



**Kimisitu Investment  
Company PLC**

*'Your umbrella in fair weather'*

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS,  
AND SERVICES FOR FINANCIAL YEARS 2023-2025**

**COMPANY NAME.....**

**CATEGORY NO.....**

**CATEGORY DESCRIPTION.....**

**The Procurement Committee  
Kimisitu Investment Co. PLC  
P.O Box 37159-00200, Kenya  
Telephone: 020 27 15 246, +254 715 047065**

**CLOSING DATE:**

**15<sup>TH</sup> AUGUST 2023 AT 4.00 PM**

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**TENDER NOTICE**

Kimisitu Investment Company PLC invites applications for prequalification of suppliers for the supply of goods and services from interested and eligible suppliers for the financial year 2023 -2025.

Existing suppliers and service providers wishing to be considered should also apply.

**TENDER ADVERTISEMENT****REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2023 - 2025**

	CATEGORY NO. C	WORKS AND CONSULTANCY		ELIGIBILITY
1	KICL/2023-2025/020	Company Secretarial Services		Open
	CATEGORY NO. D	REPAIR & MAINTENANCE		ELIBILITY
2	KICL/2023-2025/021	Supply and Maintenance of Fire Extinguishers, Fire Alarm System and service		Open
	CATEGORY NO. B	SERVICES		ELIGIBILITY
3	KICL/2023-2025/022	Provision of ERP System Support and Maintenance Services		Open
4	KICL/2023-2025/023	Provision of Microsoft 365 Email license renewal services		Open

1. A complete tender document will only be considered by Kimisitu PLC upon payment of a non-refundable fee of **one thousand five hundred Kenya shillings (Ksh.1,500)** which must be paid to Kimisitu Investment Company PLC bank accounts or through MPESA paybill number as follows:

B a n k: **KENYA COMMERCIAL BANK**  
Account Name: **KIMISITU INVESTMENT COMPANY PLC**  
Account no.: **1121870538**  
Branch: **Moi Avenue**

B a n k: **COOPERATIVE BANK OF KENYA**  
Account Name: **KIMISITU INVESTMENT COMPANY PLC**  
Account no.: **01136128427400**  
Branch: **Nairobi Business Centre**

B a n k: **KIMISITU SACCO SOCIETY LIMITED**  
Account Name: **KIMISITU INVESTMENT COMPANY PLC**  
Account no.: **A1101896700**  
Branch: **AEA Plaza, Valley Road.**

**OR**

**MPESA PAYBILL NO. 544890 – Account name – TENDER**

2. Interested eligible candidates may obtain further information and inspect the tender documents online from **1<sup>st</sup> August, 2023 at 10AM**
3. Interested and eligible firms who wish to participate in the tenders must visit [www.kimisituinvestment.co.ke](http://www.kimisituinvestment.co.ke); under the tab written **“TENDERS”**.

The completed RFP documents in a plain sealed envelope clearly bearing only the RFP number and title should be deposited in the Tender Box located in the Kimisitu PLC Board Room:

**The Procurement Committee  
Kimisitu Investment Co. PLC  
P.O Box 37159-00200, Kenya  
Telephone: 020 27 15 246, +254 715 047065**

So as to reach her on **or before 15<sup>th</sup> AUGUST 2023 AT 4.00 PM**. The tender will be opened soon thereafter.

***Kimisitu PLC reserves the right to reject any proposal without giving reasons for the rejection and does not bind itself to accept the lowest or any proposal.***

## SECTION I - INSTRUCTIONS TO CANDIDATES

### 2.1. Scope of Tender

- 2.1.1. Kimisitu PLC hereinafter referred to as the procuring entity intends to prequalify suppliers for the following Goods, Services and Small works for the Financial Year 2023 - 2025. Registration applications to be received by the procuring entity not later than **15<sup>th</sup> August 2023 at 4.00 pm. Late applications shall be automatically rejected**
- 2.1.2. Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.
- 2.1.3. General information on the candidates' qualification, human resource capital, facilities, financial capabilities to be provided are as specified in the appendix instructions to candidates.

### 2.2. Submission of Application

- 2.2.1. Interested and eligible firms who wish to participate in the registration must visit [www.kimisituinvestment.co.ke](http://www.kimisituinvestment.co.ke); under the tab written "TENDERS". More information will be available on this link. The submission should be received not later than **15<sup>th</sup> August 2023 at 4.00 pm**. Late applications shall be automatically rejected.
- 2.2.2. All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.3. Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

### 2.3. Eligible Candidates

- 2.3.1. This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2. The Kimisitu Investment Company PLC employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.3.3. All firms found capable of performing the contract satisfactorily in accordance with the set registration criteria shall be registered.

#### 2.4. Qualification Criteria

2.4.1. Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section V and submitted with the letter of application. Kimisitu Sacco reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2. General Experience: The applicant shall meet the following minimum criteria

- a) Average annual turnover as a supplier over the last two (2) years of Kshs. 2 million (Two Million Kenya Shillings).
- b) Successful experience in execution of at least 3 assignments of a nature and complexity comparable to the proposed contract within the last two (2) years.

2.4.3. Personnel capabilities: Indicate key staff, professional qualification, experience and their functions.

2.4.4. The audited Accounts for the last two (2) years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the Kimisitu Investment Company PLC will make inquiries with the applicant's bankers.

2.4.5. Litigation history: The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

#### 2.5. Public Sector companies

2.5.1. Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

#### 2.6. Conflict of Interest

2.6.1. The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with Kimisitu Investment Company PLC

. Any such association must be disclosed and may result in the disqualification of the applicant.

## 2.7. Updating Registration Information

2.7.1. Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and 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. BRIEF CONTRACT REGULATIONS/GUIDELINES

### 3.1. Taxes on Imported Materials

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

### 3.2. Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client. Prices quoted should be inclusive of all delivery charges.

### 3.3. Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

Notes on the appendix to instructions to Candidates

1. The appendix to tenderers is intended to assist Kimisitu Investment Company PLC in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. Kimisitu Investment Company PLC shall use the appendix to ensure that all relevant information to the candidates relating to a particular registration is included.

## SECTION II: LETTER OF REGISTRATION

Registration Category Ref No.....

**The Procurement Committee Kimisitu Investment Co. PLC**  
**P.O Box 37159-00200, Kenya**  
**Telephone: 020 27 15 246, +254 715 047065**

Dear Sir,

1. Having examined the application documents, we the undersigned, offer to supply and deliver to Kimisitu PLC and as may otherwise be directed..... (Category) and conformity with the said application documents all or part of the items/services in this category or such other items that may be required and are within our capability to supply.
2. We undertake that if our application is acceptable, to deliver goods/services in accordance with the delivery schedule in the schedule of requirement or official order signed by authorized officer(s) of Kimisitu PLC.
3. We agree to abide by this application for the period of processing the applications, and the executed application together with written acceptance thereof shall constitute a binding agreement between us.
4. We understand: -
  - a) That this is not a tender or quotation but an application for consideration to be registered as Kimisitu PLC's supplier(s) for goods/services included or related to this category during the period between 1<sup>st</sup> July 2023 and 30<sup>th</sup> June 2025
  - b) That you are not bound to accept this application or any that you may receive.
5. We make this application with the full understanding that:
  - a) Bids by registered applicants will be subject to verification of all information submitted.
  - b) Kimisitu PLC reserves the right to accept or reject any application, cancel the registration process and reject all applications.
  - c) Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Sign and stamp.....

In the presence of: Name..... Sign .....

Designation .....Date .....



### **SECTION III - APPLICATION FORMS**

#### **FORM I- CONFIDENTIAL REGISTRATION BUSINESS QUESTIONNAIRE**

1	Name of Firm:	
2	Postal Address	
3	Telephone Office: Mobile:	Name of Contact Person:
4	E-mail: Website:	
5.	Exact Physical Location Street, building (copy of tenancy, lease agreement or title)	
6.	Legal Status (partnership/sole proprietor /Ltd. Company)	
7.	Company Reg. Certificate No:/Registration of Business Name (Attach Copy) Year of Incorporation/Registration:	
8.	VAT Reg. Certificate No: (Attach Copy)	PIN Certificate No: (Attach Copy)
9.	Valid Tax Compliance Cert./Vat Exemption Cert. (Attach Copy)	
10.	Current trade license (Attach a Copy)	
11.	Nature of business	
12.	Maximum Value of Business which you can handle at a time Kshs:	
13.	Details of your Bankers:	
14.	Your trade terms (mode or payment- cash..... Or credit ..... credit period allowed .....days)	

#### **FORM II – DETAILS OF DIRECTOR/PARTNERS**

	Names	Nationality	%of Shares
1			
2			
3			
4			
5			

### FORM III – CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to Supply.....  
.....
2. How many employees do you have?.....How many are permanent?.....How many are temporary?.....
3. Which quality standards certification have you attained in the last two years? (Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other?  
(Please Specify) .....  
.....
5. To what extent is your firm /company electronically enabled with your clients and suppliers and how do you intend to carry out business with Kimisitu PLC?  
.....  
.....  
.....
6. What is your average response time to a request for quotation/ proposal?  
.....
7. What is your average response to delivery of goods/services After issuance of an LPO?.....
8. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?  
.....  
.....
9. If you are a current or previous supplier of goods and services to Kimisitu PLC, have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?  
.....  
.....  
.....

**FORM IV – SUPERVISORY PERSONNEL (Applicable to open Category)**

It shall include specific positions essential to contract implementation. The applicants shall provide the names of personnel qualified to meet the specified requirements stated for each position.

Provide a list of your key supervisory personnel and in particular:

Name	Age	Gender	Position/Job title	Academic Qualification	Professional Qualification

**(Attach copies of certificates/CVs of key personnel in the organization)**

## FORM V – ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

.....  
.....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount

#### SECTION IV - EVALUATION CRITERIA

Kimisitu PLC will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

##### EVALUATION CRITERIA – General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy) Personal Identification Number (PIN) certificate (Attach copy)	YES/NO
B2	Valid Tax Compliance Certificate (Attach copy) Current Business Permit/License	YES/NO
B3	Professional license and certification for respective categories	YES/NO
B4	Physical location of business premises (See business questionnaire) Fulfillment of	YES/NO
B5	Special condition relevant to the category applied for	YES/NO
B6	Valid CR12 (attach copy)	YES/NO
C.	TECHNICAL AND FINANCIAL REQUIREMENTS	MARKS
C1.	Supplier Availability: - Postal Address (2) - Telephone Number (2) - Physical address (2) - Website (2) - Email Address (2)	10
C2.	Business Ownership: -Company/Business Profile (3) -Disclosure of Directors/Partners /Sole Proprietor (2)	5
C3.	Financial Capability: Audited Accounts for the last 2 years or attach copies of Bank Statements for the last 6 months Less than 2 years = $\frac{\text{No of years} \times 20}{2\text{yrs}}$	10
C4.	Financial Stability – Evidence of profit making in the attached 2 years audited	10
C5.	Experience: Indicate similar assignments undertaken with at least 3 firms (Attach copies of LPOs (each LPO 5marks), Letters of Award, Completion Certificates, Contracts (5marks for completion certificate)	20
C6	At least 3 Supervisory team including qualification and experience. Graduate 3Marks, Diploma 2Marks, Certificate 1Mark Each year of experience 0.5 marks up to a maximum of 6marks	15

C7	Supply Capacity: Magnitude of Business handled in the last two years - 2 Million and above (12 marks) Others = $\frac{\text{Value of work} \times 12}{2\text{million}}$	12
C8.	Credit Period: Indicate Credit Period - 90 Days (12) - 60 Days (9) - 45 Days (6) - 30 Days (3) - Less than 30 days (1)	12
C9	Eligibility & Disclosure of litigation history	6
	TOTAL	100

NB: Bidders must meet all the mandatory requirements to qualify.

**THE PASS MARK FOR REGISTRATION SHALL BE 80%**

*(The Technical Evaluation Committee will verify the information submitted by applicants and may visit the physical premises of the applicants. This will form part of the evaluation process).*

Declaration (For the Tenderer only)

(The tenderer is expected to state categorically whether he/she will/will not accept to be evaluated on the above criteria)

**Q.** Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? *(Tick appropriately below)*

No

☐

Yes

☐

**R.** Will you accept your contacts to be used in the solicitation of RFP and Quotation once your company is registered during the entire period of the tender? *(Tick appropriately below)*

No

☐

Yes

☐

**S.** Will you accept your company details to be published on our website if you qualify for registration during the entire period of the tender? *(Tick appropriately below)*

No

☐

Yes

☐

Official Stamp ..... Sign.....

For Official Use Only

*(The Team Leader of Evaluation Team will make comments below based on the findings about the tenderer)*

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Accept the Firm

☐

Reject the Firm

☐

Sign .....Date .....

Approved /Not Approved

**SECTION V- DECLARATION**

**DECLARATION ON CONFLICT OF INTEREST**

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Kimisitu PLC employee or director.

Do you have a relationship with any Kimisitu PLC employee or director that would cause conflict of interest?

.....  
.....

I .....declare, for and on

behalf of .....

.....  
(company/firm) that all the information furnished to Kimisitu PLC in connection with this registration is true and accurate in all material respect. Kimisitu PLC is hereby authorized to make such inquiries 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.

Information submitted by.....

Title .....

Signature.....

Stamp.....



## SWORN STATEMENT

Having studied the Registration information, I/ we hereby state:

- a. The information furnished in my/our application is accurate to the best of my/our knowledge.
- b. That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a proposal or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. That when the call for Tenders/Quotations is issued, and the legal, technical or financial conditions or the contractual capacity of our firm changes, we will inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Unknowingly relies on it to register our Firm/Company. We are aware that Kimisitu PLC is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.
- f. We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from Kimisitu PLC.

Date .....

Applicant's Name (Company).....

Represented by .....

Signature.....

(Stamp or Company Seal)

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

To:

RE: Tender No.\_\_\_\_\_

Tender Name\_

This is to notify that the contract/s stated below under the above-mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter from the date of the letter.
3. You may contact the office on the subject matter of this letter of notification of award.