

REPUBLIC OF KENYA



**MINISTRY OF INFORMATION, COMMUNICATION AND TECHNOLOGY
STATE DEPARTMENT OF INFORMATION AND TELECOMMUNICATION**

**TENDER DOCUMENT FOR PREQUALIFICATION OF CONTRACTORS FOR THE
FINANCIAL YEARS 2018/2019 AND 2019/2020**

TELPOSTA TOWERS, 11TH FLOOR

P. O. BOX 30025-00100 NAIROBI.

TELEPHONE NO: 020-4920000

TENDER NAME.....

TENDER NUMBER.....

SECTION I- INVITATION FOR PREQUALIFICATION (IFQ)

The Principal Secretary, Ministry of Information, Communication and Technology, State Department of Broadcasting and Telecommunication invites sealed bids from eligible candidates for Pre-qualifications to provide the listed services to Government Ministries/Departments & Institutions for the period of two (2) years financial years 2018-2019 and 2019-2020 as below:-

NO	TENDER NUMBER	DESCRIPTION	ELIGIBILITY	TENDER CLOSING TIME /DATE
1	MOICT/SDBTGP/001/2018-2019	Provision of advertising creative and production services	Open	7 th November 2018 11:00AM
2	MOICT/SDBTGP/002/2018-2019	Provision of Public Relations services	Open	7 th November 2018 11:00AM
3	MOICT/SDBTGP/003/2018-2019	Provision of Events Management services	Open	7 th November 2018 11:00AM
4	MOICT/SDBTGP/004/2018-2019	Provision of Roadshow services	Open	7 th November 2018 11:00AM
5	MOICT/SDBTGP/005/2018-2019	Provision of Digital Advertising services	Open	7 th November 2018 11:00AM
6	MOICT/SDBTGP/006/2018-2019	Provision of Opinion Polling services	Open	7 th November 2018 11:00AM

Interested applicants may obtain further information and inspect the tender documents from the Supply Chain Management Services Office, Teleposta Towers, 11th floor during normal working hours. Interested applicants are requested to download the tender documents from the Ministry's website www.ict.go.ke. and immediately forward their particulars for records and for the purpose of receiving any further tender clarifications and /or addendums to info@mygov.go.ke.

The bids must be submitted in sealed envelopes clearly labelled with the tender number, tender name and addressed to: **The Principal Secretary, State Department of Broadcasting and Telecommunications, P.O. BOX 30025-00100 NAIROBI**, and deposited in the tender box located on the 11th floor in Teleposta Towers so as to be received on or before the closing dates and time as indicated in the table..

Tenders will be opened immediately in the presence of bidders or their representatives who choose to attend in the 9th floor boardroom at Teleposta Towers. Bidders are advised to regularly visit the Ministry's website for updates.

Head/Supply chain Management Services
For: PRINCIPAL SECRETARY

SECTION II - INSTRUCTIONS TO CANDIDATES

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. The State Department of Broadcasting and Telecommunication on behalf of other Government Ministries, Departments and Agencies would like to prequalify contractors to form a working list of qualified contractors to provide the services in various categories for a period of 2 years as and when required.
2. Participants should indicate clearly the category they wish to be considered for short-listing.
3. Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box located at Telposta Towers, 11th floor corridor or be addressed to **The Principal Secretary, State Department of Broadcasting & Telecommunication P.O. BOX 30025-00100 NAIROBI** so as to be received on or before the opening dates and time. The procuring entity reserves the right to accept or reject late applications.
4. Answers to the questionnaire should be relevant to the, services or works applied for and should be as clear and concise as possible.
5. In selection of Service providers , the Ministry will short-list only those firms that are able to demonstrate their competence to undertake listed works and services. Registered service providers, contractors, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wishes to be considered.
7. It is a condition that participants **MUST** comply with all statutory requirements in regard to registration of business, and Tax compliance according to the law of Kenya. The candidate must also demonstrate that they have complied with the social security and NHIF legal requirements and to this end candidates are required to provide evidence of such compliance. The Special Groups are however exempted from the requirement to produce the NSSF and NHIF requirements.
8. Suppliers financial position shall be determined by the latest financial statement submitted with the prequalification documents as well as references from their Bankers regarding their credit position. To be pre-qualified, potential suppliers/ contractors should submit satisfactory information.
9. **Suppliers should check the relevant mandatory specific requirements to each prequalification category in the appendix 1**

Eligible Candidates

This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and Regulations.

The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

All applicants found capable of performing the works/services satisfactorily in accordance with the set prequalification criteria shall be prequalified.

PREQUALIFICATION CRITERIA

(I) MANDATORY REQUIREMENTS

To be eligible, the candidate must submit all the following documents:-

1. Valid Trade License or Single Business Permit.
2. Duly filled, signed and stamped business questionnaire.
3. Certificate of Incorporation or Registration.
4. Attach specific certification from respective sector (governing bodies / institutions in the industry of operations) as per categories.
5. Online linked CR 12
6. Valid Tax Compliance Certificate
7. Bidders must provide evidence of having provided the similar service in by providing copies of orders, completion certificates or award letters from the current major clients. See appendix 1 for respective categories.
8. Submit audited accounts for preceding 3 years(2017, 2016 and 2015)
9. Submission of reference letter from your bank indicating the lines of credit that can be extended to the bidder including bank overdrafts facilities.
10. All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.
11. All forms MUST be completely filled, duly signed
12. A duly signed sworn statement or declaration that : -
 - a. *The firm has not been debarred from participating in any public procurement by PPRA.*
 - b. *No person related to the firm has any spouse or children working at MoICT.*
 - c. *The firm has not been engaged in any unethical, corrupt, collusive or fraudulent activities in public procurement matters.*
 - d. *The firm has not been declared bankrupt, insolvent or under receivership.*
 - e. *The firm is not guilty of any violation of fair employment law practices.*
 - f. *Declaration that the firm will not engage in any corrupt or fraudulent practice.*

N/B: - Full compliance by the tenderers shall be required for the bidder to be shortlisted. Failure to provide any of the listed requirements shall lead to disqualification.

See appendix 1 for specific requirement for each category

SUPPLIERS APPLICATION FORM

1. I/ We (Company Name) -----hereby apply for registration as a contractor for:-

General Category

Title Category No

2. Contact Person: Name-----

Tel .No. -----

3. Postal Address: P.O Box -----

Tel No: -----

Fax: -----

Email: -----

Website -----

4. Physical Address:

Town ----- Street----- Building -----

5. Company Branches

County ----- Town -----

Street ----- Building -----

Floor ----- Room -----

6. Name of Bank -----Branch -----

7. Name of Insurers -----

8. Net worth equivalent in Ksh -----in figures -----

9. Authorized signature -----

10. Official rubber stamp and date -----

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

Part 1 - General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal Address Tel No. Fax E mail

Nature of Business ,.....

Registration Certificate 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

Nationality Country of origin

Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

Part 2 (c) - Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date Signature of Candidate

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

The following forms **MUST** be filled by the applicants:-

a) SUPERVISORY PERSONNEL

1. Name of Lead Supervisor-----
2. Age-----
3. Academic qualification (attach copies)-----
 2. Professional qualification (attach copies)-----
2. Names and Qualifications of the Key Personnel
(Attach copies of certificates and CVs for 3 proposed key personnel)

b) FINANCIAL POSITION & TERMS OF TRADE

2. Firms liquidity position (attach copies of last three years audited accounts).
2. Recommendation from your banker for access to credit facilities.
3. State credit period (preferred 30 days).

c) APPLICANT'S REFEREES

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

Address.....

Contact person.....

Client phone No

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

Address.....

Contact person.....

Client phone no.....

3. Name of client.....

Address.....

Contact person.....

Client phone No.....

d) ELIGIBILITY AND COMPETENCE TO PROVIDE SERVICES

Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? ----- If yes, when ----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practices or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes No.....

3. Has the firm/company making this application or any of its directors been debarred or suspended from participating in Public Procurement, OR have any Procuring Entity initiated proceedings of that nature against the firm or any of its directors, for any reason whatsoever? Yes..... No

2. What products or services do you want to be considered to supply (indicate relevant category and product code)

2. How many employees do you have? ----- How many are permanent? ----- How many are temporary? -----

2. Are you a manufacturer/wholesaler/retailer/dealer (please specify)-----

7. What is your average delivery of goods /services after issuance of LPO?

8. What is the maximum value of business, which you can handle at any one time? Ksh.....in words

e) LITIGATION HISTORY AND DECLARATION

1. LITIGATION HISTORY

Applicants should provide information on any history of ‘litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year Award for or against Name of client, cause of litigation and matter in dispute
Disputed amount (current value in Ksh)

B). DECLARATIONS

- 2. For purpose of transparency and fair dealing, vendor shall make full disclosure of any past/existing business relationship with any Ministry of ICT employee.
- 3. Do you have a relationship with any Ministry if ICT employee that would cause any real or perceived conflict of interest? Yes/No----- (specify) ----- I -----
----- declare, for and on behalf of ----- (company/firm) that all the information furnished to the Ministry of ICT State Department of Broadcasting and Telecommunication in connection with this Updating of Suppliers’ list is true and accurate in all material respect. SDBT is hereby authorized to make such inquiries relating to the said information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.

That incase of being listed I/we acknowledge that this grants us the privilege to participate in due time in the submission of a tender/ quotation on the basis of provision in the tender or quotation document to follow.

I/ we enclose all the required documents and information required for the pre-qualification

Information submitted by (Name) -----

Title -----

Signature ----- Date-----

Stamp:

PREQUALIFICATION CATEGORIES FOR FINANCIAL YEAR 2018-2019 & 2019-2020

NO	TENDER NUMBER	DESCRIPTION	ELIGIBILITY	TENDER CLOSING TIME /DATE
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APPENDIX 1

(II) SPECIFIC REQUIREMENTS CORRESPONDING TO TENDER / PREQUALIFICATION CATEGORY

NO	TENDER / CATEGORY NUMBER	DESCRIPTION	REQUIREMENTS
1	MOICT/SDBTGP/001/2018-2019	Provision of advertising creative and production services	<ul style="list-style-type: none"> • Provide 5 samples of previous work undertaken over the last 2 years • References from 5 corporate clients • In the case of international affiliation, must provide proof of affiliation • CV's of key personnel with relevant technical skills and competences • Minimum annual turnover of Kshs 3m
2	MOICT/SDBTGP/002/2018-2019	Provision of Public Relations services	<ul style="list-style-type: none"> • Proof of previous work undertaken over the last 2 years • In the case of international affiliation, must provide of proof affiliation • CV's of key personnel with relevant technical skills and competences • Must be a member of public Relation Society of Kenya. Attach certificate. • Minimum annual turnover of about 3.0m
3	MOICT/SDBTGP/003/2018-2019	Provision of Events Management services	<ul style="list-style-type: none"> • Proof of previous work undertaken for campaigns over the last 2 years

NO	TENDER / CATEGORY NUMBER	DESCRIPTION	REQUIREMENTS
			<ul style="list-style-type: none"> • In the case of international affiliation, must provide evidence of affiliation • Minimum annual turnover of about 5.0m • CV's of key personnel with relevant technical skills and competences
4	MOICT/SDBTGP/004/2018-2019	Provision of Road show services	<ul style="list-style-type: none"> • Proof of previous work undertaken for campaigns over the last 2 years • In the case of international affiliation, must provide proof of affiliation • CV's of key personnel with relevant technical skills and competences • Minimum annual turnover of about 5.0m
5	MOICT/SDBTGP/005/2018-2019	Provision of Digital Advertising services	<ul style="list-style-type: none"> • Attach proof of previous work undertaken for the last 5 years • In the case of international affiliation, must provide evidence of affiliation • CV's of key personnel with relevant technical skills and competences • Evidence of purchase of previous media digital platforms • Minimum annual turnover of about

NO	TENDER / CATEGORY NUMBER	DESCRIPTION	REQUIREMENTS
			3.0m
6	MOICT/SDBTGP/006/2018-2019	Provision of Opinion Polling services	<ul style="list-style-type: none"> • Must have been in existence in the field of public opinion for at least 2 years. • Must be a member of a professional body • Proof of previous work undertaken to 5 major corporate clients • CV's of key personnel with relevant technical skills and competences • Minimum annual turnover of about 5.0m

NB: ALL TENDERS TO BE SUBMITTED SEPERATELY IN SEALED ENVELOPES (1 COPY & ORIGINAL).