**TENDER NO: NRF/PREQ/01/2023-2025**

**REGISTRATION OF SUPPLIERS/CONTRACTORS/CONSULTANTS FOR SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY FOR THE FINANCIAL YEARS 2023-2025**

**NAME OF THE FIRM**

**…………………………………………………………………………………………………**

**CATEGORY NO.**

 **…………………………………………………………………………………………………**

 **ITEM DESCRIPTION**

**…………………………………………………………………………………………………**

**TARGET GROUP**

**…………………………………………………………………………………………………**

**If AGPO registered firm, please specify the category: -**

**Youth ……………**

**Women ……………**

**PWD ……………**

# CLOSING DATE: 4th Aug 2023 AT 11.00 A.M.

**REGISTRATION AND PREQUALIFICATION OF SUPPLIERS OF GOODS, SERVICE PROVIDERS AND CONSULTANTS FOR THE FINANCIAL YEARS 2023/2024-2024/2025**

National Research Fund invites applications from interested and eligible bidders for the registration of suppliers for use on (as and when required basis) in the financial Years **2023 -2025** for the following listed categories: -

|  |  |  |
| --- | --- | --- |
| **REFERENCE NO.** | **DESCRIPTION** | **ELIGIBILITY** |
| **CATEGORY A: SUPPLY OF GOODS** |
| **NRF/PREQ/001-2023/2025** | Supply of general and printed stationery  | Special groups |
| **NRF/PREQ/002-2023/2025** | Supply of computer hardware, tablets, servers, UPS, printers, hard disks, flash disks, tonners, scanners, air conditioners ICT Software, CCTV equipment, ICT accessories, tonners, scanners, cameras, projectors, TVs, telephone heads and mobile phones and other related ICT and communication Items and equipment | AGPO |
| **NRF/PREQ/003-2023/2025** | Supply of motor vehicle tyres, tubes, lubricants, and batteries | Open |
| **NRF/PREQ/004-2023/2025** | Supply of staff uniforms & protective gear, design, and printing of materials (T-Shirts, caps, vests, bags, umbrellas, pens, mugs, key holders, clocks, banners, and other promotional material) | Special groups |
| **NRF/PREQ/005-2023/2025** | Supply of airtime  | Special groups |
| **NRF/PREQ/006-2023/2025** | Supply and delivery of cleaning detergents, tissues, and kitchen utensils and related equipment | Special groups |
| **NRF/PREQ/007-2023/2025** | Supply and delivery of office furniture and equipment (TV stands, carpets, office blinds, coat hangers, water dispensers, bulk filling units, filling cabinets, office chairs and desks, executive desks, and related fittings) | Open |
| **CATEGORY B: PROVISION OF SERVICES** |
| **NRF/PREQ/008-2023/2025** | Provision of insurance services (Motor vehicles, fire, burglary, fidelity, medical services, WIBA, GLA and GPA and other general insurance services | Open |
| **NRF/PREQ/009-2023/2025** | Provision of air travel and ticketing services – both local and international travel (IATA Certified Firms) | Open |
| **NRF/PREQ/010-2023/2025** | Provision of security services | Special groups |
| **NRF/PREQ/011-2023/2025** | Provision of mail delivery and courier services | Open |
| **NRF/PREQ/012-2023/2025** | Provision of event planning, photography & audio-visual production services and team building services. | Special groups |
| **NRF/PREQ/013-2023/2025** | Provision of motor vehicle repairs, and maintenance services (provide certificate for ministry of public works government approved garages) | Open |
| **NRF/PREQ/014-2023/2025** | Provision of web development, hosting, and maintenance services | Special groups |
| **NRF/PREQ/015-2023/2025** | Design layout & printing of newsletters, booklets, strategic plan, brochures, provision of publishing, proposal, writing, proof reading, editing of documents and production of reports services and documentary support services | Open |
| **NRF/PREQ/016-2023/2025** | Provision of hotel conference, catering services and accommodation services- Nairobi, Kiambu, Machakos, Nakuru, Naivasha, Mombasa, Kisumu, Kwale and other regions | Open |
| **NRF/PREQ/017-2023/2025** | Provision of consultancy services on: Research to policy translation; Research impact analysis, Research repository and database management; Resource mobilization and partnerships; Quality management systems in research; Assessment of research Infrastructure and capacity and; Good financial grant management practices, monitoring and evaluation, ICT and support services (information security management systems; system analysis, design, and integration of ICT systems (**specify specialty)** | Open |
| **NRF/PREQ/018-2023/2025** | Provision of cleaning services | Special groups |
| **NRF/PREQ/019-2023/2025** | Provision of fumigation & pest control Services | Special groups |
| **NRF/PREQ/020-2023/2025** | Servicing and repairing of office furniture/equipment, electronic and telecommunication equipment | Special groups |
| **NRF/PREQ/021-2023/2025** | Provision of transport services i.e. taxies and hire of motor vehicles | Open |
| **NRF/PREQ/022-2023/2025** | Provision of asset tagging and marking services | Open |
| **CATEGORY C: SUPPLY OF WORKS** |
| **NRF/PREQ/023-2023/2025** | Provision of small works services (repairs, minor plumbing, minor electrical works, and painting services) | Open |

Completed pre-qualification documents enclosed in plain sealed envelopes clearly marked with **“Category No. and Category Description”** are to be deposited in the Tender Box, 3rd Floor, National Commission for Science and Technology Building, Loresho, Off Waiyaki Way Nairobi on or before **4th August 2023 AT 11.00 A.M** Kenyan time and be addressed to:

**The Chief Executive Officer,**

National Research Fund

3rd Floor, Nacosti Building,

P. O. Box 72635-00100,

**Nairobi, Kenya**

National Research Fund reserves the right to accept or reject any application in part or in whole.

Youth, women, and persons with disabilities (preference categories) registered with the National Treasury are encouraged to register.

The list of successful bidders will be posted on our website.

* 1. **REGISTRATION INFORMATION**
	2. **Introduction**

NRF invites all interested firms that meet the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

### Registration of suppliers Objective

* + 1. The main objective of the registration of suppliers’ exercise is to identify eligible, reliable, and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by NRF.
		2. The identified suppliers will be subjected to quote competitively (in the respective categories applied for) for supply and delivery/provide goods, services or works to NRF on **‘as and when required’** during the **Financial Years 2023-2025**. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
		3. The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services as stipulated in the bid documents or in a framework contract arrangement based on the needs of the NRF.

### Registration Document

This document includes a questionnaire, forms, and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers **must** submit all the information herein requested.

### Submission of Registration Documents

**One (1) Original of the completed document** clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Chief Executive Officer,**

National Research Fund

3rd Floor, Nacosti Building

P. O. Box 72635-00100,

**Nairobi, Kenya**

Not later than **4th August 2023** AT **11.00 A.M (Local time)**

**(NB: Should be one (1) separate document for each category and the maximum number of applications is three for all vendors)**

* 1. **Questions Arising from Documents**

Clarification be soughtat least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

### Additional Information/inspection visit

NRF reserves the right to request for submission of additional information from prospective bidders. NRF may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

* 1. **REGISTRATION DATA INSTRUCTIONS**
	2. **Registration data forms**

The attached questionnaire forms **PQ-1, PQ-2, PQ-3, PQ-4,** and **PQ-5** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

* + 1. The 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.

### Qualification

* + 1. The registration data on prospective bidders is to be used by NRF in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.
		2. Prospective bidders will not be considered qualified unless in the judgment of NRF they have met the set criteria.
	1. **Essential Criteria for Registration**

The prospective bidder should fulfill all the mandatory requirements.

### Category specific information

**NRF/PREQ/009-2023/2025-Provision of Travel and air ticketing agency services**

* IATA Registration Certificate for Air Travel Agents.
* The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

### NRF/PREQ/016-2023/2025-Provision of Hotel Accommodation and Conference Facilities

* The Hotels should state their geographical locations in Nairobi, Kiambu, Machakos, Nakuru, Naivasha, Mombasa, Kisumu, Kwale and other regions. (Hotels in other towns to apply and be considered based on provision of quality standards)
* NRF may undertake an inspection visit to the hotels that have applied to conduct due diligence on the facilities and establish whether they meet the quality standards of NRF. Key considerations will include-Hotel location and accessibility, level of cleanliness, security measures in place, capacity (room/bed, conference facilities, personnel), credit facilities and hotel engagement policies.

### NRF/PREQ/021-2023/2025-Provision of vehicle transport, car hire and taxi services

* The firm should clearly state their geographical areas of operation.
* The vehicles should be well maintained/serviced and available at short notice.

### Note:

For any engagement NRF shall require all drivers to be professional, experienced, possess a certificate of good conduct and well-groomed at all times.

### Withdrawal of registration

Should a condition arise, that could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, NRF reserves the right to reject the tender from such a bidder even though they were initially registered.

* 1. After evaluation of the received applications, NRF will notify applicants of the results of registration exercise and a list of successful applicants posted on the institutions website ( <https://www.nrf.go.ke/> ).
	2. **BRIEF CONTRACT REGULATIONS/GUIDELINES**

### Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

### Contract Price

### The successful suppliers identified through the procurement process shall be issued with a Purchase/Service Order for them to deliver/provide the specified goods, services or works.

### Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

### Delivery Period

### The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within NRF stipulated timelines may lead to the supplier being struck off from the registration list, debarment, or denial of future engagements with NRF.

### The delivery of goods works or services should be accompanied by a duplicate copy of the order issued by NRF, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

* 1. **Inspection of the goods, services or works.**

It is the supplier’s duty to ensure the goods, services and works delivered meet NRF’s quality standards/specification requirements as outlined in the Request for Quotation/tender document. NRF shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services, and works.

### Payments

NRF shall only pay for the goods, works or services after their delivery. No advance payment is allowed.

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.

Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

### Rights of NRF

NRF reserves the right to: -

* + 1. Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition, and ease of delivery of goods or provision of services.
		2. Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to NRF. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
		3. Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate, or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

 **4.0 REGISTRATION EVALUATION CRITERIA**

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

## MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

|  |  |  |
| --- | --- | --- |
| **No.** | **REQUIREMENT** | **YES/NO** |
| 1. | Certificate of Registration or Incorporation |  |
| 2. | A Valid Tax Compliance Certificate |  |
| 3. | Attach a copy of CR12 for limited company or a copy of ID for sole proprietor and partnership |  |
| 4. | Fully fill the attached Confidential Business Questionnaire |  |
| 5. | A valid Certificate of registration from the National Treasury asYouth, Woman or Person with Disability Owned enterprise for AGPO or experience and compliance with part 2.4 of the document for open to all categories. |  |
| 6. | Duly filed registration data form PQ-1 |  |
| 7. | Duly filed supervisory personnel form PQ-2 |  |
| 8. | Duly filed confidential business questionnaire form PQ-3 |  |
| 9. | Duly filed past experience form PQ-4 (If AGPO consideration as noted applies) |  |
| 10. | Duly filed sworn statement form PQ-5 |  |
|  | **RESPONSIVENESS** |  |

### Note: -

1. Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category for a period of three years.
2. The list will be used to source quotations on competitive basis as and when needs arises.
3. Firms are advised to read, understand, and comply with the set requirements before submitting their applications.
4. Should submit a separate document for each category for those firms that intend to apply in different categories.
5. For AGPO category, firms will have consideration in line with experience for PQ-4.

**FORM PQ-1 REGISTRATION DATA**

## REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm’s Name) hereby apply

for registration in the category ……………………………as a supplier of ...............(Item Description /per category)

Postal/Office Address…………………….............................................................

Town……………………………..............................................................................

Name of building………………………………………..........................................

Floor No................................................................................................................

Room/Office No…………...................................................................................

Telephone Number/s.……………………………………......................................

Email address………………………………...........................................................

Full name/s of the person/s applying…………………………………………………...................................

## OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO………………………………………………..........................

Other key personnel staff/directors: Position/Designation

* 1. ……………………………………………………………..................................................................
	2. ……………………………………………………………………………………………………………………………...
	3. ……………………………………………………………………………………………………………………………… Partnership (if applicable) Name of partners ……………………………………………………………………

## ADDITIONAL INFORMATION

* 1. Business founded or incorporated ……………………………………………………………………………
	2. Networth equivalent Kshs……………………………………………….........................................
	3. Bank reference and Address ……………………………………...............................................
	4. Sister/Bonding Company reference and address (if applicable) ………………………………....
	5. State any technological innovations or specific attributes which distinguish you from your competitors: -….…………………………………...............................................................
	6. Indicate terms of trade / sale …………………………………………........................................

**FORM PQ-2 SUPERVISORY PERSONNEL**

Please indicate the firms’ key personnel and their qualifications: - Name of the personnel

………………………………………………………………………...................................................

Age ………………………………………………………………………………............................................. Academic Qualifications

………………………………………………………………………………..................................................

………………………………………………………………………………..................................................

………………………………………………………………………………..................................................

Professional Qualifications

………………………………………………………………………………..................................................

........………………………………………………………………………………..........................................

................……………………………………………………………………………….................................. Length of service with contractor or supplier position held

………………………………………………………………………………..................................................

……………………………………………………………………………….......................................... (Attach CV and copies of certificates of key personnel in the organization)

# FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

**(Must be filled by all applicants or Tenderers’ who choose to participate in this tender)**

**Name/s of Applicant(S)**

………………………………………………………………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

**You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.**

**Part 1 – General**

Business Name……………………………………………………………………………………………….

Certificate of Incorporation/Registration No……………………………………………….

Location of business premises………………………………………...................................

Country ………………………………….……………............................................................

Physical address …………………….…………………………………....................................

Town………………………………….………………………...................................................

Building……………………………………………………………............................................

Floor…………………………………………………………….................................................

Postal Address ……….…………………………………………….........................................

Postal / Country Code……………………………………...................................................

Telephone No’s…...…………………………………………….............................................

E-mail address ………………….……………………………………………….......................

Website…………………………………………………………….……………………………...

Contact Person (Full Names) …………………………………………............................….

Direct / Mobile No’s.……………………….........................................................................

Title Power of Attorney (**Yes / No**)

If **yes,** attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

**(Applicable to Local Suppliers Only)**

Local Authority Trading License No …………………………….. Expiry Date ………………………………………….. Value Added Tax No.…………………………………………….…………………………………………………………………..

……………….……….………………….

Value of the largest single assignment you have undertaken to date (**US$/Kshs)**

…………………………………….………….

Was this successfully undertaken? **Yes / No** (If **yes**, attach reference)

Name (s) of your banker (s) ……………………………………………………………………………………………………....

Branch/es …………………………………………………..............................................................

Tel No’s …….…………………………………………………………..........................................

**Part 2 (a) – Sole Proprietors**

Full name…….……………………………………….………………………………….............

Nationality………………………………………………...............................................................

Country of Origin……....…………………………………………..........................................

**Part 2 (b) – Partnerships**

Give details of partners as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Names** | **Nationality** | **Citizenship Details** | **Shares** |
| 1.………………………… | ……………… | …………………… | ……………… |
|  |  |  |  |
| 2………………………… | ………………… | ………………… | .……..…..….. |
|  |  |  |  |
| 3………………………… | ………………… | ……………… | ……..…..…… |
|  |  |  |  |
| 4………………………… | ………………… | ………………… | ………....…… |

**Part 2 (c) – Registered Company**

Private or public ……………………………………………. Company Profile (Attach)

State the nominal and issued capital of the Company.

Nominal Kshs …………………….…………………………. I

Issued Kshs ……………………….………………………….

List of top ten (10) shareholders and distribution of shareholding in the company Give details of all directors as follows: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Names** | **Nationality** | **Citizenship Details** | **Shares** |
| 1.…………………………. | ……………… | …………………… | ……………… |
| 2………………………… | ………………… | ………………… | .……..…..….. |
|  |  |  |  |
| 3………………………… | ………………… | ……………… | ……..…..…… |
|  |  |  |  |
| 4………………………… | ………………… | ………………… | ………....…… |
| **Part 2 (d) – Debarment** |  |  |  |

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by NRF and any other public or private institutions.

Full Name……………………………………………………………………………………… Signature ………………………………………………………………………………………………………

Dated this …………………………………….……………day of 2023.

In the capacity of………………………………………………………………………………… Duly authorized to sign Tender for and on behalf of …………………………………………………………..

**Part 2 (e) – Criminal Offence**

I/We, (Name (s) of Director (s): -

1. ……………………………………………………………………….………..………………
2. …………………………………………………………………………………………………
3. …………………………………………………………………………..….……….…………

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed …………………………………………………………………………………………………………………

For and on behalf of M/s ………………………………………...………………………………………………………………. In the capacity of ……………………………………….……………………………………………………………………

Dated this ……………………………………………day of 2023

Suppliers’ / Company’s Official Rubber Stamp

**Part 2 (f) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

1. …………………………………………………………………………………………………………
2. …………………………………………………………………………………………………………
3. …….……………………………………………………………………………………………………
4. …….……………………………………………………………………………………………………

For and on behalf of M/s …………………………………………………………………………

In the capacity of …………………………………………………………………………………… Dated this………………………………………day of .................. 2023

Suppliers’ / Company’s Official Rubber Stamp

**Part 2 (g) – Interest in the Firm:**

Are there any person/persons in NRF or any other public institution who has interest in the Firm?

Yes/No ……………………….

…………………………..………….

**(Title)**

………………………………………………………………

 .......……… ..........................

**(Signature) (Date)**

**Part 2(h) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give NRF authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g., Office of the Registrar of Companies, Bankers, etc.

Full Name…………………………………………………………………………………….............

Signature………………………………………………………………………………………………

For and on behalf of M/s ……………………………………………………………………………………………………….

In the capacity of …………………………………………………………………………………………………………Dated this ……………………………………………day of 2023

Suppliers’ / Company’s Official Rubber Stamp

**FORM PQ-4 PAST EXPERIENCE**

## NAMES OF THE APPLICANTS’ CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

1. Name of Client (organization) ………………………………………………………………………….
2. Address of Client (organization) ……………………………………………………………………….
3. Name of Contract Person at the client (organization) ………………………………………..
4. Telephone No. of client ………………………………………………………............................
5. Value of Contract …………………………………………………………………………………………..
6. Duration of Contract (date) …………………………………………………………………………….
7. Name of 2nd Client (organization) ……………………………………………………………………………..
	1. Address of Client (organization) ………………………………………………………………………
	2. Name of Contact Person at the client (organization) ………………………………………….
	3. Telephone No. of Client ………………………………………………………………………………….
	4. Value of Contract (date) …………………………………………………………………………………
	5. Duration of Contract (date) ……………………………………………………………………………
8. Name of 3rd Client (organization) ………………………………………………………………………………
	1. Address of Client (organization) ……………………………………………………………………………
	2. Name of Contact Person at the client (organization) ……………………………...................
	3. Telephone No. of Client …………………………………………………………..............................
	4. Value of Contract ……………………………………………………………………………………………….
	5. Duration of Contract (date)

………………………………………………………………………………….

Others …………………………………………………………………………………………………………………

### Note; This form will be considered duly filled for one or more clients.

**FORM PQ-5 SWORN STATEMENT**

Having studied the registration document, we/ I hereby state: -

* + 1. The information furnished in this application is accurate to the best of my/our knowledge.
		2. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by NRF.
		3. We shall notify NRF when the legal, technical, or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
		4. We enclose all the required documents and information required for the registration evaluation.
		5. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

**Name of the firm/company Name: …………………………………………………................. Firm’s representative ……………………………………………………………………………..... Signature ……………………………………………………………………………………….……. Date …………………………………………………………………………………………………... Stamp ………………………………………………………………………………………………….**

**………………End………………….**