



**KENYA TOURISM BOARD**

**REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS,  
AND SERVICES FOR A PERIOD OF TWO YEARS (FY 2024-2025 & FY 2025-2026)**

**KTB/T/0010/2024-2025**

**DATE OF ISSUE: 17<sup>TH</sup> SEPTEMBER, 2024**

**DEADLINE OF SUBMISSION: 3<sup>RD</sup> OCTOBER, 2024 AT 12.00 NOON**

**ONLY FOR (REGISTRATION OF SUPPLIERS)**

**COMPANY NAME** \_\_\_\_\_

**CATEGORY No.** \_\_\_\_\_

**CATEGORY DESCRIPTION** \_\_\_\_\_

**PLEASE INDICATE YOUR GROUP BELOW: (tick)**

**YOUTH**

**WOMEN**

**PLWD**

**OPEN**

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## **SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS**

**TENDER No: KTB/0010/2024-2025**

**Date: 17<sup>th</sup> September 2024**

**TENDER NAME: REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS, WORKS, AND SERVICES FOR A PERIOD OF TWO YEARS (FYs 2024/2025 – 2025/2026)**

The Kenya Tourism Board is the State Corporation responsible for developing and implementing destination marketing for Kenya, under the brand, Magical Kenya. The core mandate of KTB is to develop, implement, and coordinate the national tourism marketing strategy; to market Kenya as a premier destination as well as identify tourism market needs and trends in order to advise the tourism stakeholders accordingly.

KTB invites all eligible and qualified firms including those owned by youth, women, and persons with disability (YWPD) to submit sealed applications for registration to general categories of Supply of goods, works, and services for a period of two years. The registration documents, containing submission information, detailed terms and conditions of registration may be inspected from the Procurement Office located at Kenya Re Towers, off Ragati Road Upperhill, 8<sup>th</sup> Floor, during working hours 8.00 a.m. - 5.00 p.m. and downloaded from our website at <http://www.ktb.go.ke> or <http://tenders.go.ke> **free of charge**.

Registration documents must be submitted in plain sealed envelopes clearly marked **“Registration of Suppliers, Tender No: KTB/T/0010/2024 - 2025 CATEGORY NO. & DESCRIPTION” (ONE DOCUMENT PER CATEGORY) and deposited in the Tender Box located on the 7<sup>th</sup> Floor of our office and be addressed to:**

**Chief Executive Officer  
Kenya Tourism Board  
Kenya Re Towers, 7<sup>th</sup> Floor  
Off Ragati Road Upperhill  
P.O Box 30630-00100, Nairobi, Kenya.**

Kenya Tourism Board (KTB) reserves the right to accept or reject an application and is not obliged to assign reasons for its decision thereof save as provided under written law.

**Any canvassing or giving of false information will lead to automatic disqualification.**

## SECTION II: REGISTRATION CATEGORIES

### CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
KTB/G/001/2024-2025	Supply of General Office Stationery	<b>Youth, Women, &amp; PLWD</b>
KTB/G/002/2024-2025	Supply of Computer Consumables and its Related Accessories e.g. Toners & Cartridges	<b>Youth, Women, &amp; PLWD</b>
KTB/G/003/2024-2025	Production & Supply of Branded Promotional Materials, Corporate Gifts, Memorabilia, and General Merchandizes	<b>Youth, Women, &amp; PLWD</b>
KTB/G/004/2024-2025	Printing and Supply of Printed Stationery	<b>Open</b>
KTB/G/005/2024-2025	Supply of Office Furniture and Fittings	<b>Open</b>
KTB/G/006/2024-2025	Supply of Give-Away Items e.g. Assorted Animal Carvings, Beadworks, Textile Etc	<b>Youth, Women, &amp; PLWD</b>
KTB/G/007/2024-2025	Supply of Beverages and Fresh Milk	<b>Youth, Women, &amp; PLWD</b>
KTB/G/008/2024-2025	Supply of Rations (Sugar, Toiletries & General Use Goods)	<b>Youth, Women, &amp; PLWD</b>
KTB/G/009/2024-2025	Supply of Mineral Bottled Water, Water Dispenser, and Drinking Cups	<b>Open</b>
KTB/G/010/2024-2025	Supply, Installation, Commissioning, and Servicing of CCTV & Access Control Systems, Structured Cabling	<b>Open</b>
KTB/G/011/2024-2025	Supply of Printers, Scanners, Photocopiers, and Related Computer Accessories	<b>Open</b>
KTB/G/012/2024-2025	Supply of Airtime	<b>Youth, Women, &amp; PLWD</b>
KTB/G/013/2024-2025	Supply of Newspapers and Periodicals	<b>Youth, Women, &amp; PLWD</b>
KTB/G/014/2024-2025	Supply of Motor Vehicle Tyres, Batteries and accessories	<b>Open</b>
KTB/G/015/2024-2025	Supply of Staff Uniforms, Dust Coats	<b>Open</b>
KTB/G/016/2024-2025	Supply, Installation, and Maintenance of Air Conditioners	<b>Open</b>
KTB/G/017/2024-2025	Supply of Computer Software	<b>Open</b>
KTB/G/018/2024-2025	Supply and Maintenance of Indoor Flowers & Plants	<b>Youth, Women, &amp; PLWD</b>

### CATEGORY B: SUPPLY AND DELIVERY OF SERVICES AND WORKS-RELATED SERVICES

CATEGORY NO.	CATEGORY DESCRIPTION	ELIGIBILITY
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KTB/S/001/2024-2025	Provision of Air Travel Agency Services	<b>Youth, Women, &amp; PLWD</b> - IATA registered firms only
KTB/S/002/2024-2025	Provision of Local and International Courier Services	<b>Open</b>
KTB/S/003/2024-2025	Provision of HR Recruitment Services	<b>Open</b>
KTB/S/004/2024-2025	Provision of HR Consultancy Services (such as training, employee satisfaction surveys, policy review, competency baseline survey, etc)	<b>Open</b>
KTB/S/005/2024-2025	Provision of Team Building Services	<b>Open</b>
KTB/S/006/2024-2025	Provision of Marketing Research Services (such as customer satisfaction survey, exit survey, etc)	<b>Open</b>
KTB/S/007/2024-2025	Provision of Events Planning and Management Services (such as stand décor, tents, MC, etc)	<b>Open</b>
KTB/S/008/2024-2025	Provision of Motor Vehicle Tracking Services and Related Accessories	<b>Open</b>
KTB/S/009/2024-2025	Provision of Clearance, Facilitation, and Licensing of Filming Crew Services	<b>Open</b>
KTB/S/010/2024-2025	Provision of Repairs And Maintenance of Computers, Laptops, Printers, UPS, Photocopiers and Telecommunications Equipment (PABX and Telephone Sets)	<b>Youth, Women, &amp; PLWD</b> - ICT registered firms only
KTB/S/011/2024-2025	Provision of Office Refurbishment Services and Branding	<b>Open</b>
KTB/S/012/2024-2025	Provision of Office Cleaning and Fumigation Services	<b>Youth, Women, &amp; PLWD</b>
KTB/S/013/2024-2025	Provision of Catering Services	<b>Open</b>
KTB/S/014/2024-2025	Repair and Maintenance of Office Furniture and Fittings	<b>Youth, Women, &amp; PLWD</b>
KTB/S/015/2024-2025	Provision of Asset Tagging and Tracking	<b>Open</b>
KTB/S/016/2024-2025	Provision of Auctioneer Services	<b>Open</b>
KTB/S/017/2024-2025	Provision of Ground Transfers Services	<b>Open</b> (Registered KATO members only)
KTB/S/018/2024-2025	Provision of Small Works e.g. electrical items and fittings, small office repairs (drawers, door & drawer locks, fixing of bulbs, etc)	<b>Youth, Women, &amp; PLWD</b> - 'small works' registered firms
KTB/S/019/2024-2025	Provision of Videography and Photography for Corporate Events and Content Shoots, Video Editing and Repurpose Services	<b>Open</b>
KTB/S/020/2024-2025	Provision of Product Research and Consultancy Services	<b>Open</b>
KTB/S/021/2024-2025	Provision of Website SEO and Website Update by Travel Copywriter	<b>Open</b>
KTB/S/022/2024-2025	Provision of Social Media Marketing Tools	<b>Open</b>
KTB/S/023/2024-2025	Maintenance of Servers and NetApp Storage	<b>Open</b>

KTB/S/024/2024-2025	Maintenance of Firewalls and Routers	<b>Open</b>
KTB/S/025/2024-2025	Provision of Media Buy and Creative Work Services	<b>Open</b>
KTB/S/026/2024-2025	Provision of Design, Editing, and Publishing Services (Artwork Designs, web and portal development)	<b>Open</b>
KTB/S/027/2024-2025	Provision of Copywriting	<b>Open</b>
KTB/S/028/2024-2025	Provision of Valuation Services (Buildings, Motor Vehicles, Computers and Office Equipment)	<b>Open</b>
KTB/S/029/2024-2025	Provision of Documents/Report Writing and Editing Services	<b>Open</b>
KTB/S/030/2024-2025	Provision of Digital Influencer Management Services	<b>Open</b>
KTB/S/031/2024-2025	Provision of Stand Design and Construction services (Exhibition booths, shell schemes and related Accessories)	<b>Open</b>

## **SECTION III: INSTRUCTIONS TO CANDIDATES**

### **3. INTRODUCTION**

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

### **3.2 FORMAT AND SIGNING OF APPLICATIONS**

3.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "ORIGINAL".

3.2.2 The original of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 3.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

3.2.3 The registration document shall be without alterations, omissions, or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

### **3.3 SUBMISSION OF APPLICATIONS**

Applications for registration shall be submitted in sealed envelopes marked with the registration document name and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice to be received on or before **3<sup>rd</sup> October 2024 at 12.00 noon.**

3.3.1 Applications received after the closing date shall be rejected and returned to the applicant unopened.

3.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer separate envelope.

The inner and outer envelopes shall:

- (a) Be addressed and delivered to Kenya Tourism Head Office as provided in

the invitation for registration and the registration advertisement.

- (b) Bear the name and identification number of the registration document. In addition to the identification required in sub-Clause 3.3.2, the inner envelopes shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “late” pursuant to Clause 3.3.1.

3.3.3 If the outer envelope is not sealed and marked as instructed above, Kenya Tourism Board (KTB) will assume no responsibility for the misplacement or premature opening of the registration document.

If the outer envelope discloses the Candidate’s identity KTB will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

3.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used to interpret the information.

3.3.5 Failure to provide information essential for effective evaluation of the applicant’s qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant’s disqualification.

### **3.4 ELIGIBLE CANDIDATES**

3.4.1 Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to The Chief Executive Officer, Kenya Tourism Board so that they may be registered for submission of quotations. The prospective suppliers are required to supply mandatory information for registration Form REG-1.

3.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Board, as the Board shall reasonably request.

### **3.5 QUALIFICATION CRITERIA**

3.5.1 Registration will be based on meeting the minimum requirements to pass the criteria set as shown below. The attached questionnaire forms REG-1, REG-2, REG3, REG-4, REG-5, and REG-6 are to be completed by prospective suppliers who wish to be Registration for submission of tender for the specific tender.

3.5.2 The registration of suppliers’ application forms - Form REG-1 which is 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.

### 3.5.3 Experience:

3.5.3.1 Prospective bidders shall have at least 1 year of experience in the supply of goods, services, and allied items in case of potential supplier should show competence, willingness, and capacity to service the contract.

3.5.3.2 Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

### 3.5.4 Personnel

3.5.4.1 The names pertinent information and CVs of the key personnel for individuals or groups to execute the contract must be indicated in Form REG-2.

### 3.5.5 Financial Condition

3.5.5.1 The Supplier's financial condition will be determined by the latest financial statements submitted with the registration documents as well as letters of reference from their bankers regarding the supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

3.5.5.2 Potential bidders must give a statement that demonstrates an understanding of the category of interest on Form REG-3.

3.5.5.3 Special consideration will be given to the financial resources available as working capital, considering the number of uncompleted orders on contract and now in progress. Potential bidders should provide evidence of financial capability to execute the contract.

### 3.5.6 Confidential Business Questionnaire

3.5.6.1 The general information and details of the nature of the business and location should be included as required in the attached Form.

### 3.5.7 Past Performance

3.5.7.1 Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form REG-4.

### 3.5.8 Litigation History and Sworn Statement

3.5.8.1 The application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form REG-5 and a sworn statement by the Tenderer ensuring the accuracy of the information given Form REG-6.

### **3.6 COST OF APPLICATION**

The applicant shall bear all costs associated with the preparation and submission of its tender and KTB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

### **3.7 CLARIFICATION OF REGISTRATION DOCUMENTS**

3.7.1 The prospective applicant requiring any clarification of the registration documents may notify the KTB in writing to [procurement@ktb.go.ke](mailto:procurement@ktb.go.ke) or by cable (hereinafter the term cable is deemed to include telex and facsimile) at KTB's mailing address indicated in the registration data.

3.7.2 KTB will respond in writing to any request for clarification that it receives earlier than 7 days prior to the deadline for the submission of applications. Copies of KTB's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the registration documents.

### **3.8 AMENDMENT OF REGISTRATION DOCUMENTS**

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

3.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 3.7.2 and shall be communicated in writing or cable to all purchasers of the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to KTB. In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, KTB may, at its discretion, extend the deadline for the submission of applications in accordance with Clause 3.8.1.

### **3.9 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS**

3.9.1 Applications must be received by KTB at the address specified in Sub-Clause 3.10.1, no later than the time and date stipulated in the notice for pre-qualification.

3.9.2 KTB may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 3.8 in which case all rights and obligations of KTB and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

### **3.10 OPENING OF REGISTRATION DOCUMENTS**

- 3.10.1 KTB will open the applications in the presence of applicants' designated representatives who choose to attend at **12.00 Noon on 3<sup>rd</sup> October 2024 at Kenya Re Towers, 7<sup>th</sup> floor off Ragati Road, Upperhill**. The applicants' representatives who are present shall sign a register evidencing their attendance.
- 3.10.2 KTB shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.
- 3.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

### **3.11 PROCESS TO BE CONFIDENTIAL**

- 3.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence KTB's processing of applications or approval decisions may result in the rejection of the applications

### **3.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF KTB**

- 3.12.1 To assist in the examination, evaluation, and comparison of applications, KTB may, at his discretion, ask any applicant for clarification of his/her application.
- 3.12.2 Subject to Sub-Clause 3.11.1, no applicant shall contact KTB on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of KTB, it should do so in writing.
- 3.12.3 Any effort by any applicant to influence KTB in KTB's registration evaluation, registration comparison or registration approval decisions may result in the rejection of the candidate's application.

### **3.13 EXAMINATION OF REGISTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS**

- 3.13.1 Prior to the detailed evaluation of applications, KTB will determine whether each application (a) has been properly signed and delivered pursuant to clause 3.2; (b) is substantially responsive to the requirements of the registration documents; and (c) provides any clarification and/or substantiation that KTB may require to determine responsiveness pursuant to Sub-Clause 3.13.2.
- 3.13.2 A substantially responsive application is one that conforms to all the terms,

conditions, and specifications of the registration documents without material deviation or reservation. A material deviation or reservation is one:

- (a) which limits in any substantial way, inconsistent with the registration documents, KTB's rights, or the applicant's obligations under the contract; or
- (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

3.13.3 If an application is not substantially responsive, it will be rejected by KTB and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

3.13.4 KTB will, prior to the approval of the registration confirm the qualification of each applicant who shall have passed the technical stage of the registration process to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

### **3.14 NOTIFICATION OF QUALIFIED APPLICANTS**

3.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 3.13.4 will be notified by the Board within thirty (30) days from the date of opening of registration documents.

3.14.2 At the same time KTB notifies qualified Applicants that their applications are responsive, KTB shall notify the other Applicants whose applications are not responsive.

### **3.15 EVALUATION AND COMPARISON OF APPLICATIONS**

3.15.1 KTB will evaluate and compare only the applications determined to be substantially responsive in accordance with Clauses 3.13.

3.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

### **3.16 EMPLOYER'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS**

3.16.1 KTB reserves the right to accept or reject any application and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for KTB's action.

### **3.17 NOTIFICATION OF APPROVAL**

3.17.1 Prior to the expiration of the period of registration validity prescribed by KTB, KTB will notify successful applicants.

### 3.18 ACCEPTANCE OF THE APPROVAL

3.18.1 The successful candidates shall be required to acknowledge in writing the acceptance of their registration to KTB.

### 3.19 APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the Registration of candidates shall supplement, complement, or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

<b>Instruction to tenderer</b>	<b>Particulars of the appendix to instructions to Tenderer</b>
Clause 3.2.1	Bidders are requested to submit <b>ONLY ONE ORIGINAL REGISTRATION</b> document.
Clause 3.3	Opening of applications shall take place on <b>3<sup>rd</sup> October 2024 at 12.00 Noon.</b>
Clause 3.4.1	The registration of suppliers' exercise is open to all interested and eligible applicants. Some categories are reserved for AGPO registered firms while others are open to all.
Clause 3.5.1	Evaluation and Comparison of Applications shall be carried out in strict compliance with the criteria set out on page 13 of this document.
Clause 3.5.5	Applicants under the open categories should submit audited accounts for at least two most recent financial years i.e. 2021/2022, and 2022/2023, and 2021/2022 for firms whose financial years run from July to June.

### 3.20 ELIGIBILITY/EVALUATION CRITERIA

Applicants who fail to meet or submit any of the following mandatory requirements shall be disqualified.

<b>No.</b>	<b>Requirements</b>	<b>Score</b>
1.	Duly filled signed and stamped Registration Submission Form addressed to the CEO indicating the area or category of interest.	<b>Mandatory</b>
2.	Copy of Certificate of Registration/Incorporation	<b>Mandatory</b>

3.	Copy of Valid Tax Compliance Certificate	<b>Mandatory</b>
4.	Copy of Valid Single Business Permit from the County Government	<b>Mandatory</b>
5.	Evidence of physical registered office and address ( <i>Evidence required can be a copy of lease agreement or Title deeds or copy of electricity bill or water bill in the name of the company or the director of the company</i> ). <b>NOT APPLICABLE TO AGPO GROUP</b>	<b>Mandatory</b>
6.	Copy of Current CR 12 (recent 12 Months) for Limited companies only or Copies of Identification Documents (IDs) for Directors of sole proprietorships.	<b>Mandatory</b>
7.	Duly filled, signed, and stamped Confidential Business Questionnaire	<b>Mandatory</b>
8.	Copy of valid AGPO certificates for applicants of the reserved categories	<b>Mandatory</b>
9.	Duly filled registration Data (Registration of suppliers Application form) (REG-1)	<b>Mandatory</b>
10.	Duly filled, signed supervisory personnel form (REG-2)	<b>Mandatory</b>
11.	Give a statement that demonstrates an understanding of the category of interest (REG-3)	<b>Mandatory</b>
12.	Submit a duly filled, signed, and stamped Past Experience Form (REG-4) which Must be backed with at least 3 copies of LPOs/LSOs or signed contracts as evidence of having undertaken similar or related supplies. <b>NOT APPLICABLE TO AGPO GROUP</b>	<b>Mandatory</b>
13.	Duly filled Litigation History form (REG-5)	<b>Mandatory</b>
14.	Duly filled, signed, and stamped Sworn statement (REG-6)	<b>Mandatory</b>
15.	A reference letter from the applicant's bank regarding the company's financial position.	<b>Mandatory</b>
16.	Professional service providers are required to provide current practicing certificates from their professional bodies and to be of good standing without any disciplinary cases e.g., Legal services ( <i>The Authority reserves the right to carry out due diligence before registration of the service providers</i> ).	<b>Mandatory</b>
17.	Copy of valid IATA certificate ( <b>for applicants of category KTB/S/001/2024-2025 only</b> )	<b>Mandatory</b>
18.	Applicants must submit audited accounts for at least two most recent financial years i.e. 2021/2022, 2022/2023 and 2020/2021 for firms whose financial years run from July to June. <b>NOT APPLICABLE TO AGPO GROUP</b>	<b>Mandatory</b>
19.	Valid ICT Authority Accreditation certificate relevant to the category of application ( <b>for ICT related categories only</b> )	<b>Mandatory</b>
20.	Valid Kenya Association of Tour Operators (KATO) ( <b>for provision of ground transfer services category KTB/S/017/2024-2025 only</b> )	<b>Mandatory</b>

**Note:**

- Bidders must meet **ALL** the Mandatory Requirements to qualify for Registration except the categories reserved for AGPO. Pursuant to Reg.145 (3), all applicants in the categories reserved for AGPO shall only be required to submit their valid AGPO registration certificates and shall therefore be automatically included in the list of registered Suppliers.
- All bidders shall provide one document per category.

**SECTION IV: REGISTRATION SUBMISSION FORM**

Date \_\_\_\_\_

Registration No. \_\_\_\_\_

To:  
**Kenya Tourism Board**  
**Kenya Re Towers, 7<sup>th</sup> Floor**  
**Off Ragati Road**  
**P.O Box 30630 -00100 NAIROBI**

Gentlemen and/or Ladies:

Having examined the Registration documents including Addenda Nos.. the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Registration Document.

Our Registration is binding to us and if found acceptable we shall be pleased to be included in the list of pre- qualified firms.

**Category applied for Registration Code No.**\_\_\_\_\_

**Subcategory Description**\_\_\_\_\_

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_ [signature] \_\_\_\_\_ [in the capacity of]

Duly authorized to sign tender for an on behalf of *(Name of the firm)*



#### 4.1 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the information indicated in Part 1 and either Part 2(a), 2(b), or 2(c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this Form.

1. Part 1 General:

Business Name .....

Postal Address .....

Tel. No.

Email.....

AGPO Number.....

Nature of business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one-time Kshs.

.....

Name of your bankers .....

Branch .....

2. Part 2(a) – Sole Proprietor:

Your name in full .....

Age .....

Nationality.....

Country of origin .....

Citizenship details.....

3. Party 2(b) – Partnership

Give details of partners as follows:

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

4. Part 2(c) – Registered Company:

Private or public .....

State the nominal and issued capital of the company –

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

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

Date.....Signature of Tenderer .....

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**4.2 FORM REG-1: REGISTRATION DATA REGISTRATION OF SUPPLIERS' APPLICATION FORM**

I/We..... hereby apply for registration as a supplier(s)..... (*Name of Company/Firm*).....of.....(Subcategory Description).....(Sub-Category Code No.).....  
Post Office Address .....Town.....  
Street .....Name of building .....  
Room/Office No. .... Floor No. ....  
Telephone Nos. ....  
Full Name of applicant .....

**Organization & Business Information (where applicable)**

Management Personnel .....  
Chief Executive .....  
Secretary .....  
General Manager .....  
Treasurer .....  
Other.....

**Partnership (if applicable)**

Names of Partners .....  
Business founded or incorporated .....  
Under present management since .....  
Net worth equivalent Kshs.....  
Bank reference and address .....  
Bonding company reference address.....

Enclose copy of organization chart of the firm indicating the main fields of activities

.....  
.....

State any technological innovations or specific attributes which distinguish you from your competitor:

.....  
.....  
.....  
.....  
.....

Indicate terms of trade/sale .....

**4.3 FORM REG-2: SUPERVISORY**

Name .....

Age .....

Academic Qualification .....

Undergraduate.....

Postgraduate.....

Diploma.....

Certificate .....

High School.....

Professional Qualification .....

.....

*(Attach Certificates if any)*

Length of service with Contractor or Supplier position held

.....

*(Attach copies of certificates of key personnel in the organization)*

**4.4 FORM REG-3: STATEMENT(S) THAT DEMONSTRATES AN UNDERSTANDING OF THE CATEGORY OF INTEREST**

Kindly give a clear and comprehensive statement that describes the methods and procedures that you would use should you be awarded a contract. This should include all activities and processes you will engage in as well as equipment and personnel that will be involved so as to ensure timely delivery of the goods.

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**4.5 FORM REG-4: PAST EXPERIENCE**

**NAME OF FIVE CLIENTS**

1.1 Client (organization)

Name of Client (organization) .....

Address of Client (organization) .....

Name of Contact Person at the client (organization) .....

Telephone No. of Client .....

Value of Contract .....

Duration of Contract (date) .....

*(Attach documental evidence of the existence of the contract)*

2.2 Client (organization)

Name of Client (organization) .....

Address of Client (organization) .....

Name of Contact Person at the client (organization) .....

Telephone No. of Client .....

Value of Contract .....

Duration of Contract (date) .....

*(Attach documental evidence of the existence of the contract)*

3.3 Client (organization)

Name of Client (organization) .....

Address of Client (organization) .....

Name of Contact Person at the client (organization) .....

Telephone No. of Client .....

Value of Contract .....

Duration of Contract (date) .....

*(Attach documental evidence of existence of contract)*

**4.6 FORM REG-5: LITIGATION HISTORY**

**Name of Contract Supplier** .....

Suppliers/ Service providers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT</b>



**4.7 FORM REG-6: SWORN STATEMENT**

**SWORN STATEMENT FOR REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS, SERVICES AND CONSULTANCIES**

KTB intends to update its register for suppliers for various goods, works, and services for the financial years, 2024/2025 – 2025/2026. Interested eligible applicants are invited to apply for registration, indicating the category of goods, works, and services they wish to be registered in.

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

- a. The information furnished in our application is accurate to the best of my/our knowledge.
- b. That in case of being registered I/we acknowledge that this will grant us the right to participate in due time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the registration evaluation.

**Date .....**

**Applicant's Name / Company's Name .....**

**Represented by .....**

**Signature & Stamp .....**

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