



KENYA TOURISM BOARD (KTB)

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES
FOR THE YEAR 2017 – 2018 AND 2018 – 2019 (2 YEARS)**

CLOSING DATE: TUESDAY 19TH SEPTEMBER, 2017 AT 12.00 NOON

Kenya Tourism Board

P.O. Box 30630 – 00100, Nairobi, Kenya **Tel:** (020) 2711 262/2749 000

Website: www.ktb.go.ke/www.magicalkenya.com

REGISTRATION OF SUPPLIERS OF GOODS, WORKS AND SERVICES AND UPDATING OF THE SUPPLIERS' LIST

The Kenya Tourism Board (KTB) intends to update its Register of suppliers for the provision of various goods, works and services for the year 2017 and 2018. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to apply for. Suppliers currently in the Board's database who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document.

SUPPLY OF GOODS		
CATEGORY NO.	ITEM DESCRIPTION	ELIBILITY
KTB/001/2017-2019	Supply of general office stationery	AGPO groups
KTB/002/2017-2019	Supply of computer consumables and its related accessories e.g. toners & cartridges	AGPO groups
KTB/003/2017-2019	Production & supply of branded promotional materials e.g. T-shirt, caps, banners, carrier bags, posters, flyers, branded DVDs, USBs etc	AGPO groups
KTB/004/2017-2019	Printing, supply & delivery of printed items	Open
KTB/005/2017-2019	Supply of office furniture and fittings	Open
KTB/006/2017-2019	Supply of African themed give aways items e.g. assorted animal carvings, beadworks, textile etc	AGPO groups
KTB/007/2017-2019	Supply of beverages and fresh milk	AGPO groups
KTB/008/2017-2019	Supply of rations (sugar, toiletries & general use goods)	AGPO groups
KTB/009/2017-2019	Supply of mineral bottled water, water dispenser and drinking cups	Open
KTB/010/2017-2019	Supply, installation, commissioning and servicing of CCTV & access control systems, structured cabling	Open
KTB/011/2017-2019	Supply of computers, laptops, printers, scanners, photocopiers and related computer accessories	Open
KTB/012/2017-2019	Supply of airtime	AGPO groups
KTB/013/2017-2019	Supply of newspapers and periodicals	AGPO groups
KTB/014/2017-2019	Supply of motor vehicle tyres and batteries	Open
KTB/015/2017-2019	Supply of staff uniforms	Open
KTB/016/2017-2019	Supply, installation and maintenance of air conditioners	Open
KTB/017/2017-2019	Supply of computer software	Open
KTB/018/2017-2019	Supply and maintenance of indoor flowers & plants	AGPO groups
PROVISION FOR SERVICES, WORKS		
CATEGORY NO.	SERVICE DESCRIPTION	ELIBILITY
KTB/019/2017-2019	Provision for air travel agency services	AGPO groups - IATA registered firms only
KTB/020/2017-2019	Provision for local & international courier services	Open
KTB/021/2017-2019	Provision for HR recruitment services	Open
KTB/022/2017-2019	Provision for HR consultancy services (such as trainings, employee satisfaction survey, policy review, competency baseline survey etc)	Open
KTB/023/2017-2019	Provision for team building services	Open

KTB/024/2017-2019	Provision for marketing research services (such as customer satisfaction survey, exit survey etc)	Open
KTB/025/2017-2019	Provision for event management services (such as stand décor, tents etc)	Open
KTB/026/2017-2019	Provision for motor vehicle tracking services and related accessories	Open
KTB/027/2017-2019	Provision for clearance, facilitation and licensing of filming crew services	Open
KTB/028/2017-2019	Provision for repairs and maintenance of computers, printers, ups, photocopiers and telecommunications equipment (PABX and telephone sets)	AGPO groups - ICT registered firms only
KTB/029/2017-2019	Provision for office refurbishment services	Open
KTB/030/2017-2019	Provision for legal services	Open
KTB/031/2017-2019	Provision for cleaning & fumigation services	AGPO groups
KTB/032/2017-2019	Provision for outside catering services	Open
KTB/033/2017-2019	Repair and maintenance of office furniture & fittings	AGPO groups
KTB/034/2017-2019	Provision for tagging & tracking of assets	Open
KTB/035/2017-2019	Provision for auctioneering services	Open
KTB/036/2017-2019	Provision for ground transfers services	Open
KTB/037/2017-2019	Provision for small works (such small paint work, minor repairs etc.)	AGPO 'small works' registered firms
KTB/038/2017-2019	Provision for videography & photography services for Corporate events	Open
KTB/039/2017-2019	Maintenance of Netapp storage & servers	Open
KTB/040/2017-2019	Maintenance of firewalls and routers	Open

Interested and eligible firms may view the detailed tender advert, respective registration of suppliers' document and further details regarding the registration submission from the Board's websites www.magicalkenya.com/tenders, www.ktb.go.ke/tenders or IFMIS portal <https://supplier.treasury.go.ke>. Downloadable documents from the website are free of charge while hard copies from the Board will cost a non-refundable fee of **Kshs. 1,000.00** payable at the cashier's office on 7th floor either in cash or Bankers Cheque.

For those who physically pick the tender document from procurement office must attach evidence of payment to the technical proposal

Completed registration documents, in a plain sealed envelope, clearly marked **"REGISTRATION OF SUPPLIERS FOR 2017 AND 2018"** and bearing the respective **"REFERENCE NUMBER"** & **"CATEGORY"** and should be addressed to:

**CHIEF EXECUTIVE OFFICER
KENYA TOURISM BOARD
P.O. BOX 30630-00100
NAIROBI**

The registration documents shall be received **on or before 19th September, 2017 at 12.00 noon** and deposited in the tender box located on 7th Floor Kenya Re Towers, off Ragati Road.

CHIEF EXECUTIVE OFFICER

GENERAL INSTRUCTIONS

1. You are requested to provide all the general information as per the pre-qualification document.
2. The Board attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
3. The Board reserves the right to visit and inspect business premises of all the applicants to verify the information provided.
4. This document is eligible for one category only.
5. All information provided will be treated as confidential.
6. Your pre-qualification document should be submitted **spiral/velo binded** and **properly page numbered**. The Board shall not be responsible for loss of documents not bound/loose.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Kenya Tourism Board (KTB) would like to invite interested candidates who must qualify by meeting the set criteria as provided by KTB to perform the contract for the supply and delivery of goods, works and services.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services and works under relevant tenders/quotations to KTB as and when required during the stated period.

1.3 Invitation of pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective services are invited to submit their pre-qualification documents to the Board so that they may be pre-qualified for submission of a quotation/tender for the provision of the goods, works and services.

1.4 Experience

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

1.5 Additional Information

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

1.6 Request for quotations/tenders will be made available only to those bidders whose qualifications are accepted by the Board after meeting all the mandatory criteria and scoring 60% and above in the detailed technical evaluation.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 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 within KTB. Prices quoted shall be fixed and shall be inclusive of all delivery charges.

2.2 Payments

All deliveries for goods, works or services shall be on a credit of a minimum of thirty (30) days or as may be stipulated in the contract agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.2 The pre-qualification 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 indelible ink.

4. QUALIFICATION

4.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by KTB in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

4.2 Prospective bidders will not be considered qualified unless in the judgment of KTB they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

5. ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

5.1 Experience: prospective bidders shall have at least 2 years' experience in the provision of the services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

5.2 Prospective providers should possess special experience and capability to deliver the services at short notice.

5.3 Personnel

The suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CV's of the key personnel for individual or group to execute the contract must be indicated.

5.4 Financial Condition

5.4.1 The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

5.4.2 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence of financial capability to execute the contract.

6. Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included.

7. Statement

Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

8. Withdrawal of pre-qualification

Should a condition arise between the time the firm is pre-qualified/registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, KTB reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified/registered.

9. The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association, copies must be attached.

10. The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.

11. Youth registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of their AGPO registration certificate for the respective category.

**PRE-QUALIFICATION REGISTRATION DOCUMENTATION
(TENDER SUBMISSION REQUIREMENTS)**

All firms **should** provide copies of the following:-

1. Submit a copy of the **Certificate of Registration** – mandatory to all categories.
2. Submit a copy of the **VAT/ PIN certificate** of the company – mandatory to all categories.
3. Submit a copy of a **Valid Tax Compliance Certificate** from KRA – mandatory to all categories
4. Submit a copy of the **current trade license/business permit** from local County - mandatory for open category groups only
5. Submit a copy of the **AGPO certificate** registration for Reserved Groups category – mandatory.
6. **Air travel firms** must be registered with **IATA** and any other relevant bodies - mandatory.
7. Trainer firms should provide proof that they are registered with **NITA** - mandatory
10. **Professionals** must submit **practicing certificates**
11. Submit **2 letters of recommendation** from current clients/organizations where the company is providing similar services– At least 2 recommendation letters.
12. Submit your Company profile and company manpower/staff capacity
13. Fill and submit the confidential business questionnaire - mandatory
14. Submit CV's for Senior Staff for consultancy services categories.
15. Ground transfer firms should provide proof of **KATO** registration - mandatory
15. **Declaration** – All firms must fill and sign the declaration form that they are not barred from participating in a procurement proceeding - mandatory

CONFIDENTIAL BUSINESS QUESTIONNAIRE

GENERAL INFORMATION

Category applied..... Company

name..... P. O. Box.....

Town..... Post code..... Telephone

number(s).....

Mobile number(s).....

Fax number(s).....

Email address.....

Physical address.....

Building.....Floor.....Plot

number.....Door.....

Street.....Nature of

business.....

Certificate of Registration/Incorporation No.....(attach copy)

Trade license (Mandatory for open category groups) No.....(attach copy)

VAT/PIN Certificate No.....(attach copy)

Tax Compliance certificate No.....(attach copy)

AGPO Certificate No.....(attach copy)

IATA registration (for Air travel agency firms) No.....(attach copy)

NITA registration (for training firms) No.....(attach copy)

KATO registration (for ground transfer firms) No.....(attach copy)

Membership to professional bodies (for Air travel agency firms)
No.....(attach certificate)

Contact persons:

Name..... Position..... Mobile/Telephone No.....

Name..... Position..... Mobile/Telephone No.....

Name..... Position..... Mobile/Telephone No.....

COMPANY PROFILE (submit a copy)

A. Names of Directors:

1..... Nationality.....

2..... Nationality.....

3..... Nationality.....

4..... Nationality.....

B. Personnel

Number of staff employed.....

Qualifications.....

Level of experience.....

C. Experience

No. of years the company has been in operation.....

Volume of business transacted in the last 5 years.....

D. Referees:

Name of company:

Postal address:

Contact person:

Signature:

(Company rubber stamp):

Name of company:

Postal address:

Contact person:

Signature:

(Company rubber stamp):

Name of company:

Postal address:

Contact person:

Signature:

(Company rubber stamp):

Scope of clientele - (attach at least three (2) current letters of recommendation from reputable organizations that you have been providing similar services for the last 2 years).

FINANCIAL

A. Financial position

You will be required to demonstrate that the company's financial position is healthy enough to enable you transact business with Kenya Tourism Board.

B. Magnitude of business

Please indicate the maximum amount of business (in financial terms) your company can handle at any given time.....

D. Credit period

Please indicate the credit period you are willing to offer KTB.....

E. Annual turnover

What is your annual turnover?.....

DECLARATION FORM/SWORN STATEMENT

I / We the undersigned, state that, ALL the information we have provided in this document is correct/accurate to the best of our knowledge and that I / We hereby give Kenya Tourism Board authority to seek any references it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

Name	Designation	Signature
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Name	Designation	Signature
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Name	Designation	Signature
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Official rubber stamp

PREQUALIFICATION EVALUATION CRITERIA

Mandatory prequalification submissions

1. Copy of the Certificate of Registration - mandatory.
2. Copy of the VAT/ PIN certificate of the company - mandatory.
3. Copy of a **Valid** Tax Compliance Certificate from KRA - mandatory
4. Current trade license/business permit from local County for open category group– mandatory
5. Copy of AGPO registration certificate for Reserved groups category – mandatory
6. Provide audited accounts for the last two (2) years – mandatory for open category groups only
7. Copy of NITA registration certificate for training firms – mandatory
8. Copy of IATA registration certificate for air travel agency firms – mandatory
9. Copy of KATO registration certificate for ground transfer firms – mandatory
10. Copy of practicing certificate for professional bodies – mandatory
11. Declaration form – must be signed and stamped.

Note: Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification. Firms that meet the above requirements in their respective categories will be subjected to further detailed evaluation in stage 2 as follows;

S/no.	Information required	Points/Marks
1.	Company experience -Number of years in operation (15 marks) -At least 2 (two) recommendation letters (15 marks)	30
2.	Referees: Submission of filled referee form from your current/past clients	15
3.	Company profile -Submission of company profile (10 marks) - Indication of manpower/personnel capacity (10 marks)	20
4.	Supplier details - Filling of confidential questionnaire (10 marks) -Confirmation of physical address (not applicable to AGPO groups) (5 marks)	15
5.	Proclamation/sworn statement -Filing, signing and rubber stamping of sworn statements	20
	Total marks	100

The qualification points/marks is 60 and above