

**REPUBLIC OF KENYA**



**KENYA CULTURAL CENTRE**



THE  
**KENYA**  
CULTURAL CENTRE  
INCORPORATING THE KENYA NATIONAL THEATRE

**TENDER NO: KCC/PRQ/2023- 2025**

**PRE- QUALIFICATION OF SUPPLIERS**

**FOR THE PERIOD**

**2023- 2024 TO 2024- 2025**

**CLOSING DATE: 15<sup>TH</sup> JUNE 2023**

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**SECTION I: APPLICATION FORM FOR PREQUALIFICATION OF SUPPLIERS**

**Company Name** .....

**Postal Address**.....

**Tel/Fax** .....

**E-mail** .....

**Physical Address** .....

**Contact person** .....

**Phone No** .....

**NB:** All applicants **MUST** indicate the details below:

**Category applied for**.....

**Item code** .....

**Item Description** .....

## **SECTION II: INVITATION TO TENDER**

**DATE: 30<sup>TH</sup> MAY, 2023**

Kenya Cultural Centre (KCC) is a State Corporation established through the Kenya Cultural Centre Act Cap 218 of the laws of Kenya. It is mandated to provide for the performance of music, drama & dancing; exhibition of works of arts and crafts and holding of meetings for discussion on matters of literary, scientific, and educational interests.

KCC is in the process of preparing its register of suppliers for various goods, works, and services for the period 2023 – 2025. Interested applicants are invited to apply for pre-qualification, indicating the category of goods, works, or services they wish to be prequalified in. Registered Youth, Women, and Persons with Disabilities based Enterprises are encouraged to participate.

1.1 Interested eligible candidates may obtain further information from Supply Chain Department at The Kenya Cultural Centre Harry Thuku Rd, Nairobi during normal working hours (8.00 am to 5.00 pm).

1.2 A complete set of tender documents may be obtained by interested candidates free of charge from the **KCC WEBSITE** [www.kenyaculturalcentre.go.ke](http://www.kenyaculturalcentre.go.ke). Completed tender documents are to be submitted in **plain sealed envelopes, marked with the tender number**, and be deposited in the Tender Box at the reception area; large documents that cannot fit in the tender box slot are to be dropped at the Directors office. Documents are to be addressed to:

**The Chief Executive Officer**

**Kenya Cultural Centre**

**P. O. Box 43031-00100**

**NAIROBI,**

So as to be received on or before **10.00 a.m. on 15<sup>th</sup> June 2023**.

1.3Tenders will be opened on the **Closing Date 16<sup>th</sup> JUNE 2023** at **10.00 a.m.** in the Ukumbi gallery at Kenya Cultural Centre in the presence of the candidates or their representatives who choose to attend

**SUPPLY CHAIN MANAGEMENT  
FOR EXECUTIVE DIRECTOR**

## LIST OF ITEMS

NO	TENDER NO.	DESCRIPTION	ELIGIBILITY
1.	KCC-PREQ-01-2023-2025	SUPPLY OF GENERAL OFFICE STATIONERY <b>(FRAMEWORK 2 YEARS)</b>	Youth, Women &PWD
2.	KCC-PREQ-02-2023-2025	SUPPLY OF HOUSEHOLD ITEMS & CLEANING MATERIALS	Youth, Women &PWD
3.	KCC-PREQ-03-2023-2025	SUPPLY, REPAIR, AND MAINTENANCE OF COMPUTERS, PRINTERS, PHOTOCOPIERS, TONERS, ACCESSORIES, CONSUMABLES SOFTWARE, AND LICENCES	Youth, Women &PWD
4.	KCC-PREQ-04-2023-2025	SUPPLY AND REPAIR OF OFFICE FURNITURE, FURNISHINGS, AND FITTINGS	Open
5.	KCC-PREQ-05-2023-2025	PROMOTIONAL MATERIALS BRANDED T-SHIRTS ETC	Youth, Women &PWD
6.	KCC-PREQ-06-2023-2025	SUPPLY OF PROTECTIVE CLOTHES, STAFF UNIFORMS, OFFICIAL SUITS, AND SAFETY GEAR	Youth, Women &PWD
7.	KCC-PREQ-07-2023-2025	PROVISION OF SOUND, FILM, AND VIDEO EQUIPMENT	Open
8.	KCC-PREQ-08-2023-2025	SUPPLY OF LIGHTING, ELECTRICAL ITEMS & MAINTENANCE SERVICES.	Open
<b>SERVICES</b>			
9.	KCC- PREQ-09-2023-2025	PROVISION OF PRINTING SERVICES	Open
10.	KCC- PREQ-10-2023-2025	REPAIR AND SERVICING OF OFFICE MACHINES/EQUIPMENT	Youth, Women &PWD
11.	KCC- PREQ-11-2023-2025	PROVISION OF TRAVEL AGENCY SERVICES, AIR AND TRAIN TICKETING, TRAVEL ARRANGEMENTS <b>[IATA REGISTERED FIRMS ONLY]</b>	Open
12.	KCC- PREQ-12-2023-2025	MOTOR VEHICLE REPAIRS AND MAINTENANCE SERVICES	Open
13.	KCC- PREQ-13-2023-2025	PROVISION OF TRANSPORT SERVICES	Open
14.	KCC- PREQ-14-2023-2025	PROVISION OF CATERING SERVICES	Open
15.	KCC- PREQ-15-2023-2025	PROVISION OF INTERNET SERVICES	Open
16.	KCC- PREQ-16-2023-2025	WEB HOSTING, DEVELOPMENT& DOMAIN NAME REGISTRATION	Youth, Women &PWD
17.	KCC- PREQ-17-2023-2025	PROVISION OF PROPERTY INSURANCE	Open
18.	KCC- PREQ-18-2023-2025	PROVISION OF LEGAL SERVICES	Open
19.	KCC- PREQ-19-2023-2025	PROVISION OF AUCTIONEERING SERVICES	Open
20.	KCC- PREQ-20-2023-2025	PROVISION OF OFFICE REPAIRS, CONSTRUCTION, PARTITIONING, AND RENOVATION SERVICES	Open
21.	KCC- PREQ-21-2023-2025	PROVISION OF ASSET TAGGING/CODING, VALUATION SERVICES	Open
22.	KCC- PREQ-22-2023-2025	PROVISION OF EVENTS MANAGEMENT AND EQUIPMENT.	Open
23.	KCC- PREQ-23-2023-2025	PROVISION OF SIGNAGE, CREATIVE DESIGNS &OUTDOOR ADVERTISING SERVICES	Open

24.	KCC- PREQ-24-2023-2025	PROVISION OF GARBAGE DISPOSAL SERVICES	Open
25.	KCC- PREQ-25-2023-2025	PROVISION OF HYGIENE & SANITARY BINS SERVICES <b>(FRAMEWORK 2 YEARS)</b>	Open
26.	KCC- PREQ-26-2023-2025	PROVISION OF BOTTLED WATER AND MILK <b>(FRAMEWORK 2 YEARS)</b>	Youth, Women &PWD
27.	KCC- PREQ-27-2023-2025	PROVISION OF SECURITY GUARDING SERVICES	OPEN
28.	KCC- PREQ-28-2023-2025	PROVISION OF COMPREHENSIVE CLEANING, AND FUMIGATION.	YOUTH, WOMEN @PWD
29.	KCC- PREQ-29-2023-2025	SUPPLY AND SERVICING OF FIRE FIGHTING EQUIPMENT	Open
30.	KCC- PREQ-30-2023-2025	PROVISION OF FUEL, REPAIR, AND MAINTENANCE OF THE GENERATOR <b>(FRAMEWORK 2 YEARS)</b>	Open
31.	KCC- PREQ-31-2023-2025	PROVISION OF TEAM BUILDING SERVICES	Open
<b>CONSULTANCY SERVICES</b>			
32.	KCC- PREQ-32-2023-2025	PROVISION OF MANAGEMENT CONSULTANCY SERVICES [STRATEGIC PLANS, HUMAN RESOURCES, PROCUREMENT, FINANCE, ICT]	Open
33.	KCC-PREQ-34-2023-2025	PROVISION OF MOTOR VEHICLE AND PROPERTY INSURANCE.	Underwriter/Brokerage Firms
<b>PROVISION OF WORKS</b>			
34.	KCC- PREQ-36-2023-2025	PROVISION OF MINOR CONSTRUCTION AND REPAIRS, UPHOLSTERY, PLUMBING, RENOVATION, AND PAINTING WORKS	Open
35.	KCC- PREQ-37-2023-2025	PROVISION OF MAJOR CIVIL WORKS CONTRACTORS AND SUB-CONTRACTORS	Open

### **SECTION III INSTRUCTIONS TO TENDERERS**

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

1. Responses to the questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services, or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Participants **MUST** deliver the application to the Tender Box at **Kenya Cultural Centre on Harry Thuku Rd opposite The Norfolk Hotel.**
4. Answers to the questionnaire should be relevant to the goods, services, or works applied for and should be as clear and concise as possible.
5. In the selection of suppliers, KCC will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works. Registered service providers, contractors, manufacturers, 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 wish to be considered.
7. It is a condition that participants **MUST** have complied 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 Youth owned enterprises are however exempt 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.

## **Section IV. EVALUATION CRITERIA**

**To qualify for Supplier shortlisting, an applicant must attain not less than a 70% score;**

### **A. MANDATORY REQUIREMENTS (20 Points)**

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing copies of the following documents: -

1. Valid Tax Compliance Certificates,
2. NSSF Compliance Certificates. NHIF Compliance Certificates.
3. Registration with relevant professional bodies
4. Registration certificate from the Ministry of Roads and Public Works and the
5. National Construction Authority for contractors
6. Practicing certificate for professionals
7. Certificate of Business Registration,
8. Single Business permit
9. Last two years' Audited Accounts and Bank statements for the last 6 months.
10. Recommendation from at least three (3) organizations you have worked for in the last two years.
11. Transport/ Taxi services applicants must attach copies of log books of at least three vehicles and current insurance covers.
12. Professional Body Membership (e.g. IATA/KATA)

**NB; Special Interest Group (SIG) i.e. Youth, Women, and People Living with Disability are EXEMPT from the requirement No 2, 8, 9, and 10.**



**B. SUPPLIERS APPLICATION FORM (10 Points)**

1. I/we (Company name) .....hereby apply for registration as a supplier for the general category.....  
Category No.....

2. **Contact Person:** Name.....  
Title.....  
Tel.....

**3. Postal Address:**

P O Box.....  
Tel No: .....  
Email: .....  
Website: .....

**4. Physical Address: .....**

Town.....Street.....  
Building.....

**5. Company Branches**

County.....Town.....  
Street..... Building.....  
Floor.....Room.....

- 6. Name of Bank.....
- 7. Name of insurers.....
- 8. Net worth equivalent in Kshs.....
- 9. Authorized signature.....
- 10. Official rubber stamp and date.....

**C. SUPERVISORY PERSONNEL (5 Points)**

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

**D. FINANCIAL POSITION & TERMS OF TRADE (20 Points)**

- 1. Firms liquidity position (attach copies of last two years' audited accounts – **7 points**)

**NB: Special Interest Groups (SIG) are EXEMPT**

- 2. Recommendation from your banker for access to credit facilities – **7 points**
- 3. State credit period (preferred 30 days) – **6 points**

**E) CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (15 Points)**

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 criminal offence to give false information on this form. Part 1 – General

Business Name.....  
Location of business premises.....  
Plot No.....Street/Road.....  
Postal Address.....Tel.....Email.....  
Nature of Business.....  
Registration Certificate No.....  
The maximum value of the business which you can handle at any one time Ksh.....  
.....  
Name of your Bankers.....Branch.....

**Part 2(a) – Sole Proprietor**

Your Name in full.....  
Age.....  
Nationality.....Country of origin.....

**Part 2(b) - Partnership**

Give details of partners as follows: -

Name	Nationality	Shares
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

**Part 2(c) – Registered Company**

Private or Public.....

State the nominal and issued capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows: -

1. ....
2. ....
3. ....
4. ....

Date.....Signature of Candidate.....

**(F) APPLICANT'S REFEREES (Minimum 3) (10 Points)**

1. Name of client (organization).....  
Address..... Contact  
person..... Client phone No  
.....  
Documentary evidence (Attach Letter of recommendation, Copy LPO/LSO/ Contract)

2. Name of client (organization).....  
Address..... Contact  
person..... Client phone  
no..... Documentary evidence  
(Attach Letter of recommendation, Copy LPO/LSO/ Contract)

3. Name of client.....  
Address.....  
Contact person..... Client phone  
No..... Documentary evidence (Attach  
Letter of recommendation, Copy LPO/LSO/ Contract)

**NB: SIG are EXEMPT**

**(G) ELIGIBILITY AND COMPETENCE TO DELIVER GOODS & SERVICES (20 Points)**

1. Have you or your principals been subject to legal proceedings for insolvency, bankruptcy, or receivership or have 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 the 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 .....

4. What products or services do you want to be considered to supply?  
..... (Indicate relevant category and product code)

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

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

7. What is your average delivery period 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 .....

## **SECTION V: LITIGATION HISTORY AND DECLARATION**

### **A. LITIGATION**

Applicants 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 in Kshs</b>
<b>Year 1</b>			
<b>Year 2</b>			
<b>Year 3</b>			
<b>Year 4</b>			
<b>Year 5</b>			

**B). DECLARATIONS**

1. For purpose of transparency and fair dealing, vendor shall make full disclosure of any past/existing business relationship with any KCC employee.

2. Do you have a relationship with any KCC 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 Kenya Cultural Centre in connection to this Prequalification/Updating of Suppliers' list is true and accurate in all material respect. KCC 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 in case 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:**

**FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION No. .... day of ..... 20.....

BETWEEN ..... APPLICANT AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the Kenya Electricity Transmission Company Limited  
of .....dated this.....day of .....20.....in the matter of

Tender No.....of ..... 20.....

**REQUEST FOR REVIEW**

I/We....., the above-named Applicant(s), of address:

Physical address..... Fax .....Tel No.....

Email .....

hereby request the Public Procurement Administrative Review Board to review the  
whole/ part of the above-mentioned decision on the following grounds, namely: -

1.

2.

etc.

By this memorandum, the Applicant requests the Board for order/orders that:- 1.

2.

SIGNED ..... (Applicant) Dated on..... day of

...../...20.....

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on

..... day of ..... 20..... SIGNED

Board Secretary