

COMMISSION ON REVENUE ALLOCATION



REGISTRATION OF SUPPLIERS/CONTRACTORS

FOR

**SUPPLY/PROVISION OF GOODS, WORKS &
SERVICES**

FOR

THE FINANCIAL YEARS 2020/2021-2021/2022

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TENDER NOTICE-(1ST SEPTEMBER 2020)

TENDER REF-REGISTRATION OF SUPPLIERS

The Commission on Revenue Allocation (CRA) is an independent commission set up under Article 215 of the Constitution of Kenya. Its core mandate is to recommend the basis for equitable sharing of revenues raised nationally between the National and the County Governments; and sharing of revenue among the County Governments. To carry out this mandate, the Commission intends to register suppliers for the supply of **goods, works and services** for the financial years **2020/2021 -2021/2022**.

The Commission invites sealed applications from eligible candidates for purposes of registration of suppliers for goods, works and services under the following categories:

REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FINANCIAL YEARS 2020/2021 -2021/2022.

A. CATEGORY 1 – SUPPLY OF GOODS- CRA/GP/2020/2021 -		
REF	Item Description	Remarks
GP/01	Supply of General Office Stationery	Reserved
GP/02	Supply and fittings of Assorted Office Furniture and Fittings including Window Blinds and Curtains	Reserved
GP/03	Supply of ICT Hardware, tablets, accessories, Heavy duty Multifunctional printers, scanners, UPS and Consumables	Open
GP/04	Provision of Software	Open
GP/05	Supply and Delivery of Audio Visual equipment including and not limited to Screen, Digital Cameras, Projectors and related equipment	Open
GP/06	Supply and Installation and Maintenance of Network Equipment & Structured Cabling (LAN)	Open
GP/07	Supply of PABX, Telephone Heads and other Telecommunication Equipment and Spares	Reserved
GP/08	Supply of Motor Vehicle Tyres, Tubes, Batteries and Accessories	Open
GP/09	Supply of Staff Uniforms	Reserved
GP/10	Supply and design of Promotional Materials e.g. (Umbrellas, Caps, T-Shirts, bags, pens, banners, flvers	Reserved
GP/11	Supply, Installation, Commissioning and Servicing of CCTV systems	Open
GP/12	Supply and Maintenance of Fire Suppression and Fire Fighting Equipment	Open
GP/13	Supply, Installation, Commissioning and Servicing of Access Control Systems	Open
GP/14	Supply of Electronic Appliances, Fittings and other related items	Open
GP/15	Supply and delivery of Library books	Open
B. CATEGORY 2 – SERVICES – CRA/GS/2020/2021 -2021/2022.		
GS/16	Provision of Asset Tagging/Coding Services	Reserved

GS/17	Provision of Air Ticketing Services/ Travel Agency	Reserved
GS/18	Provision of graphic designing, Printing and Binding	Open
GS/19	Provision of Asset Valuation Services	Open
GS/20	Provision of Car hire and Taxi Services	Open
GS/21	Provision of Courier Services	Open
GS/22	Provision of Photography/ Video Graphic, Documentaries, TV and Radio infomercials, Public Address System and Related Services	Open
GS/23	Provision of design, Development, and Maintenance services for web-based applications	Open
GS/24	Provision of Cloud Data Backup and colocation services	Open
GS/25	Provision of bulk SMS Services	Open
GS/26	Vehicle tracking services	Open
GS/27	Provision of ERP enhancement and maintenance services	Open
GS/28	Provision of Hotels, Conference and Accommodation	Open
GS/29	Provision of catering services	Reserved
GS/30	Provision of Creative Design, Proof reading, Rapporteur / Report writing and Editorial Services	Open
GS/31	Provision of Office Repairs and Renovations	Reserved
GS/32	Provision of Professional ICT Support Services	Open
GS/33	Provision of Auctioneering services	Open
GS/34	Provision of Corporate Gift items and Décor	Open
GS/35	Provision of Towing and Breakdown Services	Open
GS/36	Provision of Web design, Web Development and graphic	Open
GS/37	Provision of WAN and Internet Networking Services	Open
GS/38	Provision of outdoor branding and signage works	Reserved
C. CATEGORY 3 – CONSULTANCY/ SPECIALIZED SERVICES- CRA/CS/2020/2021 -2021/2022.		
CS/39	Provision of Legal Services	Open
CS/40	Provision of Public Relations and Media Management	Open
CS/41	Provision of staff recruitment and job placement consultancy	Open
CS/42	Provision of Human Resource Management Consultancy and Training	Open
CS/43	Provision of Risk Management Framework Services	Open
CS/44	Provision of Corporate Governance, Principles, Training and related. Advisory Services	Open
CS/45	Provision of Corporate Advisory Services in Financial	Open
CS/46	Provision of Training Services in Financial Management and Revenue Mobilization Strategies	Open
CS/47	Provision of sign-language and braille language services	Open
CS/48	Provision of team building consultancy services	Open
CS/49	Provision of General Consultancy Services (Specify specialty)	Open
CS/50	Event management services e.g. MC services, decoration, tent chairs, pyrotechnics, PA system etc.)	Open

CS/51	Market survey for goods, works, and Services	Open
CS/52	Knowledge Management, Training needs assessment & competency development.	Open
CS/53	Provision of consultancy services on the following areas: <ul style="list-style-type: none"> • Revenue allocation • Social Economic Development • Public Finance Management • Revenue Enhancement • Change management • Strategy implementation • Financial analysis and modelling • Political economy • Data visualization and visual communication 	Open
CS/54	Performance Management, Succession planning, Coaching & Mentorship	Open
CS/55	Employee & customer surveys	Open
CS/56	External Quality Assurance	Open
CS/57	Provision of enterprise Risk Management Consultancy Services	Open
CS/58	Provision of Social media consultant and content Provider	Open
CS/59	Provision of entertainment services (DJs, MC's, Bands, Musicians, theatre groups, etc)	Open
D. CATEGORY 4 – REPAIRS AND MAINTENANCE SERVICES - CRA/MS/2020/2021 -2021/2022.		
MS/60	Repair and Maintenance of PABX, Switchboard and Other Telecommunication Equipment	Open
MS/61	Repair & Maintenance of ICT Equipment including Computers, Printers, Photocopiers, Servers and storage	Open
MS/62	Repair & Maintenance of Multifunctional Printers(MFP)	Open
MS/63	Repair and Maintenance of Office Furniture & Fittings	Open
MS/64	Repair and Maintenance of Motor Vehicles-Ministry of Transport & Infrastructure approved garages/dealers only	Open
MS/65	Repair and Maintenance of Air Conditioners	Open
MS/66	Repair and Maintenance of UPS and generators	Open
MS/67	Repair and maintenance of Minor works including mechanical, plumbing and electrical services.	Open
MS/68	Repair and Maintenance of access control and CCTV	Open
E. CATEGORY 5- WORKS-CRA/WS/2020/2021 -2021/2022.		
WS/69	General contractors	Open
WS/70	Small contractors-Electrical works	Reserved
WS/71	Small contractors- Plumbing works	Reserved

**Note: 1.) Reserved refers to Youth, Women and People with Disabilities.
2) Current providers are required to reapply.
3) Tenders will be opened 7 days from the closing date to allow quarantine period of documents in line with the covid 19 guidelines**

4) Bidders are not allowed to attend the opening of the bid documents as the results of the registration process shall be communicated through the Commission’s website (www.treasury.go.ke)

A complete set of pre-qualification documents can be obtained from the Commission’s Offices (Procurement Section) located at 14 Riverside Drive, Grosvenor Building 2nd Floor, upon payment of a non-refundable fee of Kshs **1,000/=** for each category, either in Cash or Banker’s Cheque. One can also download it free of charge on the Commission’s website **http://www.craKenya.org/** or **http://www.treasury.go.ke**
Completed Registration Documents in plain sealed envelopes clearly marked
“REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2020/2021 -2021/2022”

Category No.....

Item Description.....

Should be addressed to:

**The Commission Secretary/CEO
Commission on Revenue Allocation
P.O Box 1310-00100
Nairobi.**

and deposited in the Tender Box situated at Commission’s reception on the 2nd Floor of Grosvenor Building, 14 Riverside Drive so as to be received on/or before **Tuesday 12:00 noon on 15th September 20.**

The registration Category applied for **MUST** be conspicuously indicated on the envelope.

NB: Separate documents should be submitted for each category

REGISTRATION INSTRUCTIONS

1.1 Introduction

Commission on Revenue Allocation would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods, works, consultancy and services to the Commission.

1.2 Registration Objective

The main objective is to supply and deliver assorted items, provide services, consultancy and works under relevant tenders/quotations to the, **Commission on Revenue Allocation, 2nd floor of Grosvenor building, 14 Riverside Drive** as and when required during the period ending **Tuesday 15th September 2020, 12.00pm**.

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 **Commission Secretary, Commission on Revenue Allocation, 2nd floor of Grosvenor building, 14 Riverside Drive** so that they may be registered for submission of quotations/proposals and tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers/contractors are required to supply the mandatory information for registration as requested and deposit the documents at the commission on or before **Tuesday 15th September 2020, 12.00pm**.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works and consultancy 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 from prospective suppliers, contractors and consultants.

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

1.7 Submission of Registration Documents

One Copy for each category of the completed registration data and other requested information shall be submitted **on or before Tuesday 15th September 2018, 12.00pm**.
to:

**The Commission Secretary/CEO
Commission on Revenue Allocation
P.O Box 1310-00100
Nairobi.**

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the **Commission Secretary, Commission on Revenue Allocation, 2nd floor of Grosvenor building, 14 Riverside Drive**, whose address is given in part. 1.7 or send via email to procurementservices@crakenya.org

1.9 Additional Information

The Commission on Revenue Allocation reserves the right to request submission of additional information from prospective suppliers, contractors and consultants and Request for quotations and proposals will be made available to those bidders whose qualifications are accepted by Commission on Revenue Allocation after attaining 70% points and above upon completion of the registration process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier, contractor and consultants will have to pay all taxes payable as applicable for all goods, services works and consultancy to be supplied unless exempted by the Government.

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 shall be inclusive of all delivery charges and all taxes as well.

2.4 Payments

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

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors/consultants who wish to be registered for submission of the specific tender and category.

3.1.2 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.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by Commission on Revenue Allocation 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.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Commission on Revenue Allocation they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services/works.

3.3 Essential Criteria for Registration

3.3.1 Experience:

Prospective bidders shall have experience in the supply of goods, services, works and consultancy. The potential supplier/contractor/consultant should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.2 Financial Condition

The Supplier's/Consultant/Contractor financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from the bankers regarding suppliers/contractors/consultants' credit position. Potential suppliers/contractors/consultants will be registered on the satisfactory information given.

3.3.3 Special consideration

Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and work in progress date on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.4 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6.

3.4 Statement

Applications must include a sworn statement Form PQ-7 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 in the opinion of the client/Commission 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 Commission reserves the right to reject the tender from such a bidder even though he was initially registered.

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

3.7 Registration Criteria

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	30
Registration Data	PQ-2	10
Supervisory Personnel	PQ-3	20
Financial Position	PQ-4	10
Confidential Report	PQ-5	10
Past Experience	PQ-6	15
Sworn Statement	PQ-7	5
	TOTAL	100

3.8 To qualify the prospective supplier, consultant or contractor must score 70 points and above.

REQUIREMENTS FOR OPEN CATEGORY

FORM PQ-1 REGISTRATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation
2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. **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).**
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License
7. Letter of recommendation from the previous organizations served
8. Air travel firms must be registered with IATA and any other relevant bodies
9. **Practicing Certificate copies for all Law firms and any other professional firm and be a current member in good standing**
10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).

NB: Properly bound and good presented documents. Loose documents will not be accepted.

(30 points)

FORM PQ-2 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
supplier/contractor/consultant of.....

.....

.....

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office No..... Floor No

Telephone Nos.....

Full Name of applicant.....

Other branches location.....

2. ORGANIZATION & BUSINESS INFORMATION

Management personnel.....

President (Chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other (s).....

Partnership (if applicable)

Name of partners

- 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**

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

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

.....

10. Indicate terms of trade / sale

.....

(10 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

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

Professional Qualification

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

Length of service with contractor or supplier position held

.....
.....

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

(20 Points)

PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach a copy of firm's three certified financial statements 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.

(10 Points)

FORM PQ-5

8.2 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: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 10%;">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> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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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 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> <th style="width: 15%;">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> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.					
	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. (10 points)

FORM PQ6- PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1 Name of 1st Client (Organization)

- i. Name of Client (organization).....
- ii. Address of Client (organization).....
- iii. Name of Contract Person at the client (organization)
- iv. Telephone No. of client
- v. Value of Contract
- vi. 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

(15points) **Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.** (15points)

FORM PQ-7

SWORN STATEMENT

Having studied the pre-qualification / 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 pre-qualified/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 pre-qualification made.
- d. We enclose all the required documents and information required for the prequalification 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).

(5points)

REQUIREMENTS FOR AGPO GROUP

Please provide copies as a proof and sign the sworn statement

YOUTH, WOMEN & PERSONS WITH DISABILITIES (PWDs)

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Valid tax compliance certificate
- Bank statement/ bank reference letter
- Company profile (Include Postal and email addresses)
- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate

SWORN STATEMENT

Having studied the pre-qualification information for the above subject 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 pre-qualified 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 document to follow.
- c) We enclose all the required documents and information required for the prequalified evaluation.
- d) Our submission document has got Pages.

Date.....

Applicants Name.....

Represented by.....

Signature.....

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