

# KENYA INSTITUTE OF SPECIAL EDUCATION



**TENDER NO: KISE/REG/01/2021**

**REGISTRATION & PREQUALIFICATION OF SUPPLIERS  
FOR GOODS, WORKS AND SERVICES**

**FINANCIAL YEAR 2021-2022**

NAME OF THE FIRM: .....

CATEGORY NO: .....

ITEM DESCRIPTION: .....

**IF AGPO registered firm, please specify the category: -**

YOUTH \_\_\_\_\_

WOMEN \_\_\_\_\_

PWD \_\_\_\_\_

**CLOSING DATE: Friday 11th June 2021 at 11.00 A.M**

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# REGISTRATION/PRE-QUALIFICATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2021-2022 FINANCIAL YEAR

## SECTION A: INSTRUCTIONS FOR REGISTRATION/PRE-QUALIFICATION

### 1.1 Introduction

Kenya Institute of Special Education (KISE) is a semi-autonomous government agency of the Ministry of Education, Kenya. It was established through a Legal Notice No. 17 of 14th February 1986.

### Corporate Statements

#### Vision

An inclusive Kenyan society, in which every child with special needs and disability accesses quality education and achieves their fullest human potential

#### Mission

To facilitate service provision for persons with special needs and disabilities through human capital development, research, functional assessment, rehabilitation, Inclusive education practices, technology and production of learning and assistive materials

### Core Values

KISE upholds the following core values;

- Excellence and professionalism
- Moral integrity
- Respect and courtesy
- Good stewardship
- Tolerance and empathy

1.2 Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Commission. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFQs/RFPs

1.3 The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The Director,  
Kenya Institute of Special Education  
P.O. Box 48413-00100 Nairobi  
Email: [info@kise.ac.ke](mailto:info@kise.ac.ke)**

The envelope should be marked with the “**Prequalification Number applied for and the category description**” upon submission, and must be dropped in the Tender box on or before **Friday 11<sup>th</sup> June 2021** at **11.00 a.m.**

#### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

#### **1.5 Prequalification Documents**

The document includes questionnaires for s and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

**1.6** Enquiries that may arise from the pre-qualification document should be channeled to the Supply Chain Management Office KISE, through the above address.

**1.7** Interested firms may obtain registration documents from Supply Chain department during normal working hours upon payment of non-refundable fee of Kshs 1,000 per set of Tender document payable through MPESA (KISE Pay bill No. 851201 using the company name as the account number) and free if downloaded from the website [www.kise.ac.ke/downloads](http://www.kise.ac.ke/downloads) or [www.tenders.go.ke](http://www.tenders.go.ke)

**1.8** Complete documents in a plain, sealed envelope marked pre-qualification of suppliers indicating the category of items should be addressed to:

**The Director,  
Kenya Institute of Special Education  
P.O. Box 48413-00100 Nairobi  
Email: [info@kise.ac.ke](mailto:info@kise.ac.ke)**

And be deposited in the **TENDER BOX** at the Kenya Institute of Special Education Main Offices at **Kasarani** on or before **Friday 11<sup>th</sup> June 2021 at 11.00 a.m.** The documents will be opened on the same time in the **KISE Graduation Dias** and bidders or their representatives are welcome to witness the opening.

**Late bids shall not be accepted.**

## SECTION B: REGISTRATION/PREQUALIFICATION OF SUPPLIERS/SERVICE PROVIDERS

<b>GOODS</b>			
<b>No</b>	<b>CATEGORY NUMBER 1</b>	<b>DESCRIPTION</b>	<b>TYPE</b>
1.	KISE/PREQ/01/2021-2022	Supply of Office and General Stationery	Reserved
2.	KISE/PREQ/02/2021-2022	Supply of Computer Hardware & software, Anti-Virus and other related ICT hardware & accessories	Open
3.	KISE/PREQ/03/2021-2022	Supply of Office Furniture, furnishings and Fittings including Window Blinds	Open
4.	KISE/PREQ/04/2021-2022	Supply of Printer and Photocopier Toners	Open
5.	KISE/PREQ/05/2021-2022	Design and Supply of Branded Promotional Materials (T-Shirts, Caps, Carrier Bags, Banners, Brochures, Logos etc.)	Reserved
6.	KISE/PREQ/06/2021-2022	Supply and Maintenance of PABX, Telephone and Telecommunication Equipment Inclusive of Spares and Related Accessories	Open
7.	KISE/PREQ/07/2021-2022	Supply of Staff Uniforms	Reserved
8.	KISE/PREQ/08/2021-2022	Supply, installation, commissioning & maintenance of Fire Extinguishers, Automatic Fire Suppression Systems, Smoke Detectors and accessories	Open
9.	KISE/PREQ/09/2021-2022	Supply, Installation, Commissioning & Maintenance of ICT Security and Access Control, CCTV, Access Control Devices, Alarm Systems	Open
10.	KISE/PREQ/10/2021-2022	Supply of Cleansing Materials	Reserved
11.	KISE/PREQ/11/2021-2022	Supply of Tyres, Tubes and Batteries	Open
12.	KISE/PREQ/12/2021-2022	Design and Printing of Calendars, Diaries, Stickers, Brochures, Booklets and Other Printed Stationery	Open
13.	KISE/PREQ/13/2021-2022	Supply of Cereals and Dry Provisions	Open
14.	KISE/PREQ/14/2021-2022	Supply of Soap and Detergents	Reserved
15.	KISE/PREQ/15/2021-2022	Supply of Timber, Manufactured Boards and Hardware Materials	Open
16.	KISE/PREQ/16/2021-2022	Supply of Electrical Appliances and Fittings	Open
17.	KISE/PREQ/17/2021-2022	Supply of Bread and Bread Products	Open
18.	KISE/PREQ/18/2021-2022	Supply of Chicken and Eggs	Reserved
19.	KISE/PREQ/19/2021-2022	Supply of Fresh Milk	Open
20.	KISE/PREQ/20/2021-2022	Supply of Plumbing Materials	Reserved
21.	KISE/PREQ/21/2021-2022	Supply of Meat and Meat Products	Open
22.	KISE/PREQ/22/2021-2022	Supply of Human Drugs and Dressings	Open
23.	KISE/PREQ/23/2021-2022	Supply of Paper for Embosser and Brailers	Open
24.	KISE/PREQ/24/2021-2022	Supply of Local Office Furniture	Open
25.	KISE/PREQ/25/2021-2022	Supply of Firewood	Open
26.	KISE/PREQ/26/2021-2022	Supply of Fruits and Vegetables	Open
27.	KISE/PREQ/27/2021-2022	Supply of Swimming Pool Chemicals	Open
<b>SERVICES/WORKS</b>			
<b>No</b>	<b>CATEGORY NUMBER 2</b>	<b>DESCRIPTION</b>	<b>TYPE</b>

1.	KISE/PREQ/28/2021-2022	Provision of Travel Agency Services, Air Ticketing and Travel Arrangements – IATA Registered	Open
2.	KISE/PREQ/29/2021-2022	Provision of Fumigation and Pest Control Services	Open
3.	KISE/PREQ/30/2021-2022	Repair and Maintenance of Refrigerators, Deep Freezers, Air Condition System & Cold Room	Open
4.	KISE/PREQ/31/2021-2022	Inverter and Generator Repair and Maintenance	Open
5.	KISE/PREQ/32/2021-2022	Provision of Earth Moving and Landscaping Services	Reserved
6.	KISE/PREQ/33/2021-2022	Provision of Hotel, Accommodation and Conferencing Services Country Wide.	Open
7.	KISE/PREQ/34/2021-2022	Provision of Insurance Brokerage Services	Open
8.	KISE/PREQ/35/2021-2022	Provision of Sanitary Services	Reserved
9.	KISE/PREQ/36/2021-2022	Provision of OSH training, Fire and first Aid Training Services	Open
10.	KISE/PREQ/37/2021-2022	Small Contractual Works – General Repairs and Maintenance Works	Open
11.	KISE/PREQ/38/2021-2022	Provision of Canteen and Catering Services (Indoor and Outdoor services)	Open
12.	KISE/PREQ/39/2021-2022	Civil and Building Works Contractors and Renovators	Open
13.	KISE/PREQ/41/2021-2022	Provision of Garbage Collection Services	Reserved
14.	KISE/PREQ/42/2021-2022	Provision of Grounds Maintenance Services	Open
<b>PROFESSIONAL CONSULTANTS DATABASE</b>			
<b>No</b>	<b>CATEGORY NUMBER 3</b>	<b>DESCRIPTION</b>	<b>TYPE</b>
1.	KISE/PREQ/43/2021-2022	Provision of Team Building Consultancy Services and facilitators	Open
2.	KISE/PREQ/44/2021-2022	Provision of Baseline Survey and Related Consultancy Services	Open
3.	KISE/PREQ/45/2021-2022	Provision of Human Resource Consultancy Services, Training and Capacity Building Attach Valid Practicing Certificate in Area of Expertise	Open

**Note:** Special groups represent youths, women and people living with disabilities as described in the Public Procurement and Disposal (Amendment) Regulations 2013. The Pre-qualification documents may be downloaded from KISE's website: [www.kise.ac.ke](http://www.kise.ac.ke).

Submission should be **serialized** i.e. with page numbers and must contain copies of mandatory statutory documents among others requirements.

Prequalification documents in duplicate (Original & Copy) in plain sealed envelope, clearly marked "**CATEGORYNO FOR**-----" be dropped Tender Box located at the KISE Administration Block so as to be received on or before **Friday 11th June 2021 at 11.00AM EAT** as indicated above and addressed to: -

**The Director,  
Kenya Institute of Special Education  
P.O. Box 30400-00100  
NAIROBI.  
Email: [info@kise.ac.ke](mailto:info@kise.ac.ke)**

Opening of the submissions will be done immediately thereafter in the presence of the committee, tenderers or their representatives who choose to attend.

***ALL with registered Businesses are encouraged to Participate.***

Prequalification received after the stated time or date will be returned to the bidders unopened.

***Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility***

**DIRECTOR**

## SECTION C: PREQUALIFICATION CRITERIA

	Required information	Allocated scores
1	Registration documentation <ul style="list-style-type: none"> <li>• Certificate of incorporation/Registration certificate</li> <li>• PIN Certificate</li> </ul>	5 5
2	Valid Tax Compliance Certificate	20
3	Financial capacity <ul style="list-style-type: none"> <li>• Audited reports for the last 3 years (General)</li> <li>• Mode of payment &amp; willingness to give credit</li> </ul>	5 5
4	Past experience & performance <ul style="list-style-type: none"> <li>• No. of years in business (General)</li> <li>• Five referees (mostly clients) attach proof (General)</li> </ul>	10 10
5	Confidential business questionnaire <ul style="list-style-type: none"> <li>• Dully filled</li> <li>• Fixed premises with telephone facilities (will be inspected/verified by a team from KISE officers)</li> </ul>	10 5
6	Litigation History (General)	5
7	Other certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent) (General)	5
8	Manpower and expertise (General)	10
10	Declaration and Company stamp	5
<b>TOTAL</b>		<b>100</b>

**NB:** Youths, Women and Persons with disability shall be exempt from most of the above evaluation criteria upon submission of requisite valid certificate from National Treasury.

***To qualify the prospective supplier, consultant or contractor must score 70 points and above.***



**SECTION D: APPLICATION FORM**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We (**Firm Name**) ..... hereby apply for  
registration as a supplier for (Category No.) .....

Postal  
Address.....

Telephone Number (Fixed Line).....Mobile.....

Email  
Address.....Fax.....

Town.....Street.....

Building.....Floor.....Room/Office.....

Other  
branches/Locations.....

Full name of authorized signatory.....

Designation.....

Official Rubber Stamp and Signature.....

**SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

**Part I – General:**

Business Name .....

Location of business premises .....

Plot No. ....Street/Road .....

Postal Address .....Tel. No. ....

Nature of Business.....

Current Trade Licence No. ....Expiry Date .....

Maximum value of business that you can handle at any one time: Kshs.....(Amount in words) .....

Name of your bankers ..... Branch .....

Are you an agent of the Kenya National trading Corporation? YES/NO .....

**Part 2 (a) – Sole Proprietors:**

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details .....

**Part 2 (b)- Partnership:**

Give details of partners as follows:

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....

**Part 2 (c) – Registered Company**

Private or Public .....

State the nominal and issued capital of the company –

Nominal Kshs. ....

Issued Ksh .....

Give details of all directors as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.....			
2.....			
3.....			
4.....			
5.....			

Date .....

Signature of Tenderer .....

If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**YOU ARE ADVISED THAT IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS**

**FORM**

**PART 1: GENERAL INFORMATION**

<b>Business Name</b>	
Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town..... Street..... Building..... Floor.....
Business operations	Year established ..... Duration of business operations.....
Principal Contact Person	Name.....
	Position.....
Postal Address	P.O. Box..... Code.....
Nature of Business	
Maximum value of business which you can handle at any one time	Ksh.....
Name of your bankers	Branch.....

**PART 2 (A) – SOLE PROPRIETORS**

Your name in full	..... .....
Age	..... .....
Nationality	..... .....
Country of origin	..... .....
Citizenship details	..... .....

**PART 2(B) – PARTNERSHIP**

Give details of partners as follows:

No	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

**PART 2(C) – REGISTERED COMPANY**

Private or Public	.....			
State the nominal and issued capital of the company	Nominal Kshs..... Issued.....			
Give details of all directors	<b>Name</b>	<b>Nationality</b>	<b>Citizenship details</b>	<b>Share</b>
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....

Date..... Signature of tenderer.....

If Kenyan, indicate “citizenship details”, whether by Birth, Naturalization or Registration. (You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

**SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

- 1. Certificate of Registration/ Incorporation .....(Attach copy)
  
- 2. Valid Trade License ..... (Attach copy)
  
- 3. State VAT Registration No ..... (Attach copy)
  
- 4. PIN No. .... (Attach copy)
  
- 5. Attach proof of being up to date in VAT and Income Tax Returns ..... (Attach copy Of current Tax Compliance Certificate)

1. State if the company is a subject of bankruptcy proceeding, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

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

2. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc.....

3. State any technological innovations or specific attributes which distinguishes you from your competitors.....

4. Tax Compliance Certificate (Attach copy)

5. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies certification (IATA a must for Air Travel Agent.) Please attach proof



**SECTION G: FINANCIAL POSITION & TERMS OF TRADE**

**PART I**

**AUDITED REPORTS**

- Attach copies of audited reports for the last 3 years.

**PART II**

**TERMS OF TRADE PAYMENTS**

KISE will make payments after delivery of goods and services upon issuance of a local purchase /service order.

Payment will be made within 30 days upon receipt of Invoice and delivery note. This has to be supported by certifications raised by the KISE's Inspection and Acceptance Committee.

N/B: Please indicate your payment terms and credit period allowed.

.....

.....

Confirm acceptance of this:      **Acceptable/Not Acceptable**

**SECTION H: LITIGATION/ARBITRATION INCIDENCES**

Litigation and Arbitration incidences

1. Enumerate any past litigation and arbitration incidences encountered by the firm.
2. State if the company is/ was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.

**SECTION I: CLIENTS DETAILS**

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/service applied for. (Attach Proof)

1. Organization Name.....  
 Address.....  
 Tel No. ....  
 Contact Person.....  
 Position in the organization.....  
 E-mail Address.....  
 Signature of contact person.....Date.....

Company Stamp

2. Organization Name.....  
 Address.....  
 Tel No. ....  
 Contact Person.....  
 Position in the organization.....  
 E-mail Address.....  
 Signature of contact person.....Date.....

Company Stamp

3. Organization Name.....  
Address.....  
Tel No. ....  
Contact Person.....  
Position in the organization.....  
E-mail Address.....  
Signature of contact person.....Date.....

Company Stamp

4. Organization Name.....  
Address.....  
Tel No. ....  
Contact Person.....  
Position in the organization.....  
E-mail Address.....  
Signature of contact person.....Date.....

Company Stamp

5. Organization Name.....  
Address.....  
Tel No. ....  
Contact Person.....  
Position in the organization.....  
E-mail Address.....  
Signature of contact person.....Date.....

Company Stamp

**SECTION J: MANPOWER AND EXPERTISE OF STAFF**

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

<b>Position</b>	<b>Name</b>	<b>Qualifications</b>	<b>Experience in proposed position</b>

**SECTION K: PAST PERFORMANCE**

Have you previously been supplying goods/services to **KENYA INSTITUTE OF SPECIAL EDUCATION?** If yes, give details

.....  
.....

Indicate three of the latest orders with KISE

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

Do you have any pending orders with KISE? If so give details

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

Have you ever failed to honour a Purchase Order from KISE? If so give details

.....

**SECTION L: INTEGRITY DECLARATION**

I/We/Messrs..... of .....  
Street/avenue,..... Building, P. O. Box .....Code ....., of .....(town),  
..... (Nationality), Phone ..... E-mail ..... declare  
that Public Procurement is based on a free and fair competitive tendering process which should not be  
open to abuse.

I/We..... declare that I/We will not offer  
or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business  
associates, pursuant to Section 62 of the Public Procurement & Asset Disposal Act, 2015, in connection  
with

Tender name: .....

Tender No. ....

For/or in the subsequent performance of the contract if I/We am/are successful.

Dated this ..... day of ..... 20.....

Authorized Signature.....

Official Stamp .....

Name and Title of Signatory.....

**SECTION M: DECLARATION**

I/ We have completed these forms accurately at the time application and it is agreed that all responses can  
be sustained if requested to do so. Any inaccuracy in the information filled herein may be used as grounds  
for disqualification from further proceedings.

Signed and Stamped .....

Name.....

Position in the Company.....

Date.....

**SECTION N: EVALUATION CRITERIA/CHECK LIST (FOR KISE USE ONLY)**

<b>No.</b>	<b>Item under consideration</b>	<b>Yes/No</b>	<b>Remarks</b>
1	Certificate of incorporation/Registration in Kenya (attach copy)		
2	Certificate from Treasury (attach copy)		
3	Valid KRA Tax compliance certificate (attach copy)		
4	PIN certificate(attach copy)		
5	Vat certificate (attach copy)		
6	Valid trade license (attach copy)		
7	Company profile provided(and Copies CVs)		
9	Existence of fixed business premises		
10	Confidential Business questionnaire filled accurately signed and Stamped.		
11	Tender reference number and item/service description indicated.		
13	Firm accepts KISE LPOs/LSOs and 30 days credit period given		
14	Declaration that the firm is NOT debarred from doing business by Public Procurement and Regulatory Authority		
15	Integrity declaration		
16	AGPO Certificate (for Special Category Firms)		