

**REPUBLIC OF KENYA**



**MINISTRY OF GENDER, CULTURE, THE ARTS, AND HERITAGE  
STATE DEPARTMENT FOR GENDER AND AFFIRMATIVE ACTION  
P. O. BOX 29966-00100  
TEL: .....  
NAIROBI**

**PRE-QUALIFICATION/REGISTRATION  
MGCAH/SDGAA/PQ/02/2023-2024**

**PRE-QUALIFICATION/REGISTRATION OF  
SUPPLIERS  
FOR  
SUPPLY/PROVISION OF GOODS AND SERVICES  
FOR  
THE FINANCIAL YEARS 2023–2024 & 2024-2025**

**CATEGORY APPLIED:** \_\_\_\_\_  
**DESCRIPTION:** \_\_\_\_\_

**CLOSING DATE:** 13<sup>th</sup> FEBRUARY, 2024 10.00 AM

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# Tender Notice

Date: 30<sup>th</sup> January, 2024

**REFERENCE: MGCAH/SDGAA/02/2023-2024**

**TENDER NAME: PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR 2023-2024 & 2024-2025 FINANCIAL YEARS**

The MINISTRY OF GENDER, CULTURE, THE ARTS, AND HERITAGE, **State Department for Gender and Affirmative Action** invites applications for pre-qualification/registration of suppliers for provision of goods and services from interested eligible bidders for the period ending **30<sup>th</sup> June, 2025**. All applicants **must** be registered with Kenya Revenue Authority and Registrar of Companies.

<b>CATEGORY A</b>	<b>SUPPLY AND DELIVERY OF GOODS</b>	<b>CATEGORY</b>
A01	Supply of Computers, Related Equipment and Software/Upgrades	AGPO
A02	Supply of Telecommunication Equipment	AGPO
A03	Supply of General Office Stationery, Computer Consumables and Accessories	AGPO
A04	Supply of Newspapers, Periodicals, Journals	AGPO
A5	Supply of Furniture, Furnishings and Fittings	OPEN
A6	Supply of Photocopiers & Office Equipment	OPEN
A7	Supply of Photographic, Video Graphic and Broadcast Equipment	OPEN
A8	Supply of branded Staff uniforms, T-Shirts and CMT Charges	OPEN
A9	Supply of Motor Vehicle accessories, Tyres, Tubes and Batteries	OPEN
A10	Supply of Branded Assorted advertisement materials (burners, highfliers, wrist bands etc)	OPEN
<b>CATEGORY B</b>	<b>PROVISION OF SERVICES</b>	
B01	Provision of Fumigation	AGPO
B02	Provision of Cleaning Services (sanding & Carpeted areas,)	AGPO
B03	Repair and Maintenance of Telecommunication Equipment	AGPO
B04	Provision of Travel and Ticketing Services ( <b><i>IATA registered firms</i></b> )	AGPO
B05	Provision of Printing Services- Cards, Brochures, Booklets etc.	AGPO
B06	Repair and Maintenance of Computer Equipment & Accessories	AGPO
B07	Provision of Air time Calling/Scratch Cards	AGPO
B8	Service and Maintenance of Photocopiers & Office Equipment	OPEN
B9	Service and Maintenance of Photographic and Video Graphic Equipment	OPEN
B10	Repair and Servicing of Motor Vehicles.	OPEN

B11	Provision of conference facilities	OPEN
B12	Provision Consultancy Services	OPEN
B13	Provision of Network, Structural Cabling ( <b>LAN, WAN</b> )	OPEN
B14	Provision of Internet Services	OPEN

Pre-qualification documents containing detailed terms and conditions of pre-qualification/registration may be downloaded from the State Department for Gender and Affirmative Action website [www.gender.go.ke](http://www.gender.go.ke) or from PPRA Tender Portal free of charge.

Youth, Women and Persons with Disabilities should provide valid certificate of registration for disadvantaged group. ***They are also encouraged to participate in all other categories.***

Pre-qualification documents duly completed and indicating the pre-qualification /registration number and the category should be submitted in plain sealed envelopes and deposited at the **Tender Box located Teleposta Towers fourth floor** and addressed to:

**The Principal Secretary  
State Department for Gender and Affirmative Action  
P. O. Box 29966 - 00100  
NAIROBI**

so as to be received not later than **13<sup>th</sup> February, 2024 at 10.00 a.m.** Late applications will not be accepted.

**Head, Supply Chain Management Services  
For: PS**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The State Department for Gender and Affirmative Action would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the Department.

### **1.2 Pre-qualification Objective**

The main objective is to have a data base of approved suppliers to supply and deliver assorted items and provides services under relevant tenders/quotations to the Principal Secretary, State Department for Gender and Affirmative Action as and when required during the period ending 30<sup>th</sup> June, 2025.

### **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/REGISTRATION documents to the Principal Secretary, State Department for Gender and Affirmative Action so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

### **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 pre-qualification criteria.

### **1.5 Pre-qualification Document**

This document includes questionnaire forms and documents required from 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**

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**The Principal Secretary,**  
State Department for Gender and Affirmative Action  
**P. O. Box 29966 - 00100**  
**NAIROBI**  
**Tel: .0202216500**  
**E-mail: [procurement@gender.go.ke](mailto:procurement@gender.go.ke)**

Not later than **13<sup>th</sup> February, 2024 at 10.00 a.m.** (local time)

**1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Principal Secretary, State Department for Gender and Affirmative Action whose address is given in par 1.7

**1.9 Additional Information**

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

**2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

**2.1 Taxes on Imported Materials**

The prospective 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 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. PRE-QUALIFICATION/REGISTRATION 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, PQ-8 are to be fully 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 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 pre-qualification/registration data on prospective bidders is to be used by Government 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 sufficient to satisfactorily execute the contract for goods/services.

### **3.3 Essential Criteria for Pre-Qualification/Registered**

**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 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 Position**

The Supplier's financial condition will be determined by **latest financial statement submitted** with the prequalification documents as well as **letters of reference from their bankers** regarding suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified 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 financial 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/contracts from past customers should be included in Form PQ-6. **Potential AGPO reserved to indicate the category on Form PQ6(5)**

### **3.4 Statement**

Application must include a sworn statement Form PQ-7 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/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 Documents/Criteria**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Statutory Documentations	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	20
	<b>TOTAL</b>	<b>100</b>

**3.8 The qualification is 75 points and over**



## **FORM PQ-1: PRE-QUALIFICATION DOCUMENTS**

### **All firms must provide: -**

1. Copies of Certificate of Registration/Incorporation.
2. Valid Tax Compliance Certificate from Kenya Revenue Authority (**failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application**).
3. Copies of Pin Certificate of firm/company/individual.
4. Copy of valid AGPO certificates (AGPO reserved categories)
5. Copies of CR12 (within the last six months)
6. Valid Single Business Permit
7. Air Ticketing firms must be IATA registered

**[30 points]**

**FORM PQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

**1. General Company Information**

I/We .....hereby apply for registration as supplier(s)  
(Name of Company/Firm)

for ..... Category No.) .....  
(Item Description)

Post Office Address .....Town .....

Street .....Name of building.....

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

Telephone Nos. ....

Full Name of applicant .....

Other branches location .....

**2. Organization & Ownership Information**

Number of Management Personnel .....

President/Chief Executive – (full name) .....

Secretary .....

General Manager .....

Treasurer .....

Other  
.....

**Partnership (if applicable)**

Names of Partners i)

.....

ii)

.....

iii)

.....

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent

Kshs.....

6. Bank reference and address

.....

.....

.....

7. Bonding company reference and address

.....

8. **Enclose a copy of company profile** indicating the main fields of activities

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

.....  
.....  
.....  
.....  
.....

10. Indicate terms of trade/sale

.....  
.....  
.....  
.....  
.....

[10 Points]

**PQ-3 BIODATA FOR KEY / SUPERVISORY PERSONNEL**

**1. Staff 1**

Name.....Age.....

.....

Academic Qualification

.....

.....

.....

Professional Qualification

.....

.....

.....

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

.....

.....

(Attach copies of certificates of at least two (2) key personnel in the organization)

**2. Staff 2**

Name.....Age.....

.....

Academic Qualification

.....

.....

.....

Professional Qualification

.....  
.....  
.....

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

(Attach copies of certificates of at least two (2) key personnel in the organization

[10 Points]

**PQ-4 - FINANCIAL STATUS AND TERMS OF TRADE**

- (1) Attach a copy of firm's two certified financial statements for the **period during years 2022 and 2023** 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**

**NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.**

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

<p><i>Part I- General:</i></p> <p>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: K£.....                  Name of your bankers..... Branch .....</p>	
<input type="checkbox"/>	<p><b><i>Part 2 (a) – Sole Proprietor</i></b></p> <p>Your name in full..... Age.....                  Nationality.....Country of origin.....                  *Citizenship details.....</p>



<input type="checkbox"/>	<p><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;"><b>Name</b></th> <th style="text-align: left; width: 25%;"><b>Nationality</b></th> <th style="text-align: left; width: 40%;"><b>Citizenship Details</b></th> <th style="text-align: left; width: 10%;"><b>Shares</b></th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....				
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4. ....	.....	.....	.....																						
<input type="checkbox"/>	<p><b>Part 2 (c) – Registered Company:</b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal K£.....</p> <p style="padding-left: 20px;">Issued K£.....</p> <p>Given details of all directors as follows: -</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;"><b>Name</b></th> <th style="text-align: left; width: 25%;"><b>Nationality</b></th> <th style="text-align: left; width: 30%;"><b>Citizenship Details</b></th> <th style="text-align: left; width: 20%;"><b>Shares</b></th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
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5. ....	.....	.....	.....																						
<p style="text-align: right;">Date..... Signature of</p> <p>Candidate.....</p>																									

\*if Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

[10 points]

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS**

**(Attach copies of LPOs and contracts as evidence)**

**1. Name of 1<sup>st</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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**

.....

**5. AGPO Group (Please indicate the category-Women, Youth, PWD)**

- a) Category.....
- b) AGPO Certificate Number .....

[10 Points]

**FORM PQ7- SD1**

**SELF DECLARATION FORMS - DEBARRED**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I....., of Post Office Box ..... being a resident of ..... in the Republic of.....do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (*Insert name of the Company*) who is a Bidder in respect of Tender No..... for ..... (*Insert tender title/description*) for ..... (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement. Kenya Subsidiary Legislation, 2020
2. THAT the aforesaid Bidder, its directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
**(Title)**

.....  
**(Signature)**

.....  
**(Date)**

Bidder Official Stamp

**FORM-SD2**

**DECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE:**

**SELF DECLARATION THAT THE PERSON/ TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, ..... of P. O. Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (Insert name of the Company) who is a Bidder in respect of Tender No. .... for ..... (*Insert tender title/description*) for ..... (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement, Kenya Subsidiary Legislation, 2020
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (*Insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ..... (*Name of the procuring entity*)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....  
.....  
**(Title)**

.....  
.....  
**(Signature)**

**(Date)**

Bidder's Official Stamp

**FORM PQ-8- LITIGATION HISTORY**

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution. Litigation History (Provide current sworn affidavit) YEAR

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

Note: Where there is no litigation history bidders to indicate N/A