



NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION
PO BOX 30623-00100
NAIROBI

REGISTRATION OF SUPPLIERS/CONTRACTORS FOR GOODS, WORKS & SERVICES
FOR 2022-2024

CLOSING DATE: 23RD MAY 2023 AT 10.30 AM.

FIRM'S NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

IF SPECIAL GROUP PLEASE INDICATE BELOW: (✓)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

MAY 2023

TABLE OF CONTENTS

INVITATION FOR REGISTRATION	3
REGISTRATION INSTRUCTIONS PART A	6
1.1 Introduction	7
1.2 Registration Objective	7
1.3 Invitation of Registration	7
1.4 Experience	7
1.5 Registration Document	7
1.6 Considerations	7
1.7 Distribution of registration Documents	7
1.8 Questions Arising from Documents	8
1.9 Additional Information.....	8
BRIEF CONTRACT REGULATIONS/GUIDELINES	8
2.1 Taxes on Imported Materials	8
2.2 Contract Price.....	8
2.3 Payments.....	8
REGISTRATION INSTRUCTIONS PART B	9
3.1 Registration data forms.....	9
3.2 Qualification.....	9
3.3 Eligible Candidates/firms	9
3.4 Statement	10
3.5 Withdrawal of registration	10
3.6 Business Registration	10
3.7 Registration Criteria	10
FORM REG-1: EVALUATION CRITERIA	11
EVALUATION CRITERIA 1 – AGPO OPPORTUNITIES	
12	
EVALUATION CRITERIA II – General Public	
12	
FORM REG-2: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM	15
FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE	15
FORM II - DETAILS OF DIRECTOR/PARTNERS	16
FORM REG-3 - PAST EXPERIENCE.....	17
FORM REG-4: SWORN STATEMENT	18
FORM REG-5: BIO –DATA IN LINE WITH EXECUTIVE ORDER NO. 2 OF 2018.....	19

INVITATION FOR REGISTRATION

Tender No: NACOSTI/REG/001/2022-2024

Tender name: REGISTRATION OF SUPPLIERS/CONTRACTORS FOR GOODS, WORKS & SERVICES FOR 2022-2024

National Commission for Science, Technology and Innovation in compliance with sections 57 and 71 of the Public Procurement and Assets Disposal Act,2015 invites applications for Registration of suppliers from Current/Existing Suppliers and Interested applicants for the Suppliers for supply of Goods, works and services.

List of categories of goods, works and services for the Financial Years 2022 – 2024.

1. SUPPLY OF GOODS		
CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
NACOSTI/REG/001/2022-2024	Supply and Delivery of General Office Stationery, computers, scanners, printers and related devices	AGPO
NACOSTI/REG/002/2022-2024	Design and supply of branded Promotional materials: T-shirts, Shirts, Caps, Banners, carrier bags, Caps, DVDs, USBs etc.	AGPO
NACOSTI/REG/003/2022-2024	Supply and fittings of office furniture, curtains, sheers, blinds and wall papers	OPEN
NACOSTI/REG/004/2022-2024	Supply of motor vehicle spare parts, tyres, tubes/abridge tyres and Batteries	OPEN
NACOSTI/REG/005/2022-2024	Supply and delivery of assorted building/hardware materials	OPEN
NACOSTI/REG/006/2022-2024	Supply and delivery of assorted electrical Items and fittings	AGPO
NACOSTI/REG/007/2022-2024	Supply of Staff Uniforms, Footwear and Protective Clothing	AGPO
NACOSTI/REG/008/2022-2024	Supply and delivery of Newspaper, Magazines and Periodicals	AGPO
NACOSTI/REG/009/2022-2024	Supply of Electronic and Telecommunication Equipment (Camera, TVs, Telephone Heads, Mobile Phones etc.)	OPEN
NACOSTI/REG/010/2022-2024	Supply of Mobile Phone Airtime/Prepaid telephone cards	AGPO
NACOSTI/REG/011/2022-2024	Supply and maintenance of gym and sport equipment	OPEN
NACOSTI/REG/012/2022-2024	Supply and delivery of Toners and Cartridges	AGPO
NACOSTI/REG/013/2022-2024	Supply of water (10,000 litres bowser)	AGPO
2. PROVISION OF SERVICES		
CATEGORY NO.	ITEM DESCRIPTION	
NACOSTI/REG/014/2022-2024	Provision of Air Travel Services, IATA registered firms only	OPEN
NACOSTI/REG/015/2022-2024	Provision of General Printing Services	AGPO
NACOSTI/REG/016/2022-2024	Provision of services on Verification, Valuation and tagging of Assets	OPEN

NACOSTI/REG/017/2022-2024	Provision of Cleaning Services for Floors, Windows, Curtains, Carpets, Sofa sets and other related Upholstery	AGPO
NACOSTI/REG/018/2022-2024	Repair, Maintenance and Servicing of Motor Vehicles country wide (CM & TE Registered Firms Only)	OPEN
NACOSTI/REG/019/2022-2024	Provision of Website, Bulk SMS, Database Development, Internet Connectivity (ISP), Cloud Services	OPEN
NACOSTI/REG/020/2022-2024	Repairs and maintenance of computers, printers, computer network and devices, servers, UPS, fax machines, Photocopiers, projectors, Telecommunication equipment, PABX and another related ICT equipment	OPEN
NACOSTI/REG/021/2022-2024	Installation Repair and Maintenance of CCTV and Access Control Equipment	OPEN
NACOSTI/REG/022/2022-2024	Provision of Tracking Service of Motor Vehicles	OPEN
NACOSTI/REG/023/2022-2024	Provision of Transport Services i.e. Taxis and Hire of Motor Vehicles	OPEN
NACOSTI/REG/024/2022-2024	Provision of office refurbishment and furnishings e.g. Curtains, sheers, blinds, wall papers and carpets Services	AGPO
NACOSTI/REG/025/2022-2024	Provision of Repair and Maintenance Services of Office Furniture & Fittings	OPEN
NACOSTI/REG/026/2022-2024	Provision of Mail and Courier Services	AGPO
NACOSTI/REG/027/2022-2024	Provision of Support and Maintenance of Navision ERP	OPEN
NACOSTI/REG/028/2022-2024	Provision of Team Building Services	OPEN
NACOSTI/REG/029/2022-2024	Repair and maintenance of backup generator	OPEN
NACOSTI/REG/030/2022-2024	Repair and maintenance of firefighting equipment	OPEN
NACOSTI/REG/031/2022-2024	Repair and maintenance borehole system and water booster pumps	OPEN
NACOSTI/REG/032/2022-2024	Repair and maintenance of air conditioning system	OPEN
NACOSTI/REG/033/2022-2024	Repair and maintenance of effluent treatment plant	OPEN
NACOSTI/REG/034/2022-2024	Repair and maintenance electric fence	OPEN
NACOSTI/REG/035/2022-2024	Repair and maintenance of high window cleaning machine	OPEN
NACOSTI/REG/036/2022-2024	Media and Communication Services (Videography, Photography, Social Media and Monitoring, Documentaries, Branding and Visibility)	OPEN
NACOSTI/REG/037/2022-2024	Provision of Bottled Water 18.9 Litres (Mineral Water), Disposable Cups and Leasing of Dispensers	AGPO
NACOSTI/REG/038/2022-2024	Billboard and Outdoor Advertising	OPEN
NACOSTI/REG/039/2022-2024	Provision of event organizing services(including Dome Tents Chairs, Tables, Public Address systems and decorations	OPEN
3. PROVISION OF CONSULTANCY SERVICES		
CATEGORY NO	ITEM DESCRIPTION	
NACOSTI/REG/040/2022-2024	Provision of Consultancy services on Supply Chain Management i.e. Training/capacity building, SCM policy formulation, Market surveys etc	OPEN

NACOSTI/REG/041/2022-2024	Provision of Insurance Services (Medical, GPA-WIBA, Group Life, Motor Vehicles and other Equipment's)	OPEN
NACOSTI/REG/042/2022-2024	Provision of Website Maintenance, Updating and Hosting Consultancy Services	OPEN
NACOSTI/REG/043/2022-2024	Provision of Legal Services	OPEN
NACOSTI/REG/044/2022-2024	Provision of Consultancy Services on Human Resource Services (e.g. Human Resource Policies, Capacity Building, Training and Management, Strategy Development, Staff Recruitment, Change Management, Health and Safety etc)	OPEN
NACOSTI/REG/045/2022-2024	Provision of Consultancy and Training Services on Enterprise Risk Management	OPEN
NACOSTI/REG/046/2022-2024	Provision of Research Consultancy Services (e.g. Customer Satisfaction, and National Perception Survey, Employees Satisfaction, Work Environment Survey Services, Customer Satisfaction and Corruption Perception Survey)	OPEN
NACOSTI/REG/047/2022-2024	Provision of Entertainment Service (Performance Artists, Acrobats, Bands, Musicians etc.)	OPEN
4. PROVISION OF MINOR WORKS		
CATEGORY NO	ITEM DESCRIPTION	
NACOSTI/REG/048/2022-2024	Minor Construction Works, Partitioning, Repairs, Painting and Demolition of Building, Offices and Structures	OPEN
NACOSTI/REG/049/2022-2024	Provision of Minor Repairs and Maintenance of Building (Plumbing, electrical, masonry and carpentry)	OPEN

Registration document, containing detailed terms and conditions of application, be downloaded from our portal url (<https://eprocurement.nacosti.go.ke:8099/>) free of charge.

REGISTRATION INSTRUCTIONS PART A

1.1 Introduction

National Commission for Science, Technology and Innovation would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver of goods, works and services to the Commission.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services where bidders will be invited to quote for items as and when the procuring entity deems necessary. On an as and when required basis during the period in the financial years **2022-2024**.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their **REGISTRATION** documents to **Director General, National Commission for Science Technology and Innovation** so that they may be registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply the mandatory information for registration as requested.

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/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required to be filled by the prospective suppliers.

1.6 Considerations

In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.7 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **Director General, National Commission for Science Technology and Innovation** whose address is given in par. 1.7

1.8 Additional Information

National Commission for Science, Technology and Innovation reserves the right to request submission of additional information from prospective suppliers.

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 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

2.3 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.

REGISTRATION INSTRUCTIONS PART B

3.1 Registration data forms

3.1.1 The attached questionnaire forms **REG-1, REG-2, REG-3, REG-4, REG-5** are to be completed by prospective suppliers/contractors who wish to be registration for submission of tender for the specific category.

3.1.2 The registered 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.

3.1.3 The tenderer shall chronologically serialize all pages of the tender documents submitted.

3.2 Qualification

3.2.1 It is understood and agreed that the registered data on prospective bidders is to be used by National Commission for Science, Technology and Innovation in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.3 Eligible Candidates/firms

3.3.1

This invitation for registrations is open to all candidates who are eligible as defined in Kenya's Public Procurement and Regulations and as indicated in the appendix to instructions to candidates

3.3.2

The procuring entity's employees, Board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 (5) of PPADA,2015.

3.3.2

All candidates found capable of performing the contract satisfactorily in accordance to the set evaluation criteria shall be registered.

3.3.3

The Supplier's financial condition will be determined by provision of recommendation letters from the bankers with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors credit position.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Certified Letters of reference and or certified copies of order/contracts from past customers should be included in Form REG-3.

3.4 Statement

Applications must include a sworn statement Form REG-4 by the Tenderer ensuring the accuracy of the information given. Firms are advised to confirm whether they have been debarred by PPRA.

3.5 Withdrawal of registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client 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 registered.

3.6 Business Registration

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.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory (where applicable)

3.7 Registration Criteria

Required Information	Form Type	Points Score
Registration Documentation	REG-1	COMPLIANCE
Confidential Report	REG-2	COMPLIANCE
Past Experience	REG-3	COMPLIANCE
Sworn Statement	REG-4	COMPLIANCE
Bio Data Form in line with Executive Order No.2	REG-5	COMPLIANCE

FORM REG-1: EVALUATION CRITERIA

National Commission for Science Technology and Innovation will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

Instructions to Bidders:

- I. Bidders **MUST** complete the table below in the format provided

- II. Bids **MUST** meet all the requirement where applicable in the Table below in order to be considered for further evaluation

The evaluation criteria are as per the following evaluation criteria matrixes below:

EVALUATION CRITERIA 1 – AGPO OPPORTUNITIES

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1.	Valid certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	

EVALUATION CRITERIA II – General Public

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Certificate of Incorporation/Business Registration (Attach copy)	
B2	Registration with National Construction Authority (NCA) category 8 and above in building/civil works for those in building industry (attach copy)	
B3	Valid Tax Compliance Certificate (Attach copy)	
B4	Business Permit/License (Attach copy) Physical location	
B5	Copy of business permit	
B6	Registration/practicing license by the relevant professional bodies i.e. IHRM, LSK, KISM, IRA, CMTE, ICPAK, IIA, Institute of Risk Management and IATA etc	
B7	Current CR12 showing the shareholding of the firm where applicable i.e Not applicable to Sole proprietor	
C.	GENERAL REQUIREMENTS	
C1.	Company profile Provide key details of the service rendered (6) - Postal Address (3) - Telephone Number (3) - Email Address (3)	
C2.	Business Ownership: Company/Business Profile -Disclosure of Directors/Partners /Sole Proprietor	
C3.	Financial Capability: Recommendation letter from the bank	
C4.	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts) if applicable	

C5.	Credit Period: Indicate Credit Period willing to offer (At least 30 Days)	
C6	Eligibility & Disclosure of litigation history	

NB: Bidders must meet all the mandatory requirements to qualify.

Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below) Yes No

Yes

No

Official Stamp Sign.....

For Official Use Only

(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)

.....

.....

.....

Accept the Firm

Reject the Firm

SignDate

Approved /Not Approved

1. Properly bound containing a table of contents for the required criteria, and maintain the proper sequence as per the criteria provided in **FORM REG-1-REG-5(well labeled)**. **Loose documents will not be accepted.**

Bidders should not amend the standard tender documents provided by the procuring entity.

FORM REG-2: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE

1	Name of Firm:	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail:	Website:
5.	Exact Physical Location street, building:	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration:	
8.	PIN Certificate No: (Attach Copy)	
9.	Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)	
10.	Current trade license (Attach Copy)	
11.	Nature of business	
12.	Maximum Value of Business which you can handle at a time Kshs:	
13.	Name of your Bankers: Branch:	
14.	Your trade terms (mode or payment- cash..... or creditcredit period allowed	

FORM II - DETAILS OF DIRECTOR/PARTNERS

	Names	Nationality	%of Shares
1			
2			
3			
4			
5			

FORM REG-3 - PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS

Name of Client (organization)

- i. Address of Client (organization)
- ii. Name of Contract Person at the client (organization)
- iii. Telephone No. of client
- iv. Value of Contract
- v. Duration of Contract (date) (Attach documents evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract (date)
- v. Duration of Contract (date) (Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Address of Client (organization)
- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract
- v. Duration of Contract (date) (Attach documental evidence of existence of contract)

Others

FORM REG-4: SWORN STATEMENT

Having studied the 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 in case of being registered 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 ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry 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 and have no litigation procedure in process.

Date

Applicant's Name:

Represented by

Signature

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

FORM REG-5: BIO –DATA IN LINE WITH EXECUTIVE ORDER NO. 2 OF 2018

Name of Supplier/Contractor Consultant	
Registration Details	
1. Registration Number	
2. Incorporation Number	
PIN Number	
Valid Tax Compliance certificate	
Business Permit/License Number	
For Companies, Names and ID Numbers of:-	
1. List of Directors	
2. List of Shareholders	
3. List of Beneficial Owners	
For Partnerships, Names and ID Numbers of:-	
1. Partners	
For Sole Proprietors/Consultants, Name and ID Numbers of:	
1. Proprietor	
2. Business name	
Business Contacts	
1. Telephone -Office	
2. Telephone -Director	
3. Email	
Postal Address	
Physical address	
County of Operation	
Marginalized Groups (where applicable)	
1. AGPO Certificate Number	
2. Category (Youth, Women, PWDs)	