



KENYA COPYRIGHT BOARD

NHIF Building 5th Floor, Ragati Road

P. o. Box 34670 00100 Nairobi, Kenya

Tel: +254 0713 761 758

Email: info@copyright.go.ke

TENDER NO: KECOBO/PRQ/2021- 2023

PRE- QUALIFICATION OF SUPPLIERS

FOR THE PERIOD

2021- 2022 TO 2022-2023

DATE: 4th MAY, 2021

Section 1. 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 2. INVITATION TO SUBMIT BIDS FOR PREQUALIFICATION OF SUPPLIERS

1. The Kenya Copyright Board (KECOBO), invites interested candidates to submit their application to be enlisted as prequalified suppliers for the financial years **2021-2022 to 2022-2023**

2. Previously Pre-qualified suppliers shall be required to re-apply to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

3. Interested candidates will be required to select and apply for the categories of their choice and submit their applications in NOT later than **18th May, 2021 at 11.00am.**

4. Interested eligible candidates may obtain further information from and inspect the tender documents at the office of the **Supply Chain Management, room (Room 513) at KECOBO, NHIF Building 5th Floor, Ragati Road**, during office working hours (i.e. 8.00a.m to 5.00p.m). The document may be downloaded from KECOBO website www.copyright.go.ke

5. The following are the **MANDATORY** requirements that must be submitted alongside the application:

- Business Registration certificate
- Registration certificate with the relevant professional bodies where applicable
- Valid trade license/ Business permit from the relevant County Authority
- Valid Tax Compliance Certificate

Audited Accounts for the last two years OR Auditor's Certificate indicating tenderer is not insolvent (for small private companies), OR Bank Statement for the last 6 months. **(Youth, Women and People living with Disability are EXEMPTED from the requirement)**

- Special interest Group (SIG) Youth, Women and People with Disabilities applicants must submit copy of AGPO registration
- Duly filled in, signed and rubber-stamped Confidential Business questionnaire Form.

- All prospective suppliers must demonstrate that they have successfully carried out supply and delivery of similar goods/services/works in other institutions (attach LPOs and Contract awards). **(Youth, Women and People living with Disability are EXEMPTED from the requirement)**

6. Category/ item indicated as Reserved are particularly for enterprises/ groups owned by SIGs that are duly registered with the Director of Public Procurement at the Treasury. Evidence of AGPO registration must be attached. The Youth,

Women and People Living With Disability are encouraged to apply for Open categories too.

7. Each category must be applied for separately. Several categories should not be combined in one application.

8. The Supplier prequalification does not amount to contractual obligation on the part of KECOBO.

9. KECOBO reserves the right to invite competitive bids for goods, works or services as and when required in line with the Public Procurement and Asset Disposal Act.

10. 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 **or Room 513** for large documents that cannot fit in the tender box slot. Documents are to be addressed to:

**The Executive Director,
Kenya Copyright Board
P. o. Box 34670 00100
NAIROBI,**

So as to be received on or before **11.00 a.m. on 18th May 2021.**

10. KECOBO reserves the right to accept or reject any application without giving reasons for the decision.

**Manager, Supply Chain Management
FOR: EXECUTIVE DIRECTOR
KENYA COPYRIGHT BOARD**

SECTION 3 INSTRUCTIONS TO TENDERERS

GENERAL INSTRUCTIONS

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 Copyright Board, 5th floor NHIF Building, Ragati Road, Upper Hill.**
4. Answers to the questionnaire should be relevant to the goods, service or works applied for and should be as clear and concise as possible.
5. In selection of suppliers, KECOBO 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.
8. Suppliers financial position shall be determined by the latest financial statement submitted with the prequalification documents as well as references from their Bankers or Auditors regarding their credit position. To be pre-qualified, potential suppliers/ contractors should submit satisfactory information.

SECTION 4. EVALUATION CRITERIA

To qualify for Supplier shortlisting, an applicant must attain not less than 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. Certificate of Business Registration,**
- 2. Single Business permit**
- 3. Valid Tax Compliance Certificates,**
- 4. Registration certificate from the Ministry of Roads and Public Works and the National Construction Authority for contractors**
- 5. Practicing certificate for professionals**
- 6. Last two years Audited Accounts OR Auditor's Certificate indicating tenderer is not insolvent (for small private companies) OR Bank statement for the last 6 months. (Youth, Women and People living with Disability are EXEMPTED from the requirement)**
- 7. Recommendation from at least three (3) organizations you have worked for in the last two years. (Youth, Women and People living with Disability are EXEMPTED from the requirement)**
- 8. Evidence of having successfully carried out supply and delivery of similar goods/services/works in other institutions (attach at least three LPOs / Contract awards). (Youth, Women and People living with Disability are EXEMPTED from the requirement)**
- 9. Transport/ Taxi services applicants must attach copy of log books of at least three vehicles and current insurance covers.**
- 10. Registration with relevant professional bodies (e.g. IATA/KATA)**

NB; Special Interest Group (SIG) i.e. Youth, Women and People Living with Disability are EXEMPT from the requirement No 6,7, and 8.

B) SUPPLIERS APPLICATION FORM (10 Points)

1. I/ we (*Company Name*)-----hereby
apply for registration as a supplier for

Category Code

Item description

2. *Contact Person:* Name-----

Title-----

Tel .No. -----

3. *Postal Address:* P.O Box -----

Firm's Tel No: -----

Email: -----

Website -----

4. Physical Address:

Town ----- Street-----

Building -----

5. Company Branches

County ----- Town -----

Street ----- Building -----

Floor ----- Room -----

6. Name of Bank -----Branch -----

7. Name of Insurers -----

8. 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 (Attach certified copies of academic and professional 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 **OR** Auditor's Certificate indicating tenderer is not insolvent (for small private companies) **OR** Bank statement for the last 6 months.) – **7 points NB: Special Interest Groups are EXEMPT**

2. Recommendation from your banker for access to credit facilities – **7 points**

3. State credit period (30 days – **2 points, 60 days – 4 points, 90 days – 6 points**)

(E) CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (15 Points)

You are requested to give the particulars indicated in Part 1 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

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 – Ksh
.....
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:
Name Nationality Citizenship Details Shares

<u>Name</u>	<u>Nationality</u>	<u>Citizenship</u>	<u>Shares</u>

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Part 2 (c) – Registered Limited Company
 Private or Public

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State the nominal and issued capital of company

Nominal Ksh

Issued Ksh

Given details of all directors as follows

Name, Nationality, Citizenship Details (Birth, Naturalization or registration) , Shares

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

<u>Name</u>	<u>Nationality</u>	<u>Citizenship</u>	<u>Shares</u>

Signature Date and rubberstamp

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F. LITIGATION HISTORY AND DECLARATION

Applicants should provide information on any history of 'litigation or arbitration resulting from contracts executed in the last five years or currently under execution

Year	Award for or against	Name of client, cause of litigation and matter in dispute	Disputed amount (current value in Ksh)
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

SECTION 5. 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

SECTION 6. ELIGIBILITY AND COMPETENCE TO DELIVER GOODS & SERVICES (20 Points)

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or 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 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 item code and item description)

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 7. DECLARATIONS

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

2. Do you have a relationship with any KECOBO 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 Copyright Board in connection to this Prequalification/Updating of Suppliers' list is true and accurate in all material respect. KECOBO 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:

SECTION 8. ITEM CATEGORIES

CATEGORY G: SUPPLY OF GOODS

	CODE	ITEM DESCRIPTION	TARGET GROUP
1	KECOBO-G1/2021-23	Supply of General Stationery, Toner, Cartridges & ribbons	Reserved
2	KECOBO-G2/2021-23	Supply of Software	Open
3	KECOBO-G3/2021-23	Supply of Office Equipment	Open
4	KECOBO-G4/2021-23	Supply of Cleaning Materials and Detergents	Reserved
5	KECOBO-G5/2021-23	Supply of Uniform, Footwear and Protective Clothing	Reserved
6	KECOBO-G6/2021-23	Supply of Mobile phones and Airtime /bundles	Reserved
7	KECOBO-G7/2021-23	Supply of Clean Bottled water	Reserved
8	KECOBO-G8/2021-23	Supply of Audio visual equipment	Reserved
9	KECOBO-G9/2021-23	Supply of Telecom. Equipment and Accessories	Open
10	KECOBO-G10/2021-23	Supply of Fire Fighting Equipment	Open
11	KECOBO-G11/2021-23	Supply of Security gadgets and detectors	Open

CATEGORY S: PROVISION OF SERVICES

1	KECOBO-S1/2021-23	Maintenance of Office Equipment and other assets	Reserved
2	KECOBO-S2/2021-23	Provision of cleaning services	Reserved
3	KECOBO-S3/2021-23	Maintenance and Servicing of Motor Vehicles – Approved Garages only	Open
4	KECOBO-S4/2021-23	Servicing and Maintenance of Air Conditioning Equipment and Cold rooms	Open
5	KECOBO-S5/2021-23	Repair and Maintenance of Telecommunication Equipment and PABX	Open
6	KECOBO-S6/2021-23	Servicing and Maintenance of Fire Fighting Equipment	Reserved
7	KECOBO-S7/2021-23	Repair and Maintenance of Building	Reserved
8	KECOBO-S8/2021-23	Provision of Events management/ Promotion services	Reserved
9	KECOBO-S9/2021-23	Repair and Maintenance of	Reserved

		Safes/cabinets	
10	KECOBO-S10/2021-23	Provision of Legal Services (Non-litigation)	Open
11	KECOBO-S11/2021-23	Provision of insurance for Board assets	Open
12	KECOBO-S12/2021-23	Provision of Car Tracking Services	Open
13	KECOBO-S13/2021-23	Provision of Car Hire services	Open
14	KECOBO-S14/2021-23	Supply of printed stationery	Reserved
15	KECOBO-S15/2021-23	Provision of Travel bookings and Air ticketing services	Reserved
16	KECOBO-S16/2021-23	Maintenance of Security gadgets and detectors	Open
17	KECOBO-S17/2021-23	Design and Printing of Calendars, Books and Journals	Reserved
18	KECOBO-S18/2021-23	Design and Printing of Promotional Materials	Reserved
19	KECOBO-S19/2021-23	Provision of Public relations and communications consultancy services	Open
20	KECOBO-S20/2021-23	Supply of Marketing and promotional materials e.g. T Shirts	Reserved
21	KECOBO-S21/2021-23	Supply of newspapers and periodicals	Open
22	KECOBO-S22/2021-23	Provision of digital media/social media campaign services	Reserved
23	KECOBO-S23/2021-23	Provision of editing services	Reserved
24	KECOBO-S24/2021-23	Provision of videography, photography and documentary production services	Reserved
25	KECOBO-S25/2021-23	Provision of event organizing and exhibitions services.	Reserved
26	KECOBO-S26/2021-23	Provision of Insurance brokerage services	Open
27	KECOBO-S27/2021-23	Provision of Insurance for Board vehicles	Open

CATEGORY C: PROVISION OF RESEARCH, TRAINING, & CONSULTANCY SERVICES

1	KECOBO-C1/2021-23	VARIOUS	Open
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