



NATIONAL BIOSAFETY AUTHORITY

**P.O. BOX 28251 - 00100
NAIROBI**

TEL: (020) – 2642920/2678667

procurement@biosafetykenya.go.ke

**REGISTRATION OF SUPPLIES, CONSULTANTS &
CONTRACTORS FOR VARIOUS GOODS AND
SERVICES**

FOR FINANCIAL YEARS 2017/2018

**CLOSING DATE: 13th June 2017
AT 11.30 A.M**

Table of Contents

1.	SUPPLIER PRE-QUALIFICATION.....	3
2.	QUESTIONNAIRE.....	3
3.	SECTION 1: INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR 2017/2018	4
4.	SECTION 2: INSTRUCTION TO ALL APPLICANTS.....	8
5.	SECTION 3: APPLICATION SUBMISSION SHEET	9
6.	SECTION 4: STANDARD FORMS (MUST BE FILLED BY EVERY APPLICANT)	11
7.	PERSONNEL/MANAGEMENT CAPABILITIES.....	15
8.	SECTION 5: PRE-QUALIFICATION DATA SHEET	16
9.	SECTION 6: EVALUATION CRITERIA	17

1. SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

Company Name:

Postal Address:.....

Physical Address:.....

Tel/Fax:.....

E-mail:.....

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

Category applied for

Item Code

Item Description

NOTE: This form is strictly for evaluation of your company and completion does not automatic guarantee appointment to our list of suppliers for goods and services. Any false, untrue or misleading statements, suppression of material facts or canvassing will automatically lead to disqualification.

IMPORTANT: Submission of documents for pre-qualifications deemed as authority to seek reference from any of your listed client

SECTION 1: INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR 2017/2018

The National Biosafety Authority invites all eligible and qualified firms including those owned by Youth, Women and Persons with Disability (YWPD) to submit sealed applications for the purpose of registering suppliers of goods, works and services for the period 2017/2018 under the categories listed below.

CATEGORYA: SUPPLY AND DELIVERY OF GOODS			
No	CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
1.	NBA001/2017-2018	Supply of General Office Stationery	Reserved Group
2.	NBA002/2017-2018	Supply of Printing Services	Reserved Group
3.	NBA003/2017-2018	Supply of Computers, printers, UPS, LCD projectors, photocopiers, Shredders and office equipment	Reserved Group
4.	NBA004/2017-2018	Supply of Computer consumables accessories & software	Reserved Group.
5.	NBA005/2017-2018	Supply and maintenance of Office Furniture & Fittings.	Open
6.	NBA/006/2017-2018	Supply of electrical equipment and appliances	Open
7.	NBA/007/2017-2018	Supply of staff uniforms and protective clothing	Reserved Group
8.	NBA/008/2017-2018	Supply of branded Promotional Materials e.g. banners	Reserved Group.
9.	NBA/009/2017-2018	Supply of motor vehicle tyres, tubes and batteries	Open
10.	NBA/010/2017-2018	Supply of calling and scratch cards	Reserved Group.
11.	NBA/011/2017-2018	Supply of drinking water and fresh milk	Reserved Group.
12.	NBA/012/2017-2018	Supply of laboratory equipment reagents and laboratory consumables	Open
13.	NBA/013/2017-2018	Supply of fresh preserved flowers	Reserved Group
14.	NBA/014/2017-2018	Supply of newspapers and magazines	Reserved Group.

CATEGORY B.PRE-QUALIFICATION FOR PROVISION OF SERVICES

15.	NBA/015/2017-2018	Provision of Insurance Brokerage services	Open
16.	NBA/016/2017-2018	Provision of Legal Services	Open
17.	NBA/017/2017-2018	Provision of hotel accommodation and conference facilities	Open
18.	NBA/018/2017-2018	Provision of catering services	Open
19.	NBA/019/2017-2018	Provision of repairs and maintenance of computers, printers, UPS	Reserved Group.
20.	NBA/020/2017-2018	Repairs and maintenance of office furniture and fittings	Open
21.	NBA/021/2017-2018	Repair/ Servicing of computers, Printers and Photocopiers	Open
22.	NBA/022/2017-2018	Provision of repair and maintenance of motor Vehicles, (Eligible firms must be registered with the Ministry of Transport and infrastructure and be dully insured).	Open
23.	NBA/023/2017-2018	Provision of plumbing materials and services	Open
24.	NBA/024/2017-2018	Provision of Transport and hire services(mini buses and taxis)	Open
25.	NBA/025/2017-2018	Provision of air travel agency services(must be registered with IATA)	Open
26.	NBA/026/2017-2018	Provision of repairs and maintenance of office furniture and fittings	Open
27.	NBA/027/2017-2018	Provision of minor repairs and maintenance of electrical appliances	Reserved Group.
28.	NBA/028/2017-2018	Provision of Consultancy Services(customer satisfaction)	Open
29.	NBA/029/2017-2018	Provision of Consultancy Services(Work environment and Employee Satisfaction)	Open
30.	NBA/030/2017-2018	Provision of Courier Services	Open

31.	NBA/031/2017-2018	Provision of services on environmental impact Assessment/ Audit Occupational health and safety	Open
33.	NBA/033/2017-2018	Provision of services on environmental impact Assessment/ Audit Occupational Health	Open
34.	NBA/034/2017-2018	Provision of advertisement & Publicity	Open
35.	NBA/035/2017-2018	Provision of office partition	Open
36.	NBA/036/2017-2018	Provision of surveillance Audit	Open
37.	NBA/037/2017-2018	Provision of Car Track Services	Open
38.	NBA/038/2017-2018	Provision of Cleaning Services	Reserved
39.	NBA/039/2017-2018	Provision of hire of tents (including dome tents) chairs & tables, public address systems, decorated & related items	Reserved Group
40.	NBA/40/2017-2018	Supply, delivery, installation, commissioning & maintenance telecommunication equipment, PABX systems & related items	Open
41.	NBA/41/2017-2018	Repairs & servicing of refrigerators, freezers, gas & other related items	Reserved
42.	NBA/42/2017-2018	Provision on consultancy services (ISO 9001:2015)	Open

NB. CURRENT PREQUALIFIED BIDDER UNDER THE SPECIAL GROUP ARE REQUESTED NOT TO RE-APPLY.

NOTE: Youth, Women and Persons living with disabilities are encouraged to apply & to:

- i. Attach copy of Business registration Certificate, Pin Certificate and VAT Certificate.
- ii. Valid Tax Compliance Certificate
- iii. Previous experience is NOT a requirement

The listed documents below are mandatory to other categories and must be submitted:

- Certificate of Incorporation /Registration
- A copy of Valid Tax Compliance Pin Certificate and VAT Certificate
- A copy of valid Business permits
- Letter of recommendations from two major clients

Interested candidates may obtain complete tender document free of charge from our website www.biosafetykenya.go.ke or IFMIS supplier portal (<http://supplier.treasury.go.ke>).

Complete documents in a plain, sealed envelope marked prequalification of suppliers indicating the category of items should be addressed to:

**The Chief Executive Officer,
National Biosafety Authority,
P.O.Box 28251-00100
Nairobi**

The closing date for submission of the Tender will be on the 13th June, 2017 at 11.30am. Tenders will be opened immediately in the NBA Boardroom in the presence of bidders or their representatives who choose to attend. Any bid received after 12.00 noon will be returned unopened.

SECTION 2: INSTRUCTION TO ALL APPLICANTS

(a) Pre-qualification Criteria and Requirements

Registration will be based on applicants meeting all minimum requirements regarding their general and particulars experience for the category of goods/services applied or, financial position and personnel capabilities, and other relevant information as demonstrated by the applicants' responses. All applicants should submit documentary evidence in support of their understanding of and capability in undertaking such a project including where necessary an overview description of the essential technical and performance characteristics of the components of the goods and services to be supplied.

(b) Eligibility

Pre-qualification is open to all firms that are eligible to supply goods and services under the Kenya Law. Individual or joint venture application from ineligible firms will automatically be rejected.

(c) Experience/Reference:

For any Company to be considered, it must have been in existence for not less than 2 years and not blacklisted by the Government of Kenya. Evidence that the applicant has actively been engaged in similar projects during the last two years is also a mandatory requirement. Recommendations in writing from your current clients **must be provided (Attach current two (2) recommendation letter) from major clients.**

(d) Managerial/Financial Capability:

General information on the Management Structure and experience of key personnel must be submitted by all applicants.

(e) Registration/Licenses:

For Companies to be pre-qualified they must possess all the necessary licenses to conduct such business. Registration with statutory body (KRA Certificate of Tax Compliance and Must also be (ETR Compliant) is a pre-qualification requirement.

(f) Fraud and Corruption:

It is the policy of National Biosafety Authority (herein referred as NBA) to require that all applicants observe the highest standards of ethics during the registration process.

2. SECTION 3: APPLICATION SUBMISSION SHEET

Date.....

**To National Biosafety Authority
P.O.Box 28251-0100
Nairobi.**

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of
..... (Name of firm) (Hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the **Provision and or supply of**
.....
(Please indicate category of goods or services)
2. Attached to this letter are copies of original documents defining
 - (a) The applicant's legal status
 - (B) The principal place of business and
 - (c) The place of incorporation (for applicants who are corporates), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the applicant.
4. Your Authority and its authorized representatives may contact the following persons for further information.
5. We, including any subcontractors or suppliers for any part of the contract subject to this pre-qualification have not been declared ineligible to supply goods and services under the Kenya Laws or official regulations.

General Office contacts: Telephone contacts	
Contact person 1:	Telephone 1:
Contact person 2:	Telephone 2:
Contact person 3:	Telephone 3:

6. This application is made with the full understanding that:
- (a) Bids by registering of applicants will be subject to verification of all information submitted at the time of bidding.
 - (b) Your Authority reserves the right to:
 - Reject or accept any application, cancel the pre-qualification process, and reject all applications
 - (c) Your Authority shall not be liable for any such actions and shall be under no obligation to inform the applicant of the grounds for them
- 7 The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed:	Signed:
Name:	Name:
For and on behalf(name of company/firm:	For and on behalf of (name of partner in case of partnership):

3. SECTION 4: STANDARD FORMS (MUST BE FILLED BY EVERY APPLICANT)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB: Giving false information on this form constitutes a serious offence and will form a basis for disqualification.

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.

Part 1-General: (Attach all certificate that fall under registration with statutory bodies including where necessary certificate of Incorporation, membership certificates, certificate of tax compliance etc.)

Business Name:

Nature of Business:

Location of Business Premises:

City/Town:

Postal Address:

Tel. No.:

Email Address:

Fax No:

Current Trade License No.:

Expiring Date:

Vat No.....

Pin No:.....

Maximum value of business which you can handle at any time: Kshs

.....

Name of your Bankers:

Branch:

Part 2 (a)-Sole proprietor

Your Name in full:

Nationality:.....

Country of Origin:

Citizenship details:.....

Date:.....

Signature of Applicant:.....

Part 2 (b) Partnership:

Give details of Partners as follows:

ONE

Name:.....

Nationality:.....

Citizenship:

Details:.....

Shares Held:.....

TWO:

Name:.....

Nationality.....

Citizenship Details.....

Shares Held.....

THREE:

Name;.....

Nationality;.....

Citizenship Details;.....

Shares Held:.....

FOUR:

Name:.....

Nationality;.....

Citizenship Details:.....

Shares Held;.....

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:-

ONE:

Name:.....

Nationality:.....

Citizenship Details:.....

Shares Held:.....

TWO:

Name:.....

Nationality:.....

Citizenship Details:.....

Shares Held:.....

THREE

Name;.....

Nationality:.....

Citizenship Details:.....

Shares Held:.....

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

4. PERSONNEL/MANAGEMENT CAPABILITIES

1.	Title of Position: Name of Prime Candidate: Key Qualifications/Experience:
2.	Title of Position: Name of Prime Candidate: Key Qualifications/Experience:
3.	Title of Position: Name of Prime Candidate: Key Qualifications/Experience:
4.	Title of Position: Name of Prime Candidate: Key Qualifications/Experience:

FINANCIAL CAPABILITY

(Indicate in the space below failure to which will lead to automatic disqualification)

N/B Not applicable for Youth, Women and people living with disabilities.

Name of banker:

Address of banker:

Telephone:

Contact name and title:

Amount of credit available to the firm Kshs:

.....
Please indicate the name of your bank and amount of credit available by filling the above space

5. SECTION 5: PRE-QUALIFICATION DATA SHEET

The following specific data for the Pre-qualification Applicants shall complement, supplement or amend the provisions in the instructions to application, to which cross-reference is made. Whenever there is a conflict, the provision in the pre-qualification Data Sheet shall prevail over those in the instructions to all applicants.

(a) **Name of Entity** : **National Biosafety Authority**

(b) **Address** P.O. Box 28251-00100
Nairobi-Kenya

Email procurement@biosafetykenya.go.ke

(c) **Applicable guidelines:**

The Public Procurement and Asset Disposal Act, 2015.

(e) **Language of Applications:**

The language of all correspondence and documents related to the pre-qualification is English.

(f) Required Number of copies of the Applications is **one (1) original**

(g) Application Submissions:

All applications shall be addressed to:

National Biosafety Authority
P.O.Box 28251-00100
Nairobi

Note1: Duly filled supplier registration documents in plain sealed envelopes, Clearly marked

Category applied for

Item Code

Item Description

Note 2: Indicate clearly on top of the envelope the category of goods or services you intend to supply. Any tender documents submitted which has no indication of category will be rejected and disqualified.

6. SECTION 6: EVALUATION CRITERIA

Preliminary Evaluation

This will carry no marks but a candidate must submit all mandatory documents.

All firms must provide:

1. Copy of Certificate of registration or incorporation
2. Copy of VAT Registration Certificate
3. Copies of PIN Certificates of firm/company/Individual.
4. Valid Tax compliance Certificate
5. Current Trade license/Permit
6. Duly filled & signed Business questionnaire in the provided format.

Failure to submit even one mandatory document will automatically disqualify the candidate.

Technical Evaluation of bids submitted

- | | |
|---|------------------|
| a) The firm's general experience (at least two letters of Recommendations and supporting LPO or letter of award from current clients) | |
| (Reference letters 15marks and supporting LPO or letter of award 15 marks) | 30 points |
| b) The qualifications and experience of key personnel proposed (At least three professional staff proposed must be degree Holders in the relevant field). Special group are exempted. | 20 points |
| c) Analysis of Certified Audited Accounts for 2013/2016. Special group are exempted. | 20 points |
| d) Financial Capacity (provide Certified bank statement from the bank). Special group are exempted. | 20 points |
| f) Presentation of the Tender document | 5 points |
| g) Company profile of the firm | 5 points |
| Total | 100points |

The minimum qualifying mark is 80points. Any proposal that scores less than 80 points will be considered non-responsive.