

REPUBLIC OF KENYA



TOURISM RESEARCH INSTITUTE

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF
GOODS, WORKS AND SERVICES FOR THE
FINANCIAL YEARS 2019-2020-2021**

TRI/05/2018-2019

CLOSING/OPENING DATE: 4TH JUNE ,2019

INTRODUCTION

TOURISM RESEARCH INSTITUTE is a statutory body constituted under Section 51 of the Tourism Act of the Laws of Kenya and of P.O. Box 42131-00100 Nairobi - Kenya with its offices situated in Utalii House, 7th Floor and invites all eligible and qualified firms including those owned by Youth, Women and Persons with Disability (YWPD) to submit sealed applications for the purpose of registering suppliers of goods, works and services for the period 2018/2019-2020/2021 under the categories listed below.

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

	Registration No	Item description	Eligibility
1	TRI/001/2019-2020	Supply of General office stationery and consumables	Youth, Women, Persons with Disability (PWD)
2	TRI/002/2019-2020	Supply of Furniture,Fittings and Furnishings	Youth, Women, Persons with Disability (PWD)
3	TRI/003/2019-2020	Supply of General Office Equipment	Youth, Women, Persons with Disability (PWD)
4	TRI/004/2019-2020	Supply of motor vehicle tyres, tubes, batteries and vehicle tool kits	Open
5	TRI/005/2019-2020	Supply of Promotional items e.g. Tshirts, Caps, banners, bags and other branded items	Youth, Women, Persons with Disability (PWD)
6	TRI/006/2019-2020	Supply of Computer/photocopier consumables, other accessories.	Youth,Women,Persons with Disability (PWD)
7	TRI/007/2019-2020	Supply of Calling Cards/Airtime	Youth
8	TRI/008/2019-2020	Supply of Fuel, Oil and Lubricants.	Open
9	TRI/009/2019-2020	Supply of telephone and telecommunication equipment (ie) Headsets, PABX and accessories.	Open
10	TRI/010/2019-2020	Supply of Uniforms (CMTE)	Youth,Women,Persons with Disability (PWD)

11	TRI/011/2019-2020	Supply of Sports Equipment, Accessories and Clothing	Youth, Women, Persons with Disability (PWD)
12	TRI/012/2019-2020	Supply of Newspapers, Periodicals and Magazines	Open
13	TRI/013/2019-2020	Supply and delivery of General Hardware, domestic appliances, electrical items, plumbing items and assorted hardware	Youth, Women, Persons with Disability (PWD)
14	TRI/014/2019-2020	Supply and Delivery of Photo and Audio Visual Materials	Youth, Women, Persons with Disability (PWD)

CATEGORY B: PROVISION OF GENERAL SERVICES

	Registration No	Item description	Eligibility
1	TRI/016/2019-2020	Repair and servicing of motor vehicles- CM&TE Approved garages and Dealers	Open to All
2	TRI/017/2019-2020	Repair and servicing of office equipment (water dispensers, computers, printers, PABX and photocopiers)	Open to All
3	TRI/018/2019-2020	Provision of fumigation, Sanitary and pest control services	Youth, Women, Persons with Disability (PWD)
4	TRI/019/2019-2020	Provision of Cleaning services	Youth, Women, Persons with Disability (PWD)
5	TRI/020/2019-2020	Provision of Travel Agency Services, Air Ticketing and Travel Arrangements- (IATA) Registered firms	Youth, Women, Persons with Disability (PWD)

6	TRI/021/2019-2020	Provision of Small Building Works, Renovations, Partitioning, Plumbing and Related services (Repairs and General Maintenance)	Open (only Public Works registered Contractors)
7	TRI/022/2019-2020	Provision of event management Services i.e. renting of tents and chairs, PA systems, air conditioners, sound system etc.	Youth, Women, Persons with Disability (PWD)
8	TRI/023/2019-2020	Repairs & Maintenance of Office Furniture	Open
9	TRI/024/2019-2020	Provision of photography and videography Services	Open
10	TRI/025/2019-2020	Provision of creative Design and General Printing Services Design ,Editing, Supply and Delivery of Printing Services (publications ,books ,manuals ,reports)	Open
11	TRI/026/2019-2020	Provision of Maintenance Services for Computers,Printers,UPS,Antivirus/IT Security Solutions,LAN,WAN and Wireless Networks	Youth, Women, Persons with Disability (PWD)
12	TRI/027/2019-2020	Provision of Website Designs ,Email Hosting and Maintenance	Youth, Women, Persons with Disability (PWD)
13	TRI/028/2019-2020	Provision of photography, videography and Audiography Production and editing Services (film documentary,radio production,voice over,proof reading etc	Open to All

CATEGORY C: PROVISION OF SPECIALISED SERVICES/ CONSULTANCIES

	Registration No	Item description	Eligibility
1	TRI/29/2019-2020	Provision of general Legal and legislative drafting services	Open to All
2	TRI/030/2019-2020	Provision of Training and Team Building Services	Open to All
3	TRI/031/2019-2020	Provision of consultancy services on survey studies including work environment, customer satisfaction, employee satisfaction and corruption perception , etc	Open to All
4	TRI/032/2019-2020	Provision of Hotel Accommodation & Conference services in Nairobi, Mombasa, Kisumu, Nakuru, Naivasha, Eldoret, Nyeri and other major towns in the counties	Open to All
5	TRI/033/2019-2020	Provision of Security Services (Security Guards)	Open to All
6	TRI/034/2019-2020	Consultancy Services for Capacity Building and Training Services in Various fields	Open to All
7	TRI/035/2019-2020	Provision of Insurance Brokerage Services	Open to All

NB: The same firm cannot participate in one category as a youth as well as a citizen

Interested bidders can download the registration document from the **website:** www.tri.go.ke or IFMIS tender portal www.tenders.go.ke free of charge. Completed documents in plain sealed envelope, clearly marked with the Tender number on the Top left side should be deposited in the TENDER BOX situated on 6th Floor, UTALII HOUSE **on or Before 4th June,2019 at 11.00 a.m.** mailed to: -

**Ag. Chief Executive Officer
TOURISM RESEARCH
INSTITUTE,
PO. Box 42131 – 00100.
NAIROBI, KENYA**

Bids will be opened immediately thereafter in the presence of bidders or their representatives who may choose to attend in the boardroom on 7th Floor Utalii House

The applications shall be examined for responsiveness (Submission of applications in the required format and submission of all the mandatory supporting documentation).

Late submissions will be rejected.

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REGISTRATION INSTRUCTIONS

1.1 Introduction

Tourism Research Institute herein referred to as the Procuring Entity, requests interested applicants/ candidates who meet the criteria set out by the procuring entity to apply for Registration of Suppliers.

1.2 Registration Objective

The registration is for the supply and delivery of assorted items and provision of services to the TOURISM RESEARCH INSTITUTE

1.3 Invitation for Registration

Registered firms/entities under the laws of Kenya are invited to submit their documents to the Ag.CEO, TOURISM RESEARCH INSTITUTE for registration.

Completed bids, should be submitted for relevant registration category. The procuring entity requires firms/ entities to give mandatory information for registration.

1.4 Experience

Firms/ entities should prove that they have successfully supplied or delivered similar goods/services to Public Procuring Entities. However, this requirement does not apply to Youth, Women and People with Disability registered with the National Treasury (AGPO).

1.5 Registration Documents.

Registration documents/forms include the following:

- I. Form PQ 1- Registration Document (Mandatory)
- II. Form PQ 2- Registration Data
- III. Form PQ 3- Supervisory personnel
- IV. Form PQ 4- Financial position
- V. Form PQ 5- Past Experience
- VI. Form PQ 6- Sworn Statement Form
- VII. Form PQ 7- Confidential Business Questionnaire
- VIII. Form PQ 8- Litigation History

In order to be considered for registration, firms/entities MUST attach copies of documents required in form PQ1 and complete all the information in the forms PQ2–PQ 8

1.6 Submission of registration Documents.

One copy of the completed registration document should be submitted to the following physical address:

**Ag. Chief Executive Officer,
TOURISM RESEARCH
INSTITUTE
P. O. Box 42131-00100
NAIROBI, KENYA**

or deposited at the Tender Box located on the 6th Floor, UTALII House, on or before **11.00 a.m. on 4th June,2019**

1.7 Questions Arising from Tender Documents.

- (i). Any questions arising from the registration document should be directed to the **Head of Supply Chain Management Services office, Tourism Research Institute at Utalii House,7th Floor**

1.8 Invitation to Tender.

Bid documents (Tender /Quotations) will be made available only to those firms /entities whose applications have been accepted by the procuring entity upon scoring **70%**score and above.

1.9 Additional Information.

The procuring entity reserves the right to request submission of additional information from prospective bidders.

2.1 Brief Contract Regulations /Guidelines.

2.2 Taxes on imported materials.

The supplier will have to pay customs and excise duty and VAT as applicable for all imported materials to be supplied unless exempted.

2.2 Customs Clearance

The contractors or suppliers shall be responsible for custom clearance of imported goods and materials.

3.0 Registration Data Instructions

3.0.1 Registration Data Instructions

The attached forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6, PQ7 and PQ8 are to be completed by prospective Firms/entities wishing to be registered for submission of tenders "ations for the specified categories. Documents required to be submitted as required in form PQ1 **MUST** also be attached.

Registration application forms which are not duly completed and submitted in the prescribed manner shall not be considered. All the documents must be completed in **indelible ink** and in **English language**.

3.1.2. Qualification Criteria.

Firms /Entities must meet the following criteria to qualify:

- i) Must have the legal capacity to enter into a contract (**Attach copy of Registration/Incorporation Certificate**)
- ii) Must not be insolvent, in receivership, bankrupt or being wound up, their business activities have not been suspended, and they are not subject of legal proceedings for any of the foregoing;
- iii) Must have fulfilled obligations to pay taxes and social security contributions, and for that purposes, documentary evidence to be provided by a foreign candidate to demonstrate that it meets the criterion in this paragraph may consist of a written declaration to that effect by the candidate (**Attach copies of PIN, VAT and Valid TAX Compliance Certificates**)
- iv) Must declare that you, your servants or agents have not offered any inducement to any procuring entity;
- v) Must possess the necessary professional and technical qualifications, competence, financial resources, equipment and other physical facilities, managerial capability, experience in the particular procurement, reputation and the personnel to perform the contract.

It should be understood that the registration information from prospective Firms /Entities is for the exclusive use by the procuring entity.

3.3 Essential Criteria for Registration.

a) Experience

Prospective bidders **MUST** have experience in the supply of goods and services, show competence, willingness and capacity to service the contract.

b) Capacity,

Bidders should have experience and capability to organize supply and delivery of goods and services at short notice.

3.3.1 Personnel

The names, relevant information and the curriculum vitae of key personnel involved in the execution of the contract must be indicated in the form PQ 3.

3.3.2 Financial position

The prospective bidders /entity's financial position will be determined from the latest audited and certified accounts, quick assets, fixed assets and financial statements submitted with the registration documents.

3.3.3 Liquidity

Considerations will be given to the firms with financial capability as working capital, taking into account the amount of completed orders and ongoing projects. However, bidders should provide evidence of financial capacity to execute contract.

3.3.4 Past performance

Past performance will be given due consideration in the registration Process. Letters of reference from past customers/clients should inform PQ5 where applicable.

3.4 Sworn Statement

Application must include a sworn statement form confirming the accuracy of the information given by the bidder.

3.5 Withdrawal of registration

Should conditions change between the time of submitting the bid and the opening date, which in the opinion of the procuring entity would substantially change the qualification and ability to execute the contract/quotation such as and not limited to bankruptcy, change in ownership, the procuring entity reserves the right to reject the tender from such a bidder even though initially registered.

EVALUATION CRITERIA FOR AGPO CATEGORY

NO	Evaluation Criteria Requirement	Points
1	Copies of IDs of the owner - 10mks Copy of incorporation certificate/Registration certificate- 5marks Copy of valid tax compliance certificate- 5marks Copy of YAGPO certificate- 5marks	25
2	Duly Filled signed and stamped Form PQ2(Registration Data)- 25marks	25
3	Duly filled signed and stamped business questionnaire form PQ 7- 50 marks	50

EVALUATION CRITERIA FOR NON-AGPO CATEGOR

NO	Evaluation Criteria Requirement	Points
1	Copies of IDs of the owner - 2mks Copy of incorporation certificate/Registration certificate- 5marks Copy of valid tax compliance certificate- 10marks Bank Reference- 3marks	20
2	Duly Filled signed and stamped Form PQ2(Registration Data)- 25marks	25
3	Duly Filled Form PQ3 - 5marks	5
4	Attach bank statement- 5maks Attach audited and certified accounts from 2015 to date-15 marks	20
5	Past performance-attach proof of having handled similar work- 10marks	10
6	Attached sworn in affidavit stamped by Commissioner Of Oath - 5marks	5
7	Duly filled signed and stamped business questionnaire form PQ 7- 20marks	20

Qualification mark/Pass 70 marks

Form PQ 1 – Registration Documentation

All firms must provide: -

- a) Copies of certificate of Registration/incorporation,
- b) Copy of VAT Registration certificate or Letter of Exemption.
- c) Copy of PIN Certificate of firm/company/individual,
- d) Valid TAX Compliance Certificate
- e) Bank reference where applicable.
- f) Registration certificate from national treasury for registered Youth Groups, Women and Persons with Disabilities.

NB: Failure to submit any of the above mandatory documents will lead to automatic disqualification.

Form PQ 2 – Registration Data

- 1. Tender category applied for.....
- 2. Name of Category.....
- 3. Legal name of firm.....
- 4. Firm IFMIS No.-----
- 5. Postal office address.....
City.....Telephone number.....
Email.....
Person to contact.....
Position in the organization.....

Organization and Business Information

Management/Personnel.....

Director.....

General Manager.....

Others.....

Partnership (if any).....

Names of Partners 1)

2).....

Date of incorporation/Registration.....

Under the present management since.....

Net worth equivalent of KShs

Bank reference and address

.....

Enclose copy of organization chart of the firm indicating the main functions of each individual.

Form PQ 3- Supervisory personnel

Name

Age.....

Academic qualifications.....

Professional qualifications.....

Length of service with contractor and supplier position held.....

Construction/supplies of goods or services experience

- a) Name of project
- b) Character and nature of the project.....
- c) Contract value.....
- d) Location of project
- e) Period of project.....
- f) Title and responsibility in the project.....
- g) Other.....

Proposed technical personnel and position in the project:

- a)
- b)
- c).....
- d).....
- e)
- f)

Form PQ 4- Financial position

Attach a copy of firm’s two recent audited and certified accounts (2015 - 2018) giving a summary of fixed assets and current liabilities or any other financial information.

Form PQ-5 Past Experience

List of clients in the last two years

Names of applicant’s clients and values of contract/orders

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

(ii) Address of client (organization).....

(iii) Name of contact person at client (organization) -----

(iv) Telephone no. of client

(v) Value of contract

KSh

(vi) Time(date).....

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

(ii) Address of client (organization).....

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

(iv) Telephone no. of client..... (v)

Value of contract..... (vi)

Time(date).....

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

(ii) Address of client (organization) -----

(iii) Name of contact person at client (organization) -----

(iv) Telephone no. of client.....

(vii) Value of contract Ksh.....

(viii) Time (Date)

3. Others.....

Form PQ-6 Sworn Statement

I.....hereby state:

1. That if registered, I undertake to participate in submission of a tender or quotation when called to do so.
2. That in the event of change of legal, technical or financial conditions or the contractual capacity, we are under legal obligation to inform the procuring entity of any change and we acknowledge it's right to review the registration made.
3. That the information provided in this application is accurate to the best of my knowledge and belief.

Applicants

Company Name.....

Represented by.....

Date.....

Signature.....

(Full name and designation of the authorized person and stamp or seal)

Form PQ-7 REGISTRATION DATA/CONFIDENTIAL BUSINESS QUESTIONNAIRE
FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

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

<i>Part 1 – General:</i>	
Business Name/Supplier/Consultant	
Location of business premises/Physical address	
Plot No..... Street/Road	
Postal Address	Tel No. Fax Email
Nature of Business.....	
Registration Certificate No./ID No./Certificate of Incorporation No.....	
PIN No.....	
Tax Compliance status	
Business permit/License No.....	
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
Business Name.....	
Nationality	Country of origin County of Operation.....
	<ul style="list-style-type: none"> • Citizenship details •
	Part 2 (b) Partnership
Given details of partners as follows:	
Name	Nationality Citizenship Details Shares
1.
2.
3.
4.
Business contact information	
Tel No.....	Email.....
<i>(Incase of more than two partners, kindly attach information required above)</i>	
County of Operation.....	
	Part 2 (c) – Registered Company
Private or Public	
State the nominal and issued capital of company-	
Nominal Kshs.	
Issued Kshs.	
Give details of all directors, shareholders and beneficial owners as follows:	
Name	Nationality Citizenship Details Shares
1.
2.
3.
4.

5
	Directors' contact information
	Tel No..... Email.....
	<i>(Incase of more than one Director, kindly attach information required above)</i>
	County of Operation.....

Date	Stamp/Seal.....	Signature of Applicant
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If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

*Disclaimer