



**NGOs CO-ORDINATION BOARD  
P.O BOX 44617-00100  
NAIROBI**

**TENDER NO. - NGOB/T001/2018 – 2019**

**REGISTRATION OF SUPPLIERS TO**

**SUPPLY GOODS & SERVICES FOR THE  
FINANCIAL YEARS 2018 – 2019 & 2019 - 2020**

CATEGORY NO. \_\_\_\_\_

IF AGPO REGISTERED FIRM, PLEASE SPECIFY THE CATEGORY:-

YOUTH \_\_\_\_\_

WOMEN \_\_\_\_\_

PWD \_\_\_\_\_

**CLOSING DATE: 18<sup>th</sup> APRIL, 2019 AT 2.30 P.M**

## Table of Contents

TENDER NOTICE .....	3
1.0 - REGISTRATION INSTRUCTIONS.....	5
2.0 - BRIEF CONTRACT REGULATIONS/GUIDELINES .....	6
3.0 - REGISTRATION DATA INSTRUCTIONS .....	7
3.7 REGISTRATION CRITERIA .....	8
FORM PQ-1 REGISTRATION.....	9
FORM PQ-2 REGISTRATION DATA .....	10
PQ-3 SUPERVISORY PERSONNEL.....	12
PQ-4 FINANCIAL POSITION AND TERMS OF TRADE .....	13
FORM PQ-5 .....	13
FORM PQ- PAST EXPERIENCE.....	15
FORM PQ-7-LITIGATION HISTORY.....	17
FORM PQ-8 SWORN STATEMENT .....	18

## TENDER NOTICE

### REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR FINANCIAL YEARS 2019/2020 & 2020/2021

NGOs Co-ordination Board invites application from interested and eligible bidders for registration as supplier(s) of goods, services and consultancy services for the financial Years 2019/2020 & 2020/2021 ending January 30<sup>th</sup> June, 2021.

The registration tender documents, containing submission information, detailed terms and conditions of registration may be downloaded from NGOs Board Website [www.ngobureau.or.ke](http://www.ngobureau.or.ke) or PPIP portal [www.tenders.go.ke](http://www.tenders.go.ke) at no fee and **MUST** register their interest immediately by sending an email to [procurement@ngobureau.or.ke](mailto:procurement@ngobureau.or.ke) stating their names, tender no., category, email, postal address and telephone no.

Applications for registration shall be submitted in a sealed envelope marked with tender name and category number and deposited in the tender box at NGOs Board offices, 14<sup>th</sup> floor of Co-operative Bank House during normal office working hours (8.00 a.m – 5.00 p.m). Applications can also be posted to **The Executive Director, NGOs Co-ordination Board, P.O Box 44617 – 00100 NAIROBI** so as to be received on or by 18<sup>th</sup> April, 2019. The Board reserves the right to accept or reject any late applications.

Completed registration documents should be in plain sealed envelopes clearly marked on the envelope as follows:-

### REGISTRATION OF SUPPLIERS 2019/2020-2020/2021

CATEGORY NO: \_\_\_\_\_

SUPPLY OF: \_\_\_\_\_

**CATEGORIES OF GOODS AND SERVICES FOR REGISTRATION OF SUPPLIERS FOR FY 2019/2020-2020/2021**

<b>NO.</b>	<b>TENDER NUMBER</b>	<b>ITEM DESCRIPTION OF GOODS AND SERVICES</b>	<b>ELIGIBILITY</b>
<b>CATEGORY A- REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS</b>			
1.	A1	Supply and delivery of general office stationery	PWD
2.	A2	Supply and delivery of air time scratch cards	Women
3.	A3	Supply and delivery of computer consumables and related accessories	Youth
4.	A4	Supply and delivery of assorted office consumables	Youth
5.	A5	Supply and delivery of bottled clean drinking water	Open
6.	A6	Supply and delivery of fresh milk	Youth
7.	A7	Supply and delivery of daily newspapers	Youth
<b>CATEGORY B- REGISTRAION FOR PROVISION OF SERVICES</b>			
8.	B1	Provision of repair for computers, laptops, storage, printers, copiers, projectors and other related equipment's	Open
9.	B2	Provision of creative design and printing services	Youth
10.	B3	Provision of website designing and maintenance services	Youth
11.	B4	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open
12.	B5	Provision of cleaning services	Women
13.	B6	Provision of Legal Services - Constitutional experts, Sectoral laws and policy experts	Open
14.	B7	Provision of Audit services	Open
15.	B8	Provision of catering services	Open
16.	B9	Provision for car hire services	Open
<b>CATEGORY C-REGISTRATION OF CONSULTANCY SERVICES</b>			
17.	C1	Consultancy for training for ISO 9001-2015	Open

18.	C2	Consultancy for ISO 9001-2015 Certification	Open
19.	C3	Curriculum development for the training of charitable sector	
20.	C4	Consultancy for needs assessment on training and training of TOTs	Open
21.	C5	Consultancy for needs assessment on digitization of records and automation of services	Open
22.	C6	Consultancy for event organizers	Open
23.	C7	Consultancy for Risk Management Enterprise	Open

**Special Groups include Youth, Women and Persons living with Disability who have been duly registered with the National Treasury (Directorate of Procurement). They MUST show proof of registration by providing the certificate of registration.**

## **1.0 - REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

NGOs CO-ORDINATION BOARD referred to as the Board would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Board to perform the contract of supply and delivery or provision of goods and services to the Board.

### **1.2 Registration Objective**

The main objective is to register suppliers who will supply and deliver assorted goods, provide services and consultancy services under relevant tenders/quotations to the Board as and when required during the stated period.

### **1.3 Invitation of Registration**

Suppliers and Special Groups registered with Register of Companies under the Laws of Kenya and the relevant Government Ministry in respective merchandise or services are invited to submit their registration documents to Executive Director, NGOs CO-ORDINATION BOARD so that they may be registered for submission of quotations. Registration documents will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Board/Institutions 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 of prospective suppliers.

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

## **1.7 Distribution of registration Documents**

A copy of the completed registration data and other requested information shall be submitted to reach;

**THE EXECUTIVE DIRECTOR  
NGOS CO-ORDINATION BOARD  
P.O. BOX 44617- 00100  
NAIROBI**

## **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Executive Director, NGOs CO-ORDINATION BOARD whose address is given in par 1.7 not later than 7 days before the closure of the registration process.

## **1.9 Additional Information**

The NGOs CO-ORDINATION BOARD reserves the right request submission of additional information from prospective bidders.

**1.10** Request for quotations will be made available only to those bidders whose qualifications are accepted by NGOs CO-ORDINATION BOARD after scoring more than 60% points after completion of the registration process.

## **2.0 - BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **Taxes on Imported Materials**

The Supplier shall pay custom duty and VAT as required by the Law.

### **Custom Clearance**

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

### **Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Executive Director or Tender Committee. Prices quoted should be inclusive of all delivery charges.

## **Payments**

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

## **3.0 - REGISTRATION DATA INSTRUCTIONS**

### **Registration 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 registered for submission of tender for specific tender.

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.

### **Qualification**

It is understood and agreed that the registration data on prospective suppliers is to be used by NGOs CO-ORDINATION 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.

Prospective bidders will not be considered qualified unless in the judgment of NGOs CO-ORDINATION BOARD 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.

### **Essential Criteria for Registration**

**3.3.1 (a) Experience:** Prospective bidders shall have at least 2 years' experience with exception of YAGPO suppliers in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize, Supply and delivery items or service at short notice.

### **3.3.2 Personnel**

The names 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 registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

### 3.3.4 Special Considerations

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 to be filled/provided 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 registering the bidders. Letter of reference 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 Registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments the Board reserves the right to reject the tender from such a bidder even though they have been initially registered.

**3.6** The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration/ in Board/Memorandum and Articles 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.

### 3.7 REGISTRATION CRITERIA

<b>1</b>	<b>PRELIMINARY</b>	<b>Maximum score</b>	<b>Cut off score</b>
	a) Copy of registration/incorporation certificates from relevant registration bodies	<b>Must</b>	<b>Must</b>
	b) Copy of Current KRA Compliance Certificate	<b>Must</b>	<b>Must</b>
<b>2.</b>	<b>FORM PQ 1 REGISTRATION</b>		
	a) Copies of Certificate of registration or Business Name/incorporation	<b>2</b>	
	b) Copy of Current KRA Compliance Certificate	<b>2</b>	
	c) Copy of current business permit (YAGPO exempted)	<b>1</b>	
	d) Copy of valid certificate of registration from National Treasury (special groups)	<b>1</b>	
<b>3</b>	<b>FORM PQ2- REGISTRATION APPLICATION</b>		
	a) Name of the Company/firm/supplier	<b>0.25</b>	



	b)	E-mail address	<b>0.25</b>	
	c)	Postal address	<b>0.25</b>	
	d)	Mobile No./telephone	<b>0.25</b>	
<b>4.</b>		<b>FORM PQ3-SUPERVISORY PERSONNEL</b> (must be filled accordingly)	<b>6</b>	
<b>5</b>		<b>FORM PQ4 – FINANCIAL POSITION &amp; TERMS OF TRADE (YAGPO exempted)</b>		
	a)	Audited & certified financial statements for the last current two years	<b>4</b>	
	b)	At least a reference from the applicant’s bankers regarding suppliers credit position	<b>2</b>	
	c)	Credit period (not less than 30 days)	<b>2</b>	
<b>6.</b>		<b>FORM PQ5 – CONFIDENTIAL BUSINESS QUESTIONNAIRE ( must be filled accordingly)</b>	<b>1</b>	
<b>7.</b>		<b>FORM PQ6 – PAST EXPERIENCE</b>		
	a)	At least 3 Names of the applicants clients in the past two years and value of the contracts entered into and completed satisfactorily and the duration of the contract (must be listed and stamped) ( <b>YAGPO exempted</b> )	<b>6</b>	
	i)	Signed contracts/LPOs/LSOs (prove of a. above)		
	ii)	Acceptance certificates/completion certificates (prove of a. above)		
	iii)	Attach at least 3 recommendation letters each from a different client		
<b>8.</b>		<b>FORM PQ7 – LITIGATION HISTORY</b> (must be filled accordingly)	<b>1</b>	
<b>9.</b>		<b>FORM PQ8 – SWORN STATEMENT</b> ( must be filled accordingly)	<b>1</b>	
		<b>Total Score</b>	<b>30</b>	

***NB: The Cut off Score will be at 60% of the total score***

## **FORM PQ-1                      REGISTRATION**

All firms must provide:-

- 1.**        Copies of Certificate of registration of Business Name/
- 2.**        Copy of VAT Registration Certificate.
- 3.**        Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
- 4.**        Copy of PIN Certificate of Firm/company or individual.

5. Copy of Business Permit.
6. Letter of recommendation from previous organization served.
7. A profile of the owners or shareholders.
8. Practicing Certificate for all professionals.
9. E-mail Contacts – a valid and active e-mail address

**FORM PQ-2 REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We \_\_\_\_\_ hereby apply  
**(Name of Company/Firm-Compulsory)**

for registration as supplier (s) of \_\_\_\_\_  
**(Item Description)**

\_\_\_\_\_  
**(Category)**

E-mail address \_\_\_\_\_  
**(Compulsory)**

Post Office Address \_\_\_\_\_ Code \_\_\_\_\_  
**(Compulsory)**

Town \_\_\_\_\_

Street \_\_\_\_\_

Name of building \_\_\_\_\_

Room/Office No \_\_\_\_\_ Floor No \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile telephone/cell phone number \_\_\_\_\_  
**(Compulsory)**

Full Name of applicant \_\_\_\_\_  
**(Compulsory)**

Other branches Location \_\_\_\_\_

**ORGANIZATION & BUSINESS INFORMATION**

Management Personnel \_\_\_\_\_

Chief Executive \_\_\_\_\_

Secretary \_\_\_\_\_

General Manager \_\_\_\_\_

Treasurer \_\_\_\_\_

Other \_\_\_\_\_

Partnership (if applicable)

Names of Partners \_\_\_\_\_

Business founded or incorporated \_\_\_\_\_

Under present Management since \_\_\_\_\_

Net worth equivalent Kshs \_\_\_\_\_

Bank reference and address \_\_\_\_\_

\_\_\_\_\_

Bonding company reference and address \_\_\_\_\_

Enclose copy of organization chart of the firm indicating the main fields of activities

\_\_\_\_\_

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

Competitors \_\_\_\_\_

\_\_\_\_\_

Indicate terms of trade/sale

**Note** – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified

**PQ-3                      SUPERVISORY PERSONNEL**

Name \_\_\_\_\_

Age \_\_\_\_\_

Academic Qualification \_\_\_\_\_

University \_\_\_\_\_

Post Graduate \_\_\_\_\_

Diploma \_\_\_\_\_

High School \_\_\_\_\_

Professional Qualification \_\_\_\_\_

(Attach copies of certificates if any)

Length of service with contractor or supplier position held \_\_\_\_\_

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

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

(1) Attach a copy firm’s two certified financial statements giving summary of assets and current liabilities/or any other financial support. **(compulsory)**

(2) Attach letters of reference from the bankers regarding supplier’s credit position.  
**(Compulsory)**

(3) State Credit period (minimum proposed is 30 days)\_\_\_\_\_

*(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically disqualified)*

**Note** – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

**FORM PQ-5**

**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 applies to your type of business.

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

Part 1 – General
Business Name .....
Location of business Premises .....
Plot No. .... Street/Road .....
Postal Address ..... Tel No. ....
Nature of business .....
Current Trade Licence No. .... Expiring date .....
Maximum value of business which you can handle at any one time Kshs .....
Name of your bankers ..... Branch .....

	<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your Name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																														
	<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="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	1	.....	.....	.....	.....	2	.....	.....	.....	.....	3	.....	.....	.....	.....					
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	<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 Kshs.</p> <p style="padding-left: 20px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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5.	.....	.....	.....	.....																											
<p>Date ..... Seal/Signature of Candidate .....</p> <p>.....</p>																															

**FORM PQ- PAST EXPERIENCE**

**A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST TWO YEARS AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY (at least 3 firms)**

**1.**

- 1) Name of clients (Organization) \_\_\_\_\_
- 2) Address of client (Organization) \_\_\_\_\_
- 3) Name of contact person at the client (Organization) \_\_\_\_\_
- 4) Telephone No. of client \_\_\_\_\_
- 5) Value of contract \_\_\_\_\_
- 6) Duration of contract (date) \_\_\_\_\_

**Attach the following documental evidence of existence of contract as above:**

- i. Signed contracts/LPOs/LSOs**
- ii. Acceptance certificates/completion certificates**  
*(Compulsory)*

**2.**

1. Name of clients(Organization)\_\_\_\_\_
2. Address of client organization)\_\_\_\_\_
3. Name of contact person at the client (Organization)\_\_\_\_\_
4. Telephone No. of client \_\_\_\_\_
5. Value of contract \_\_\_\_\_
6. Duration of contract (date) \_\_\_\_\_

**Attach the following documental evidence of existence of contract as above:**

- iii. Signed contracts/LPOs/LSOs**
- iv. Acceptance certificates/completion certificates**  
*(Compulsory)*

**3.**

1. Name of clients (Organization) \_\_\_\_\_
2. Address of client (Organization) \_\_\_\_\_
3. Name of contact person at the client (Organization) \_\_\_\_\_
4. Telephone No. of client \_\_\_\_\_

5. Value of contract \_\_\_\_\_

6. Duration of contract (date) \_\_\_\_\_

**Attach the following documental evidence of existence of contract as above:**

- v. **Signed contracts/LPOs/LSOs**
- vi. **Acceptance certificates/completion certificates**  
*(Compulsory)*

**B) RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST FIVE YEARS**

Attach at least 3 recommendation letters each from a different client (*compulsory*)



**FORM PQ-7-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 five years or currently under execution.

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

Having studied the registration information for the above registration 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 pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the registration and evaluation.

**Category No.** \_\_\_\_\_

**Supply/Provision of** \_\_\_\_\_

**Date** \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

**Represented by** \_\_\_\_\_

**Signature** \_\_\_\_\_

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