



KENYA PLANT HEALTH INSPECTORATE SERVICE

TENDER NO: K/T/4/2018-19
REGISTRATION
OF SUPPLIERS FOR
GOODS, WORKS AND SERVICES
FOR FINANCIAL YEAR
2018 – 2020

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INVITATION FOR REGISTRATION OF SUPPLIERS.

KEPHIS invites sealed applications from eligible candidates for purposes of registration of suppliers of goods, works and services for use on 'as and when required basis' in the financial years 2018-19,2019– 2020 under the following listed categories.

Tender No.	Item Description	Target group
KEPHIS/T/4/01/2018-2020	Supply of General and Printed Stationery	Youth, Women and Persons with disability
KEPHIS/ T/4/02/2018-2020	Supply of Computer Hardware and office equipment	Youth, Women and Persons with disability
KEPHIS/ T/4/03/2018-2020	Repair and Maintenance of Computers, Printers and other office equipment.	Youth, Women and Persons with disability
KEPHIS/ T/4/04/2018-2020	Supply of Office Furniture	Open
KEPHIS/ T/4/05/2018-2020	Supply of Uniforms and Protective wear	Youth, Women and Persons with disability
KEPHIS T/4/06/2018-2020	Supply of Tyres and Tubes	Open
KEPHIS/ T/4/07/2018-2020	Supply of Laboratory Chemicals and Reagents	Open
KEPHIS/ T/4/08/2018-2020	Supply, Repair and servicing of Laboratory Equipment	Open
KEPHIS/ T/4/9/2018-2020	Repair and Maintenance of Motor vehicles	Open
KEPHIS/ T/4/10/2018-2020	Building Contractors	Open
KEPHIS/ T/4/11/2018-2020	Electrical Maintenance Contractors	Open
KEPHIS/ T/4/12/2018-2020	Installation and Maintenance of air conditioners, cold rooms and germination rooms	Open
KEPHIS T/4/13/2018-2020	Provision of Travel Agency Services	Open
KEPHIS T/4/14/2018-2020	Supply of food stuffs and beverages	Youth, Women and Persons with disability
KEPHIS T/4/15/2018-2020	Supply of bottled drinking water	Youth, Women and Persons with disability
KEPHIS T/4/16/2018-2020	Provision of Vehicle transport, Car hire and taxi services.	Open
KEPHIS T/4/17/2018-2020	Provision of clearing and forwarding services	Open
KEPHIS T/4/18/2018-2020	Supply and maintenance of firefighting equipment	Open
KEPHIS T/4/19/2018-2020	Provision of General Consultancy Services(specify specialty)	Open
KEPHIS T/4/20/2018-2020	Event Management(Hire of Tents and chairs,Drappings and Decorations)	Open

The following documents are mandatory and must accompany the submissions.

1. Copy of Certificate of Incorporation or Registration
2. A copy of a valid Trade License (where applicable)
3. A copy of a valid Tax Compliance Certificate
4. Letters of recommendation from three (3) of your major clients
5. A Certificates of memberships /affiliations /associations (where applicable)
6. A Copy of AGPO certificate-For categories specified to be reserved for the youth, women and people with disability.

In addition to the above, where applicable, applicants must be in possession of Electronic Tax Register.

A complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Kephis website www.kephis.org.

Complete submissions (Original only) in plain sealed envelopes and clearly labeled **“Tender No.K/T/4/2018-19,respective category and Item Description and clearly marked DO NOT OPEN BEFORE Wednesday 26th September 2018,** should be posted and addressed to the

The Managing Director
Kenya Plant Health Inspectorate Service
P. O. Box 49592-00100
Nairobi

Or be deposited in the Tender Box situated at the head office reception area so as to reach him not later than 26th /09/2018.Tenders will be opened immediately thereafter in the presence of tenderers who choose to attend.

KEPHIS reserves the right to accept or reject any application.

MANAGING DIRECTOR

SECTION 1 – INFORMATION TO CANDIDATES

1 INTRODUCTION

- 1.1 KEPHIS will register and enlist prospective bidders for the supply of goods, works and services from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently in the list of our supplier's data bank should note that they too have to re-apply afresh as all other previous registration shall stand cancelled.
- 1.2 Bidders are invited to submit a registration of tender for the supply of goods, works and services in the categories.
- 1.3 The registration Tender document and the Tenderers response thereof shall be the basis for the registration. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.4 KEPHIS does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenderers for specific goods, works and services will be treated equitably.
- 1.5 Applicants will be informed in writing of the results of the application, without assigning any reason for KEPHIS decision thereof.
- 1.6 Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7 It is KEPHIS policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, KEPHIS:
- a) defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (KEPHIS) of the benefits of free and open competition.
 - b) Will reject a Tender for registration if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c) Will declare a Tender ineligible, for registration if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and

- d) Will have the right to examine financial records relating to the performance of such services to determine capability.
- e) Will have the right to inspect the business premises of the tenderer.
- f) Will declare a Tender ineligible for registration if at any time it determines that Tenderer has no legal capacity to enter into a contract for the procurement.
- g) Will declare a Tender ineligible for registration if at any time it determines that Tenderer is insolvent, in receivership, bankrupt or in the Process of being wound up and is not the subject of legal proceedings related to the foregoing.
- h) Will declare a Tender ineligible, for registration if at any time KEPHIS determines that Tenderer is related to an employee of the company or a Member of Board or Tender Committee or Procurement Committee of the Company unless otherwise pre-declared to avoid conflict of interest.
- i) Will declare a Tender ineligible for registration if at any time, it determines that Tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings, given false information about its actions and has been blacklisted before by another public company.

1.8 Tenderers shall furnish information as described in the registration tender document.

1.9 Tenderers shall be aware of the provisions on corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2006.

2 DOCUMENTS COMPRISING THE REQUEST FOR REGISTRATION.

2.1 Tenderers may request a clarification on the Tender registration document up to 7 (seven) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

3 PREPARATION OF TENDER DOCUMENTS

- 3.1 Tenderers are required to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for registration in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3 Tenderers are required to meet the qualification criteria stipulated. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.

3.4 Validity Period

- 3.4.1 The request for registration must remain valid for not less than 120 days from the date of submission.
- 3.4.2 KEPHIS shall endeavor to complete the evaluation and communicate within this period.

4 SUBMISSION, RECEIPT, AND OPENING OF TENDERS

- 4.1 The Tender Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person(s) who sign(s) the Tender Document.
- 4.2 All pages of the Tender Document must be initialed by an authorized representative of the tenderer.
- 4.3 The Tender should be prepared and submitted in a plain sealed envelope marked:

**“REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES
KEPHIS/T/4/ (No of Category quoted for)/2018-2020 DO NOT OPEN BEFORE,
26/09/2018.**

should be posted to:

The Managing Director
Kenya Plant Health Inspectorate Service
P. O. Box 49592-00100
Nairobi

Or be deposited in the Tender Box situated at the head office reception so as to reach him not later than **26th September 2018**. Tenders will be opened immediately thereafter in the presence of tenderers who choose to attend.

4.4 Deadline for Submission

The closing date and time for the Registration shall be **26th /09/2018**. All submissions shall be marked **“DO NOT OPEN BEFORE 12:00 PM HRS, 26th /09/2018**.

4.5 Late Tender

Any Tender received after the deadline in clause 4.4 shall be rejected as a late tender and shall not be considered further.

4.6 Tender Opening

4.6.1 A tender opening committee shall open the Tender immediately after the closing time for submission of the Tender.

4.6.2 KEPHIS will prepare a record of the Tender opening.

5 TENDER EVALUATION

5.1 KEPHIS will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

5.2 Tenderers shall not contact KEPHIS on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the Tenderer to influence KEPHIS in the tender evaluation shall result in the cancellation of their tender.

5.3 Registration will be based on meeting the minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.

5.4 The applicants must have registered offices and KEPHIS reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods or services or works.

5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods or services or works as and when required.

5.6 KEPHIS reserves the right to accept or reject any or all tenders.

5.7 There shall be two phases of carrying out the evaluation of registration applications.

- a) Preliminary Evaluation
- b) Detailed Technical Evaluation

5.7.1 Preliminary Evaluation-

- i) All the applications shall be sorted out according to the various categories and levels contained in the applications for registration form.
- ii) Pre-screening shall be done for all the applications in each category to determine responsiveness namely, copies of:(MANDATORY REQUIREMENTS)
- iii) Firms' applications will be evaluated on 'a YES or NO' for each requirement.
- iv) If the firm doesn't provide any of the required documents (a 'No' for any requirement) it shall be disqualified from further evaluation at this stage.
- v) Firms should submit a separate document for each category for those firms that intend to apply in different categories.
- vi) **ANY AGPO FIRM** that applies for an open category is required to fulfill the set requirements under open categories level.
- vii) Firms that are not **AGPO Registered** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

viii) **REGISTRATION DOCUMENTS**

AGPO REGISTERED FIRM (YOUTH, WOMEN AND PERSONS WITH DISABILITIES OWNED ENTERPRISES)

All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility.

- a) Certificate of Incorporation or Registration.
- b) PIN Certificate
- c) A Valid Certificate of registration from Directorate of Public Procurement (Treasury) under AGPO.(Categories specified reserved for the Youth, Women and People with disability
- d) Valid Tax Compliance Certificate
- e) Copy of National Identity Card/Passport
- f) Fully fill the attached Confidential Business Questionnaire.
- g) Well bound, serialized and paginated tender document including the attachments.

OTHER FIRMS FOR OPEN CATEGORIES.

Must submit and fulfill the following:-

Certificate of Incorporation or Registration.

PIN Certificate

Industry/Statutory Licenses/Permits

Valid Tax Compliance Certificate

Fully fill the attached Confidential Business Questionnaire.

Letters of recommendation from three (3) major clients

Well bound, serialized and paginated tender document including the attachments.

Membership Certificate(s) of statutory and other affiliation/ bodies/associations (where appropriate).

- ix) A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail.

5.7.2 Detailed Technical Evaluation

The evaluation team shall undertake a thorough and objective analysis of the suppliers contained in the list utilizing the following procedures:

- i) The drawing up of a pro-forma in respect to each application listing the queries contained in the questionnaire attached in the pre-qualified application form and the comments and responses received.
- ii) A detailed assessment of each applicant to be made in the course of studying the application to complete each pro-forma.
- iii) Development of a system to evaluate responses to a number of the more important questions and in particular those relating to:-
 - a) Structure and organization of the tenderer
 - b) Financial standing
 - c) Annual Turnover over last two years.
 - d) Experience in relevant field.
 - e) Available resources (Management capability, technical staff and equipment)
 - f) Reputation– references
 - g) Membership certificate(s) of statutory and other affiliation/bodies/associations (where applicable)

Evaluation criteria

To check for technical responsiveness, the evaluation criteria below will be used.

i) For goods and non-professional services & works

	Evaluation Criteria	SCORE	Bidder COMMENTS
1	Structure and organization of the tenderer-: <ul style="list-style-type: none">• provide detailed company profile highlighting the supply areas that have been selected• Financial Standing (Annual turn over for the last two years)	20 20	
2	Experience in the relevant field <ul style="list-style-type: none">• Less than one year (5 Marks)• 1 – 2 years (15Marks)• 3 years or more (30 Marks)	20	
3	Reputation – references (at least 3 references) <ul style="list-style-type: none">• 1 – 2 (10 Marks)• 3 or more references (20 Marks)• Bad or negative reference (zero)	20	
4	Shop/ office space/workshop available and easily accessible	20	
	TOTAL	100	

The least score for technical responsiveness is 60 points out of 100 as above.

5.8 Disclosure of Evaluation Results

Information relating to preliminary evaluations of all the application, and also those who qualify for registration shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of registration results is made to all applicants.

5.9 Notification of Pre-qualification results

Once the list of those who succeeded to be pre-qualified has been approved and ratified by the Tender Committee, the Procurement Manager shall notify in writing all those applicants who have been pre-qualified.

6 CONFIDENTIALITY

6.1 Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

7 TENDER SUBMISSION FORM

To: The Managing Director
Kenya Plant Health Inspectorate Service
P. O. Box 49592-00100
Nairobi

Dear Sir,

We, the undersigned, offer to supply the required goods/services/works in accordance with your Tender for Pre-qualification of Suppliers for goods, works and services for financial years 2018–2018 and hereby submit our Tender Document.

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

We understand you are not bound to accept either in part or whole any tender you receive.

We remain

Yours sincerely,

Authorised Signature

Name of Signatory

Title of Signatory

Name of Tenderer

Address

.....

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SECTION 2

CONFIDENTIAL BUSINESS QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

PART 1

Name of Firm.....

Location of Business.....

Street/Road.....

Plot No.....

Postal Address.....

Telephone No.....

Mobile Phone No.....

Fax No.....

E-Mail No.....

Certificate of Registration No.....

(Attach certified copy)

Trade licenser No.....

(Attach certified copy)

PIN No.....

(Attach certified copy)

VAT

No.....

(Attach certified copy)

Type of Business (i.e. Sole Proprietor, Limited Partnership etc).....

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Location of Branches (where applicable).....

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Area(s) in which you seek pre-qualification (e.g. supply of printed stationery or provision of insurance services)

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NB:

Attach certified copy of certificate of registration with the relevant regulatory body
(Where applicable)

PART II

Particulars of your firms' directors:

Name.....

Nationality.....

Citizenship.....

Shares

Name.....

Nationality.....
Citizenship.....
Shares

Name.....
Nationality.....
Citizenship.....
Shares

Name.....
Nationality.....
Citizenship.....
Shares

Name.....
Nationality.....
Citizenship.....
Shares

Name.....
Nationality.....
Citizenship.....
Shares

PART III

Particulars of your Bankers:

Name.....	Branch.....
Name.....	Branch.....
Name.....	Branch.....
Name.....	Branch.....
Name.....	Branch.....

(Please attach letter(s) of recommendation).

Maximum value of business, which your firm can handle at any one time.....

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PART IV

Particulars of your five major clients:

Name of Organisation.....

Contact Person.....

Name of Organisation.....

Contact Person.....

Name of Organisation.....

Contact Person.....

Name of Organisation.....

Contact Person.....

Name of Organisation.....

Contact Person.....

Attach letters of introduction from at least three of the above firms)

Credit Period your firm can extend to KEPHIS..... (Days)

Your Terms of Payment.....

i.e. acceptance of Local Purchase Order (YES or NO) if other please specify (above)

PART V

Demonstration of Technical Capabilities:

Give a brief of the major goods/services offered by your company.....

PART V11

Litigation history (if

any).....
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Certify that the information provided above is correct.

Name.....
Designation.....
Signature.....
Date.....

Witnessed By:

Name.....
Designation.....
Signature.....
Date.....

DECLARATION

I/We the undersigned state that the above information is correct and that I/We give KEPHIS authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registry, Bankers, Kenya Revenue Authority, etc AND that giving false or misleading information may render my application null and void

Signed

Name

Designation

For and on behalf of M/s

Dated thisday of2018

.....
Suppliers/Company's rubber Stamp or Common Seal.