

## INDUSTRIAL & COMMERCIAL DEVELOPMENT CORPORATION

### REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2017-2019

TENDERER'S NAME: 0

CATEGORY NO: 0 0 0 ..0 0 0 0 0 0 0 0 ..0 0 0 0 0 0 0 0 0 0 ....

CATEGORY DESCRIPTION: 0

0 0

**Note: For each category description and number a separate application should be submitted if interested in more than one.**

P.O. BOX 45519-00100 NAIROBI  
TEL: +254 020 2771000/2229213  
FAX: +254 020 317456

UCHUMI HOUSE, AGA KHAN WALK

[www.icdc.co.ke](http://www.icdc.co.ke)

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## TENDER NOTICE

### REGISTRATION OF SUPPLIERS

The Industrial & Commercial Development Corporation (ICDC) is a statutory body established through an Act of Parliament in 1954 to steer economic growth through provision of various financial services.

The Corporation invites sealed bids from interested firms to register as suppliers for the provision of various goods, works and services for the period 2017 -2019.

Category Number	Description	Eligibility
<b>CATEGORY A: SUPPLY OF GOODS</b>		
<b>A1</b>	Supply, delivery and maintenance of ICT Equipment (Computers, printers, iPads and related equipment/ accessories).	<b>Open</b>
<b>A2</b>	Supply and delivery of Promotional Materials	<b>Open</b>
<b>A3</b>	Supply and delivery of Books, Journals and Library Material Supply and delivery of newspapers, Magazines, periodicals & publications	<b>Open</b>
<b>A4</b>	Supply, delivery and maintenance of office furniture, fittings and Office Equipment	<b>Open</b>
<b>A5</b>	Supply and delivery of tyres, tubes and batteries	<b>Open</b>
<b>A6</b>	Supply and delivery of general stationery and computer consumables.	<b>Disadvantaged Groups</b>
<b>A7</b>	Supply and delivery of Assorted Hardware material	<b>Disadvantaged Groups</b>
<b>A8</b>	Supply of fresh cut flowers and flower/floral arrangements	<b>Disadvantaged Groups</b>
<b>CATEGORY B: PROVISION OF SERVICES</b>		
<b>B1</b>	Provision of graphic design and printing services	<b>Open</b>
<b>B2</b>	Provision and maintenance services of networking services, structured cabling, telephone & telecommunication equipment	<b>Open</b>
<b>B3</b>	Provision of maintenance services for firefighting equipment	<b>Open</b>
<b>B4</b>	Provision of archival services, label management & filing systems services	<b>Open</b>
<b>B5</b>	Provision of auctioneering services and court process servers <b>(registered firms with valid practicing certificate)</b>	<b>Open</b>
<b>B6</b>	Provision of Valuation & Estate Agency Services <b>(Attach valid practicing certificate)</b>	<b>Open</b>
<b>B7</b>	Provision of legal services <b>(Indicate area of Specialization in the format provided)</b>	<b>Open</b>

<b>B8</b>	Provision of repair and maintenance services for back up diesel generator	<b>Open</b>
<b>B9</b>	Provision of debt collection services.	<b>Open</b>
<b>B10</b>	Provision of private investigation services.	<b>Open</b>
<b>B11</b>	Provision of repair and maintenance services for Air Conditioning Equipment and mechanical ventilation.	<b>Open</b>
<b>B12</b>	Provision of Air Travel, Reservations and Ticketing Services <b>(IATA Registered Firms only).</b>	<b>Open</b>
<b>B13</b>	Provision of team building facilitation services.	<b>Open</b>
<b>B14</b>	Provision of Public Relation and Communication Services	<b>Open</b>
<b>B15</b>	Provision of Brand Management Services	<b>Open</b>
<b>B16</b>	Provision of Web Design	<b>Open</b>
<b>B17</b>	Provision of Marketing Services <b>(Corporate registration with MSK)</b>	
<b>B18</b>	Provision of garbage collection services.	<b>Disadvantaged Groups</b>
<b>B19</b>	Provision of event organizing services, décor, tents and chairs	<b>Disadvantaged Groups</b>
<b>B20</b>	Provision of fumigation and pest control services.	<b>Disadvantaged Groups</b>
<b>B21</b>	Provision of website design, hosting and maintenance services	<b>Disadvantaged Groups</b>
<b>B22</b>	Provision of photography and video recording services	<b>Disadvantaged Groups</b>
<b>CATEGORY C: PROVISION OF CONSULTANCY SERVICES</b>		
<b>C1</b>	Provision of Human Resource Consultancy services, training and capacity building	<b>Open</b>
<b>C2</b>	Provision of Research and Survey Services	<b>Open</b>
<b>C3</b>	Provision of consultancy services for business development and market research	<b>Open</b>
<b>C4</b>	Provision of training services on drug abuse and HIV/AIDS	<b>Disadvantaged Groups</b>
<b>CATEGORY D: PROVISION OF WORKS</b>		
<b>D1</b>	Provision of Various Small Works including repair and maintenance of building, carpentry, masonry, electrical and plumbing services <b>(NCA registered firms only)</b>	<b>Open</b>
<b>D2</b>	Repair & maintenance of motor vehicles <b>(Registered garages only)</b>	<b>Open</b>

The disadvantaged groups are Women, Youth and Persons Living with Disabilities who have registered with Ministry of Finance (AGPO Certificate)

Interested firms **MUST** meet all the requirements as stated in the registration documents.

Interested eligible candidates may obtain the registration documents by downloading free of charge from the Corporation's website: [www.icdc.co.ke](http://www.icdc.co.ke) and IFMIS portal at [supplier.treasury.go.ke](http://supplier.treasury.go.ke).

Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to:-

**The Executive Director  
Industrial & Commercial Development Corporation (ICDC)  
17<sup>th</sup> Floor, Uchumi House, Aga Khan Walk  
P.O. Box 45519-00100, Nairobi**

Completed documents shall be deposited in the Tender box located at the reception area on 17<sup>th</sup> Floor, Uchumi House Aga Khan Walk, Nairobi, so as to be received on or before **10.00 am on 21<sup>st</sup> July 2017 at 10.00 am**

**EXECUTIVE DIRECTOR/CHIEF EXECUTIVE  
INDUSTRIAL AND COMMERCIAL DEVELOPMENT CORPORATIO**

## SECTION I - INTRODUCTION

1. The Industrial & Commercial Development Corporation hereinafter referred as **Procuring entity** intends to register/ prequalify candidates for the **supply of goods, services and works for the financial years 2017-2019**
2. Registration/ Prequalification is open to all eligible applicants.
3. Eligible candidates may obtain the registration documents by downloading free of charge from the Corporation's website: [www.icdc.co.ke](http://www.icdc.co.ke) and IFMIS portal at [supplier.treasury.go.ke](http://supplier.treasury.go.ke)
4. Candidates will only qualify by meeting the set criteria to perform the contract of supply of goods, works and services to the Corporation. Suppliers who are not prequalified or fail to meet the registration/ prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs
5. Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to
6. All candidates whose applications will have been received before the closing date and time will be advised in due course by posting the successful candidates on the Corporation's website

**SECTION II - INSTRUCTIONS TO CANDIDATES**

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## SECTION II - INSTRUCTIONS TO CANDIDATES

### **2.1 Scope of Tender**

**2.1.1** The *Industrial & Commercial Development Corporation* hereinafter referred to as the procuring entity intends to prequalify suppliers for the **supply of goods, services and works for the financial years 2017-2019**. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than the date on the invitation letter.

**2.1.2** Prequalification is open to eligible firms as shown in paragraph 2.3 herein below.

**2.1.3** The contract will be a unit price contract where bidders will be invited to quote for items as and when the procuring entity deem necessary

### **2.2 Submission of Application**

**2** Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and tender number and deposited in the tender box at the reception on 17<sup>th</sup> floor Uchumi House building, Aga Khan walk, Nairobi, or be addressed to Industrial & Commercial Development Corporation, P.O. Box 45519-00100 Nairobi, so as to be received on or before **10.00 am on 21st July 2017**. The procuring entity reserves the right to reject late applications.

**2.2.1** All the information requested for pre qualification 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.

**2.2.2** Failure to provide information that is 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.

### **2.3 Eligible Candidates**

**2.3.1** This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

**2.3.2** The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under Section 66 (5) of the PPADA, 2015.

**2.3.3** All candidates found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.



## 2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown in the appendix to instructions to candidates below. The declaration will be either pass or fail regarding the applicant's general and particular experience, capabilities and financial position as demonstrated by the applicant's response in the forms provided in **Section III** and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 **General Experience.** The applicant shall meet the following minimum criteria

- (a) Provide a detailed individual/company profile which must include copy of Business registration certificate / Trade license, PIN and VAT registration numbers as well as a copy of the tax clearance certificate.
- (b) Physical address and contact details.

2.4.3 **Specific Experience:** Details of similar assignments recently undertaken including at least Five reference contacts and detailed client list for the last two years.

2.4.4 **Financial position.**

Applicant shall provide their audited accounts (accounts should be audited by accountants/accounting firms officially and currently registered with ICPAK) for the last two years (AGPO Registered firms to provide Bank Statements for one year) and must demonstrate soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

For firms owned by individuals and partnerships the applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow.

All applicants shall provide letters of reference from bankers and bank statements for the last six months. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.5 **Litigation history;** the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last two years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5 Public Sector companies

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## **2.6 Updating Pre-qualification Information**

- 2.6.1 Prequalified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification 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.

### CRITERIA OF EVALUATION

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>YES/NO</b>
<b>1.</b>	Document Conformity/Presented in a required format	
<b>2.</b>	Copy (ies) of Identity Card(s)/Passport(s).	
<b>3.</b>	Duly filled, signed and stamped business questionnaire	
<b>4.</b>	AGPO Certificate of registration in a target group issued by Ministry of Finance for disadvantaged groups for reserved categories	
<b>6.</b>	Copy of PIN Certificate.	
<b>8.</b>	Valid Tax Compliance/ Exemption Certificate	
<b>9.</b>	Certificate of Incorporation/Business Registration	
<b>10.</b>	Audited Accounts for the last two years (for open category) and Bank statement and Bank reference of not more than Six months from date of applying (AGPO Registered)	
<b>11</b>	Where indicated, Current Certificates of affiliation to a recognized registered professional/ regulatory body e.g.: <ul style="list-style-type: none"> <li>• Registration Certificate from National Construction Authority (NCA)</li> <li>• Registration with IATA (Travel Agencies)</li> </ul>	

<b>B.</b>	<b>TECHNICAL CRITERIA/GENERAL REQUIREMENTS</b>	
<b>B1.</b>	<b>General experience see Paragraph 2.4.2</b> And to include Company/Business Profile -Disclosure of Directors/ Partners /Sole Proprietor	20
<b>B2.</b>	<b>Specific experience, see paragraph 2.4.3</b> <ul style="list-style-type: none"> <li>▪ Business Referees (<b>attach proof of at least Five for the open category and Two for reserved categories</b>). Demonstration of sufficient technical/operational capability and relevant experience</li> <li>▪ Experience in details of similar assignments recently undertaken. Attach list of reference letters, award letters and signed contracts/ LPO.</li> </ul>	25
<b>B4.</b>	<b>Financial position</b> Proof of stability, strong financial track record and ability to adequately finance the supply and delivery of requirements – <b>see paragraph 2.4.4</b>	20
<b>B5</b>	<b>Litigation History See Paragraph 2.4.2</b>	10
	<b>TOTAL</b>	<b>100</b>

- **Bidders must meet all the mandatory requirements to qualify for evaluation**
- Bidder must attain a minimum score of 70% in the Technical evaluation criteria to qualify for registration/ prequalification)
- Any information provided by the bidder may be verified by the Corporation.

**SECTION III - STANDARD FORMS**

**: APPLICATION FORM**

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**) í hereby apply for  
registration as a supplier for í ...  
(Category code No.) í ..  
Postal Address í ..  
í ..  
Telephone Number (fixed line) í í í í í í í í í í .. Mobile í í í í í í í í í í í  
E-mail Address í í í í í í í í í í í í í í .. í í . Fax í í í í í í í í í í í .  
Town í Street í í í í í í í í í í í .  
Building í í í í í í í í í í í Floor í í í í í . Room/office í í í í í í í í í í  
Other Branches/locations í .  
í ..  
í í í í .. í  
Full name of authorized signatory í  
Designation í ..  
Official Rubber Stamp and Signature í ..

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

### Part 1: General information

<b>Business Name</b>	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town..... Street..... Building Name..... Floor.....
Business operations	Year established..... Duration of business operations.....
Principal Contact Person	Name..... Position.....
Postal Address	P.O. Box .....Code .....
Nature of Business	
Maximum value of business which you can handle at any one time	Kshs .....
Name of your bankers	Branch.....

**Part 2(a) – Sole Proprietor**

Your name in full	..... .....
Age	..... .....
Nationality	..... .....
Country of Origin	..... .....
Citizenship details	..... .....

**Part 2(b) – Partnership**

**Give details of partners as follows:**

No.	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

**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	<b>Name</b>	<b>Nationality</b>	<b>Citizenship details</b>	<b>Share</b>
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....

Date: í í í í í í í í í í í      Signature of tenderer: í í í í í í í í í í í í í í í í

If Kenyan citizen, indicate "citizenship details", whether by Birth, Naturalization or Registration.

*(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)*



## CLIENTS REFERNCES

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof)

1. Organization Name í  
Address í ..  
Tel. No í ....í í  
Contact Person í ...  
Position in the Organization í ..í í ..  
E óMail Addressí  
Signature of contact personí  
Company Stamp
  
2. Organization Name í  
Address í ..  
Tel. No í ...  
Contact Person í ...  
Position in the Organization í ..í í ..  
E óMail Addressí  
Signature of contact personí  
Company Stamp
  
3. Organization Name í  
Address í ..  
Tel. No í ...  
Contact Person í ...  
Position in the Organization í ..í í ..  
E óMail Addressí  
Signature of contact personí  
Company Stamp

4. Organization Name í ..  
Address í ..  
Tel. No í ...  
Contact Person í ..  
Position in the Organization í ..  
E óMail Addressí ..  
Signature of contact personí ..  
Dateí í í í í í í í í í í í í ..  
Company Stamp

5. Organization Name í ..  
Address í ..  
Tel. No í ...  
Contact Person í ..  
Position in the Organization í ..  
E óMail Addressí ..  
Signature of contact personí ..  
Dateí í í í í í í í í í í í í ..  
Company Stamp

**B7 - Provision of Legal Services ONLY (Indicate areas of Specialization)**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....

## LITIGATION HISTORY

Contractors/Suppliers 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 OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

## DECLARATION FORM

**Bidders are required to sign the declaration below:**

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

Name.....

Signature:.....Position.....

Date:.....

Stamp or Seal