance as at date of tender submission
6	Copy of Company or Firm's Registration and CR 12 (indicating Directors)
7	Valid Business Permit/license
8	Valid AGPO certificates for firms under AGPO category
9	Submit Certified Copies of Bank Statements covering a period of at least three months prior to the date of submission of the registration document. The copies should be certified by the Bank issuing the statements. (October, November, December 2018)
10	Reference Letter at least three from past clients (Copies of LPOs, Contracts or Letters).
11	All the relevant valid licenses for specialized areas MUST be attached i.e. LSK for legal, ERC for Generator Maintenance and LPG and Diesel Suppliers, NCA for Works, IHRM for HR Services, IATA for Travel Agency, and all other related and MUST have been in the business for at least three (3) years.

NOTES

- a) Candidates who meet above requirements may be subjected to a site physical due diligence.
- b) **All bidders that meet the above criteria shall be considered.**

7.0 Letter of Application

Date:

The Trust Secretary

KenGen SRBS,

Nairobi, Kenya.

Ladies and Gentlemen,

Having read, examined and understood all of the information provided in the supplier registration Document, the receipt of which is hereby duly acknowledged, we, the undersigned Candidate, hereby apply to be registered by yourselves for Supply / services provision (list the items you would wish to be registered for) as a potential bidder;

	Item Ref No.	Item Description
i.
ii.
iii.

We agree to abide by this Tender, and it shall remain binding upon us.

This application, together with your written appointment thereof, shall not constitute a contract between us nor commit KenGen SRBS to any actual tender or amount of contract.

We understand that you are not bound to accept any application you may receive.

We declare that the statements made, and the information provided in our tender document are complete, true, and correct in every detail.

Yours sincerely,

Name of Candidate

Name and Capacity of authorized person signing the Application

Signature of authorized person signing the Tender

Stamp or Seal of Candidate

NOTES:-

- i. This form must be duly signed, stamped and/or sealed.
- ii. Kindly ensure that you meet all requirements for Category (items) you register for. Documentary evidence must be provided under each.

8.0 Declaration Form

Date _____

To

The KenGen SRBS,

Nairobi, KENYA.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address)

_____ declare the following: -

That I/ We have not been debarred from participating in public procurement by anybody, institution or person.

That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.

That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.

That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

That I/ We are **not** associated with any other Tenderer participating in this Tender.

That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Stamp or Seal of Tenderer.

9.0 Confidential Business Questionnaire Form

All firms are requested to give the particulars indicated in Part 1 and either Part 2 (a) or 2 (b), whichever applies 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 Postal Code

Tel No.....

Facsimile.....

Mobile and/ or CDMA N

E-mail:.....

Nature of your business

Registration Certificate No.....

Name of your BankersBranch... ..

*Names of firm's contact person(s)

Designation/ capacity of the firm's contact person(s)
.....

Address, Tel, Fax and E-mail of the firm's contact person(s)

.....
.....

Part 2 (a) Sole Proprietor

Your name in full

Part 2 (b) Partnership

Give details of partners as follows: -

Names

Shares

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Name of duly authorized person to sign for and on behalf of the firm

.....

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

NOTES ON THE QUESTIONNAIRE

*The address and contact person provided above shall at all times be used for purposes of this tender.
The details on this Form are essential and compulsory for all firms. Failure to provide all the information requested may lead to the firm's disqualification.*