

TENDER NO: KYEB/1/2018-2019



**KENYA YEARBOOK EDITORIAL
BOARD**

NHIF BUILDING

P.O.BOX 34035-00100 NAIROBI

**PREQUALIFICATION/REGISTRATION OF
SUPPLIERS FOR
SUPPLY OF GOODS AND PROVISION OF WORKS
AND SERVICES FOR
THE FINANCIAL YEARS 2019-2021**

CLOSING DATE: 4th JUNE 2019 AT 10.30 A.M.

Table of Contents

| | Page |
|--|------|
| 1. Tender Notice | 3 |
| 2. PRE-QUALIFICATION INSTRUCTIONS | 5 |
| (a) BRIEF CONTRACT REGULATIONS/GUIDELINES | |
| (b) PRE-QUALIFICATION/REGISTERED DATA INSTRUCTIONS | |
| (c) PRE-QUALIFICATION CRITERIA | |
| 5. FORM PQ-1 PREQUALIFICATION DOCUMENTS | 11 |
| 6. FORM PQ-2 PRE-QUALIFICATION DATA | 12 |
| 7. FORM PQ-3 SUPERVISORY PERSONNEL | 15 |
| 8. FORM PQ-4 FINANCIAL POSITION AND TERMS OF TRADE | 16 |
| 9. FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRES | 17 |
| 10. FORM PQ-6 PAST EXPERIENCE | 20 |
| 11. FORM PQ-7 REFEREES | 24 |
| 12. SWORN STATEMENT | 25 |

INVITATION TO TENDER

The Kenya Yearbook Editorial Board wishes to invite interested and eligible Individuals / bidders for the prequalification/registration of suppliers for the supply of goods and provision of works and services for the financial years 2019-2021

| CATEGORY A | SUPPLY AND DELIVERY OF GOODS | Eligibility |
|----------------------|---|--------------------|
| KYEB/A/01/2019-2021 | Supply of general office stationery/ICT hardware/software, accessories & consumables | Special groups |
| KYEB/A/0 2/2019-2021 | Supply, repair & maintenance of office furniture and fittings | Open |
| KYEB/A 03/2019-2021 | Supply, installation and maintenance of network equipment & structured cabling (LAN, equipment, access control system, air conditioners etc.) | Open |
| KYEB/A 04/2019-2021 | Supply of motor vehicle tyres, tubes and batteries | Open |
| KYEB/A 05/2019-2021 | Supply of fuel, oil and lubricants | Open |
| KYEB/A 06/2019-2021 | Supply and maintenance of flowers, bouquets and decorations | Special groups |
| KYEB/A 07/2019-2021 | Supply of newspapers, magazines periodicals, journals & library reference materials | Special groups |
| KYEB/A 08/2019-2021 | Supply of general supplies (eg milk, sugar, snacks detergents, toiletries, airtime, mineral water, etc.) | Special groups |
| KYEB/A 09/2019-2021 | Supply of uniforms, safety and protective clothing | Open |
| KYEB/A 10/2019-2021 | Supply of drinking water and accessories | Open |

| CATEGORY B | PROVISION OF SERVICES | Eligibility |
|----------------------|--|--------------------|
| KYEB/B/01 /2019-2021 | Provision of air ticket services-IATA registered firms | Open |
| KYEB/B/02 /2019-2021 | Provision of Asset Tagging | Special groups |
| KYEB/B/03 /2019-2021 | Repair and maintenance of motor vehicles (Approved garages by Ministry of Transport and Infrastructure only) | Open |
| KYEB/B/04 /2019-2021 | Provision of cleaning services | Special groups |
| KYEB/B/05 /2019-2021 | Provision of design and general printing services (e.g books, banners, etc.) | Special/Open |
| KYEB/A 06/2019-2021 | Provision of developing, hosting and maintenance of website/professional ICT support services | Open |

| | | |
|----------------------|--|------|
| KYEB/B/07 /2019-2021 | Provision of photography, Videography, photos and other related services | Open |
| KYEB/B/08 /2019-2021 | Provision of marketing consultancy services | Open |
| KYEB/B/08 /2019-2021 | Provision of Auctioneering services | Open |
| KYEB/B/09 /2019-2021 | Provision of Team building services | Open |

| CATEGORY C | CONSULTANCY /SPECIALISED SERVICES | |
|----------------------|--|------|
| KYEB/C/01/ 2019-2021 | Provision of specialized editorial consultancy services- Media Council of Kenya or equivalent membership recognized in Kenya | Open |
| KYEB/C/02 /2019-2021 | Provision of research and consultancy services | Open |
| KYEB/C/03/ 2019-2021 | Provision of human resource consultancy services | Open |
| KYEB/C/04/ 2019-2021 | Provision of general insurance services (General, medical and life) | Open |
| KYEB/C/05 /2019-2021 | Provision of event organization and exhibitions | Open |

Interested eligible candidates may obtain bid documents from Procurement Office Kenya Yearbook Editorial Board NHIF building 4th floor or download free of charge from Kenya Yearbook Editorial Board **website: www.kenyayearbook.co.ke**. Completed tender documents should be submitted in plain sealed envelopes clearly indicating **Tender Number** being applied for and deposited in the tender box located at **NHIF BUILDING 4TH FLOOR** on or before 4th June 2019 at 10.30 A.M and be addressed to:

**THE CHIEF EXECUTIVE OFFICER
KENYA YEARBOOK EDITORIAL BOARD
P.O BOX 34035-00100
NHIF 4TH FLOOR
[TEL:020-2715390](tel:020-2715390) MOBILE 0711-944538**

Opening of the tenders will take place immediately thereafter in the presence of the tenderers or their representatives who choose to attend.

NB: Bidders are required to sign each page of their bid documents.

CHIEF EXECUTIVE OFFICER

1.1 Introduction

Kenya Yearbook Editorial Board would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contracts for supply and delivery of goods /provision of services to the Board.

1.2 Prequalification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Board as and when required during the period ending 30th June, 2021.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to THE CHIEF EXECUTIVE so as to be pre-qualified/registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registered.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractor must demonstrate the willingness and commitment

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification/registration, prospective suppliers' must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

Two copies of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**THE CHIEF EXECUTIVE OFFICER
KENYA YEARBOOK EDITORIAL BOARD
P.O BOX 34035-00100
NHIF 4TH FLOOR**

Not later than **4th June, 2017 at 10.30 am**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Chief Executive whose address is given in par 1.7.

1.9 Additional Information

Kenya Yearbook Editorial Board reserves the right to request submission of additional information from prospective bidders.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay all taxes payable as applicable for all materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractor shall be responsible for custom clearance of the imported goods and materials.

2.3 Contract Price.

The contract shall be of unit type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer. Prices quotes should be inclusive of all delivery charges including delivery in Nairobi.

2.4 Payments

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

3. PREQUALIFICATION/REGISTERED DATA INSTRUCTIONS

3.1 Pre-qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualified/registered applications 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.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by Kenya Yearbook Editorial Board in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-Qualification/Registration

3.3.1 Experience:

Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract on short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be prequalified on the satisfactory information given.

3.3.4 Special Consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of capability to execute the contract

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contract from past customers should be included in Form PQ-6

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client of the client/Government 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, the Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration incorporation/memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.7 Prequalification Criteria

| Required information | Form type | Point Score |
|-------------------------------|------------------|---------------------|
| 1. Registration Documentation | PQ-1 | Mandatory documents |
| 2. Pre-qualification Data | PQ-2 | 30 |
| 3. Supervisory Personnel | PQ-3 | 10 |
| 4. Financial Position | PQ-4 | 20 |
| 5. Confidential Report | PQ-5 | 10 |
| 6. Past Experience | PQ-6 | 30 |
| | TOTAL | 100 |

The Qualification is 80 points and over

FORM PQ1 –PRE-QUALIFICATION

All firms must provide: -

1. Copies of Certificate of Registration
2. Copies of VAT Registration Certificate
3. Current Tax Compliance Certificate from Kenya Revenue Authority
4. Copies of Pin Certificate of Firm/Company/
5. Copy of current Valid Trade license.

To note: **Special groups should provide a certificate from the National Treasury.**

NB: These are mandatory documents and a bidder MUST attach to proceed to next level (Technical Evaluation)

FORM PQ-2 - PRE – QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....hereby apply
(Name of the Company/Firm)

For registration as supplier (s) of
.....
.....
.....

Postal address

Fax number

Tel.....

Email Address.....

Town..... Street.....

Name of Building

Room/Office No..... Floor No.....

Full name of applicant

Other branch location

2. Organization & Business Information of personnel at various levels:

Name

Position

.....

.....

.....

.....

.....

Partnership (if Applicable)

Name of Partners

3. Business founded or incorporation

4. Under present Management since

5. Net worth equivalent Kshs

6. Bank refence and address

7. Enclose copy of organizational chart of the firm indicating the main fields of activities.

.....

.....

9. State any technological innovations or specific attributes which distinguish you from your competitors

.....
.....

.....
.....

.....
.....

10. Indicate terms of trade/sale

(30 Points)

PQ-3 SUPERVISORY PERSONNEL

Name.....
.....

Position.....
.....

Highest Academic Qualification
.....

Professional Qualification.....

Length of service with Contractor or Supplier position held.....

.....

(Attach copies of certificates of key personnel in the organization)

(10points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach copies of firm's latest two years audited accounts and financial statements giving summary of assets and current liabilities/ or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position

(20 POINTS)

FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this form.

Part One 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 fullAge:.....

Nationality..... Country of origin

Give details of partners as follows:-

| Name | Nationality/Citizenship Details | Shares |
|--------|---------------------------------|--------|
| 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 as follows:

| Name | Nationality/Citizenship Details | Shares |
|-----------|---------------------------------|--------|
| 1. | | |
| 2. | | |
| 3 | | |
| 4. | | |
| 5. | | |

DateSignature of Tendered.....

If citizen indicate under Citizenship details whether by birth Naturalization
or Registration

(10POINTS)

PQ- 6 PAST EXPERIENCES

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

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. Value of contract.....
- vi. Duration of contract (date).....

(Attach documental evidence of existence of contract)

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. Tel No. of client.....
- v. Value of Contact.....
- vi. Duration of contract (Date).....

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Name of client (organization).....

ii. Address of client
.....

iii. Name of contact person at the client (organization)
.....

iv. Tel No. of client
.....

v. Value of
Contact.....

vi. Duration of contract
(Date).....

(Attach documental evidence of existence of contract)

(30 POINTS)

PREQUALIFICATION REQUIREMENTS FOR WRITERS, EDITORS, DESIGNERS

1. Writers:

MANDATORY

1. Copies of requisite legal requirements i.e. ID, PIN, VAT, Membership Registration etc.
2. A Curriculum Vitae
3. Certified academic credentials

TECHNICAL EVALUATION CRITERIA (100 marks)

1. Certified academic credentials showing advanced and sufficient technical training in journalism such as a Diploma, Bachelors or Masters in Mass Communications, Communications or Journalism.
2. A minimum of 5 years' experience practicing as a professional journalist specializing in writing
3. Three samples of published written works preferably in line with the nature of KYEB's publications and the specific consultancy advertised.
4. Three written recommendation letters from companies you have provided writing services for.
5. An up to date Media Council of Kenya Press Accreditation Card.
6. Proof of up to date membership in a minimum of one professional body associated with the practice of journalism e.g.: PRSK, AMWIK, FCAEA, Editor's Guild, Mesha Kenya, Kenya Correspondents Association, EJSK, KPA etc or equivalent recognized in Kenya. The membership must be in good standing.
7. In addition to journalists, academicians experienced in specialized professional or academic writing are welcome to apply. Requisite technical training, credentials, professional memberships, and samples of written published works in a specialized field relevant to KYEB publications comparable to the above outlined requirements will be considered.

II. Editors:

MANDATORY

1. Proof of all requisite legal requirements i.e. ID, PIN, VAT, Membership Registration etc
2. A Curriculum Vitae
3. Certified academic credentials

TECHNICAL EVALUATION CRITERIA (100 Marks)

1. Certified academic credentials showing advanced and sufficient technical training in journalism such as a Diploma, Bachelors or Masters in Mass Communications, Communications or Journalism.
2. A minimum of 5 years' experience practicing as a professional journalist specializing in writing and a further minimum of 5 years' experience practicing as a professional editor.
3. Three samples of published written works preferably in line with the nature of KYEB's publications and the specific consultancy advertised.
4. Three samples of published edited works preferably in line with the nature of KYEB's publications.
5. Three written recommendation letters from companies you have provided editing services for.
6. An up to date Media Council of Kenya Press Accreditation Card.
7. Proof of up to date membership to a minimum of one professional body associated with the practice of journalism e.g.: PRSK, AMWIK, FCAEA, Editor's Guild, Mesha Kenya, Kenya Correspondents Association, EJSK, KPA etc or equivalent recognized in Kenya. The membership must be in good standing.
8. In addition to journalists, academicians experienced in specialized professional or academic writing and editing are welcome to apply. Requisite technical training, credentials, professional memberships, and samples of published written and editing works in a specialized field relevant to KYEB publications comparable to the above outlined requirements will be considered.

FORM PQ-7 REFEREES

Obtain at least three referees from the list of the organization you have worked with for the last 2 years or those who know you (not a requirement for new business)

(1) Name of organization.....

Official Rubber Stamp

Name and Designation of Officer Representing the organization.....

Signature..... Date.....

(2) Name of organization.....

Official Rubber Stamp.....

Name and Designation of Officer Representing the organization
.....

Signature..... Date.....

(3) Name of organization.....

Official Rubber Stamp.....

Name and Designation of officer representing the organization

Signature..... Date.....

FORM PQ-8 SWORN STATEMENT

Having studied the prequalification/ registered information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That incase of being prequalified/ registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicants Name.....

Represented by

Signature.....

(Full names and designation of the person signing and stamp or seal)