



TENDER NO. KPPF/PROC/2-B/01/19

SUPPLIER REGISTRATION

JULY 2019

Stima Plaza Annex, Kolobot Road,
P.O. Box 1548 - 00600
Nairobi, Kenya.

TEL NO: 254-20-3201020 or TEL: 0711 031 020

EMAIL: tenders@kppf.co.ke

WEBSITE: www.kppf.co.ke

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS TENDER DOCUMENT IN ITS ENTIRETY
BEFORE MAKING ANY BID**

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SUPPLIER REGISTRATION NOTICE

July 2019

- 1.1 The Kenya Power Pension Fund (KPPF) intends to register eligible candidates for **FOR SUPPLIER REGISTRATION TENDER NO. KPPF/PROC/2-B/01/19**
- 1.2 Interested firms may obtain further information on the tender document from;

HEAD OF PROCUREMENT,
Kenya Power Pension Fund, Stima plaza Annex, Kolobot Road,
P.O Box 1548 – 00600
Nairobi, Kenya.
TEL NO: 254-20-3201020
EMAIL: tenders@kppf.co.ke
- 1.3 Tender documents detailing the requirements may be viewed and downloaded from the KPPF website (www.kppf.co.ke) as from **23.07.2019** at **no fee**.
- 1.4 Completed Tenders are to be enclosed in plain sealed envelopes clearly marked **with the tender reference number and name** and be deposited in the Tender Box next to the lift lobby located at Stima Plaza Annex Kenya Power Pension Fund Offices, Ground Floor, Kolobot Road, Nairobi, Kenya so as to be received **on or before Wednesday 07.08.2019 at 11.30 AM**
- 1.5 Tenders will be opened promptly thereafter in the presence of the tender's or their representatives who choose to attend at 3rd Floor Ndovu Meeting Room, Stima Plaza Annex Kenya Power Pension Fund Offices Kolobot Road, Parklands Nairobi Kenya
- 1.6 All Candidates whose applications will have been received before the closing date and time will be advised of the results of their applications. Only bidders registered under this process will be invited to tender.

SECTION II - TENDER SUBMISSION CHECKLIST

This order and arrangement shall be considered as the Tender Format. Candidates shall tick against each item indicating that they have provided it.

This order and arrangement shall be considered as the Tender Format. Candidates shall tick against each item indicating that they have provided it.

No.	Item	Tick Where Provided
1.	Letter of Application.	
2.	Categories a. Supply of ICT Goods and services b. Design, printing, supply of branded items and promotional materials c. Supply of General Stationery Items d. Supply of Furniture and Fittings e. Supply of Mobile Phone Airtime f. Provision of Valuation and property management services g. Provision of Building and Civil Works h. Provision of Human Resource Services i. Provision of Legal Services j. Provision of Quantity Surveying Services k. Provision of Architectural Services l. Provision of Insurance Brokerage Services m. Provision of Air Travel, Reservations and Ticketing n. Provision of Event and Catering Services o. Provision of Transport Services p. Provision of Training Services q. Provision of Advertising and Media Services r. Provision of Website Development, Hosting and Administration s. Provision of Financial Advisory Services t. Provision of Market Research and Surveys	
3.	Confidential Business Questionnaire (CBQ)	
4.	Declaration Form	
5.	Copy of PIN Certificate	

6.	Copy of Valid Tax Compliance Certificate	
7.	Copy of Company or Firm's Registration Certificate	
8.	Copy of Certificate of Youth, Women and Persons with Disability registration	
9.	Certified copies of bank statements covering a period of at least six months prior to the date of the supplier registration tender document. The copies should be certified by the Bank issuing the statements. The certification should be original.	
10.	Any other document or item required by the Supplier registration tender Document. (The Candidate shall specify such other documents or items it has submitted)	

SECTION III - DEFINITIONS

In this tender, unless the context or express provision otherwise requires: -

- a) "The Procuring Entity" means The Kenya Power Pension Fund (hereinafter abbreviated as KPPF).
- b) "The Candidate" means the person(s) submitting its application for the supplier registration for the supply, installation and commissioning (where applicable) of the goods, equipment and ancillary services in response to the Invitation for Supplier registration.
- c) reference to "the tender" or the "Tender Document" includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.
- d) any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.
- e) words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.
- f) words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the "Candidate" the covenants, agreements and obligations expressed to be made or performed by the Candidate shall be deemed to be made or performed by such persons jointly and severally.
- g) "Date of Tender Document" shall begin with the first day and end on the last day of the month appearing on the cover page of the Supplier registration tender document.
- h) Where there are two or more persons included in the expression the "Candidate", any act of default or omission by the Candidate shall be deemed to be an act, default or omission by any one or more of such persons.
- i) "Day" means calendar day and "month" means calendar month.
- j) "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of public official in the procurement process or in contract execution;
- k) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KPPF, and includes collusive practice among Candidates (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KPPF of the benefits of free and open competition.

3.1 Eligibility

- 3.1.1 This Invitation for Supplier registration is open to all Candidates eligible as described in the Appendix to Instructions to Candidates.
- 3.1.2 KPPF's employees, committee members, board of trustees and their relatives (spouse(s) and children) are not eligible to participate in the tender.
- 3.1.3 Candidates shall provide the qualification information statement that the Candidate (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which may be or have been engaged by KPPF to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under the ensuing tender.
- 3.1.4 the Candidate shall furnish, as part of its Tender, documents establishing the Candidate's eligibility to tender and its qualifications to be registered.

3.2 Post – Qualification

- 3.2.1 KPPF will from time to time issue tenders for the supply of ICT goods and services.
- 3.2.2 Only successful identified registered candidates who are in KPPF's Standing List may be invited to tender.
- 3.2.3 The tenders for future contracts to be issued will be over a period of **two (2) years** to Candidates from the date of appointment or as otherwise may be extended. After this period KPPF may conduct another supplier registration process.

3.3 Fresh Supplier Registration

- 3.3.1 At the end of the supplier registration period, KPPF may conduct another supplier registration process at which the existing Standing List will automatically expire.
- 3.3.2 At the fresh supplier registration, all registered candidates in the Standing List shall be required to re-apply if they so wish to be in the new Standing List.

3.4 Cost of Tendering

- 3.4.1 The Candidate shall bear all costs associated with the preparation and submission of its Tender, and KPPF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.4.2 The Supplier Registration Document shall be free of charge.

3.5 Contents of the Supplier Registration Document

- 3.5.1 The Supplier Registration Document comprises the documents listed below and Addendum (where applicable) issued in accordance with clause 3.7 of these Instructions to Candidates: -
 - a) *Supplier Registration notice*

- b) *Instructions to Candidates*
- c) *Appendix to Instructions to Candidates*
- d) *Description of goods/services for supplier registration - categories.*
- e) *Evaluation criteria*
- f) *Confidential Business Questionnaire Form*
- g) *Declaration Form*
- h) *Letter of application*
- i) *Notification of supplier registration.*

3.5.2 The Candidate is expected to examine all instructions, forms, provisions, terms and specifications in the Supplier Registration Document. Failure to furnish all information required by the Supplier Registration Document or to submit a tender not substantially responsive to the Supplier Registration Document in every respect will be at the Candidate's risk and shall result in the rejection of its Tender.

3.6 **Clarification of Documents**

3.6.1 A prospective Candidate requiring any clarification of the Supplier Registration Document may notify the Procurement Officer in writing or by post at KPPF's address indicated in the Supplier Registration notice. KPPF will respond in writing to any request for clarification of the Supplier Registration documents, which it receives not later than seven (7) days prior to the deadline for the submission of Tenders, prescribed by KPPF. Written copies of KPPF's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Candidates that have duly received the Tender Document.

3.6.2 KPPF shall reply to any clarifications sought by the Candidate within three (3) days of receiving the request to enable the Candidate make timely submission of its Tender.

3.6.3 If a prospective Candidate sends an inquiry after the stated days or the inquiry is received by KPPF after the stated days, KPPF shall have the option of responding to the inquiry and extension of the date of submission of tenders or ignoring it.

3.7 **Amendment of Documents**

3.7.1 At any time prior to the deadline for submission of Tenders, KPPF, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Candidate, may modify the tender documents by amendment.

3.7.2 All prospective Candidates that have received the Supplier Registration documents will be notified of the amendment(s) (hereinafter referred to or otherwise known as addendum) in writing and will be binding on them.

3.7.3 In order to allow prospective Candidates reasonable time in which to take the amendment into account in preparing their Tenders, KPPF, at its discretion, may extend the deadline for the submission of Tenders.

3.8 **Language of Tender**

3.8.1 The Tender prepared by the Candidate, as well as all correspondence and documents relating to the tender, exchanged between the Candidate and KPPF, shall be written in

English language, provided that any printed literature furnished by the Candidate may be written in another language provide they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the Tender, the English translation shall govern. The English translation shall be on the Candidate's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Candidate's stamp.

3.9 Documents Comprising the Tender

The Tender prepared and submitted by the tenderers shall include but not be limited to Documentary evidence in appendix to instructions to tenderers.

3.10 Letter of Application

3.10.1 The Candidate shall complete the Letter of Application and all other documents furnished in the Supplier Registration Document attaching all documents required noting to include originals where necessary. The Candidate should also indicate the items they can tender for and their country of origin if registered, amongst other information required.

3.11 Validity of Tenders

3.11.1 Tenders shall remain valid for **One Hundred (120) days** after the date of tender opening or as otherwise may be prescribed by KPPF. A Tender that is valid for a shorter period shall be rejected by KPPF as non-responsive. In exceptional circumstances, KPPF may extend the Tender validity period. The extension shall be made in writing. A Candidate shall not be required nor permitted to modify its tender during the extended period.

3.12 Number of Sets of and Tender Format

3.12.1 The Candidate shall prepare **two complete sets of its Tender**, identifying and clearly marking the "**ORIGINAL TENDER**" and "**COPY OF TENDER**" as appropriate. Each set shall be properly bound. The copy shall be a replica of the Original. The copy will be deemed to contain the same information as the Original.

3.12.2 Where there is any discrepancy between the Original and the Copy of the Candidate's documents, the Original shall govern.

3.12.3 The Tender shall be bound and divided clearly in descending order as listed in the Tender Submission Checklist. The divisions are for clear identification and marking of the respective documents or information that are serially numbered in the Checklist.

3.12.4 The order and arrangement as indicated in the Tender Submission Checklist will be considered as the Tender Format.

3.12.5 Any Tender not prepared and signed in accordance with this paragraph, may be rejected by KPPF as non-responsive.

3.13 Preparation of the Tender

3.13.1 The Original and the copy of the Tender shall be typed or written in indelible ink. They shall be signed by the Candidate or a person or persons duly authorized to bind the Candidate.

- 3.13.2 The authorization shall be indicated by a written Power of Attorney granted by the Tenderer to the authorized person before any of the following persons:-
- a) *For local Tenderers, a Commissioner of Oaths or a Notary Public or a Magistrate of the Kenyan Judiciary.*
 - b) *For foreign Tenderers, a Notary Public in the country of the Tenderer.*
- In either case above, the Power of Attorney shall accompany the Tender.
- 3.13.3 All pages of the Tender, including un-amended printed literature, shall be initialled by the person or persons signing the Tender and serially numbered.
- 3.13.4 The Tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Candidate, in which case such corrections shall be initialed by the person or persons signing the Tender.
- 3.13.5 KPPF will assume no responsibility whatsoever for the Candidate's failure to comply with or observe the entire contents of this paragraph 3.13.4
- 3.13.6 Tender not prepared and signed in accordance with this paragraph may be rejected by KPPF as non-responsive.
- 3.13.7 The Candidate shall prepare two complete sets of its Tender, identifying and clearly marking the "ORIGINAL TENDER" and "COPY OF TENDER" as appropriate. Each set shall be properly bound. The copy shall be a replica of the Original. The copy will be deemed to contain the same information as the Original.
- 3.13.8 Where there is any discrepancy between the Original and the Copy of the Candidate's documents, the Original shall govern.
- 3.13.9 The Candidate shall seal the Original and the copy of the Tender in separate envelopes or packages, duly marking the envelopes or packages as "ORIGINAL" and "COPY OF TENDER". The envelopes or packages shall then be sealed in outer envelopes or packages.
- 3.13.10 The inner and outer envelopes or packages shall -
- a) *be addressed to KPPF at the address given,*
 - b) *bear the tender number and name as per the Supplier Registration notice and the words, " DO NOT OPEN BEFORE ' ' as specified.*
- 3.13.11 All inner envelopes or packages shall also indicate the name and full physical, telephone, e-mail, facsimile and postal contacts of the Tenderer to enable the Tender to be returned unopened in circumstances necessitating such return including where Tenders are received late, procurement proceedings are terminated before tenders are opened or the Tender does not qualify for further financial evaluation in accordance with the Summary of Evaluation Process set out in the Tender Document.
- 3.13.12 If the envelopes or packages are not sealed and marked as required by this paragraph, KPPF will assume no responsibility whatsoever for the Tender's misplacement or premature opening. A tender opened prematurely for this cause will be rejected by KPPF and promptly returned to the Tenderer.
- 3.14 **Deadline for Submission of Tenders**
- 3.14.1 Tenders must be received by KPPF by the time and at the place specified in the Supplier Registration notice.
- 3.14.2 KPPF may, at its discretion, extend this deadline for submission of Tenders by amending the supplier registration documents, in which case all rights and obligations of KPPF

and the Candidate's previously subject to the initial deadline, will therefore be subject to the deadline as extended.

3.15 Modification and Withdrawal of Tenders

- 3.15.1 The Candidate may modify or withdraw its Tender after it has submitted it, provided that written notice of the modification, including substitution or withdrawal of the Tender is received by KPPF prior to the deadline prescribed for submission of tenders.
- 3.15.2 The Candidate's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraphs 3.12, 3.13 and 3.14. A withdrawal notice may also be sent by facsimile, electronic mail, cable or telex but followed by an original signed confirmation copy, postmarked not later than the deadline for submission of Tenders.
- 3.15.3 No Tender may be modified after the deadline for submission of Tenders.

3.16 Opening of Tenders

- 3.16.1 KPPF shall open all Tenders promptly after the close of submission at the location specified in the tender document or as may otherwise be indicated. The Candidates or their representatives may attend the opening and those present shall sign a register evidencing their attendance.
- 3.16.2 The Candidate's names, tender modifications or withdrawals and such other details as KPPF, at its discretion, may consider appropriate, will be announced at the opening.
- 3.16.3 KPPF will prepare Minutes of the tender opening and in the presence of the Tenderer's or their representatives who choose to attend.

3.17 Clarification of Tenders

- 3.17.1 To assist in the examination, evaluation and comparison of Tenders KPPF may, at its discretion, ask the Candidate for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the substance of the Tender shall be sought, offered, or permitted.
- 3.17.2 Failure to provide timely clarification or substantiation of the information that is essential for effective evaluation of the Candidate's qualifications shall result in the Candidate's disqualification.

3.18 Due Diligence

- 3.18.1 KPPF or its representative(s) shall have the right to conduct due diligence of the Candidate's capacity, equipment, premises, and to confirm their conformity to the pre-qualification requirements. This shall include the quality management system. KPPF's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection.
- 3.18.2 KPPF shall meet its own costs of the any inspection or due diligence. Where conducted on the premises of the Candidate(s), all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to KPPF.
- 3.18.3 Inspection Report shall be completed upon conclusion of the inspection. This Report will be considered at time of evaluation and or approval as registered.

3.19 Tender Evaluation

- 3.19.1 KPPF will determine the responsiveness of each Tender. For purposes of this pre-qualification, a responsive Tender is one that conforms to all the requirements of the Evaluation. KPPF's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.
- 3.19.2 If a Tender is not responsive, it will be rejected at the earliest stage of evaluation by KPPF and cannot subsequently be made responsive by the Candidate by correction of any non-conformity.
- 3.19.3 Supplier registration will be based on meeting the requirements to pass in the criteria set out in the Evaluation Criteria set.

3.20 Confidentiality

- 3.20.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Candidate or other person(s) not officially concerned with such process until conclusion of that process.
- 3.20.2 Any effort by a Candidate to influence KPPF or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning award of Contract may result in the rejection of the Candidate's tender.

3.21 Minor Deviations, Errors or Oversights

- 3.21.1 KPPF may waive any minor deviation in a Tender that does not materially depart from the requirements set out in the Tender Document.
- 3.21.2 KPPF may waive errors and oversights that can be corrected without affecting the substance of the Tender.

3.22 Tender Evaluation Period

The tender evaluation committee shall evaluate the tender within the validity period of the tender.

3.23 Confirmation of Qualification for Appointment on the Standing List

- 3.23.1 KPPF may confirm to its satisfaction whether the Candidate that is identified is qualified for appointment.
- 3.23.2 The confirmation will take into account the Candidate's technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Candidate's qualifications submitted by the Candidate, as well as confirmation of such other information as KPPF deems necessary and appropriate. This may include factory and other facilities inspection and audits.
- 3.23.3 An affirmative confirmation will be a prerequisite for appointment to the Standing List. A negative confirmation will result in rejection of the Candidate's tender.

3.24 Approval of Supplier registration

- 3.24.1 The approval of supplier registration will be either pass or fail regarding the Candidate's general and particular experience, capabilities and financial position as demonstrated by the Candidate's response to this Tender and inspection when conducted.

3.24.2 Approval shall be for all Candidates who meet the Supplier Registration requirements as prescribed in the Appendix to Instructions to Candidates.

3.24.3 KPPF shall invite tenders as and when it requires from only the Candidates who have been registered, subject to applicable thresholds.

3.25 Termination or cancellation of Procurement Proceedings

3.25.1 KPPF may at any time terminate Supplier Registration proceedings before approval and shall not be liable to any person for the termination.

3.25.2 KPPF shall give prompt notice of the termination to all the Candidates who submitted tenders and, give its reasons for termination within fourteen (14) days.

3.26 Notification of Appointment

3.26.1 Prior to the expiration of the period of tender validity, KPPF shall notify the successful Candidate(s) in writing that its Tender has been approved.

3.26.2 The notification of appointment shall not constitute the formation of the contract.

3.26.3 Simultaneously, on issuance of Notification of Appointment to the successful Candidate(s), KPPF shall notify each unsuccessful Candidate.

3.27 Acceptance of Supplier registration

3.27.1 At the same time as KPPF notifies the approved Candidate that its Tender has been approved, KPPF will send the Candidate a copy of the Notification of Appointment together with any other necessary documents incorporating all agreements between the Parties.

3.27.2 Within Seven (7) days of the date of notification of appointment, the successful Candidate(s) shall sign and stamp (where applicable) the copy of notification of appointment and all other documents, if any, and return them to KPPF.

3.27.3 Failure of the successful Candidate(s) to sign and return the copy of the Notification of Appointment, the Appointment shall stand nullified.

3.28 Corrupt, Coercive, Obstructive, Collusive or Fraudulent Practices

3.28.1 No candidate shall be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice during the procurement process and execution of contracts.

3.28.2 KPPF will reject a tender if it determines that the Candidate recommended for approval has engaged in corrupt, coercive, obstructive, collusive or practices in competing for the supplier registration.

SECTION IV - APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Candidates *hereinafter abbreviated as ITC*. Wherever there is a conflict between the provisions of the ITC and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITC.

ITC Reference Clause	Particulars of Appendix
3.2.1 Eligible Candidates	<i>This Invitation to Tender is all depending on the categories requirements</i>
3.26 Appointment	<i>Attainment of 75% and above marks</i>
3.3 Duration of Supplier Registration	<i>2 years</i>

SECTION V - SCHEDULE OF REQUIREMENTS (20 CATEGORIES)

CATEGORY 1 SUPPLY OF VARIOUS ICT GOODS AND SERVICES

Category 1	Description	Items in the Category	Indicate items chosen
1.1	Supply of goods	Desktop Computers, Laptop Computers, Tablet Computers, Workstation Computers.	
1.2	Supply of goods	Office Network Printers, Desktop Printers, Heavy Duty Printers	
1.3	Supply of goods	Routers, Switches, Firewalls, Modems, LAN wireless Devices, Network Monitoring Tools, Fiber Optics Termination Boxes, Patch Panels, Cord organisers, Network Cabinets	
1.4	Supply and Installation	Windows Servers	
1.5	Supply and Installation	Unix Servers	
1.6	Supply and Installation	Uninterruptible Power Supply (UPS), Automatic Voltage Regulators (AVR), Power Stabilisers, Power Generators, Power Line Conditioners, Control Gear.	
1.7	Supply and Installation	Air Conditioning System	
1.8	Supply and Installation	Fire Detection and Suppression System	
1.9	Supply of goods	Telephone Heads	
2.0	Supply of Spare parts and accessories for computers	Hard disks, Mother boards, Mouse, Keyboards, Network Interface cards, Power supplies, RAM (DIMMS), Monitors, Mouse pads, Dust covers	
2.1	Supply of Spare parts and accessories for Printers	Paper input trays, Gears, Fuser unit, scanner unit, Logic boards, Power supply unit, Print heads Printer Interface Cables	
2.2	Supply of Spare parts and accessories for Network Devices	Power Supply unit, motherboard, Interface Cables, Interface Cards	
2.3	Quarterly Preventive maintenance	HP Windows Servers	

	and installation of spare parts		
2.4	Quarterly Preventive maintenance and installation of spare parts	APC UPS, Victron UPS	

CATEGORY 2 SUPPLY OF GENERAL STATIONERY ITEMS

Category 2	Item Description	Target Group
1.	General Stationery Items	YWPD

CATEGORY 3 SUPPLY OF FURNITURE AND FITTINGS

Category 3	Item Description	Target Group
1.	Furniture and fittings and other related items	YWPD

CATEGORY 4 SUPPLY OF MOBILE PHONE AIRTIME

Category 4	Item Description	Target Group
1.	Furniture and fittings and other related items	YWPD

CATEGORY 5 DESIGN, PRINTING AND SUPPLY OF BRANDED ITEMS AND PROMOTIONAL MATERIAL

Category 5	Item Description	Target Group
1.	Branded Items and Promotional Material	YWPD
2.	Graphic designers	YWPD

CATEGORY 6 PROVISION OF VALUATION AND PROPERTY MANAGEMENT SERVICES

Category 6	Item Description	Target Group
1.	Provision of Valuation and property management services	OPEN

CATEGORY 7 PROVISION OF BUILDING AND CIVIL WORKS

Category 7	Item Description	Target Group
1.	Provision of Building and civil works - repairs, maintenance and small works. (For this category bidders must provide valid NCA Certificate)	OPEN

CATEGORY 8 PROVISION OF HUMAN RESOURCE SERVICES

Category 8	Item Description	Target Group
1.	Provision of Human Resource Recruitment, Manpower Planning, Job Evaluation, Performance Management, Reward Systems, Employee Relations, Talent Management.	OPEN
2.	Training	OPEN
3.	Team Building	OPEN

CATEGORY 9 PROVISION OF LEGAL SERVICES

Category 9	Item Description	Target Group
1.	Provision of Legal Services	OPEN

CATEGORY 10 PROVISION OF QUANTITY SURVEYING SERVICES

Category 10	Item Description	Target Group
1.	Provision of Quantity Surveying Services	OPEN

CATEGORY 11 PROVISION OF ARCHITECTURAL SERVICES

Category 11	Item Description	Target Group
1.	Provision of Architectural Services	OPEN

CATEGORY 12 PROVISION OF INSURANCE BROKERAGE SERVICES

Category 12	Item Description	Target Group
1.	Provision of Insurance Brokerage Services	OPEN

CATEGORY 13 PROVISION OF AIRTRAVEL, RESERVATIONS AND TICKETING SERVICES

Category 13	Item Description	Target Group
1.	Provision of Air travel, reservations and ticketing Services	YWPD

CATEGORY 14 PROVISION OF EVENT MANAGEMENT AND CATERING SERVICES

Category 14	Item Description	Target Group
1.	Provision of Event management and catering Services	YWPD

CATEGORY 15 PROVISION OF TRANSPORT SERVICES

Category 15	Item Description	Target Group
1.	Provision of Transport Services (taxi, vans, tour buses)	YWPD

CATEGORY 16 PROVISION OF TRAINING SERVICES

Category 16	Item Description	OPEN (Candidate, Please Tick Where Interested)
a.	Team building- team leadership skills, motivational skills and creating high performing teams	
b.	Corporate affairs, communications and community development – public relations training, communications strategies, corporate brands	
c.	Change management – organizational development and change management and implementation	
d.	Negotiation, conflict management and resolution – negotiation skills	
e.	Customer care- customer relations, care and business-customer relationships	
f.	Disaster management – health and safety training, fire detection, first aid	
g.	Finance and audit- detection and prevention of fraud, financial accounting, budget planning, Stock Exchange, credit management and other related courses	
h.	Human resource management	
i.	Project management – project construction, budgeting, risk management in project, project monitoring and control	
j.	Legal training- contract management, administration and corporate governance	
k.	Risk management – risk assessment and management	
l.	Quality assurance – ISO, lead auditor course in QMS, EMS course	
m.	Facilities management – property management, building maintenance, civil and building construction, management of construction labour	
n.	Lifestyle – healthy living, related lifestyle disease training	
o.	Pension for non pension managers/administrations training	
p.	Counselling, mentorship and coaching programs	

CATEGORY 17 PROVISION OF ADVERTISING AND MEDIA SERVICES

Category 17	Item Description	Target Group
1.	Provision of Advertising and media services including; Designing corporate notices, multi-faceted media campaigns, print campaigns media, radio campaigns, TV campaigns, publications, in-house photography, videography, advertising concept research, documentaries, media monitoring.	Open

CATEGORY 18 PROVISION OF WEBSITE DEVELOPMENT, HOSTING AND ADMINISTRATION SERVICES

Category 18	Item Description	Target Group
1.	Provision of website development, hosting and administration	Open

CATEGORY 19 PROVISION OF FINANCIAL ADVISORY SERVICES

Category 19	Item Description	Target Group
1.	Provision of Financial Advisory Services	Open

CATEGORY 20 PROVISION OF MARKET RESEARCH AND SURVEYS SERVICES

Category 20	Item Description	Target Group
1.	Provision of Market and Surveys Services	Open

***NOTES:**

- All Candidates must indicate their interest by saying "Yes" or "√" Ticking or "Not Applicable (N/A) or "X" Crossing against each item.
- Please note that where a Candidate leaves a blank space it will be deemed and evaluated on the basis that the Candidate is not interested in that item i.e. N/A.
- Candidate, please note that KPPF intends to tender and procure the above from time to time over the period prescribed in the Appendix to Instructions to Candidates.

SECTION VI - EVALUATION CRITERIA

Evaluation of duly submitted tenders will be conducted following the criteria below:

NO	DESCRIPTION	MAXIMUM SCORE	SCORES AWARDED
1.	Duly filled Letter of Application.	5	
2.	Duly completed Confidential Business Questionnaire (CBQ)	10	
3.	Declaration Form(s) duly completed and signed	5	
4.	Copy of Valid Tax Compliance as at the tender opening date	10	
5.	Copy of Company or Firm's Registration Certificate or AGPO Certificate	5	
6.	Evidence of physical address e.g water or electricity bills or business permits or lease agreements	10	
7.	Copy of the Certificate of Confirmation of Directors and Shareholding (CR12) if it is a company or partnership	5	
8.	Five Letters of recommendation from your corporate clients or government institution or parastatal (3 marks each).	15	
9.	Five Purchase orders or LSOs each of Kshs. 200,000.00 and above of similar goods or services for the relevant category selected by the bidder (3 marks each)	15	
10.	Certified copies of bank statements covering a period of at least six months prior to the date of the Supplier Registration document.	20	
TOTAL		100	

NOTES ON EVALUATION CRITERIA

- a) Candidates who meet the cut off points may be subjected to a site physical due diligence before award is given.
- b) **All bidders that meet the cut off score of 75 % shall be considered.**

SECTION VII- LETTER OF APPLICATION

Date: Tender No.....

To:

The Kenya Power Pension Fund, Stima Plaza,
Kolobot Road, Parklands,
P.O Box 1548 – 00600,
Nairobi, Kenya.

Ladies and Gentlemen,

1. Having read, examined and understood all of the supplier registration information provided in the Supplier Registration Document, the receipt of which is hereby duly acknowledged, we, the undersigned Candidate, hereby apply to be registered by yourselves as a potential bidder for the item(s) as indicated by us in Section IV Schedule of requirement.
2. We agree to abide by this Tender for a **period of.....days (Candidate please indicate validity of your tender)** from the date fixed for tender opening as per the Supplier Registration Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. This application, together with your written appointment thereof, shall not constitute a contract between us nor commit KPPF to any actual tender or amount of contract.
4. We understand that you are not bound to accept any application you may receive.
5. We declare that the statements made and the information provided in our Supplier Registration tender document are complete, true, and correct in every detail.

Yours sincerely,

Name of Candidate

Name and Capacity of authorized person signing the Application

Signature of authorized person signing the Tender

Stamp or Seal of Candidate

NOTES:-

1. KPPF requires a validity period of at least **One Hundred Twenty (120) days**.
2. This form must be duly signed, stamped and/or sealed.

SECTION VIII - DECLARATION FORM

Date _____

To

The Kenya Power Pension Fund,
P.O Box 1548 – 00600,
Stima Plaza, Kolobot Road, Parklands, Nairobi,
KENYA.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address)

_____ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/ We are **not** associated with any other Tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

Name of Tenderer

Signature of duly authorised person signing the Tender

Name and Capacity of duly authorised person signing the Tender

Stamp or Seal of Tenderer

SECTION IX - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All firms are requested to give the particulars indicated in Part 1 and either Part 2 (a) or 2 (b), 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 Postal Code

Tel No.....

Facsimile.....

Mobile and/ or CDMA No.....

E-mail:.....

Nature of your business

Registration Certificate No.....

Name of your BankersBranch.....

*Names of firm's contact person(s)

Designation/ capacit of the firm's contact person(s)
.....

Address, Tel, Fax and E-mail of the firm's contact person(s)

.....
.....

Part 2 (a) Sole Proprietor

Your name in full

Part 2 (b) Partnership

Give details of partners as follows: -

Names

Shares

1.....

2.....

3.....

4.....

5.....

Name of duly authorized person to sign for and on behalf of the firm

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

NOTES ON THE QUESTIONNAIRE

- 1. The address and contact person provided above shall at all times be used for purposes of this tender. The details on this Form are essential and compulsory for all ICT firms. **Failure to provide all the information requested may lead to the firm's disqualification.***

SECTION X - NOTIFICATION OF SUPPLIER REGISTRATION

Our Ref:

Date

Dear Sir/ Madam,

RE: RE: NOTIFICATION OF SUPPLIER REGISTRATION FORFOR A PREIOD OF TWO (2) YEARS - TENDER NO.

We refer to your bid on the above mentioned tender.

We are pleased to inform you that you have been registered as a supplier for a period of two years effective from

Please sign and stamp this copy and return it to the Head of Procurement if this acceptable to you.

We look forward to a cordial and mutually beneficial business relationship.

Yours faithfully,
For: **TRUSTEES**

CEO & TRUST SECRETARY

Signed for and on behalf of: M/s

Full Name:

Signature.....and Official Stamp.....

in the capacity of.....(title of officer signing). Date.....

Company Telephone number: Email.....