

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION

REGISTRATION OF
SUPPLIERS/CONTRACTORS/CONSULTANTS
FOR
SUPPLY/PROVISION OF GOODS, WORKS, SERVICES AND CONSULTANCY

TENDER NO: PSC-PROC-001-2023-2024

Parliamentary Service Commission invites applications from interested and eligible bidders for the registration of suppliers, consultants and contractors for use by Parliamentary Service Commission in the Financial Years **2023/2024** and **2024/2025 ending 30th June, 2025** as per the under-listed categories and description of goods, services, works and consultancy.

No.	CATEGORY NUMBER	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY
CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	A1	Supply and Delivery of General Office Stationery and Supplies	Special Group
2.	A2	Supply and Delivery of Computers, Printers and Photocopier Consumables, Related Accessories and Supplies	Special Group
3.	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets and Related Computer and Printer Accessories	Open
4.	A4	Design, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Barriers, etc.	Special Group
5.	A5	Supply and Delivery of General Office Furniture	Open
6.	A6	Supply and Delivery of General Office Equipment	Special Group
7.	A7	Supply, Delivery and Installation of Computer Software, including Software Development, Customization and Support Services	Open

8.	A8	Supply and Delivery of Audio Equipment, Public Address System and Related Equipment such as Microphones, Recorders, Control Unit, etc.	Open
9.	A9	Supply and Fitting of Motor Vehicle Spare Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing (preferably with Service Center)	Open
10.	A10	Supply and Delivery of Ceremonial/Corporate Uniform, Outfits, Footwear, etc.	Open
11.	A11	Supply and Delivery of Sports Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open
12.	A12	Supply and Delivery of General Broadcast Materials	Open
13.	A13	Supply and Delivery of Electrical Items and its Related Accessories	Open
14.	A14	Supply and Delivery of Hardware Items and Related Equipment	Open
15.	A15	Supply, Delivery, Installation and Commission of Security Equipment	Open
16.	A16	Supply and Delivery of Cleaning Materials, Tissue Papers, Detergents and Disinfectants	Special Group
17.	A17	Supply and Delivery of Medical Supplies and Equipment (Must be Registered with Kenya Pharmacy and Poisons Board)	Open
18.	A18	Supply, Delivery, Installation and Servicing of Transcription Hardware and Software	Open

19.	B1	Provision of Service and Maintenance of Computers, Printers, UPS, Related Accessories, Restoration of TV Signals and Networks	Open
20.	B2	Provision of Printing and Binding Services to include Design, Artwork, Colour Separation and Printing of Communication and Advertising Materials, Policy Documents and Other Relevant Reports	Special Group
21.	B3	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open
22.	B4	Provision of Service and Maintenance of Telephones, Fax Machines, PABX and Telecommunications Equipment	Open
23.	B5	Provision of Vehicle Transport, Care Hire and Taxi Services (Please state your geographical locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, etc.)	Open
24.	B6	Provision of Charter Plane and Chopper Services	Open
25.	B7	Provision of Photography and Video Coverage Services	Special Group
26.	B8	Provision of Creative Design and Printing Services i.e. Brochures, Flyers, Banners, Flexes, Etc	Special Group
27.	B9	Provision of Firefighting and Fire Protection Equipment & Training Services	Open
28.	B10	Provision of Asset Tagging Services	Special Group
29.	B11	Provision of Repair and Maintenance of Audio-Visual Equipment, Public Address Equipment, Amplifiers, Microphones, Column Speakers, Electric Bells, Recorders and Related Services	Open
30.	B12	Provision of Repair and Maintenance of Electrical Appliance Fittings (Relevant ERC Registration Required)	Open
31.	B13	Provision of Repair and Maintenance of Security Equipment	Open
32.	B14	Provision of Legal Services (Preferably Constitutional Experts)	Open
33.	B15	Provision of Hire of Audio Equipment, Public Address System and Related Equipment	Open
34.	B16	Provision of Moving Services	Special Group
35.	B17	Provision of Hotel Accommodation and Conference Facility Services (Please state your geographical locations. Preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, etc.)	Open
36.	B18	Provision of Events and Events Management	Open
37.	B19	Provision of Cleaning and Fumigation Services	Open
38.	B20	Provision of Editorial and Publishing Services	Open
CATEGORY C: PROVISION OF WORKS			
39.	C1	Provision of Small Works and Office Repairs, including Office Partitioning, Paint Works, Installation of Minor Equipment, Plant and Machinery, etc. (Must be Registered with the National Construction Authority)	Open
40.	C2	Provision of Repair and Maintenance of Plumbing and Sewerage System Services (Must be Registered with the National Construction Authority)	Open
41.	C3	Provision of Office Refurbishment and Furnishing, e.g. Curtains and Carpets, Vertical Blinds, Sheers, Window Films, etc.	Open
42.	C4	Repair and Maintenance of Office Furniture & Fittings	Special Group

The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the Parliament of Kenya website www.parliament.go.ke or the Public Procurement Information Portal (PIIP) website www.tenders.go.ke

Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete submissions in plain sealed envelopes clearly marked **Tender No. PSC-PROC-001-2023-2024, with respective Category and Item Description**, should be deposited in the Tender Box situated at the reception of **2nd Floor, Protection House, at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi** or be addressed to:

**Clerk of the Senate/Secretary,
Parliamentary Service Commission
P.O. Box 41842-00100,
Nairobi.**

So as to reach him on or before **Thursday, 14th September 2023** at **11.00am**.

Please note that firms that are in current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.

**CLERK OF THE SENATE/SECRETARY
PARLIAMENTARY SERVICE COMMISSION.**

1.0 REGISTRATION INFORMATION

1.1 Introduction

invites all interested firms that fulfill the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of works and services as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their legal status.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by Parliamentary Service Commission
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to on 'as and when required' basis during the Financial Year 2023-2024 and 2024-2025. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of Parliamentary Service Commission

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**The Clerk of The Senate/Secretary
Parliamentary Service Commission,
P.O. Box 41842-00100,
Nairobi.**

Not later than **Thursday, 14th September, 2023 at 11.00 am (Local time)**
(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Bidders who download the registration document must arrange to register with their contact details at procurement2041@parliament.go.ke

(Not Applicable) at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

1.6 Additional Information/inspection visit

The Parliamentary Service Commission reserves the right to request for submission of additional information from prospective bidders. The Parliamentary Service Commission may also conduct due diligence to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

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

2.1.1 The 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.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by The Parliamentary Service Commission in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of The Parliamentary Service Commission they have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should fulfill all the mandatory requirements.

2.4 Category-specific information

Supply and Delivery of Medical Supplies and Equipment ()

Category A17- Supply and Delivery of Medical Supplies and Equipment

- Must be Registered with Kenya Pharmacy and Poisons Board

Category B3-Provision of Travel and Air Ticketing Agency Services

- IATA Registration Certificate for Air Travel Agents.
- The firms should ensure they have a 24 hour dedicated personnel/call line to cater for emergency requirements.

Category B5-Provision of Vehicle Transport, Car Hire and Taxi Services

- The firm should clearly state their geographical areas of operation e. g Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Lodwar, Malindi etc.
- The vehicles should be well maintained/serviced and available at a short notice. Vehicles must have a valid comprehensive PSV chauffeured insurance policy.

Note:

For any engagement, The Parliamentary Service Commission shall require all drivers to be professional, experienced, possess a certificate of good conduct and be well-groomed at all times.

Category B6-Provision of Charter plane and Chopper services

- The Certificate of Incorporation or Registration should be of air ticket/air flight services
- Should also provide three referrals where they offer similar services.
- All aircraft/choppers must be registered with KCAA

Category B12- Provision of Repair and Maintenance of Electrical Appliance Fittings

- Relevant Registration with the Energy and Petroleum Regulatory Authority (EPRA) Required

Category B14- Provision of Legal Services

- Be an advocate of the high court of Kenya having signed the roll of advocates.
- Hold a current practicing certificate.
- Professional Indemnity cover

Category B17-Provision of Hotel Accommodation and Conference Facility

- The Hotels should state their geographical locations and should be (4) star rated hotels and above in Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Kakamega, Lamu, Malindi etc. (Hotels in other towns to apply and be considered based on provision of quality standards)

The Parliamentary Service Commission may undertake an inspection visit to the hotels that have applied with a view of establishing whether they meet the quality standards of The Parliamentary Service Commission. Key considerations will include-Hotel location and accessibility, level of cleanliness, security safeguards in place, capacity (room/bed, conference facilities, personnel), credit facilities and hotel engagement policies. The Parliamentary Service Commission will review from time to time the quality standards of the service providers suppliers registered in this category in order to ensure high hygiene and quality standards are maintained at all times.

Category C1- Provision of Small Works and Office Repairs

- Relevant Registration with the National Construction Authority (NCA)

Required 2.5 Withdrawal of registration

Should a condition arise that 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 Parliamentary Service Commission reserves the right to reject the tender from such a bidder even though they were initially registered.

- 2.6** After evaluation of the received applications, The Parliamentary Service Commission will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the IFMIS or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the IFMIS platform. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 Contract Price

- The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services, or works.
- Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

- The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within The Parliamentary Service Commission stipulated' timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with The Parliamentary Service Commission.
- The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by The Parliamentary Service Commission, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet The Parliamentary Service Commission quality standards/specification requirements as outlined in the Request for Quotation/tender document. The Parliamentary Service Commission shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- The Parliamentary Service Commission shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.6 Rights of The Parliamentary Service Commission

The Parliamentary Service Commission reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.

- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the Parliamentary Service Commission. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.

- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	YES/NO
1.	Certificate of Registration or Incorporation	
2.	A Valid Tax Compliance Certificate	
3.	Attach a copy of CR12 for Limited company or a copy of ID for sole proprietor and partnership	
4.	Fully fill the attached Confidential Business Questionnaire	
5.	A valid Certificate of registration (AGPO) from the National Treasury as Youth, Woman or Person with Disability Owned enterprise Where applicable	
6.	Duly filled registration data form PQ-1	
7.	Duly filled supervisory personnel form PQ-2	
8.	Duly filled confidential business questionnaire form PQ-3	
9.	Duly filled past experience form PQ-4	
10.	Duly filled sworn statement form PQ-5	
	RESPONSIVENESS/ NON-RESPONSIVENESS	

Note: -

- a) Firms that pass all the above requirements will be added to the list of Registered Suppliers under the mentioned category for a period of two years.
- b) The list will be used to source quotations on competitive basis as and when need arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a **separate document for each category** for those firms that intend to apply in different categories.

FORM PQ-1 REGISTRATION DATA

1. REGISTRATION OF SUPPLIER APPLICATION FORM

I/We (Firm's Name) hereby apply

for registration in the category as supplier of(Item Description /per category)

Post Office Address.....Town.....

Name of building..... Floor No Room/Office No.....

Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors:

Position/Designation

a)

b)

c)

Partnership (if applicable) Name of partners

.....

.....

FORM PQ-2 - SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications: -

Name of the personnel:

Age

Academic Qualifications

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

Professional Qualifications

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

Length of service with contractor or supplier and position held

.....
.....

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

FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(S)
.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 – General

Business Name

Certificate of Incorporation/Registration No

Location of business premises:

CountryPhysical address

Town

Building.....

Floor..... Plot No.

Street / Road Postal Address

Postal / Country Code..... Telephone No's.....

Fax No's. E-mail address

Website

Contact Person (Full Names) Direct / Mobile No's.....

Title..... Power of Attorney (**Yes / No**)

If **yes**, attach written document.

Nature of Business (Indicate whether manufacturer, distributor, etc.)

(Applicable to Local Suppliers Only)
Local Authority Trading License No Expiry Date

Value of the largest single assignment you have undertaken to date (US\$/Kshs)

.....

Was this successfully undertaken? **Yes / No**..... (If **yes**, attach reference)

Name (s) of your banker (s)

Branches Tel No's

Part 2 (a) – Sole Proprietors

Full names

Nationality..... Country of Origin

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.
2.
3.
4.

Part 2 (c) – Registered Company

Private or Public

Company Profile (Attach)

State the nominal and issued capital of the Company

Nominal Kshs.

Issued Kshs.

List of top ten (10) shareholders and distribution of shareholding in the company

Give details of all directors as follows: -

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1.
2.
3.
4.

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by The Parliamentary Service Commission and any other public or private institutions.

Full Names

Signature

Dated thisday of..... 2023.

In the capacity of

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

- a)
- b)
- c)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated this day of 2023

Suppliers’/Company’s Official Rubber Stamp

.....

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

- a)
- b)
- c)
- d)

For and on behalf of M/s.....

In the capacity of

Dated this day of 2023

Suppliers’ / Company’s Official Rubber

Stamp.....

Part 2 (g) – Interest in the Firm:

Are there any person/persons in The Parliamentary Service Commission or any other public institution who has interest in the Firm? Yes/No (Delete as necessary) Institution

.....

.....

(Title)

.....

(Signature)

.....

(Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have ave provided with similar services in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract / Order No.</u>	<u>Value</u>
1.....
2.....
3.....

Contact person (Full Names)

E-mail address.....

Cell phone no.....

Part 2(i) – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give The Parliamentary Service Commission authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names
.....

Signature.....
.....

For and on behalf of M/s
.....

In the capacity of
.....

Dated thisday of 2023

Suppliers' / Company's Official Rubber Stamp

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**FORM PQ-4 PAST
EXPERIENCE**

NAMES OF THE APPLICANTS CLIENTS IN THE LAST

TWO YEARS NAMES OF OTHER CLIENTS AND

VALUES OF CONTRACT/ORDERS

1 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)

2. 2nd 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)

3. 3rd 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)

Others

.....
.....

Note: This form will be considered duly filled for one or more clients

FORM PQ-5 SWORN STATEMENT

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by The Parliamentary Service Commission
- c. We shall notify The Parliamentary Service Commission when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name:

Firm's representative

Signature

Date

Stamp

.....**End**.....