



**Media Council of Kenya**  
**Ground Floor, Britam Centre**  
**Ragati Road, Upper Hill P.O Box 43132-00100-Nairobi**  
**Tel: +254 020 2725032; email: [tenders@mediacouncil.or.ke](mailto:tenders@mediacouncil.or.ke)**

**REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR  
2022/2023 – 2023/2024 FINANCIAL YEARS.**

Media Council of Kenya invites applications from interested and eligible firms for registration as service providers of goods, services and works for the 2022/2023 – 2023/2024 Financial Years.

**NB:**

1) Current providers are required to re-apply.

**Registration documents may be downloaded from Media Council of Kenya website [www.mediacouncil.go.ke/index.php/procurement/tenders](http://www.mediacouncil.go.ke/index.php/procurement/tenders); or from the Public Procurement Information Portal free of charge.**

Completed registration documents in plain sealed envelopes clearly marked on the Envelope:

“REGISTRATION OF SUPPLIERS FOR 2022/2023 - 2023/2024 FINANCIAL YEARS”

Category No.....

Category description.....

Should be addressed to:

**THE CHIEF EXECUTIVE OFFICER  
MEDIA COUNCIL OF KENYA  
P.O. BOX 43132-00100 NAIROBI.  
KENYA**

and be deposited in the Tender Box located at the Media Council of Kenya on the Ground floor, Britam Centre, Upper Hill, so as to be received on or before **Friday, April 8<sup>th</sup>, 2022 at 1000hours.**



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**REGISTRATION AS SUPPLIERS  
FOR THE FINANCIAL YEARS 2022/2023  
&2023/2024**

**Tender No. MCK/001/PROC/REG/014/2022-2024**

***MARCH 2022***

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## INVITATION FOR REGISTRATION

Tender No: **MCK/001/PROC/REG/014/2022-2024**

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

The Media Council of Kenya (MCK) is a national body established under Section 5 of the Media Council Act, 2013 for purposes of media regulation and development as envisaged under Article 34(5) of the Constitution of Kenya.

MCK invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2022 -2024**.

### A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
MCK/A1/2022-2024	Supply and Delivery of General and Printed Office supplies e.g. stationery photocopying paper, toner cartridges and Computer Consumables e.t.c.	Disadvantaged Groups
MCK/A2/2022-2024	Supply and Delivery of Office Furniture, Furnishings & Fittings	Disadvantaged Groups
MCK/A3/2022-2024	Supply of Computer Software and Licenses	Disadvantaged Groups
MCK/A4/2022-2024	Provision of Design and Printing Services for Promotional Materials e.g. T-shirt, Caps, Calendars, Banners, Carrier Bags, Research Reports e.t.c.	Disadvantaged Groups
MCK/A5/2022-2024	Supply, Delivery and Installation of Office Equipment e.g. Computers, Printers, Telephone, PABX, e.t.c	Disadvantaged Groups
MCK/A6/2022-2024	Supply and Delivery of Motor Vehicle Tyres, Tubes and Batteries	Disadvantaged Groups
MCK/A7/2022-2024	Supply of Electronic and Telecommunication Equipment	Open
MCK/A8/2022-2024	Supply and Delivery of Drinking Water, Lease and Maintenance of Water Dispenser	Open
MCK/A9/2022-2024	Supply, Delivery and Maintenance of Printing/ Biometric Machine	Open
MCK/A10/2022-2024	Design and Supply of AJEA Trophies	Open

MCK/A11/2022-2024	Supply and Delivery of Kitchen Consumables e.g. Sugar, Serviettes, Drinking Chocolate, Coffee, Milk e.t.c.	Disadvantaged Groups
MCK/A12/2022-2024	Supply and Delivery of Newspapers	Disadvantaged Groups
MCK/A13/2022-2024	Supply and delivery of Kitchen Utensils, Cutlery and Equipment	Disadvantaged Groups
MCK/A14/2022-2024	Supply and delivery of Pastries ( <i>Must have physical locations in Kisumu, Mombasa, Nakuru and Meru</i> )	Open
MCK/A15/2022-2024	Supply and delivery of Personal Protective Equipment (masks) and sanitizers	Disadvantaged Groups
MCK/A16/2022-2024	Supply and delivery for suits for drivers	Open
MCK/A17/2022-2024	Supply and delivery of Dustcoats	Disadvantaged Groups
MCK/A18/2022-2024	Supply and delivery of curtain blinds	Disadvantaged Groups
MCK/A19/2022-2024	Supply and delivery of fire extinguishers, first aid kits	Disadvantaged Groups

#### **B) PROVISION OF SERVICES**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
MCK/B1/2022-2024	Development/Production of Radio, TV Documentaries	Open
MCK/B2/2022-2024	Provision of Courier Services (Local/ International)	Open
MCK/B3/2022-2024	Provision of event organizing services	Disadvantaged Groups
MCK/B4/2022-2024	Provision of outside catering services ( <i>Must have physical locations in Kisumu, Mombasa, Nakuru and Meru</i> )	Open
MCK/B5/2022-2024	Provision of comprehensive office cleaning, fumigation & Pest control services ( <i>Must have physical locations in Kisumu, Mombasa, Nakuru and Meru</i> )	Disadvantaged Groups
MCK/B6/2022-2024	Provision of valuation, tagging & labeling of Assets	Open
MCK/B7/2022-2024	Provision of Travel COUNCIL and Air ticketing Services (IATA REGISTERED FIRMS)	Disadvantaged Groups
MCK/B8/2022-2024	Provision of Transport and Taxi Services	Open
MCK/B9/2022-2024	Repair, service and maintenance of motor vehicles	Open

MCK/B10/2022-2024	Provision of car hire and outsourced transport services	Open
MCK/B11/2022-2024	Provision of Valuation and Auctioneering Services	Open
MCK/B12/2022-2024	Provision of Hotel (meals & Accommodation) and conference facilities	Open
MCK/B13/2022-2024	Provision of Legal Services	Open
MCK/B14/2022-2024	Provision of Bulk printing, Bulk Photocopying, Binding and Document Management Services	Disadvantaged Groups
MCK/B15/2022-2024	Provision of Ghost-Writing Services	Open
MCK/B16/2022-2024	Provision of Internet and Website Hosting services	Open
MCK/B17/2022-2024	Provision, Repair & Maintenance of Air Conditioners and Related Accessories	Open
MCK/B18/2022-2024	Provision and Repair of Networking Equipment e.g. Servers, Routers etc.	Open
MCK/B19/2022-2024	Provision of Master of Ceremony Services	Open
MCK/B20/2022-2024	Supply and Installation of Computer Software and Licenses	Open
MCK/B21/2022-2024	Provision of Rapporteur and Transcription Services	Open
MCK/B22/2022-2024	Provision of Translation Services	Open
MCK/B23/2022-2024	Provision of Archival Services, label Management & Filing Services	Open
MCK/B24/2022-2024	Provision of Website Design Services	Open
MCK/B25/2022-2024	Supply and Delivery of Media Clips (Electronic e.t.c.)	Open
MCK/B26/2022-2024	Supply and Delivery of Accreditation Consumables e.g. Data Cards, Laminators and Colour Ribbon.	Open
MCK/B27/2022-2024	Provision of Repairs and Servicing of Motor Vehicle	Open
MCK/B28/2022-2024	Supply, Installation and Commissioning of CCTV and Access Control System	Disadvantaged Groups
MCK/B29/2022-2024	Provision of Digital Citation Services	Disadvantaged Groups
MCK/B30/2022-2024	Provision of Social Media Consultancy Services	Open
MCK/B31/2022-2024	Provision of Audio-Visual Production Editing Services (Film, Documentaries, Photography and Videography, Public Address and related Services)	Open
MCK/B32/2022-2024	Repair and Maintenance of the Media Monitoring Machine and Related Equipment	Open

MCK/B33/2022-2024	Provision of Gym Services	Open
MCK/B34/2022-2024	Provision of Fuel Services	Open
MCK/B35/2022-2024	Provision of Car Wash Services	Disadvantaged Groups
MCK/B36/2022-2024	Provision of Storage Facilities	Open
MCK/B37/2022-2024	Provision of Vehicle System Management Services	Disadvantaged Groups
MCK/B38/2022-2024	Provision of Office Signage Management Services	Disadvantaged Groups
MCK/B39/2022-2024	Provision of Sign Language Interpretation Services by <b>KSLIA</b> registered Interpreters	Open

**c) PROVISION OF CONSULTANCY SERVICES**

MCK/C1/2022-2024	Provision of Research & Survey Based Consultancy Services (Customer Satisfaction Surveys, Employee Satisfaction, Work Environment and Baseline Surveys)	Open
MCK/C2/2022-2024	Provision of AJEA Judging	Open
MCK/C3/2022-2024	Provision of Human Resource Consultancy Services, Training and Capacity Building	Open
MCK/C4/2022-2024	Provision of Training Services (Specialized, Media/Journalism Training) both Individual and Corporate trainers.	Open
MCK/C5/2022-2024	Provision of Consultancy Services (Training, Editorial Services, Moderators, Media Research)	Open
MCK/C6/2022-2024	Provision of Team Building services	Disadvantaged Groups
MCK/C7/2022-2024	Provision of consultancy Services for Job Evaluation and HR Review.	Open
MCK/C8/2022-2024	Provision of Consultancy Services (Customer Satisfaction Baseline Survey, Employee Satisfaction Survey and Work Environment Survey (NEMA Certified Firms)	Open
MCK/C9/2022-2024	Provision of Research Software and ICT Related Consultancy Services	Open
MCK/C10/2022-2024	Provision of Consultancy for Formulation of Policy Documents	Open
MCK/C11/2022-2024	Provision of Counselling Services	Open
MCK/C12/2022-2024	Provision of Consultancy Services for Recruitment	Open

**D) PROVISION OF WORKS**

MCK/D1/2022-2024	Provision of Small Works to Include Repair Works, Plumbing e.t.c	Open
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## REQUIREMENTS

Prospective suppliers shall be required to submit the following MANDATORY documents as proof of their eligibility:-

1. *Certificate of Registration/Incorporation*
2. *Valid Tax compliance Certificate*
3. *CR12 Certificate*
4. *The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority*
5. *For works Firms MUST be registered by NCA*
6. *For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County/Municipal council*
7. *For provision of Ticketing Services prospective service providers MUST be registered with IATA*
8. *Fully Filled Supplier Information Form.*

**Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and Proof of membership to a professional body where relevant should be attached.**

The registration documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded **free of charge** from the Public Procurement Information Portal (PIIP) or from our website on the following link: -

[www.mediacouncil.go.ke/index.php/procurement/tenders](http://www.mediacouncil.go.ke/index.php/procurement/tenders)

Duly completed Registration Documents in plain sealed envelopes clearly marked "Category No.....For the supply/provision of ....." should be addressed to:

THE CHIEF EXECUTIVE OFFICER  
MEDIA COUNCIL OF KENYA  
P.O. BOX 43132-00100  
NAIROBI.

and be deposited in the Tender Box located at the Media Council of Kenya on the Ground floor, Britam Centre, Upper Hill, so as to be received on or before **Friday, April 8<sup>th</sup>, 2022 at 1000hours.**

Soft copies of the applications may be sent to the following email address: - [tender@mediacouncil.or.ke](mailto:tender@mediacouncil.or.ke) so as to reach the Council on or before **Friday, April 8<sup>th</sup>, 2022 at 1000hours.**



Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend, in the boardroom situated on 1<sup>st</sup> floor, Britam Centre. *(When conducting this exercise MCK shall advise on the safety measures to be observed in line with the Government directive during the Covid 19 pandemic)*

Current providers are required to re-apply.

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

*Note: After conclusion of the exercise, a list of all successful service providers will be posted in the Media Council of Kenya website:*

[www.mediacouncil.go.ke/index.php/procurement/tenders](http://www.mediacouncil.go.ke/index.php/procurement/tenders)

**THE CHIEF EXECUTIVE OFFICER  
MEDIA COUNCIL OF KENYA**

## **SECTION 2: INSTRUCTIONS TO CANDIDATES**

### **2.1 Introduction**

2.1.1 The Media Council of Kenya (MCK) would like to invite interested candidates who must qualify by meeting the set criteria as provided by MCK to perform the contract of provision of goods, services and works to the COUNCIL.

### **2.2. Format and Signing of Applications**

2.2.1 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 In addition, the applicant shall submit one copy of the same registration document clearly marked COPY In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy 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 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

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.

### **2.3 Submission of Applications**

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category, title 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 so as to be received on or before **Friday, April 8<sup>th</sup>, 2022 at 1000hours**. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 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 the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category, title and reference number of the registration document. In addition to the identification required in sub-Clause 2.2.1, 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 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, the COUNCIL will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity the COUNCIL will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 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 for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicants disqualification.

## **2.4 Eligible Candidates**

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to The Kenya Trade Network COUNCIL so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

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

## **2.5 Qualification Criteria**

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration 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.

### **2.5.3 Experience**

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

### **2.5.4 Personnel**

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

### **2.5.5 Financial Condition**

The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

### **2.5.6 Confidential Business Questionnaire**

The general information and details of nature of business and location should be included in Form RQ -2.

### **2.5.7 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

### **2.5.8 Litigation History and Sworn Statement**

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 RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

## **2.6 Cost of Application**

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and the COUNCIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

## **2.7 Clarification of Registration Documents**

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify the COUNCIL in writing or by email at the COUNCIL's email address indicated in the registration data.

2.7.2 The COUNCIL will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the COUNCIL'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 picked the registration documents.

## **2.8 Amendment of Registration Documents**

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

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the COUNCIL.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the COUNCIL may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

## **2.9 Deadline for Submission of Registration Documents**

2.9.1 Applications must be received by the COUNCIL at the address specified in SubClause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 The Council may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the COUNCIL and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 Opening of Registration Documents**

2.10.1 The COUNCIL will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance. *(This shall be subject to the safety measures provided to ensure compliance with the Government directive during the Covid 19 pandemic)*

(b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

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

2.13.4 The COUNCIL, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

## **2.14 Notification of Qualified Applicants**

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the COUNCIL within thirty (30) days from the date of opening of registration documents.

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

## **2.15 Evaluation and Comparison of Applications**

2.15.1 The COUNCIL will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

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

## **2.16 COUNCIL's Right to accept any Application and to reject any or all Applications**

2.16.1 The COUNCIL 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.

## **2.17 Notification of Approval**

2.17.1 Prior to expiration of the period of registration validity prescribed by the COUNCIL, the COUNCIL will notify successful applicants through a list to be uploaded on the COUNCIL website.

## 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.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**. (Unless submitting online)
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:-

### A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/ Exemption certificate	Mandatory
3.	For works Firms MUST be registered by NCA	Mandatory
4.	Copies of registration with relevant regulatory bodies where applicable e.g. IATA, IRA, LSK, CMTE etc.	Mandatory
5.	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
6.	Outside Catering Services bidders to avail a certificate of health for food handling from County/Municipal council	Mandatory
7.	Current practicing certificates for professionals where applicable	Mandatory
8.	AGPO Certificate where applicable	Mandatory
9.	Filled Supplier Information Request Form	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

## 2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

### EVALUATION CRITERIA

	<b>Requirements</b>	<b>Score</b>
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	20
3	Fully Filled Supplier Information	20
4	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
5	Litigation History (Provide current sworn affidavit)	10
	<b>TOTAL</b>	<b>100</b>

**The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.**



**FORM RQ-1 - REGISTRATION DATA**

**SUPPLIERS APPLICATION FORM**

I/We - ..... - hereby apply for registration a  
(*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

**RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I 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** Part I- General:

.....  
Location of business premises.....  
..... Street/Road.....  
Postal Address . ..... Tel No.....  
Nature of business..... Current Trade License No . .....  
Expiring date.....  
Maximum value of business which you can handle at any one time: Kshs . .....  
Name of your bankers.....Branch.....  
Business Name  
Plot No

<b><i>Part 2 (a) Sole Proprietor</i></b>			
Your name	Il.....	Age.....	
in fu			
Nationality	.....	Country of origin.....	
*Citizenship details	.....		
<b><i>Part 2 (b) Partnership</i></b>			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
.....	.....	.....	.....
.....	.....	.....	.....

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

Date ..... Signature of Candidate.....

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

**(40 Points)**

**FORM RQ-3 - PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS 1. Name of 1<sup>st</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) ..... iii)
- Name of Contact Person at the client (organization) ..... iv)
- Telephone No. of Client .....
- v) Duration of Contract (date) .....
- vi) Signature and stamp of Organization.....

**2. Name of 2<sup>nd</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) ..... iii)
- Name of Contact Person at the client (organization) ..... iv)
- Telephone No. of Client .....
- v) Duration of Contract (date) .....
- vi) Signature and stamp of Organization.....

**3. Name of 3<sup>rd</sup> Client (organization)**

- i) Name of Client (organization) .....
- ii) Address of Client (organization) ..... iii)
- Name of Contact Person at the client (organization) ..... iv)
- Telephone No. of Client .....
- v) Duration of Contract (date) .....
- vi) Signature and stamp of Organization.....

**(30 Points)**

**FORM RQ-4 - LITIGATION HISTORY**

Name of Contract Supplier.....

Contractors/Suppliers 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>

**(10 Points)**

**FORM RQ-5 - SWORN STATEMENT**

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

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I 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)**

2.10.2 The Council shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Applications sent online shall also be noted down and read out during the opening.

## **2.11 Process to be Confidential**

2.11.1 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 the Council's processing of applications or approval decisions may result in the rejection of the applications

## **2.12 Clarification of Applications and Contacting of the Council**

2.12.1 To assist in the examination, evaluation, and comparison of applications, the Council may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the COUNCIL 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 the COUNCIL, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence the COUNCIL in the COUNCIL's registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

## **2.13 Examination of Registration Documents and Determination of Responsiveness**

2.13.1 Prior to the detailed evaluation of applications, the COUNCIL will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that the COUNCIL may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 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, the COUNCIL's rights or the applicant's obligations under the contract; or



## SUPPLIER INFORMATION REQUEST FORM

### Part 1 Business Details

KRA PIN NUMBER: ..... KRA EMAIL: .....

BUSINESS NUMBER: .....

PIN VALIDITY: .....

BUSINESS OWNER: .....

PIN OWNER: ..... PIN STATUS: .....

VAT REGISTERED: .....

TAX COMPLIANCE NUMBER: .....

TELEPHONE NUMBER: .....

### Part 2: Business Registry Details

BUSINESS NUMBER: .....

SUPPLIER NAME: .....

SUPPLIER TEL NO: ..... SUPPLIER EMAIL ADDRESS: .....

POSTAL ADDRESS: ..... POSTAL CODE: .....

DATE REGISTERED: .....

BUSINESS TYPE: .....

OPERATION COUNTY: .....

### Part 3: Business Directors List

ID	NAME	ID NUMBER	TELEPHONE	NATIONALITY