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Government of Kenya

Vision

Transforming Lives
Using ICT

Mission

To champion and harness ICT to enable efficient and effective access in the delivery of public service for the public office and public service.

TENDER NO. ICTA/REG/01/2024-2025
REGISTRATION OF SUPPLIERS/CONTRACTORS FOR
GOODS, SERVICES AND WORKS FOR THE
FINANCIAL YEAR- 2024-2026

ISSUE DATE: 3rd September 2024

CLOSING DATE: 16th September 2024

INVITATION FOR REGISTRATION

Tender No: ICTA/REG/01/2024 - 2025

Tender name: **REGISTRATION OF SUPPLIERS/CONTRACTORS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEAR- 2024-2026**

The Information and Communication Technology (ICT) Authority is a State Corporation under the Ministry of Information Communication and Technology. The corporation was established in August 2013. The Authority is tasked with rationalizing and streamlining the management of all Government of Kenya ICT functions. Our broad mandate entails enforcing ICT standards in Government and enhancing the supervision of its electronic communication. We also promote ICT literacy, capacity, innovation and enterprise.

The **ICT Authority invites** applications from interested eligible candidates for the registration of the under listed goods and services for the Financial Years **2024 - 2026.**

REGISTRATION OF SUPPLIERS

No.	Tender Number	Item Description of goods and services	Eligibility
CATEGORY A: PREQUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	ICTA/REG/001/2024-2026	Supply and Delivery of General Office stationery	Special Groups
2.	ICTA/REG/002/2024-2026	Supply and Delivery of computer consumables and its related Accessories	Special Groups
3.	ICTA/REG/003/2024-2026	Supply and Delivery of computers, printers, UPS, fax machines, photocopiers and office Equipment	Special Groups
4.	ICTA/REG/004/2024-2026	Design and supply of branded Promotional materials: T-shirts, Caps, Banners, carrier bags etc.	Special Groups
5.	ICTA/REG/005/2024-2026	Supply and Delivery of General Office Furniture	Special Groups
6.	ICTA/REG/006/2024-2026	Supply of Newspapers and Periodicals	Open
7.	ICTA/REG/007/2024-2026	Supply and Delivery of equipment such air conditioners and related equipment and Maintenance.	Special Groups

8.	ICTA/REG/008/2024-2026	Provision of Audiovisual production editing services (film, documentary, radio production, Voice Over Provision of Editing/ Proof reading services	Open
9.	ICTA/REG/009/2024-2026	Supply, delivery and installation of Software and hardware	Open
10.	ICTA/REG/010/2024-2026	Supply of themed gifts including African (e.g. giveaways)	Open
CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES			
11.	ICTA/REG/011/2024-2026	Repairs, Service and Maintenance of Computers, Printers and UPS, Photocopiers, Scanners, Telephones and Fax machines	Special Groups
12.	ICTA/REG/12/2024-2026	Provision of Stage assembling/ lighting and sound services	Special Groups
13.	ICTA/REG/013/2024-2026	Provision of Air Travel Agency services (IATA Registered)	Special Groups
14.	ICTA/REG/014/2024-2026	Service and Maintenance of PABX, and Telecommunications Equipment	Open
15.	ICTA/REG/015/2024-2026	Provision of Hotels, Conference and Accommodation Services	Special Groups
16.	ICTA/REG/016/2024-2026	Provision of Office Refurbishment and Furnishings e.g. Curtains and carpets	Open
17.	ICTA/REG/017/2024-2026	Provision of Transportation Services (Vans, Mini-Buses and Buses)	Open
18.	ICTA/REG/018/2024-2026	Provision of Courier and freight services	Open
19.	ICTA/REG/019/2024-2026	Provision of Legal Services	Open
20.	ICTA/REG/020/2024-2026	Provision of Event organization, exhibitions and experiential/Road show services	Special Groups
21.	ICTA/REG/021/2024-2026	Provision of Research consultancy services (e.g. Market, customer satisfaction, perception survey, media monitoring, national & international brand audit employee satisfaction & work environment survey etc.)	Open

22.	ICTA/REG/022/2024-2026	Provision of internet, website consultancy and social media services	Open
23.	ICTA/REG/023/2024-2026	Provision of printing services (Brochures, flyers, banners, flexis etc.)	Special Groups
24.	ICTA/REG/024/2024-2026	Provision of management consultancy services (e.g. recruitment, selection and Training services)	Open
25.	ICTA/REG/025/2024-2026	Provision of Pension management and Investment and other related services	Open
26.	ICTA/REG/026/2024-2026	Supply and Delivery of car tyres and accessories, service and maintenance of Motor Vehicles.	Special Groups
27.	ICTA/REG/027/2024-2026	Provision of Advertising Agency services (Concept Design, artwork execution and Media strategy & Buying etc.)	Open
28.	ICTA/REG/028/2024-2026	Supply of research consultancy services (e.g. Market, Customer Satisfaction, perception survey, media monitoring, national & international brand audit, employee satisfaction and work environment survey etc.	Special Groups
29.	ICTA/REG/029/2024-2026	Provision of web hosting services, design, and maintenance services e.g. content generation etc.	Special Groups
30.	ICTA/REG/030/2024-2026	Provision of printing services (Brochures, flyers, banners, flexis etc.)	Special Groups
31.	ICTA/REG/031/2024-2026	Provision of entertainment services (Dj's Bands, Musicians, Models, Hostesses, MC's, Dancers etc.)	Open
32.	ICTA/REG/032/2024-2026	Provision of digital advertising services (phone, internet, social networks etc.)	Open
33.	ICTA/REG/032/2024-2026	Provision of Translation Services and Rappoutering Services	Open
34.	ICTA/REG/034/2024-2026	Provision of Public Relation Services	Open
35.	ICTA/REG/035/2024-2026	Provision of outdoor media Services	Special Groups
36.	ICTA/REG/036/2024-2026	Provision of Transcription Services	Open

37.	ICTA/REG/037/2024-2026	Provision of Cleaning and Fumigation services.	Special Groups
38.	ICTA/REG/038/2024-2026	Repair and Maintenance of Office Furniture & Fittings.	Special Groups
39.	ICTA/REG/039/2024-2026	Provision of Bottled water (Mineral water) & Leasing of dispensers	Special Groups
40.	ICTA/REG/040/2024-2026	Supply of fuel and lubricants (Electronic fuel card services)	Special Groups
41.	ICTA/REG/041/2024-2026	Provision of Beverages, Sugar and Fresh milk	Special Groups
42.	ICTA/REG/042/2024-2026	Provision and maintenance of firefighting and fire protection equipment & training services	Open
43.	ICTA/REG/043/2024-2026	Provision of Asset marking/tracking of asset system	Special Groups
44.	ICTA/REG/044/2024-2026	Supply, Installation, Commissioning & servicing of CCTV & Access control	Special Groups
45.	ICTA/REG/045/2024-2026	Provision of Security Services	Open
46.	ICTA/REG/046/2024-2026	Provision of Editing and Proof-reading Services	Open
47.	ICTA/REG/047/2024-2026	Provision of maintenance and service of Electrical and Electronic Appliances	Special Groups
48.	ICTA/REG/048/2024-2026	Provision of Catering services	Special Groups
49	ICTA/REG/049/2024-2026	Provision of Office Repairs, Maintenance and Renovations	Special Groups
50	ICTA/REG/050/2024-2026	Provision of Office Equipment Repairs and Maintenance (printers/copiers/laptops etc.)	Special Groups
51	ICTA/REG/051/2024-2026	Provision of Tent Hiring Services	Open
52	ICTA/REG/052/2024-2026	Supply and Delivery of Personal Protective Equipments and Medical Supplies	Special Groups
53	ICTA/REG/053/2024-2026	Provision of Insurance Brokerage Services	Open
54	ICTA/REG/054/2024-2026	Supply, Delivery, Commissioning, Repairs and Maintenance of Enterprise Infrastructure (servers, storage systems etc)	Open

55	ICTA/REG/055/2024-2026	Supply, Delivery and Installations of software licences (eg. Oracle, SAP,MS Dynamics, SAGE ETC)	Open
56	ICTA/REG/056/2024-2026	Supply and Provision of Local Area Networks and Networking Services.	Open

Special Groups include the **Youth, Women and Persons with Disabilities** who have been duly registered with the National Treasury (Directorate of Procurement) and they **MUST** show proof of registration by providing a **valid** certificate of registration.

Registration document, containing detailed terms and conditions of application, may be down loaded from our website www.ict.go.ke free of charge.

Completed Registration document in plain sealed envelopes clearly marked

REGISTRATION DOCUMENTS FOR SUPPLIERS/CONTRACTORS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR FINACIAL YEARS 2024-2026

Item Description

Registration CATEGORY No.

and addressed to:

**THE CHIEF EXECUTIVE OFFICER,
ICT Authority,
12TH Floor Telposta Towers- Kenyatta Avenue
P.O. BOX 27150 - 00100, NAIROBI, KENYA**

Should be deposited in the tender box located at the reception, 12th Floor, and Telposta Towers Building so as to be received on or before **10.00 am on Monday, 16th September, 2024.**

Any canvassing or late submission will lead to automatic disqualification

REGISTRATION INSTRUCTIONS

1.1 Introduction

ICT Authority would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver of goods and services to the Authority.

1.2 REGISTRATION OBJECTIVE

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the **Chief Executive Officer, ICT Authority** as and when required during the period in the financial years 2024-2026

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 **Chief Executive, ICT Authority** so that they may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply the mandatory information for registration as requested.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers.

1.6 Considerations

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

1.7 Distribution of Pre-qualification Documents

One copy of the completed registration data and other requested information shall be submitted to reach:

**THE CHIEF EXECUTIVE OFFICER,
ICT AUTHORITY,
12TH FLOOR Telposta Towers- Kenyatta Avenue
P.O. BOX 27150 - 00100, NAIROBI, KENYA**

Not later than, 16th September 2024 at 10.00 a.m. (East African time)

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the **Chief Executive Officer, ICT Authority** whose address is given in par. 1.7

1.9 ADDITIONAL INFORMATION

The ICT Authority reserves the right to request submission of additional information from prospective suppliers.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

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. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

2.4 PAYMENTS

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

3. REGISTRATION INSTRUCTIONS

3.1 Registration data forms

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

3.1.2 The pre-qualified/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 pre-qualification/registered data on prospective bidders is to be used by ICT Authority in determining, according to its sole judgement 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 Government they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION/REGISTERED

3.3.1 Experience:

Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 PERSONNEL

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 FINANCIAL POSITION

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from the bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress date on Form PQ-4. However, potential bidders 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. Certified Letters of reference and or certified copies of order/contracts from past customers should be included in Form PQ-6.

3.4 STATEMENT

Applications must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given. Firms are advised to confirm whether they have been debarred by PPOA.

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 client could 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 Government 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 Article 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 Compliance Certificate which is mandatory.

3.7 PREQUALIFICATION CRITERIA

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	20
Pre-qualification Data	PQ-2	10
Supervisory Personnel	PQ-3	20
Financial Position	PQ-4	20
Confidential Report	PQ-5	10
Past Experience	PQ-6	15
Sworn Statement	PQ-7	2.5
Bio Data Form in line With Executive Order No.2	PQ-8	2.5
	TOTAL	100

3.8 The qualification is 80 Points.

To qualify the prospective supplier must score not less than 80 Points.

FORM PQ-1 PRE-QUALIFICATION

All firms **MUST** provide:-

1. Copies of Certificate of Registration/Incorporation
2. Current copy of CR 12
3. Copy of VAT Registration Certificate.
4. Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License from Local Authorities where applicable
7. Letter of recommendation from at least 5 previous organizations served
8. Air travel firms must be registered with IATA and any other relevant bodies
9. Practicing Certificate for all Consultancy services where applicable
10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificates with relevant professional bodies/ authorities (e.g. valid certificate of dealership/authorization), Ministry of Public Works etc.
11. Evidence and up to date remittances of Registration with NSSF
12. Evidence of registration and up to date remittances with NHIF/RBA
13. Properly bound, serialized and good presented documents. Loose documents will not be accepted.
- 14. Special Groups to submit only a copy of valid AGPO Certificate, Copy of current Trade License from Local Authorities and Tax Compliance.**

N.B: All the above documents must be certified by a Commissioner of Oath

(20 points)

FORM PQ-2 - PRE-QUALIFICATION DATA

1. FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We..... hereby apply for registration (*Name of Company/Firm*) as suppliers of (*Item Description*)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel.....Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

.....

Indicate terms of trade/ sale /Payment.....

(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

FORM PQ 2. ORGANIZATION & BUSINESS INFORMATION

Management personnel.....

President (Chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other (s).....

Partnership (if applicable)

Name 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)

PQ-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)

(20 Points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's three certified financial statements giving summary of assets and current liabilities / or any other financial support. (Latest Three years)
2. Attach letters of reference from the bankers regarding supplier's credit position.

(20 Points)

FORM PQ-5

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied 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 Tel No. Fax E mail
.....

Nature of Business,.....

Registration Certificate No.

The maximum value of the business which you can handle at any one time - Kshs.
.....

Name of your bankers Branch

Part 2 (a) - Sole Proprietor

Your name in full Age

Nationality Country of origin

- Citizenship details
.....
-

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality
	Citizenship Details	Shares
1.
2.
3.
4.

Part 2 (c) - Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

	Name Citizenship Details	Nationality Shares
1
2
3
4
5
Date Signature of Candidate		

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

FORM PQ6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i. Name of Client (organization)
 - ii. Address of Client (organization)
 - iii. Name of Contract Person at the client (organization)
 - iv. Telephone No. of client
 - v. Value of Contract
 - vi. Duration of Contract (date)
(Attach documents evidence of existence of contract)
2. Name of 2nd Client (organization)
- i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract (date)
 - v. Duration of Contract (date)
(Attach documental evidence of existence of contract)
3. Name of 3rd Client (organization)
- i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract
 - v. Duration of Contract (date)
(Attach documental evidence of existence of contract)
- Others

(15marks)

Having studied the pre-qualification / registered 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/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.

Date

Applicant's Name:

Represented by

Signature

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

(2.5 marks)

FORM PQ-8

BIO -DATA IN LINE WITH EXECUTIVE ORDER NO. 2 OF 2018

Name of Supplier/Contractor Consultant	
Registration Details	
1. Registration Number	
2. Incorporation Number	
PIN Number	
Valid Tax Compliance certificate	
Business Permit/License Number	
For Companies, Names and ID Numbers of:-	
1. List of Directors	
2. List of Shareholders	
3. List of Beneficial Owners	
For Partnerships, Names and ID Numbers of:-	
1. Partners	
For Sole Proprietors/Consultants, Name and ID Numbers of:	
1. Proprietor	
2. Business name	
Business Contacts	
1. Telephone -Office	
2. Telephone -Director	
3. Email	

Postal Address	
Physical address	
County of Operation	
Marginalized Groups (where applicable)	

1. AGPO Certificate Number	
2. Category (Youth, Women, PWDs)	

NB: Attach copies of the following documents:

- 1. Certificate of Registration/Incorporation**
- 2. CR 12**
- 3. Pin Certificate**
- 4. Valid Tax Compliance Certificate**
- 5. AGPO Certificate (where applicable)**
- 6. National Identification (ID) Card**
- 7. Copy of current Trade License from Local Authorities**

(2.5 marks)