



Your G2B trading partner

SUPPLIER SENSITIZATION

DISADVANTAGED GROUPS



Simplifying Trade Processes For Kenya Competitiveness

INTRODUCTION TO KenTrade

Kenya Trade Network Agency (KenTrade) is a State Corporation under the National Treasury.

The mandate of KenTrade is to implement, operationalize and manage the Kenya National Electronic Single Window System (Kenya TradeNet System) and to facilitate Trade.

As a legal requirement, KenTrade reserves at least 30% of its annual procurement budget to the disadvantaged groups.



DISADVANTAGED GROUPS DEFINITION

- “Disadvantaged group” refers to persons perceived to be denied by mainstream society access to resources and tools which are useful for their survival in a way that disadvantages them, or individuals who have been subjected to prejudice or cultural bias because of their identities as members of groups without regard to their individual qualities.

These include enterprises owned by:-

- women,
- the youth and
- persons with disabilities;



ELIGIBILITY CRITERIA

- Tenderer must have legal capacity, qualifications, experience and resources where applicable.
- Must not be insolvent, in receivership, bankrupt.
- Not debarred from participating in procurement proceedings.
- Small or micro enterprise (SMEs) or a disadvantaged group wishing to participate in public procurement shall apply for registration with the National Treasury or the respective county treasury.
- Have at least 70% membership of youth, women or persons with disability, and the leadership is 100% youth, women or persons with disability.
- If foreigners they must be in joint-venture or sub-contracting arrangements with citizens.



REQUIREMENTS FOR REGISTRATION

- I. Identity Card(s)/Passport(s).
- II. Business Registration Certificate/ Certificate of incorporation.
- III. PIN/VAT Certificate.
- IV. Tax Compliance Certificate.
- V. Partnership Deed for Partnership Business.
- VI. Memorandum/Articles of Association and CR12 mandatory for Registered Companies.
- VII. For Construction Category – Letter/Certificate from the National Construction Authority, Energy Regulatory Commission or any other Authorized Public Technical Body.
- VIII. Registration Document from the National Council for persons with disability.



ONLINE REGISTRATION PROCESS

- 1: Log onto www.agpo.go.ke and press register.
- 2: Create account by filling in personal details, email address and by setting password.
- 3: Activate account by clicking on the link sent to your email address.
- 4: Log into the system under returning user Page using email address and the password you had set in step two (2) above.
- 5: Register business by providing information in the required fields and attach the required scanned documents.



PREPARING A TENDER DOCUMENT

Bidders are advised to take note of the following when submitting tender documents:-

- Form of tender - **must** be signed & stamped;
- Confidential Business Questionnaire **must** be filled and signed;
- Documentary evidence of previous work-Contracts, completion certificates, LPOs **must** be provided where required;
- Provide Warranty Period as specified in the tender document;
- Manufacturers Authorization to be provided when required;
- Tender document **must** be serialized;
- Technical specifications should be well explained;



PREPARING A TENDER DOCUMENT cont....

- Submit the required number of copies;
- Statutory Requirements like Incorporation Certificate, Pin Cert, Tax Compliance, AGPO, Trade License, Audited Accounts, Company Ownership Details **must** be attached;
- Observe the Closing Date & Time;
- Ensure tender validity period is given as required;
- Attend pre-bid conference/meetings for clarifications;
- Provide proof of registration with the relevant registration body e.g. LSK, NCA, IEK, HEALTH etc. where required;



FACILITATING DISADVANTAGED GROUPS

KenTrade supports the disadvantaged groups by ensuring that: -

- Competition for business opportunities is among the disadvantaged groups only;
- Procurements are unbundled into lots to provide more opportunities for competition and ensure affordability;
- Only Tender Securing Declaration is required instead of tender security;
- Suppliers are promptly paid i.e. within 30 days;
- All payments are made into accounts where youth/women/PWDs are the mandatory signatories;



CONTACT US..

For further information, please get in touch with the Supply Chain Management Office at the following email address: -

procurement@KenTrade.go.ke





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Contact us:

First Floor Embankment Plaza,
Longonot Road, Upperhill Hill, Nairobi.

P.O. Box 36943 - 00200, Nairobi

Landline: +254 (20) 4965000

Mobile: 0709950000 or 0730 150 000

Email: contactcentre@KenTrade.go.ke

www.KenTrade.go.ke