

# KENYA BROADCASTING CORPORATION



**TENDER NO.19 /KBC/2018-2019**

**REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF  
GOODS, WORKS AND PROVISION OF SERVICES FOR THE  
FINANCIAL YEARS 2019 -2020 TO 2021-2022.**

**KENYA BROADCASTING CORPORATION  
P.O. BOX 30456 – 00100  
NAIROBI**

**(MAY2019)**

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# **Kenya Broadcasting Corporation**

## **TENDER NOTICE**

### **REGISTRATION OF SUPPLIERS FOR 2019-2020 TO 2021-2022 FINANCIAL YEARS**

KBC intends to register suppliers for various goods, works and services for the period 2019-2022. Interested eligible suppliers are invited to apply for registration, indicating the category of goods, works or services they wish to supply/provide for the following categories.

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
<b>SUPPLY &amp; DELIVERY CATEGORY</b>		
CATEGORY A.SUB-CATEGORY 1	Supply of transmitter spares	General
CATEGORY A.SUB-CATEGORY 2	Supply of radios, TVs and other electronics requirements	General
CATEGORY B.SUB-CATEGORY 1	Supply and printing general office stationery	Youth, Women & PWD
CATEGORY B.SUB-CATEGORY 2	Printing of security items e.g. ID Cards & receipts books(licensed security printers)	General
CATEGORY B.SUB-CATEGORY 3	supply of office furniture	General
CATEGORY B.SUB-CATEGORY 4	Supply of staff uniforms	Youth, Women & PWD
CATEGORY B.SUB-CATEGORY 5	Supply of branded promotional items & materials(banners, bags t-shirts, caps, umbrellas etc	Youth, Women & PWD
CATEGORY B.SUB-CATEGORY 6	Supply of general hardware, paints & timber products	General
CATEGORY B.SUB-CATEGORY 7	Supply of electrical goods and other requirements	General
CATEGORY B.SUB-CATEGORY 8	Supply of office equipment e.g. photocopiers, projectors, computer hardware, laptops, desktops and ICT related accessories	General
CATEGORY B.SUB-CATEGORY 9	Supply of broadcasting tapes, cassettes VCR, DVD & players	General
CATEGORY B.SUB-CATEGORY 10	supply ,installation & maintenance of PABX & telephones	General
CATEGORY B.SUB-CATEGORY 11	Supply of ICT infrastructure and related services (LANs, Servers, SANs and WANs).	General
CATEGORY C.SUB-CATEGORY 1	Supply of Motor vehicle Spare Parts, Tyres and Tubes, batteries, tracking devices and devices	General
CATEGORY C.SUB-CATEGORY 2	Supply of motor vehicles spare parts	General
CATEGORY C.SUB-CATEGORY 3	supply of Fuel and Lubricants	General
CATEGORY D.SUB-CATEGORY 1	Supply and installation of air conditioners	General
CATEGORY D.SUB-CATEGORY 2	Building and construction of structures	General
CATEGORY D.SUB-CATEGORY 3	Supply, installation and maintenance of Generators	General
CATEGORY D.SUB-CATEGORY 4	Supply and installation of firefighting equipment	General
CATEGORY D.SUB-CATEGORY 5	Supply and installation of containers	General
CATEGORY E.SUB-CATEGORY 1	Maintenance & service of air conditioners and equipments	Youth, Women & PWD
CATEGORY E.SUB-CATEGORY 2	Maintenance & service of firefighting equipment	General
CATEGORY E.SUB-CATEGORY 3	Cleaning services and shampooing of studio and office carpets	Youth, Women & PWD
CATEGORY E.SUB-CATEGORY 4	Fumigation and pest control services	Youth, Women & PWD
CATEGORY E.SUB-CATEGORY 5	Provision of Asset Tagging Services	General
CATEGORY E.SUB-CATEGORY 6	Collection of waste paper services	General
CATEGORY E.SUB-CATEGORY 7	Garage, panel beating, body building and general motor vehicle repair	General
CATEGORY E.SUB-CATEGORY 8	provision of Auctioneering services, debt collectors and estate management	General

CATEGORY E.SUB-CATEGORY 9	Painting Repair and maintenance of buildings country wide e.g. plumbing, painting, renovations, electrical, masonry, building and civil works. and renovations of building	General
CATEGORY E.SUB-CATEGORY 10	Insurance brokerage services	General
CATEGORY E.SUB-CATEGORY 11	Exhauster services and related services	General
CATEGORY E.SUB-CATEGORY 12	Repair and maintenance of office equipment e.g. photocopiers, printers, computers, cabinets, seats etc.	General
CATEGORY E.SUB-CATEGORY 13	Provision of security services	General
CATEGORY E.SUB-CATEGORY 14	Provision of staff training services	General
CATEGORY E.SUB-CATEGORY 15	Provision of Legal Services	General
CATEGORY E.SUB-CATEGORY 16	Structural cabling contractors	General
CATEGORY E.SUB-CATEGORY 17	Provision of survey(general) Services	General
CATEGORY E.SUB-CATEGORY 18	Provision of marketing consultancy& promotional services	General
CATEGORY E.SUB-CATEGORY 19	Provision of road show trucks and public address systems	General
CATEGORY E.SUB-CATEGORY 20	Provision clearing and forwarding services	General

All interested candidates may view and download the registration document from KBC website: [www.kbc.co.ke](http://www.kbc.co.ke) or PPIP: [tenders.go.ke](http://tenders.go.ke) free of charge and immediately forward their particulars for records and for the purposes of receiving any further clarifications to [procurement@kbc.co.ke](mailto:procurement@kbc.co.ke)

Completed registration documents in plain sealed envelopes indicating the title of the tender, tender number & category shall be placed in separate envelopes & clearly marked on the envelope as below;  
**(Please note, each category to be submitted in a separate envelope and labeled accordingly).**

#### **REGISTRATION OF SUPPLIERS FOR 2019 TO 2022**

**CATEGORY (Bidder to indicate) .....**

Should be delivered/posted to the following address:-

**The Managing Director,  
Kenya Broadcasting Corporation,  
P.O Box 30456-00100,  
Nairobi**

And be deposited in the Tender Box at **Broadcasting House, Harry thuku rd** so as to be received on or before **Tuesday, 28<sup>th</sup> May, 2019 at 10.00am.**

Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at the **KBC,VIP Canteen Broadcasting House, Harry Thuku road, Nairobi.**

**MANAGING DIRECTOR**

# REGISTRATION INSTRUCTIONS

## 1.1 Introduction

The Kenya Broadcasting Corporation would like to invite interested candidates who must qualify by meeting the set criteria provided in this registration tender document to perform the contract of supply and delivery of various goods or provision of services and works on need basis.

## 1.2 Registration objective

The main objective is to supply and deliver assorted items and also provide services or works under the relevant tenders/quotations to KBC as and when required during the stated period.

## 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 registration documents to The Managing Director, Kenya Broadcasting Corporation so that they may be registered for submission of tenders/quotations. Bids 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/Corporation/institutions of similar size and complexity **except for Youth, Women and Persons with Disabilities companies**. All 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:

**MANAGING DIRECTOR  
KENYA BROADCASTING CORPORATION  
P. O. BOX 30456-00100  
NAIROBI**

On or not later than **Tuesday, 28<sup>th</sup> May, 2019 at 10.00 AM.**

## **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Procurement Manager, Kenya Broadcasting Corporation on the following address:

Procurement Manager,  
P.O. Box 30456-00100  
Nairobi.

Email: [procurement@kbc.co.ke](mailto:procurement@kbc.co.ke)

## **1.9 Additional Information**

Kenya Broadcasting Corporation may request submission of additional information from prospective bidders when need arises, during the evaluation process for the registration.

- 1.10** Request for quotations will be made available only to those bidders whose qualifications are accepted by Kenya Broadcasting Corporation after scoring at least **70 points for citizen contractors. Youth, Women and Persons with Disabilities** Companies shall be required to submit all the relevant and applicable documents for the respective categories as listed under **Form PQ-1**.

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

### **2.1 Taxes on Imported Materials**

The Supplier shall pay custom duty, VAT and all other applicable taxes as required by the law.

### **2.2 Customs Clearance**

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

### **2.3 Contract Price**

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges and taxes applicable.

### **2.4 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. REGISTRATION DATA INSTRUCTIONS**

#### **3.1 Registration 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 completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

**3.1.1** 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 Kenya Broadcasting Corporation 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 Kenya Broadcasting Corporation, 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 Registration**

**3.3.1 (a) Experience:** Prospective bidders shall have at least 2 years experience 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.

**(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

**(b)** Prospective supplier requires special experience and capability to organize supply and delivery of items or services at short notice.

**(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

#### **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 pre-qualified on the satisfactory information given. **(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

**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 to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract. **(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ- 6. **(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

### **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, then KBC will reject the tender from such a bidder even though they have been 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 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 for citizen contractors/suppliers

<b>Required Information Score</b>	<b>Form Type</b>	<b>Points</b>
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Questionnaire Report	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	<u>10</u>
<b><u>TOTAL</u></b>		<b><u>100</u></b>

**Note: citizen contractors must score at least 70 points to be registered.**

### 3.8 Registration Criteria for Youth, Women and persons with disability (under reserved and preference category)

Interested bidders under this category **MUST** submit all the relevant and applicable documents listed PQ-1 to be registered.

## FORM PQ-1 REGISTRATION DOCUMENTATION

### All firms must provide:-

1. Copies of Certificate of Registration of Business Name.
2. A copy of **CR12 Certificate** from the registrar of Companies
3. Copy of VAT/PIN Registration Certificate.
4. Reliable email address for official communication and a landline number and mobile number (s)
5. Tax Compliance Certificate from Kenya Revenue Authority
6. Copy of current Trade License.
7. Registration certificate as a contractor by National Construction Authority and other relevant authorities **for all civil/ works contractors/professional works/services.**
8. Letter of recommendation from 3 previous organizations served. **(Not applicable for Youth, Women and Persons with Disability).**
9. Practicing Certificate for all professionals for consultancy services where applicable.
10. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities
11. Applicants under **Youth, Women and Persons with Disability must attach registration certificate from the National Treasury.**
12. Applicants for repair and maintenance of motor vehicles must attach registration certificate to operate a garage from the **Ministry of Transport and Infrastructure, Chief Mechanical and Transport Engineer (CM&TE)**

**(30 points)**

**Firms which do not submit the specified mandatory documents will not be evaluated further.**

**FORM PQ-2 - REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

Of .....  
**(Item Description)**

.....  
**(Category No.)**

Post Office Address .....

Email address .....

Telephone contacts .....

Town .....

Street .....

Name of building .....

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

Full Name of applicant .....

Other branches location .....

**Organization & Business Information**

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other.....

**Partnership (if applicable)**

Names 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 address.....

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

.....

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

.....

.....

10. Indicate terms of trade/sale:

.....

.....

**Name of firm:** .....

**Name of designated Official:** .....

**Signature, date and stamp:** .....

**(5 Points)**

**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification .....

.....

***(Attach Certificates if any)***

Length of service with Contractor or Supplier position held

.....

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

**5marks each**

**(10 Points)**

**Name of firm: .....**

**Name of designated official: .....**

**Signature, date and stamp: .....**

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

- (1) Attach a copy of the most recent two years Audited accounts- 7 marks
- (2) Attach letters of recommendation from the firm's bankers - 7 marks.
- (3) State Credit period (minimum proposed is 30 days) - 6 marks

**(Not applicable for Youth, Women and Persons with Disability)**

**(20 Points)**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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 .....</p> <p>Location of business premises.....</p> <p>Plot No. .... Street/Road.....</p> <p>Postal Address.....Tel.Nos.....</p> <p>Nature of business.....</p> <p>Current Trade Licence. No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Kshs.....</p> <p>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.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																										
<input type="checkbox"/>	<p><b><i>Part 2 (b) Partnership</i></b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 30%; text-align: center;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Shares</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td></td> <td></td> </tr> </tbody> </table>				<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>				1.	.....			2.	.....			3.	.....			4.	.....		
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	<p><b>Part 2 ( c) – Registered Company:</b></p> <p>Private or Public.....</p> <p><input type="checkbox"/> State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.....</p> <p style="padding-left: 40px;">Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%; text-align: center;"><b><i>Name</i></b></th> <th style="width: 25%; text-align: center;"><b><i>Nationality</i></b></th> <th style="width: 25%; text-align: center;"><b><i>Citizenship Details</i></b></th> <th style="width: 10%; text-align: center;"><b><i>Shares</i></b></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="vertical-align: top;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="vertical-align: top;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="vertical-align: top;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<b><i>Name</i></b>	<b><i>Nationality</i></b>	<b><i>Citizenship Details</i></b>	<b><i>Shares</i></b>	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
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2.	.....	.....	.....	.....																						
3.	.....	.....	.....	.....																						
4.	.....	.....	.....	.....																						
<p><b>Date</b> ..... <b>Signature of Candidate</b>.....</p>																										

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

**(15 Points)**



**FORM PQ-6 - PAST EXPERIENCE**

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

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

**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 .....**  
(10 Points)

**(Not applicable for Youth, Women and Persons with Disability)**

**(3 marks each and an additional point for one other)**

**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>

**(10 Points)**

**Name of firm:** .....

**Name of designated official:** .....

**Signature, date and stamp:** .....

**FORM PQ-8 - SWORN STATEMENT**

Having studied the registration 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, 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. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

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