

COMMUNICATIONS AUTHORITY OF KENYA



TENDER NO. CA/PROC/REG/01/2018-2019

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF
OFFICE STATIONERY (*RESERVED TO PERSONS
LIVING WITH DISABILITY (PWDs) OWNED FIRMS*)**

FOR THE PERIOD 2019- 2021

CLOSING DATE: 13th March 2019

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SECTION A - INTRODUCTION

REGISTRATION OF SUPPLIERS FOR SUPPLY OF OFFICE STATIONERY

The Communications Authority of Kenya (CA) in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites applications for updating/Registration of suppliers from interested candidates for Supply of office stationery for the period 2019-2021; -

A. SUPPLY OF GOODS

CATEGORY	ITEM DESCRIPTION	REMARKS
CA/PROC/REG/01/2018/2019	Supply of office stationery	Reserved for PWDs owned firms

Applicants are required to fill the registration document. Complete registration documents in plain sealed envelopes clearly marked **CA/PROC/REG/01/2018-2019 SUPPLY OF OFFICE STATIONERY** Should be deposited in our tender box located on the ground floor of the CA Centre or mailed to the address below, so as to reach on or before **13th March, 2019 at 10:30 a.m.** Applications will be opened immediately thereafter, in the presence of bidders and/or their representatives who choose to attend at ground floor meeting room 2.

The Head of Procurement
Communications Authority of Kenya (CA)
P.O. Box 14448, Nairobi 00800
Tel: +254 (020) 4242000
Mobile:+254 703-042000
Website: www.ca.go.ke

SECTION B- BRIEF CONTRACT REGULATIONS

1.1 Introduction

The Communication Authority of Kenya invites interested candidates who must qualify by meeting the set criteria as provided for provision of supply of office stationery

1.2 Pre-qualification Objective

The main objective is to provide services under relevant tenders/quotations to the Authority as and when required for the period 2019-2021.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Authority so that they may be registered for submission of tenders. The prospective Suppliers are required to provide mandatory information for registration.

1.4 Experience

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

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

1.6 Consideration

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

1.7 Distribution of registration Documents

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

**The Head of Procurement
Communications Authority of Kenya
P.O. BOX 14448-00800
NAIROBI.**

Not later than 13th March 2019 at 10:30 AM East African Time.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **email: tenders@ca.go.ke.**

1.9 Additional Information

The Authority reserves the right to request for submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Authority after meeting all the registration requirements.

1.11 Brief Contract regulations / Guidelines

1.11.1 Taxes on Imported Materials

The supplier will have to pay transport or delivery charges, discount, custom duty, VAT & sales tax as applicable for all imported and local materials to be supplied.

1.11.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

1.11.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer.

1.11.4 Payments

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

REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, are to be completed by prospective supplier who wish to be registered to participate in Tender/Quotations for Creative design & general printing works

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English Language and in ink

3.2 Qualification

3.2.1 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.

3.2.2 Prospective bidders may not be considered qualified unless in the judgment of the Authority they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for
Supply of office stationery

3.3 Essential Criteria for Registration

3.3.1 Experience: Prospective bidder shall be required to have experience in creative
Supply of office stationery

3.3.2 Personnel: The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.3.

Quotations shall be invited for a minimum of three suppliers and the Authority shall award based on the lowest quote.

3.4 Statement

Application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/The Authority 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 Authority reserves the right to reject the tender from such a bidder even though he was initially prequalified.

3.6 Required Information

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, and RQ-5, are to be completed by prospective supplier who wish to be registered to participate in Tender/Quotations for supply of office stationery

3.7 Registration

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.

3.8 Statutory Obligations

The applicant must show proof that they have paid all statutory obligations and have current Tax Compliance Certificate, which is mandatory.

3.9 AMENDMENT OF PRE-QUALIFICATION DOCUMENTS

3.9.1 At any time prior to the deadline for submission of applications, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.

3.9.2 The Addendum thus issued shall be part of the registration documents and shall be communicated in writing to all purchasers of the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum.

3.9.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Authority may, at his discretion, extend the deadline for the submission of applications

NOTE

The Registration application forms which are **NOT DULLY FILLED AND SIGNED** and submitted in the prescribed manner shall be considered non responsive.

FORM RQ 1 MANDATORY REGISTRATION DOCUMENTATION

- (a) Copy of Certificate of Registration/Incorporation
- (b) Valid Tax Compliance Certificate from Kenya Revenue Authority
- (c) PIN Registration Certificate
- (d) Valid AGPO Certificate
- (e) Must attach CR12 for Limited companies
- (f) Duly filled business confidential questionnaire

Failure to submit the documents above will lead to automatic disqualification thus no further evaluation of your application

FORM RQ-2 REGISTRATION DATA

I/We hereby apply for registration as
supplier(s) of (Name of Company/Firm):

Item Description;
.....

Category No:
.....

Post Office Address.....

Email address.....

Town
.....

Street
.....

Name of building
.....

Room/Office No.
.....

Floor No:
.....

Telephone Nos.
.....

Full Name of applicant/contact person
.....

Disadvantaged Group Category.
.....,

AGPO Certificate No.....

FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel and contact person in the format below:

No.	Name	Position	Telephone No	Email Address
1.				
2.				
3.				
4.				

FORM RQ-4: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Authority is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations.

Date.....
Applicant's Name.....
Represented by.....
Signature.....

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

FORM RQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2 (b) or 2(c) whichever applies in 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.....
 Nature of business.....
 Current Trade License 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.....N/A.....
 Age.....
 Nationality..... Country of origin.....
 Citizenship details.....

PART 2(B) - Partnership:

Name	Nationality citizenship details	Shares
1.
2.
3.
4.

.....
5.

PART 2(C) - Registered Company/Private

State the nominal and issue of the company

Nominal

Kshs.....

.....

Issued

Kshs.....

.....

Give details of all directors as follows:

Name	Nationality	Sex	Age	Shares
1.
.....
2.
.....
3.

Date.....Signature & Stamp of
Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.

RQ - 6 LITIGATION HISTORY

Name of Contractor/Supplier...

.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for against	Name of client cause of litigation and matter in dispute	Disputer amount (current value Kshs. Equivalent)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above-mentioned tender has been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds , namely:-

- 1.
 - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
 - 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day
of20.....

SIGNED
Board Secretary