



TENDER NO. UFAA/009/2021 – 2023

REGISTRATION OF SUPPLIERS/CONTRACTORS

FOR

SUPPLY/ PROVISION OF

GOODS/ WORKS/SERVICES

FOR

THE FINANCIAL YEAR 2021 – 2023

CATEGORY NO.

ITEM DESCRIPTION.

MAY 2021

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TENDER NOTICE

TENDER REF. No. UFAA/009/2021 - 2023

TENDER NAME: REGISTRATION OF SUPPLIERS FOR SUPPLY/ PROVISION OF GOODS, WORKS AND SERVICES

The Unclaimed Financial Assets Authority invites applications for registration of suppliers/contractors from interested eligible applicants for the supply of the under listed goods, works and services for the FY 2021 – 2023.

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	TARGET GROUP
A1	Supply & Delivery of General Office Stationery	AGPO
A2	Supply & Delivery of Computer/ Photocopier Consumables	AGPO
A3	Supply & Delivery of ICT and Communication Equipment	OPEN
A4	Supply & Delivery of Office Furniture, Furnishings and Fittings	AGPO
A5	Supply & Delivery of Office Equipment and Hardware supplies	AGPO
A6	Supply & Delivery of Assorted Cleaning Materials	AGPO
A7	Supply & Delivery of Motor Tyres, Tubes and Batteries & other accessories	AGPO
A8	Supply & Delivery of Fuel, Oil and Lubricants	OPEN
A9	Supply & Delivery of Airtime Vouchers	AGPO
A10	Supply & Delivery of Computer Software, Licenses and other Peripherals	OPEN
A11	Supply & Delivery of Mineral Drinking Water & Water Dispensers	AGPO
A12	Supply, Delivery & fitting of Office Window Blinders & Curtains	AGPO

B) PROVISION OF SERVICES AND WORKS

CATEGORY NO.	ITEM DESCRIPTION	TARGET GROUP
B1	Provision of PR/Communications consultancy services	AGPO
B2	Provision of Legal Services	OPEN
B3	Provision of Courier Services/Mail delivery	AGPO
B4	Provision of Fumigation and Pest Control services	AGPO
B5	Provision of Air Ticket services – IATA Registered Firms	AGPO
B6	Provision of Building Maintenance Services (Electrical, plumbing and general repairs-Small	AGPO

	Repair Works) – NCA Approved firms	
B7	Repair and Maintenance of Office Furniture & Equipment	AGPO
B8	Repair and Servicing of Motor Vehicles - Ministry of Transport and Infrastructure approved Garages/ Dealers only	OPEN
B9	Supply of Fresh Cut Flowers and Maintenance of indoor plants.	AGPO
B10	Provision of Comprehensive Office Cleaning Services	AGPO
B11	Provision Outside Catering Services including provision of tents, chairs, tables, Podium and PA systems	AGPO
B12	Provision of Insurance Brokerage Services	OPEN
B13	Provision of HR Consultancy and Staff Recruitment Services	AGPO
B14	Provision of Beverages & other Office Consumables	AGPO
B15	Provision of Team Building Services	AGPO
B16	Provision of Newspapers, Magazines and Periodicals	AGPO
B16	Provision of General Printing Services	AGPO
B17	Provision of Asset Tagging & Engraving Services	AGPO
B18	Provision of Asset Valuation Services	OPEN
B19	Provision of design, printing and publishing services	AGPO
B20	Provision of Promotional Materials	AGPO
B21	Provision of advertising agency services	OPEN
B22	Provision of videography, photography, documentaries & infomercials	AGPO
B23	Provision of Market Research/ Institutional Surveys	AGPO
B24	Provision of Motor Vehicle hiring and Taxi Services	AGPO
B25	Provision of Training Services (Risk, Procurement, Finance, HR, Emotional Intelligence, Corporate governance and Strategy)	OPEN
B26	Provision of Security Guarding Services	AGPO
B27	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment	AGPO
B28	Supply/Repair and Servicing of Air condition equipment's	AGPO
B29	Provision of Services for Shows and Exhibitions	AGPO
B30	Provision of Corporate Wear and Uniforms	AGPO
B31	Provision of Electrical and Plumbing services	AGPO
B32	Provision of Internal Audit Services	Open

A complete set of registration documents may be obtained free of charge by interested applicants by downloading from Unclaimed Financial Assets Authority's website www.ufaa.go.ke or www.supplier.treasury.go.ke. Please note that tenderers' submission should be serialized and paginated sequentially i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements. For all those applicants who download the registration document from the above said websites, kindly email your contact details to procurement@ufaa.go.ke for record purposes. The complete submissions in plain sealed envelope marked with **Tender No. UFAA/009/2021-2023** respective **Category and Item description**, should be addressed to:-

Chief Executive Officer
Unclaimed Financial Assets Authority
P.O. Box 28235-00200 Nairobi
Tel. +254-4343440/0706866984
www.ufaa.go.ke

And be deposited in the tender box located at the second-floor reception area of Unclaimed Financial Assets Authority offices, Pacis Centre, Slip Road, off Waiyaki Way Westlands, Nairobi so as to be received on or before **Friday 4th June, 2021** at **10.30am**. Application documents shall be opened in the Boardroom immediately thereafter in the presence of applicants' who may wish to witness the opening.

REGISTRATION INSTRUCTIONS

1.1 Introduction

Unclaimed Financial Assets Authority invites interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery /provision of goods and services to the Corporation.

1.2 Registration Objective

The main objectives is to supply and deliver assorted items and also provide services under relevant Tenders / Quotations/Proposals to CEO, Unclaimed Financial Assets Authority as and when required during the period ending 30th June, 2023.

1.3 Invitation of registration.

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their registration documents to the CEO, Unclaimed Financial Assets Authority so as to be registered for submission of quotations/proposals/tenders. Bids will be submitted in complete lots singly or in combination. The prospective suppliers/contractors are required to supply mandatory information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions / Corporations of similar size and complexity. Potential suppliers/ contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 Submission of Registration Document

One original and **one copy** of the completed registration data and other requested information shall be submitted to reach:

The Chief Executive Officer
Unclaimed Financial Assets Authority
P.O. Box 28235 – 00200 Nairobi
Tel. +254-020-4343440/0706-866984/0736-559152

Email – info@ufaa.go.ke

Not later than 10.30 am on 04.06.2021

NB: Bidders are advised not to use SPIRAL BINDING but must TAPE BIND their document and paginate in a sequential manner. We will not be liable for any loss arising from loose binding.

1.8 Questions arising from Documents

Questions that may arise from the registration documents should be directed to the CEO, Unclaimed Financial Assets Authority whose address is in part 1.7.

1.9 Additional Information

The Unclaimed Financial Assets Authority reserves the right to request submission of additional information from prospective bidders.

2.0 Request for quotations/proposals will be made available only to those bidders whose qualifications are accepted by Unclaimed Financial Assets Authority after scoring more than **75 % points** after the completion of the registration process.

BRIEF CONTRACT REGULATIONS / GUIDELINES

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. (Where taxes are paid by the Government)

Customs clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

Contract Price

The contract price 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 Clients Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

Payments

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

3.0 REGISTRATION DATA INSTRUCTIONS

Receive. Safeguard. Reunite 7

3.1.1 Registration Data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be registered for submission of the specific tender.

3.2 Qualification

- 3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by the Unclaimed Financial Assets Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respective to the Tender Category as described by the client.
- 3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Unclaimed Financial Assets Authority they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/ services.

3.3 Withdrawal of Registration

Should a condition arise between the time the Firm is pre-qualified to bid and the bid opening date which in the opinion of the client /corporation could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy? Change to reject the tender from such a bidder even though he was initially pre-qualified.

3.4 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/ Memorandum and Article of Association, copies of which must be attached.

3.4.1 The firm must show proof that it has paid all statutory obligations and have current Tax Compliance Certificate.

3.5 Pre-qualification criteria

Required Information	Form Type	Points Score
1. Registration Document	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	15
4. Financial Position	PQ-4	20
5. Confidential report	PQ-5	10
6. Past experience	PQ-6	15
7. Litigation History	PQ-7	-
8. Sworn statement	PQ-8	-
	TOTAL	100

3.6 The qualification criteria pass mark is 75 points and over.

REQUIREMENTS FOR OPEN GROUP

Form PQ 1 - REGISTRATION DOCUMENTS (Mandatory)

All firms should provide:

1. Valid Copies of certificate of Registration/Incorporation
2. Valid Copy of VAT Registration Certificate
3. **Valid Tax Compliance certificate from Kenya Revenue Authority**
4. Copies of PIN certificate of Firm/ Company/ Individual
5. Copy of current trade license.
6. **Law firms and/or any other professional firms will be required to submit the following documents: Valid practicing certificate copies and be a current member in good standing.**
7. Must have fixed Business premises with contact person and telephone number provide valid copy of utility bill or rent contracts.
8. Must declare existence of any sister Company or shared directorship/ ownership
9. All firms shall only **register for maximum of one category ONLY**
10. Tender documents shall be **TAPE BOUND** and serialized in a sequential manner.
Any other form of binding will lead to disqualification

(30 points)

FORM PQ-2

- PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. We.....hereby apply for registration as supplier(s)
(Name of Company/Firm)

of.....
(Item Description)

.....
(Category No.)

P.O. Box..... Code.....

Town.....

Street.....

Name of building.....

Room/Office No..... Floor No.....

Telephone Nos.....

Full Name of applicant.....

Other Branches location.....

Email address

2. Organization & Business Information

Management Personnel

President (Chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Name of partners

3. Business founded or incorporated.....
4. Under present management since.....
5. Net Worth equivalent Kshs.
6. Bank reference and Address.....
.....
7. Bonding Company reference and Address.....
8. Enclose Copy of organization chart of the firm indicating the main fields of activities.....
.....
9. State any technological innovations or specific attributes which distinguish you from other competitors.....
.....
.....
10. Indicate terms of trade /sale.....

(10 points)

PQ-3 SUPERVISORY PERSONNEL

Name.....

Gender.....

Academic Qualification.....

.....

Professional Qualification.....

.....

Length of service with Contractor or supplier and position

.....

(Attach copies of certificates of three key personnel in the Organization)

(15 points)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's financial statement giving summary of assets and current liabilities/ or any other financial support for the past two years.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) Bidder's absolute authorization to UFAA to confirm Bank details and signatories for purposes of ensuring payment is done to the right account and beneficiaries
- (4) Proof of Access to Credit Facility from reputable financial institutions) **NB:** Client shall call to confirm the authenticity of the information

(20 points)

FORM PQ-5 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 1- General: Business Name..... Location of business premises..... Plot No. Postal Address..... Email Address..... Nature of Business..... Current Trade Licence No. Maximum value of business which you can handle at any one time: Kshs..... Name of your bankers.....																																		
Part 2 sole proprietor Your Name in full Nationality..... * Citizenship details.....																																		
Part 2 (b) Partnership Given details of partners as follows: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>						Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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1.																														
2.																														
3.																														
4.																														
5.																														
Part 2 (c) – Registered Company Private or public State the nominal and issued capital of company- Nominal Kshs..... Issued Kshs..... Given details of all directors as follows:- <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>						Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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1.																														
2.																														
3.																														
4.																														
5.																														
Date..... Signature of Candidate.....																																		

- If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration. **(10 Points)**

FORM PQ-6 - PAST EXPERIENCE
NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS

1. Name of 1st Client (Organization)
 - (i) Name of client (Organization).....
 - (ii) Address of Client (Organization).....
 - (iii) Name of Contact Person at the client (Organization).....
 - (iv) Telephone No. of Client.....
 - (v) Value of Contract.....
 - (vi) Duration of Contract (date)

(Attach documentary evidence of existence of contract)

2. Name of 2nd Client (Organization)
 - (i) Name of Client (Organization).....
 - (ii) Address of Client (Organization).....
 - (iii) Name of Contact Person at the client (Organization).....
 - (iv) Telephone No. of Client.....
 - (v) Value of Contract.....
 - (vi) Duration of Contract (date)

(Attach documentary evidence of existence of contract)

3. Name of 3rd Client (Organization)
 - (i) Name of Client (Organization).....
 - (ii) Address of Client (Organization).....
 - (iii) Name of Contact Person at the client (Organization).....
 - (iv) Telephone No. of Client.....
 - (v) Value of Contract.....
 - (vi) Duration of Contract (date)

(Attach documentary evidence of existence of contract)

4. Others

(Please note that documentary evidence could be in form of L.P.O's, L.S.O's, Agreements, Contracts, and Copies of payment vouchers e.t.c).

(15 points)

FORM PQ-7

- LITIGATION HISTORY

Name of Contract Supplier

Contractors / Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

FORM PQ- 8

- SWORN STATEMENT

Having studied the pre-qualification information for the above subject we/ I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation document to follow.
- c. We enclose all the required documents and information required for the pre-qualified evaluation.
- d. Our submission document has got Pages.

Date.....

Applicants Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal.)

REQUIREMENTS FOR AGPO GROUP

Please provide copies as a proof and sign the sworn statement

YOUTH

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names where applicable
- Partnership Deed for partnership business where applicable
- Tax compliance certificate
- Bank statement/ bank reference letter
- Two page company profile (Include Postal and email addresses)
- National Construction Authority Letter/ Certificate for construction category
- Valid target group certificate
- Tender documents shall be **TAPE BOUND** and serialized in a sequential manner. Any other form of binding will lead to disqualification
- All firms shall only **register for maximum of one category ONLY**

WOMEN

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business
- Valid tax compliance certificate
- Bank statement/ bank reference letter
- Two page company profile (Include Postal and email addresses)
- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate
- Tender documents shall be **TAPE BOUND** and serialized in a sequential manner. Any other form of binding will lead to disqualification
- All firms shall only **register for maximum of one category ONLY**

PERSONS WITH DISABILITIES (PWDs)

- National Identity Card/ Passport
- Registration Document from the National Council for persons with disability
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Partnership Deed for partnership business where applicable
- Valid Tax compliance certificate or exemption letter
- Bank statement/ bank reference letter
- Two page company profile (Include Postal and email addresses)

- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate
- Tender documents shall be **TAPE BOUND** and serialized in a sequential manner. Any other form of binding will lead to disqualification
- All firms shall only **register for maximum of one category ONLY**

SWORN STATEMENT

Having studied the pre-qualification information for the above subject we/ I hereby state:

- The information furnished in our application is accurate to the best of our knowledge.
- That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation document to follow.
- We enclose all the required documents and information required for the pre-qualified evaluation.
- Our submission document has got Pages.

Date.....

Applicants Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

FORM PQ 10: SELF-DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015 (MANDATORY TO ALL BIDDERS).

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

..... (Title)
(Signature) (Date)

Bidder Official Stamp

FORM PQ 11: SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE. (MANDATORY TO ALL BIDDERS)

I,of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

..... (Title)
(Signature) (Date)

Bidder's Official Stamp

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 but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER