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## Government of Kenya

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**TENDER NO. ICTA/PQ/01/2022-2024**

**REGISTRATION OF SUPPLIERS**

**FOR**

**GOODS, WORKS AND SERVICES FOR FINANCIAL  
YEARS 2022-2024**

**ISSUE DATE: 22<sup>nd</sup> February 2022**

**CLOSING DATE: 15<sup>th</sup> March 2022**

### **Vision**

Kenya becomes  
a top ten global  
ICT hub.

### **Mission**

To rapidly  
and innovatively  
transform Kenya  
through promotion  
of ICT for  
socio-economic  
enrichment  
of our society

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## INVITATION FOR REGISTRATION

**Tender No: ICTA/PREQ/01/2022-2024**

**Tender name: REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2022- 2024**

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 **2022 - 2024.**

### REGISTRATION OF SUPPLIERS

No.	Tender Number	Item Description of goods and services	Eligibility
<b>CATEGORY A: PREQUALIFICATION FOR SUPPLY AND DELIVERY OF GOODS</b>			
1.	ICTA/REG/001/2022-2024	Supply and Delivery of General Office stationery	Special Groups
2.	ICTA/REG/002/2022-2024	Supply and Delivery of computer consumables and its related Accessories	Special Groups
3.	ICTA/REG/003/2022-2024	Supply and Delivery of computers, printers, UPS, fax machines, photocopiers and office Equipment	Special Groups
4.	ICTA/REG/004/2022-2024	Design and supply of branded Promotional materials: T-shirts, Caps, Banners, carrier bags etc.	Special Groups
5.	ICTA/REG/005/2022-2024	Supply and Delivery of General Office Furniture	Special Groups
6.	ICTA/REG/006/2022-2024	Supply of Newspapers and Periodicals	Open
7.	ICTA/REG/007/2022-2024	Supply and Delivery of equipment such air conditioners and related equipment and Maintenance.	Special Groups
8.	ICTA/REG/008/2022-2024	Provision of Audiovisual production editing services (film, documentary, radio	Open

		production, Voice Over Provision of Editing/ Proof reading services	
9.	ICTA/REG/009/2022-2024	Supply, delivery and installation of Software and hardware	Open
10.	ICTA/REG/010/2022-2024	Supply of themed gifts including African (e.g. giveaways)	Open
<b>CATEGORY B: PREQUALIFICATION FOR PROVISION OF SERVICES</b>			
11.	ICTA/REG/011/2022-2024	Repairs, Service and Maintenance of Computers, Printers and UPS, Photocopiers, Scanners, Telephones and Fax machines	Special Groups
12.	ICTA/REG/12/2022-2024	Provision of Stage assembling/ lighting and sound services	Special Groups
13.	ICTA/REG/013/2022-2024	Provision of Air Travel Agency services (IATA Registered)	Open
14.	ICTA/REG/014/2022-2024	Service and Maintenance of PABX, and Telecommunications Equipment	Open
15.	ICTA/REG/015/2022-2024	Provision of Hotels, Conference and Accommodation Services	Open
16.	ICTA/REG/016/2022-2024	Provision of Office Refurbishment and Furnishings e.g. Curtains and carpets	Open
17.	ICTA/REG/017/2022-2024	Provision of Transportation Services (Vans, Mini-Buses and Buses)	Open
18.	ICTA/REG/018/2022-2024	Provision of Courier and freight services	Open
19.	ICTA/REG/019/2022-2024	Provision of Legal Services	Open
20.	ICTA/REG/020/2022-2024	Provision of Event organization, exhibitions and experiential/Road show services	Special Groups
21.	ICTA/REG/021/2022-2024	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/022/2022-2024	Provision of internet, website consultancy and social media services	Open

23.	ICTA/REG/023/2022-2024	Provision of printing services (Brochures, flyers, banners, flexis etc.)	Open
24.	ICTA/REG/024/2022-2024	Provision of management consultancy services (e.g. recruitment, selection and Training services)	Open
25.	ICTA/REG/025/2022-2024	Provision of Pension management and Investment and other related services	Open
26.	ICTA/REG/026/2022-2024	Supply and Delivery of car tyres and accessories, service and maintenance of Motor Vehicles.	Open
27.	ICTA/REG/027/2022-2024	Provision of Advertising Agency services (Concept Design, artwork execution and Media strategy & Buying etc.)	Open
28.	ICTA/REG/028/2022-2024	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/029/2022-2024	Provision of web hosting services, design, and maintenance services e.g. content generation etc.	Special Groups
30.	ICTA/REG/030/2022-2024	Provision of printing services (Brochures, flyers, banners, flexis etc.)	Special Groups
31.	ICTA/REG/031/2022-2024	Provision of entertainment services (Dj's Bands, Musicians, Models, Hostesses, MC's, Dancers etc.)	Open
32.	ICTA/REG/032/2022-2024	Provision of digital advertising services (phone, internet, social networks etc.)	Open
33.	ICTA/REG/032/2022-2024	Provision of Translation Services and Rappoutering Services	Open
34.	ICTA/REG/034/2022-2024	Provision of Public Relation Services	Open
35.	ICTA/REG/035/2022-2024	Provision of outdoor media Services	Special Groups
36.	ICTA/REG/036/2022-2024	Provision of Transcription Services	Open
37.	ICTA/REG/037/2022-2024	Provision of Cleaning and Fumigation services.	Special Groups

38.	ICTA/REG/038/2022-2024	Repair and Maintenance of Office Furniture & Fittings.	Special Groups
39.	ICTA/REG/039/2022-2024	Provision of Bottled water (Mineral water)&Leasing of dispensers	Special Groups
40.	ICTA/REG/040/2022-2024	Supply of fuel and lubricants(Electronic fuel card services)	Special Groups
41.	ICTA/REG/041/2022-2024	Provision of Beverages, Sugar and Fresh milk	Special Groups
42.	ICTA/REG/042/2022-2024	Provision and maintenance of firefighting and fire protection equipment & training services	Open
43.	ICTA/REG/043/2022-2024	Provision of Asset marking/tracking of asset system	Special Groups
44.	ICTA/REG/044/2022-2024	Supply, Installation, Commissioning & servicing of CCTV & Access control	Special Groups
45.	ICTA/REG/045/2022-2024	Provision of Security Services	Open
46.	ICTA/REG/046/2022-2024	Provision of Editing and Proof reading Services	Open
47.	ICTA/REG/047/2022-2024	Provision of maintenance and service of Electrical and Electronic Appliances	Special Groups
48.	ICTA/REG/048/2022-2024	Provision of Catering services	Open
49	ICTA/REG/049/2022-2024	Provision of Office Repairs ,Maintenance and Renovations	Open
50	ICTA/REG/050/2022-2024	Provision of Office Equipment Repairs and Maintenance ( printers/copiers/laptops etc.))	Open
51	ICTA/REG/051/2022-2024	Provision of Tent Hiring Services	Open
52	ICTA/REG/052/2022-2024	Supply and Delivery of Personal Protective Equipments and Medical Supplies	Open
53	ICTA/REG/053/2022-2024	Provision of Insurance Brokerage Services	Open
54	ICTA/REG/054/2022-2024	Supply, Delivery, Commissioning, Repairs and Maintenance of Enterprise Infrastructure(servers, storage systems etc)	Open
55	ICTA/REG/055/2022-2024	Supply, Delivery and Installations of software licences (eg. Oracle, SAP,MS Dynamics, SAGE ETC)	Open

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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](http://www.ict.go.ke) free of charge.

Completed Registration document in plain sealed envelopes clearly marked

**REGISTRATION DOCUMENTS FOR SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR FINACIAL YEARS 2022-2024**

Item Description .....

Registration CATEGORY No. ....

and addressed to:

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

Should be deposited in the tender box located at the Reception, 12<sup>th</sup> Floor, and Telposta Towers Building so as to be received on or before **10.00 am on Monday, 15<sup>th</sup> March, 2022.**

Any canvassing or late submission will lead to automatic disqualification

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## 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 2022-2024

### 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 **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

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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, 15<sup>th</sup> March 2022 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**

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### **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**



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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**

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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**

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<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
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 Date Form in line With Executive Order No.2	PQ-8	2.5
	<b>TOTAL</b>	<b>100</b>

**3.8 The qualification is 80 Points.**

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

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## 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. For all ICT related categories, bidders **should** provide ICT Authority accreditation certificate for the related category at any level.

The following categories fall under ICT related categories

1. ICTA/REG/003/2022-2024

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2. ICTA/REG/007/2022-2024
  3. ICTA/REG/009/2022-2024
  4. ICTA/REG/011/2022-2024
  5. ICTA/REG/014/2022-2024
  6. ICTA/REG/022/2022-2024
  7. ICTA/REG/023/2022-2024
  8. ICTA/REG/029/2022-2024
  9. ICTA/REG/030/2022-2024
  10. ICTA/REG/032/2022-2024
  11. ICTA/REG/043/2022-2024
  12. ICTA/REG/044/2022-2024
  13. ICTA/REG/050/2022-2024
  14. ICTA/REG/054/2022-2024
  15. ICTA/REG/055/2022-2024

**15. 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 .....

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**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 .....

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- 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)

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**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. ....

Maximum value of 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 .....

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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.

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**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 2<sup>nd</sup> 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 3<sup>rd</sup> 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)

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

<b>Name of Supplier/Contractor Consultant</b>	
<b>Registration Details</b>	
1. Registration Number	
2. Incorporation Number	
<b>PIN Number</b>	
<b>Valid Tax Compliance certificate</b>	
<b>Business Permit/License Number</b>	
<b>For Companies, Names and ID Numbers of:-</b>	
1. List of Directors	
2. List of Shareholders	
3. List of Beneficial Owners	
<b>For Partnerships, Names and ID Numbers of:-</b>	
1. Partners	
<b>For Sole Proprietors/Consultants, Name and ID Numbers of:</b>	
1. Proprietor	
2. Business name	
<b>Business Contacts</b>	
1. Telephone -Office	
2. Telephone -Director	
3. Email	
<b>Postal Address</b>	
<b>Physical address</b>	
<b>County of Operation</b>	
<b>Marginalized Groups (where applicable)</b>	
1. AGPO Certificate Number	

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2. Category(Youth, Women, PWDs)	
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**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)