



NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

TENDER NO. NCPD/REG/1/2020-2022

**REGISTRATION OF SUPPLIERS
FOR
THE PERIOD 2020-2022**

CATEGORY APPLIED FOR.....
(NB: One Category, one application document)

CLOSING DATE AND TIME: Monday, 13th July, 2020 at 10.00 am

The Director General
National Council for Population & Development
4 Floor Chancery Building
Valley Road
P. O. Box 48994-00100
NAIROBI

Tel. 2711600/2711601, Email procurement@ncpd.go.ke

“Quality Population for a Prosperous Kenya”
(NCPD/LH/01)



ISO 9001:2015 Certified

Table of Contents

	Page
1. TENDER NOTICE	3
2. REGISTRATION INSTRUCTIONS	4
3. SUMMARY OF CONTRACT REGULATIONS	5-6
4. REGISTRATION DATA INSTRUCTIONS	6-7
5. FORM PQ – 1 REGISTRATION DOCUMENTS	7-8
6. FORM PQ – 2 REGISTRATION DATA	8-9
7. FORM PQ – 3 SUPERVISORY PERSONNEL	8-9
8. FORM PQ – 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES	10
9. FORM PQ – 6 PAST EXPERIENCE	10-11
10. FORM PQ – 8 SWORN STATEMENT	11

TENDER NOTICE

The National Council for Population and Development (NCPD) wishes to register its suppliers for the period July 2020- June 2022. Suitably qualified and experienced firms may apply for the tenders as instructed herein.

Tender documents may be obtained from Procurement Office – NCPD Headquarters, Room No. 440 on 4th Floor Chancery Building Valley Road, Nairobi during normal working hours or they can also be obtained from the Council’s website: www.ncpd.go.ke, or the Government tenders’ portal (www.ppip.go.ke). free of charge. Applicants who will choose to collect hard copies will be charged kshs 1,000 per set of tender documents.

CATEGORY	DESCRIPTION
1.	SUPPLY OF OFFICE STATIONERY, TONERS AND CATRIDGES (RESERVED FOR YOUTH, WOMEN & PWDS)
2.	SUPPLY OF DETERGENTS AND CLEANING MATERIALS (RESERVED FOR YOUTH, WOMEN & PWDS)
3.	SUPPLY OF OFFICE FURNITURE AND EQUIPMENT (RESERVED FOR YOUTH, WOMEN & PWDS)
4.	SUPPLY OF MOTOR VEHICLE TYRES, TUBES AND BATTERIES
5.	PROVISION OF BUILDING REPAIRS, REFURBISHMENTS AND CARPENTRY WORKS
6.	SUPPLY OF NEWSPAPERS & MAGAZINES (RESERVED FOR YOUTH, WOMEN & PWDS)
7.	PROVISION OF ELECTRICAL WORKS
8.	PRINTING OF PROMOTIONAL ITEMS (RESERVED FOR YOUTH, WOMEN & PWDS)
9.	GENERAL PRINTING SERVICES (RESERVED FOR YOUTH, WOMEN & PWDS)
10.	PROVISION OF PLUMBING WORKS.
11.	SECURITY SERVICES
12.	CLEANING SERVICES FOR HQ AND 11 COUNTY OFFICES (RESERVED FOR YOUTH, WOMEN & PWDS)
13.	MAINTENANCE AND REPAIRS OF WATER DISPENSERS
14.	PROVISION OF EVENT MANAGEMENT SERVICES
15.	VALUATION OF ASSETS AND MARKING OF NCPD’S MOVABLE ITEMS
16.	PROVISION OF CONSULTANCY/ PROFESSIONAL SERVICES
17.	PROVISION OF CATERING SERVICES (RESERVED FOR YOUTH, WOMEN & PWDS)
18.	EDIT, DESIGN, LAYOUT, PUBLICATION, & DOCUMENT PRODUCTION
19.	AIR TRAVEL SERVICES
20.	HOTEL & CONFERENCING SERVICES (NAIROBI & THE OTHER 46 COUNTIES)
21.	MEDIA PRODUCTION (PHOTOGRAPHY, VIDEOGRAPHY & DOCUMENTARY)
22.	PROVISION OF DRY CLEANING SERVICES
23.	SANITARY DISPOSAL, FUMIGATION, PEST CONTROL AND RELATED SERVICES
24.	PROVISION OF INSURANCE SERVICES (GROUP LIFE, MEDICAL PERSONAL ACCIDENT, GENERAL)
25.	LANGUAGE TRANSLATION SERVICES
26.	MAINTENANCE OF FIRE EQUIPMENT AND RELATED TRAINING

Completed Tender Documents should be addressed, marked and delivered to:

National Council for Population & Development

4th Floor Chancery Building, Valley Road

P. O. Box 48994-00100

NAIROBI, Tel. 2711600/2711601, Tenders will be closed on, **Monday, 13th July, 2020** at 10.00 am. and will be opened immediately after closure in the NCPD Board room, 4th Floor Chancery Building, Valley Road Nairobi, in the presence of tenderers or representatives who choose to attend the opening. Late tenders will not be accepted.

DIRECTOR GENERAL

REGISTRATION INSTRUCTIONS

1.1 Introduction

The National Council for population and Development would like to invite interested candidates who must meet eligibility and capability criteria as set forth herein for supply and delivery or provision of goods and services to the Agency.

1.2 Registration Objective

The main objective is identifying and updating the list of prospective providers of specified category of goods, works or services for the period 2020-2022 for the National Council for Population and Development.

1.3 Invitation for Registration

Registered firms under the Laws of Kenya are invited to submit their applications to the Director General, National Council for Population and Development. The prospective Suppliers are required to supply mandatory requirements for Registration. Failure to comply with this criterion will lead to disqualification.

1.4 Experience

Prospective suppliers and contractors are to provide evidence of experience in supply and delivery of category of items/services applied for.

1.5 Registration Document

This document includes questionnaire forms and documents required to be fully completed by prospective suppliers.

1.6 In order to be considered for Registration, prospective suppliers must meet all the mandatory registration requirements and score a minimum of 70 points required for qualification.

Distribution of Registration Documents

1.7 Two copies of the completed Registration documents fully paginated and must be strip bound.

Submission and communication should be addressed to:

Director General,
National Council for Population and Development
P. O. Box 48994-00100
NAIROBI
Tel:0202711600
Email:procurement@ncpd-ke.org

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Director General, National Council for population and Development using the email address that has been provided herein. A candidate may seek clarification on eligibility but not on capability.

1.9 Additional Information

The Agency 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.

2.2 Customs Clearance

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

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price where applicable and quantities required. Prices quoted should be inclusive of all delivery charges.

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. **REGISTRATION /REGISTRATION DATA INSTRUCTIONS**

3.1 REGISTRATION data forms

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

3.1.1 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.

3.2 Qualification

3.2.1 It is understood and agreed that the Registration /Registration data on prospective bidders is to be used by the Agency in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Agency they possess capability, experience, qualified personnel available 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 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 at short notice.

3.3.2 Past Performance

Past performance will be given due consideration in Registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-4

3.3.3 Statement

Application must include a sworn statement Form PQ-5 by the Tenderer ensuring the accuracy of the information given.

3.3.4 Withdrawal of Registration

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

- 3.3.5 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration/Incorporation, copies of which must be attached. It must also have working email and telephone line(s). A post- qualification visit will be carried out to confirm the above before Registration Communication is issued.
- 3.3.6 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.4 Registration Criteria

Required Information	Form Type	
1. Company Registration Documents	PQ-1	30 marks
2. Professional Qualification of technical staff eg Artisans (trade test etc)	PQ-2	30 marks
3. Completion of Confidential Business Questionnaire	PQ-3	10 Marks
4. Past Experience	PQ-4	30 Marks

MANDATORY REGISTRATION CRITERIA

All firms must comply with the following mandatory registration criteria in order to qualify for evaluation: Failure to comply will lead to disqualification

1. Copies of Certificates of Registration/Incorporation
2. Tax Compliance Certificate
3. Attached copies of Professional Qualification of technical staff eg Artisans (trade test qualification etc)
4. Completion of Confidential Business Questionnaire
5. Completion of the sworn statement

REGISTRATION PARTICULARS OF SUPPLIERS FORM

I/We hereby apply for Registration as supplier(s)

(Name of Company/Firm/Partnership) Company Registration No.....AGPO Registration No.....Category.....

for
(Category and Item Description as in the Tender Notice)

Post Office Address

Town

Street

Name of building

Room/Office No. Floor No.

Telephone Nos.

Full Name and Title of representative (applicant).....

Other branches location

2. Organization & Business Information

Management Personnel

President (Chief Executive)

Secretary

General Manager

Treasurer

Other

3. Regulatory and Professionalism information

Regulatory Registration (if any) eg Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works etc

Indicate the firm's main fields of activities

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

.....

.....

Indicate terms of trade/sale eg Credit period etc.....

Signed.....Date.....

(30 Points)

PQ-2 QUALIFICATION AND COMPETENCE OF PERSONNEL

Name

Age

Academic Qualification

Professional Qualification

.....

Length of service with Contractor or Supplier position held

(Attach copies of professional certificates of technical and administrative personnel) eg artisan, trade test etc.....

(30 Points)

FORM PQ-3 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 Applicant:

Private or Public.....
State the nominal and issued capital of Applicant-
Nominal K£.....
Issued K£.....
Given details of all directors as follows:-
Name Nationality Citizenship Details Shares
.....

DateSignature of Candidate.....

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(10 Points)

NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 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) Telephone No. of Client
 - v) Value of Contract
 - 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 (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)

4. Others

(30 Points)

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Agency.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Agency and acknowledge your right to review the Registration made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement.

Date

Applicant's Name.....Designation

Signature

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

Witness NameDesignation.....

Signature

TERMS OF REFERENCE FOR PROVISION OF GENERAL OFFICE SERVICES AND WORKS

Category 5: Provision of building repairs, refurbishments and carpentry works:

The scope of works will include;

1. Repairs of office furniture
2. Replacement of door and desk locks
3. General Office repairs
4. Office fittings

The works will be on as and when need arises basis and billing once the work has been done.

Category7: Provision of electrical works

The scope of works shall include;

1. All electrical repairs
2. All electrical installations and fittings.

The works will be on as and when need arises basis and billing once the work has been done.

Category 10: Provision of plumbing works.

The scope of works in this category shall include;

1. Repair and replacement of water taps.
2. General plumbing works and fittings.

The works will be on as and when need arises basis and billing once the work has been done.

Category 13: Maintenance and repairs of water dispensers

The scope of works shall include;

1. Repair of water dispensers
2. Replacement of dispenser parts
3. Monthly cleaning of the water dispensers.

The works will be on as and when need arises basis and billing once the work has been done.

Category 23: Provision of Sanitary disposal, fumigation, pest control and related services:

The scope of works shall include;

1. Replacement and maintenance of Sanitary bins in HQ and 11 regional offices
2. Carry out fumigation in all offices, corridors, boardrooms, stores, washrooms, kitchens and in the refuse chute.
3. The fumigation will be done once in three months.
4. Provision to be made for extra fumigation should need arise.