



**KENYA INSTITUTE FOR THE BLIND**

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EMAIL: *kblind@keib.or.ke*.**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES**

**FINANCIAL YEAR: 2022/2023 -2023/2024**

**TENDER NUMBER: KIB/REG/01/2021/2022**

**TENDERERS NAME: .....**

**CATEGORY NO: .....**

**C A T E G O R Y D E S C R I P T I O N .....**

**IF SPECIAL GROUP PLEASE INDICATE.**

**WOMEN: .....**

**YOUTH: .....**

**PWD: .....**



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## INTRODUCTION.

### REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2022-2023 AND 2023-2024.

Kenya Institute for the Blind (KIB) in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites applications for updating/Registration of suppliers from interested candidates for supply of the Goods, Works and Services listed below;-

<b>CATEGORY A: REGISTRATION FOR SUPPLY OF GOODS.</b>			
CATEGORY NO.	ITEM DESCRIPTION.	CERTIFICATION/ SPECIAL CONDITIONS (WHERE APPLICABLE)	ELIGIBILITY
KIB/REG/A/01/2022-2024	SUPPLY OF BRAILLE STATIONERY	N/A	Open
KIB/REG/A/02/2022-2024	SUPPLY OF ASSISTIVE DEVICES AND SOFTWARES FOR VISUALLY IMPAIRED	N/A	RESERVED FOR PWD
KIB/REG/A/03/2022-2024	SUPPLY OF ICT SOFTWARE AND CONSUMABLES, TONNERS AND CATRIDGES.	N/A	Open
KIB/REG/A/04/2022-2024	SUPPLY OF GENERAL OFFICE STATIONERY.	N/A	Reserved
KIB/REG/A/05/2022-2024	SUPPLY OF COMPUTERS, SERVERS, LAPTOPS, PRINTERS, UPS AND SCANNERS	N/A	Open
KIB/REG/A/06/2022-2024	SUPPLY OF CLEANING EQUIPPMENTS, MATERIALS, UNIFORMS AND PROTECTIVE CLOTHING.	N/A	Reserved
KIB/REG/A/07/2022-2024	SUPPLY OF OFFICE FURNITURE, FITTINGS AND EQUIPMENT	N/A	Reserved
KIB/REG/A/08/2022-2024	SUPPLY OF KITCHEN CONSUMABLES(milk, sugar, bread ,snacks, Gas and other related goods).	N/A	Reserved
KIB/REG/A/09/2022-2024	SUPPLY OF NEWS PAPERS, PERIODICALS AND MOBILE AIRTIME.	N/A	Reserved
KIB/REG/A/10/2022-2024	SUPPLY OF DRINKING MINERAL WATER.	Public health	Reserved
KIB/REG/A/11/2022-2024	SUPPLY AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT.	N/A	Open.
KIB/REG/A/12/2022-2024	SUPPLY OF TEXTBOOKS AND PLAIN BOOK COVERS.	N/A	Open
KIB/REG/A/13/2022-2024	SUPPLY ,INSTALLATION AND MAINTENANCE OF POWER GENERATOR.	N/A	Open
<b>CATEGORY B: REGISTRATION FOR PROVISION OF SERVICES.</b>			
KIB/REG/B/01/2022-2024.	PROVISION OF SECURITY SERVICES.	Private Security Regulatory Authority	Open
KIB/REG/B/02/2022-2024.	INSTALLATION AND MAINTENANCE OF COMMUNICATION SYSTEMS AND LANDLINE PHONES.	N/A	Open
KIB/REG/B/03/2022-2024.	PROVISION OF SANITARY SERVICES.	NEMA	Open
KIB/REG/B/04/2022-2024.	PROVISION OF COURIER SERVICES	NTSA	Open

KIB/REG/B/05/2022-2024.	PROVISION OF PRINTING SERVICES.	N/A	Reserved
KIB/REG/B/06/2022-2024.	REPAIR,SERVICE AND MAINTENANCE OF SCHOOL BUSES AND LAWN MOWERS.	N/A	Open
KIB/REG/B/07/2022-2024.	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES.	NEMA	Reserved
KIB/REG/B/08/2022-2024.	PROVISION OF HOTELS, OUTSIDE CATERING, CONFERENCE ACCOMODATION SERVICES ,PUBLIC ADRESS SYSTEM ,TENTS AND RELATED SERVICES	PUBLIC HEALTH/KTB	Open
KIB/REG/B/09/2022-2024.	PROVISION OF REPAIRS AND MAINTENANCE OF MACHINES AND EQUIPMENT,embossers.cutters,stitching machines, braille machines ,combo binders and other related Visually impaired machines and equipment.	N/A	Open
KIB/REG/B/10/2022-2024.	PROVISION OF ASSETS TAGGING AND ASSETS VALUATION SERVICES.	N/A	Open
KIB/REG/B/11/2022-2024.	PROVISION OF *IREPAIR AND MAINTENANCE OF ICT EQUIPMENT INCLUDING SERVERS, COMPUTERS, LAPTOPS, PRINTERS, SCANNERS AND PHOTOCOPY MACHINES.	N/A	Reserved
KIB/REG/B/12/2022-2024.	SMALL WORKS e.g. building and construction renovations,plumbing,welding, metal and electrical works	NCA	Open
KIB/REG/B/13/2022-2024.	REPAIR AND MAINTENANCE OF OFFICE FURNITURE AND FITTINGS	N/A	OPEN
KIB/REG/B/13/2022-2024.	TRANSLATION OF PRINT DOCUMENTS INTO AUDIO AND SIGHN LANGUAGE FORMAT.	N/A	OPEN
<b>CATEGORY C. REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES</b>			
KIB/REG/C/01/2022-2024	PROVISION OF CONSULTANCY SERVICES AND DELIVERY(Including Development of a strategic plan ,base line survey, team building,ISO Training, management training, Human resource Training ,ERP system ,Website Development and capacity building)..	N/A	Open
KIB/REG/C/02/2022-2024	PROVISION OF INSURANCE SERVICES	IRA	Open

**NOTE:**

- 1. CURRENT SUPPLIERS MUST RE-APPLY FOR CONSIDERATION.**
- 2. PEOPLE WITH DISABILITIES, YOUTH AND WOMEN ARE ENCOURAGED TO APPLY.**
- 3. RESERVED CATEGORIES are Youth, Women and Persons with Disability registered under the National treasury and issued with AGPO Certificate,**

A complete set of supplier Registration documents may be downloaded free of charge from the institute website [www.keib.or.ke](http://www.keib.or.ke). Applicants who download the tender document shall Email their Company/Business names, contact details, registration number and category Description to [kblind@keib.or.ke](mailto:kblind@keib.or.ke).

Completed Registration documents in a sealed envelope to maintain confidentiality indicating the Title of the Registration and Reference Number shall be placed in sealed envelopes and clearly marked on the envelope and addressed to:

**THE PRINCIPAL  
KENYA INSTITUTE FOR THE BLIND.  
P.O. BOX 31082-00600,  
NAIROBI-KENYA.  
TE. ;6005712/6004399/0717504908**

Or be deposited in the Tender Box placed at KIB reception Area, so as to be received on or before **TUESDAY 24<sup>th</sup> MAY 2022 at 10.30 a.m.** The applications will be opened immediately after the closing date and time in the presence of bidders or their representatives who choose to attend. Late applications will not be accepted for more details please visit our website [www.keib.or.ke](http://www.keib.or.ke).

**ANNE MWANTHI  
PRINCIPAL /ACCOUNTING OFFICER  
KENYA INSTITUTE FOR THE BLIND.**

## **REGISTRATION INSTRUCTIONS.**

### **1.2 Registration Objective**

The main objective of this part is to short-list firms for supply and delivery of assorted items and also provide services under relevant Tenders/Quotations as and when required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015.

### **1.3 Invitation for Registration**

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their **registration** documents to **Kenya Institute for the Blind** so that they may be registered for submission of Tenders/Quotations. The Institute requires prospective suppliers to provide mandatory information for registration.

### **1.4 Experience**

Past experience in the supply and deliver of similar items/services is Mandatory (Documentary evidence to be submitted). However, for the youth, women, PWDs and other disadvantaged groups.

### **1.5 Registration Document**

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for registration, prospective supplier/provider **M U ST** submit all the information herein requested.

### **1.6. Distribution of Registration Documents**

Complete registration documents can be downloaded from the Institute's website [www.keib.or.ke](http://www.keib.or.ke)

.and submitted on or before **WEDNESDAY 18<sup>TH</sup> MAY 2022 at 10.30 a.m.**

### **1.7 Questions Arising from Documents**

Questions that may arise from the Registrations documents should be directed to Head of Supply Chain Management during official working hours.

### **1.8 Additional Information**

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

### **1.9 Invitation to T enders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Institute after evaluating of the documents presented and after the completion of the registration process.

## **BRIEF CONTRACT REGULATIONS/GUIDELINES.**

### **2.1 Taxes**

The supplier will have to pay VAT as applicable for all goods to be supplied

### **2.2 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.

### **2.3 Payments**

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

## **REGISTRATION DATA INSTRUCTIONS**

### **3.1 Registration data forms**

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 are to be completed by prospective supplier(s) who wish to be registered to participate in Tender/Quotations for Supply of Goods and Services to the Institute.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English Language and in ink

### **3.2 Qualification**

3.21 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.

3.22 Prospective bidders may not be considered qualified unless in the judgment of the Institute they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

### **3.3 Essential Criteria for Registration**

3.3.1 Experience: Prospective bidder shall not be required to have experience in the supply of goods/services, in the categories reserved to the Women, Youth or PWD's owned enterprises. Potential suppliers should show competence, willingness and capacity to service the contract.

3.3.2 Personnel: The name, telephone number and email of the Directors, key personnel and contact person must be indicated in Form RQ.3.

3.3.3 Past Performance: Past performance will be given due consideration in pre-qualifying bidders. Letters of reference or copies of LPOs/LSOs from past customer's **M U S T** be included in Form RQ-4.

**N B: R E S E R V E D:** These are Youth, Women & Persons with Disabilities registered under the National Treasury

The AGPO Groups are to apply and attach the below MANDATORY documents:

- (a) Copy of Certificate of Registration/Incorporation
- (b) Copy of Valid Tax Compliance Certificate from Kenya Revenue
- (c) Copies of KRA PIN Certificate
- (d) Copy of Valid AGPO Certificate where applicable for the specialized group
- (e) Company profile
- (f) Dully filled forms in the format provided



Quotations shall be invited for a minimum of three suppliers and the Institute shall award based on the lowest quote.

### 3.4 Statement

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

### 3.5 Withdrawal of Registration

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

#### REGISTRATION CRITERIA.

NO	REQUIRED INFORMATION	FORM TYPE	MARKS SET	MARKS SCORED
1.	Registration Documentation	RQ-1	15	
2.	Registration Data	RQ-2	20	
3.	Supervisory Personnel	RQ-3	20	
4.	Past Experience for category (C2, C3, C4,)	RQ-4	20	
5.	Sworn Statement	RQ-5	5	
6.	Confidential Questionnaire	RQ-6	10	
7.	Litigation History	RQ-7	10	
	TOTAL			
	PASS MARK 70%			

## FORM RQ 1

### MANDATORY REGISTRATION DOCUMENTATION (MRD)

#### (APPLICABLE ONLY TO OPEN CATEGORY)

- a. Copy of Certificate of Registration/Incorporation
- b. Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority(KRA) (failure to Produce this certificate to prove compliance will lead to automatic Disqualification thus no further evaluation of your application).**
- c. Copies of KRA PIN Certificate & VAT Certificate
- d. Copy of Valid AGPO Certificate where applicable for the specialized groups
- e. Company profile
- f. Copy of CR12 showing the shareholding of the firm
- g. Copy of Registration certificate with relevant bodies where applicable.
- h. Dully filled forms in the format provided
- i. Copy of Valid Business Permit
- j. Proof of works done of similar magnitude & complexity

**FORM RQ-2 REGISTRATION DATA**

- 1. Category to be Registered .....
- 2. Legal name of firm.....
  - Post Office address.....
  - Street and Address .....
  - City .....
  - Country.....
  - Telephone No.....
  - Email address .....
  - Person to contact.....
  - Title.....
- 3. Full name(s) of Director (s).....
  - .....
  - .....
  - .....
  - .....
- . Disadvantaged Group (e.g. Youth, PWD, Women etc.)  
.....
- 4. AGPO Certificate No.....
- 5. Incorporation or Registration Certificate No.....

### FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel and contact person in the format below: -

No.	Name	Position	Telephone No	Email Address
1.				
2.				
3.				
4.				

**FORM RQ-4: PAST EXPERIENCE**

**NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1.
  - 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) ~~~~~,  
~~~~
  
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) ~~~~~
  
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) ~~~~~
  
4. Others ~~~~~

**NB: This information should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts can be presented as evidence.**

**FORM RQ-5: SWORN STATEMENT**

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

- a) That 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 on the basis of provisions in the tender or quotation documents to follow.
  
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
  
- d) I/We enclose all the required documents and information required for the Registration.
  
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Institute relies on it to registration of our Firm/Company. I/We are aware that the Institute is at liberty to institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations,2020andsubsequent regulations.

Date.....

Applicant'sName.....

Represented by.....

Signature.....

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

**FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2(a) 2 (b) or 2(c) whichever applies in 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 License 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.....N/A.....

Age.....

Nationality..... Country of origin.....

Citizenship

details.....

**PART 2(B) - Partnership:**

| Name    | Nationality citizenship details | Shares |
|---------|---------------------------------|--------|
| 1. .... | .....                           | .....  |
| .....   | .....                           | .....  |
| 2. .... | .....                           | .....  |
| .....   | .....                           | .....  |
| 3. .... | .....                           | .....  |
| .....   | .....                           | .....  |
| 4. .... | .....                           | .....  |
| .....   | .....                           | .....  |
| 5. .... | .....                           | .....  |



**PART 2(C) - Registered Company/Private**

State the nominal and issue of the company

Nominal

Kshs.....

Issued

Kshs.....

Give details of all directors as follows:

| S/No | Name | Nationality | Address | Age | Shares |
|------|------|-------------|---------|-----|--------|
| 1.   |      |             |         |     |        |
| 2.   |      |             |         |     |        |
| 3.   |      |             |         |     |        |
| 4.   |      |             |         |     |        |
| 5.   |      |             |         |     |        |

Date ..... Signature & Stamp of Tenderer.....

*If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.*

**RQ - 7 LITIGATION HISTORY**

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

| <b>Year</b> | <b>Award for against</b> | <b>Name of client cause of litigation and matter in dispute</b> | <b>Disputer amount (current value Kshs. Equivalent)</b> |
|-------------|--------------------------|-----------------------------------------------------------------|---------------------------------------------------------|
|             |                          |                                                                 |                                                         |
|             |                          |                                                                 |                                                         |
|             |                          |                                                                 |                                                         |
|             |                          |                                                                 |                                                         |