

KENYA TRADE NETWORK AGENCY (KENTRADE)
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REGISTRATION AS SUPPLIERS FOR THE FINANCIAL YEARS 2020-2022

Tender No.KTNA/OT/01/2020-2022

MAY 2020

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INVITATION FOR REGISTRATION

20/05/2020

Tender No: KTNA/OT/01/2020-2022

Tender name: REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2020-2022

The Kenya Trade Network Agency (KENTRADE) is a State Corporation whose mandate is to establish, operationalize and manage the Kenya National Electronic Single Window System and to facilitate trade.

KENTRADE invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years 2020 – 2022.

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
KTNA/A1/2020-2022	Supply of office furniture & fittings	Disadvantaged Groups
KTNA/A2/2020-2022	Supply of computers, printers and other office equipment	Disadvantaged Groups
KTNA/A3/2020-2022	Supply of computer software and Licenses	Open
KTNA/A4/2020-2022	Supply of motor vehicle tyres, tubes and batteries	Open
KTNA/A5/2020-2022	Supply of hardware and electrical items	Disadvantaged Groups
KTNA/A6/2020-2022	Supply of fuel and lubricants	Open
KTNA/A7/2020-2022	Supply of electronic and telecommunication equipment	Open
KTNA/A8/2020-2022	Supply and Delivery of office stationery and Toner Cartridges.	Disadvantaged Groups
KTNA/A9/2020-2022	Supply and Delivery of water and beverages	Disadvantaged Groups

B) PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
KTNA/B1/2020-2022	Development/Production of Radio, TV programmes, Commercials and Documentaries	Disadvantaged Groups
KTNA/B2/2020-2022	Provision of Advertising Agency services and professional public relations services	Open
KTNA/B3/2020-2022	Provision of event organizing services	Disadvantaged Groups
KTNA/B4/2020-2022	Provision of outside catering services	Disadvantaged Groups
KTNA/B5/2020-2022	Provision of comprehensive office cleaning, fumigation & Pest control services	Disadvantaged Groups
KTNA/B6/2020-2022	Provision of valuation, tagging & labeling of Assets Services	Open
KTNA/B7/2020-2022	Designing and printing of educative, promotional, communication and advertising material	Disadvantaged Groups
KTNA/B8/2020-2022	Servicing, Repair and maintenance of office equipment e.g. photocopiers, printers	Disadvantaged Groups
KTNA/B9/2020-2022	Repair, service and maintenance of motor vehicles	Open
KTNA/B10/2020-2022	Provision of car hire and outsourced transport services	Open
KTNA/B11/2020-2022	Provision of courier services	Open
KTNA/B12/2020-2022	Provision of Hotel (meals & Accommodation) and conference facilities	Open

KTNA/B13/2020-2022	Provision of Security services	Open
KTNA/B14/2020-2022	Provision of Insurance services (Brokers and Underwriters)	Open
KTNA/B15/2020-2022	Provision of Legal Services	Open
KTNA/B16/2020-2022	Repair of office furniture and fittings	Disadvantaged Groups
KTNA/B17/2020-2022	Provision of Internet and Website Hosting services	Open
KTNA/B18/2020-2022	Provision, Repair & maintenance of Air Conditioners, firefighting equipment and related accessories	Disadvantaged Groups
KTNA/B19/2020-2022	Provision and repair of networking equipment e.g. Servers, Routers etc.	Disadvantaged Groups
KTNA/B20/2020-2022	Provision of Data Security Services, Backup and Data Recovery services	Open
KTNA/B21/2020-2022	Provision, Repair & maintenance of Surveillance and Access Control Systems.	Open
KTNA/B22/2020-2022	Provision of Network and System Security Solutions	Open
KTNA/B23/2020-2022	Lease of ICT Equipment Including Photocopiers, Printers and Scanners.	Open
KTNA/B24/2020-2022	Repair and Maintenance of power Systems Including UPS'S and Inverters.	Open
KTNA/B25/2020-2022	Provision of Travel Agency and Air ticketing Services (IATA REGISTERED FIRMS)	Disadvantaged Groups
KTNA/B26/2020-2022	Provision of Auctioneering Services	Open
KTNA/B27/2020-2022	Cleaning, servicing and Maintenance of Water Dispensers.	Disadvantaged Groups
KTNA/B28/2020-2022	Provision of archival services, label management & filing services	Open
KTNA/B29/2020-2022	Provision of private investigation services.	Open
KTNA/B30/2020-2022	Provision of website design, hosting and maintenance services	Disadvantaged Groups
KTNA/B31/2020-2022	Provision of Marketing Services (CORPORATE REGISTRATION WITH MSK)	Open

C) PROVISION OF CONSULTANCY SERVICES

KTNA/C1/2020-2022	Provision of Research & Survey Based Consultancy Services (customer satisfaction surveys, employee satisfaction, work environment and baseline surveys)	Open
KTNA/C2/2020-2022	Provision of Management Consultancy Services	Open
KTNA/C3/2020-2022	Provision of Human Resource Consultancy services, training and capacity building	Open
KTNA/C4/2020-2022	Provision of Risk Management Services	Open
KTNA/C5/2020-2022	Consultancy in Strategic Plan and Business Plan preparation	Open
KTNA/C6/2020-2022	Provision of Team Building services	Disadvantaged Groups
KTNA/C7/2020-2022	Development and Administration of Aptitude Testing Services	Open
KTNA/C8/2020-2022	Provision of consultancy services for ICT, ICT Risk and ICT security audit services	Open
KTNA/C9/2020-2022	Provision of training services on drug abuse and HIV/AIDS	Open

KTNA/C10/2020-2022	Provision of consultancy services for Legal and Corporate Governance audit services	Open
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D) PROVISION OF WORKS

KTNA/D1/2020-2022	Provision of small works to include Repair and Renovation works, maintenance of buildings, painting, partitioning and joinery, carpentry, masonry, Electrical and Plumbing works and Interior design.	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. *The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority*
4. *For works –Firms MUST be registered by NCA*
5. *For provision of Outside Catering Services- bidders MUST avail a certificate of health for food handling issued by County/Municipal council*
6. *For provision of Ticketing Services prospective service providers MUST be registered with IATA*

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.kentrade.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
KENYA TRADE NETWORK AGENCY
P.O. BOX 36943 – 00200
NAIROBI.

and be deposited in the Tender Box located at the Kenya Trade Network Agency's offices on the 1st floor, Embankment Plaza, Upper Hill, so as to be received on or before Thursday, June 4, 2020 at 1000hours.

Soft copies of the applications may be sent to the following email address: - procurement@kentrade.go.ke so as to reach the Agency on or before Thursday, June 04, 2020 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 1st floor, Embankment Plaza. *(When conducting this exercise KENTRADE shall advice on the safety measures to be observed in line with the Government directive during the Covid 19 pandemic)*

Suppliers who had been prequalified by the Agency for the financial years 2018-2020 are informed that their term shall be lapsing on June 30, 2020 and therefore they shall be required to submit their applications for consideration.

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.

THE CHIEF EXECUTIVE OFFICER
KENYA TRADE NETWORK AGENCY

KenTrade shall, when need arises, pick its list of suppliers registered under special groups (Youth, Women and Persons living with Disabilities) from the list to be adopted from the PPRA website, and shall also require that those whose names have not yet been uploaded on the site provide proof of certification from the National Treasury before consideration by the Agency.

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 The Kenya Trade Network Agency (KenTrade) would like to invite interested candidates who must qualify by meeting the set criteria as provided by KenTrade to perform the contract of provision of goods, services and works to the Agency.

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 Thursday, June 4, 2020 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 Agency will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidate’s identity the Agency 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’s qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant’s 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 Agency 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 Agency, as the Agency 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, RQ-

4, 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 groups' 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 Supplier's 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 Agency 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 Agency in writing or by email at the Agency's email address indicated in the registration data.

2.7.2 The Agency 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 Agency'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 Agency 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 Agency.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Agency 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 Agency at the address specified in Sub-Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 The Agency 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 Agency 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 Agency 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)*

2.10.2 The Agency 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 Agency's processing of applications or approval decisions may result in the rejection of the applications

2.12 Clarification of Applications and Contacting of the Agency

2.12.1 To assist in the examination, evaluation, and comparison of applications, the Agency 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 Agency 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 Agency, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence the Agency in the Agency'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 Agency 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 Agency 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 Agency's rights or the applicant's obligations under the contract; or
- (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

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

2.13.4 The Agency, 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 Agency within thirty (30) days from the date of opening of registration documents.

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

2.15 Evaluation and Comparison of Applications

2.15.1 The Agency 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 Agency's Right to accept any Application and to reject any or all Applications

2.16.1 The Agency 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 Agency, the Agency will notify successful applicants through a list to be uploaded on the Agency 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	

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

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
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
	TOTAL	100

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 as
(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.....

Enclose copy of profile of the firm indicating the main fields of activities

(20 points)

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:

Business Name

Location of business premises.....

Plot

No. 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.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....

Nationality Country of origin.....

*Citizenship details.....

Part 2 (b) Partnership

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 1st 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 2nd 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 3rd 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.

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

(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)