

**KENYA INSTITUTE FOR PUBLIC POLICY  
RESEARCH AND ANALYSIS**

**(KIPPRA)**

**P.O. Box 56445-00200**

**Nairobi, Kenya**

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**Website: [www.kippra.or.ke](http://www.kippra.or.ke)**

**Tender Number: KIP/002/2018-19: Registration of Suppliers  
and Service Providers**

Category Description:.....

Category No.:.....

**DOCUMENT FOR THE REGISTRATION OF SUPPLIERS AND  
SERVICE PROVIDERS FOR 2018/19 - 2019/2020 FISCAL YEARS**

Name of firm/Company.....

Postal Address.....

Tel No.....

Email address.....

**Closing Date: 9<sup>th</sup> November 2018 at 11am.**

# Registration of Suppliers and Service providers

The Kenya Institute for Public Policy Research and Analysis (KIPPRA) is an autonomous public institution that was established in May 1997 through a Legal Notice and commenced operations in June 1999. In January 2007, His Excellency the President signed the KIPPRA Bill into law and the KIPPRA Act No. 15 of 2006 commenced on 1st February 2007. The Institute is thus an autonomous Think Tank established under an Act of Parliament.

## CATEGORY NUMBER AND CATEGORY DESCRIPTION

<b>Category Number</b>	<b>Category Description</b>	<b>Target Group</b>
KIP 001	Supply of General Office Stationery and Computer Consumables	Youth, Women and PWDs
KIP 002	Supply of Computers, Software, Printers, LCD Projectors and Associated Accessories	General Contractors/ Youth, Women and PWDs
KIP 003	Supply and Maintenance of Photocopiers	Youth, Women and PWDs
KIP 004	Provision of Fumigation and Cleaning Services	Youth, Women and PWDs
KIP 005	Supply and Maintenance of Office Furniture, Furnishings & Fittings, Curtains & Window Blinds	General Contractors/ Youth, Women and PWDs
KIP 006	Printing and Supply of Promotional & Branding Materials and Services	Youth, Women and PWDs
KIP 007	Provision of Taxi and Car Hire Services	General Contractors
KIP 008	Provision of Air Ticketing Services/Air Travel Agency	General Contractors
KIP 009	Motor Vehicle Service, Maintenance and Repair, Batteries, Tyres & Tubes	General Contractors
KIP 010	Repair and Maintenance of Computer Hardware, Printers, Scanners, LCD and General ICT	Youth, Women and PWDs

KIP 011	Provision of Printing and Publication Services	General Contractors/ Youth, Women and PWDs
KIP 012	Provision of Legal Services	General Contractors
KIP 013	Provision of HR Training and Recruitment Services	General Contractors
KIP 014	Provision of Local & International Courier Services	General Contractors
KIP 015	Provision of Outside Catering Services	General Contractors
KIP 016	Provision of PR/External Communication Services	General Contractors
KIP 017	Provision of Asset Valuation Services	General Contractors
KIP 018	Provision of Auctioneering Services	General Contractors
KIP 019	Provision of Drinking Water & Hiring of Dispensers	General Contractors
KIP 020	Supply of Fresh Milk	Youth, Women and PWDs
KIP 021	Supply & Maintenance of Flowers and Flower Plants	Youth, Women and PWDs
KIP 022	Provision of Video Coverage and Photography	Youth, Women and PWDs
KIP 023	Provision of Binding Services	Youth, Women and PWDs

The registration documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from KIPPRA website: [www.kippra.or.ke](http://www.kippra.or.ke).

Applications clearly showing the **Category No.** and **Category Description** should be addressed to:

**Executive Director**

**Kenya Institute for Public Policy Research and Analysis (KIPPRA)**

**P.O Box 56445-00200**

**Nairobi, Kenya**

and be deposited in the **Tender Box** situated at the **7<sup>th</sup> floor Eastern Wing, Bishops Garden Towers, Bishops road** so as to be received on or before **9<sup>th</sup> November 2018 at 11am.**

Registration documents will be opened immediately thereafter in the boardroom located on 7<sup>th</sup> floor Western wing in the presence of tenderers/representatives who choose to witness.

## Section B: Introduction

1. Kenya Institute for Public Policy Research and Analysis (KIPPRA) will register prospective bidders for the supply of goods and services from among those who will have submitted their registration documents in accordance with the requirements to undertake the assignments as described herein.
2. Eligible bidders are invited to submit a registration document for the supply of goods and services. The registration documents will be the basis for registration and eventual invitation to bid for the supply of goods and services.
3. Eligible bidders may apply for more than one categories of items but **MUST** download and submit a separate set of registration documents for each category.
4. Prospective bidders must familiarize themselves with the requirements of the registration document including all attachments and **MUST** attach valid documents.
5. Kenya Institute for Public Policy Research and Analysis (KIPPRA) will not be responsible for any costs or expenses incurred by bidders/tenderers in connection with preparation or delivery of these registration documents including any costs associated with the mandatory attachments.
6. Kenya Institute for Public Policy Research and Analysis (KIPPRA) policy requires that candidates observe the highest standards of ethics during registration process. In pursuance to this policy, KIPPRA:
  - Defines for the purpose of this provision, the terms set forth below as follows:
    - (i) ‘corrupt practice’ means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer in the pre-qualification process; and

(ii) 'Fraudulent Practice' means a misrepresentation of facts in order to influence the registration process to the detriment of KIPPRA.

- Will reject an application if it determines that an applicant has engaged in corrupt or fraudulent activities in the registration process.
  - Will declare an applicant ineligible for registration if at any time it determines that the applicant has engaged in corrupt or fraudulent practices in competing for or in executing a similar contract.
  - Will have the right to inspect the business premises of the applicant.
  - Will have the right to examine the financial records relating to the performance of such services to determine capability.
7. Applicants shall furnish information as described in the registration document.
8. The registration documents should be prepared and submitted in plain sealed envelopes marked:

**TENDER NO.: KIP/002/2018-19: REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS.**

**DO NOT OPEN BEFORE FRIDAY, 9<sup>th</sup> NOVEMBER 2018 AT 11AM.**

**Executive Director**

**Kenya Institute for Public Policy Research and Analysis (KIPPRA)**

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Registration documents will be opened immediately thereafter in the boardroom located on 7<sup>th</sup> floor Western wing in the presence of tenderers/representatives who choose to witness.

9. This is a registration of suppliers/service providers and NOT a tender for supply of goods or services.
10. Only successful applicants will be notified in writing. The unsuccessful applicants will be notified through their email addresses.

## **Section C: Mandatory Requirements**

### **Applicants;**

1. Must be registered or be incorporated in Kenya (Valid Certificate of registration/incorporation must be attached).
2. Must provide copy of current Business Permit.
3. Must be tax compliant with the Kenya Revenue Authority and be up to date with income tax and VAT returns (current tax compliance certificate or exemption certificate must be attached). This will be verified online through KRA TCC Checker system.
4. Provide a list of at least 3 institutions/clients as references, with contact person per reference.
5. IATA Registration is compulsory for Air travel agents (Attach certificate i.e. 2018).
6. Must be authorized for ICT items and software for category 2 i.e. KIP/002 (Attach necessary documents i.e. Authorization letter)
7. Medical certificate from relevant authorities for catering services must be provided.
8. Must be registered by Auctioneers Board for category KIP/018 (Attach evidence of current registration).
9. Provide any other information which might be relevant to the category of goods or services which might be to your advantage.



# Section D: Application Form

Official receipt no. (for purchase of the registration document) ..... (attach copy)

## REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm name) ..... hereby apply for  
registration as supplier(s) of..... (Category No) .....

Postal Address.....

Telephone Number (fixed line) ..... Mobile.....

E-mail address..... Fax No.....

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

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

Our other branches/ Locations .....

.....

.....

Full name of the Authorized signatory.....

Designation/Position.....

Official Rubber stamp/Seal

Signature.....

## Section E: Confidential Business Questionnaire

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied 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 (a MUST) .....

Plot No, (a MUST) .....Street/Road (a MUST) .....

Postal address (MUST) .....Tel No(s) (a MUST) .....

Fax ..... Email (a MUST) .....

Nature of Business .....

Registration Certificate No.....

Maximum value of business which you can handle at any one time –Kshs. ....

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

Note: (A MUST) is a requirement for every purpose of easy location and all communications.

### *Part 2 (a) – Sole Proprietor*

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

Nationality.....Country of Origin.....

Youth/Woman/Person with Disability (indicate).....

Citizenship Details (Indicate) .....

**Part 2 (b)- Partnership**

Give details of partners as follows:

Name	Nationality	Citizenship	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

**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:

Name & shares	Nationality	Citizenship
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....

**Date..... Signature of Tenderer .....**

If citizen, indicate under ‘Citizenship Details’ whether by Birth, Naturalization or Registration

**Section F: Status of Compliance with Statutory Requirements**

1. Certificate of registration/ Incorporation..... (Attach copy)
2. Valid Single Business Permit..... (Attach copy)
3. Tax Compliance Certificate..... (Attach copy)
4. State whether you are a manufacturer, Dealer or Appointed Distributor  
(Agent), Wholesaler, Retailer etc. .... (Attach proof)

**Section G: Financial position and Terms of Trade**

**Part I Assets and Liabilities**

- I. Total Assets in Kshs.....
- II. Current Assets in Kshs.....
- III. Total Liabilities in Kshs.....
- IV. Net worth (Total Assets-Total Liabilities in Kshs.....
- V. Working Capital (Total Assets-Net Worth) in Kshs.....

**Part II Terms of Trade (Payment Terms)**

KIPPRA will make payment after successful delivery of goods and services upon issuance of a local purchase/ service order and upon inspection and acceptance of goods/service.

Payment will be made within 30 days upon receipt of Invoice and delivery note.

NB: Please indicate your payment terms and credit period allowed.

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.....  
.....

Please comment on the client's terms if not favorable to your organization

**Section H: Client Details**

Give details of at least 3 reputable organizations where you are supplying/offering these goods/ services.

1. Client Name.....  
Address.....  
Tel No.....  
Contact Person.....  
Position in the organization.....

2. Client Name.....  
Address.....  
Tel No.....  
Contact Person.....  
Position in the organization.....

3. Client Name.....  
Address.....  
Tel No.....  
Contact Person.....  
Position in the organization.....

**Section J: Declaration**

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

Signed & Stamped: .....

Name: .....

Position in the Company: .....

Date: .....

Witnessed by: .....

Date: .....