



# REGISTRATION OF SUPPLIERS

## ALL POTENTIAL SUPPLIERS/PROVIDERS

(ELECTRONIC REGISTRATION OF SUPPLIERS)

JULY 2020

### SUPPLIER REGISTRATION DOCUMENTS

Completed supplier registration responses and documents or CVs (for Consultants and Research Assistant registration) are to be submitted in electronic format on the KIPRA's official procurement email ([procurement@kippra.or.ke](mailto:procurement@kippra.or.ke)), indicating the category you would like to be registered. As guided by section 57 of Public Procurement and Asset Disposal Act, 2015, the registration is continuous, but the database will be updated twice per year. Suppliers are required to adhere with the submission checklist and evaluation criteria (As provided in Section I) when forwarding their applications.

Any Queries and clarification should be directed to:

**SUPPLY CHAIN DEPARTMENT**  
**KENYA INSTITUTE FOR PUBLIC POLICY RESEARCH AND ANALYSIS**  
2<sup>ND</sup> FLOOR, BISHOPS GARDEN TOWERS, BISHOPS ROAD  
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NAIROBI,  
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Telephones: +254 20 4963000, +254 20 2719933/4

Mobile no.: 0724 256078, 0736 712724

Email: [procurement@kippra.or.ke](mailto:procurement@kippra.or.ke)

## A. INTRODUCTION

Dear Prospective Supplier,

***1. Description of The Kenya Institute for Public Policy Research and Analysis and our Core Business***

- 1.1 The Kenya Institute for Public Policy Research and Analysis (KIPPRA) was established in May 1997 as a State Corporation and officially commenced operations in June 1999. In February 2007, the KIPPRA Act No.15 of 2006 came into being, granting the Institute a solid legal basis to execute its mandate as a public policy research Think Tank of the Government of Kenya.
- 1.2 Our Vision is to be an international center of excellence in public policy research and analysis.
- 1.3 Our Mission is to provide quality public policy advice to the government of Kenya by conducting objective research and analysis and through capacity building to contribute to the achievement of national development goals.
- 1.4 Our Core Values and Principles in its quest is to provide quality products and services. KIPPRA is guided by the National values and Principles of Governance; and values and principles of Public Service as enshrined in Articles 10 and 232 of the constitution of Kenya 2010, respectively.

## **2. *Nature and Scope of Registration***

**"Registration of suppliers"** means the process of identifying and obtaining a list of prospective providers of a specified category of goods, works or services by a procuring entity for a specified period of time but not exceeding more than two years, and maintaining them for the purpose of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing;

**DISCLAIMER:** In no event is the registration a confirmation of guarantee of award of contract, order or tender

**SECTION I - SUBMISSION CHECKLIST and EVALUATION CRITERIA**

<b>No.</b>	<b>Item</b>	<b>Tick Where Applicable</b>
1.	Company Profile	
2.	Registration Certificate with the national treasury or the respective County treasury within which they operate	
3.	Company or Firm's Registration Certificate	
4.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.	
5.	PIN Certificate	
6.	Valid Tax Compliance Certificate	
7.	Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent (for foreign tenderers)	
8.	Any other document that may deem necessary for the registration	

**NB: For those wishing to be registered under Youth, Women and Persons with disability item number 2 is Mandatory.**

**SECTION II: 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	MOICT Framework Contracts/Youth, Women and PWDs
KIP 003	Supply and Maintenance of Photocopiers	MOICT Framework Contracts/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 Repair/Service, Maintenance and 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/Youth, Women, PWDs
KIP 016	Provision of PR/External Communication Services	Youth, Women, PWDs/ General Contractors
KIP 017	Provision of Asset Valuation Services	General Contractors
KIP 018	Provision of Auctioneering Services	Firms registered with Auctioneers' Licensing Board
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/General Contractors
KIP 023	Provision of Binding Services	Youth, Women and PWDs
KIP 024	Provision of Conference facilities	General Contractors

### **SECTION III: CONSULTANTS AND RESEARCH ASSISTANT CRITERIA**

#### **CONSULTANT:**

<b>s/no</b>	<b>Minimum Requirements (To be submitted with application)</b>
1	Cover letter
2	MA/Msc in Economics or related social sciences (copy of certificates to be provided)
3	Experience i) Number of years ii) Area of specialization
4	Copy of updated CV to be provided
5	No. of research papers and journals Published
6	Computerized packages (certificate to be provided if any)

#### **RESEARCH ASSISTANT:**

<b>s/no</b>	<b>Minimum Requirements (To be submitted with application)</b>
1	Cover Letter
2	BA/BSc/Diploma in various fields (copy of certificates to be provided)
3	Experience i) Number of years
4	Copy of updated CV to be provided
5	Computerized packages (certificate to be provided if any)