



REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS FOR 2024 - 2026

UFAA/REG/019/2023-2024

CLOSING FRIDAY 5TH APRIL 2024 AT 10:30 AM

CHIEF EXECUTIVE OFFICER/MT

UNCLAIMED FINANCIAL ASSETS AUTHORITY
PACIS CENTRE, 2ND FLOOR, WESTLANDS

P.O BOX 28235- 00200

NAIROBI, KENYA

Tel: +254 0706866984,

Email: procurement@ufaa.go.ke

Website: www.ufaa.go.ke

<https://eProcurement.ufaa.go.ke>

19TH MARCH 2024

ADDENDUM TO THE TENDER ADVERT



UNCLAIMED FINANCIAL ASSETS AUTHORITY

1. SENSITIZATION OF SUPPLIERS OF GOODS, WORKS, AND SERVICES ON ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES

The Unclaimed Financial Assets Authority (UFAA) invites all interested suppliers (both AGPO & citizen contractors) for a sensitization workshop on public procurement, reservation schemes and UFAA's eProcurement Portal. The training will be held on **Thursday 28th March 2024** at a venue to be communicated within Nairobi starting at 8.00AM. All interested suppliers are required to confirm their attendance by sending their email address, telephone contact and representative (one) details to suppliers.training@ufaa.go.ke by **Monday 25th March 2024 at 2.00PM**. Only registered participants will be allowed to attend.

2. INVITATION TO TENDER

The Unclaimed Financial Assets Authority (UFAA) invites interested and eligible firms to tender for the following:

TENDER NAME	CLOSING DATE	REMARKS
Registration of Suppliers for Supply of Goods and Provision of Services/Works for 2024 -2026: UFAA/REG/019/2023-2024 through e-procurement portal https://eProcurement.ufaa.go.ke	5.4.2024 at 10:30am	Open/Reserved
Prequalification of legal service providers for 2024-2026: UFAA/PL/020/2023-2024	5.4.2024 at 10:30am	Open

Bid documents to be downloaded free from UFAA website: www.ufaa.go.ke or PPIP portal: www.tenders.go.ke and e-procurement portal <https://eProcurement.ufaa.go.ke>. Bidders should immediately forward their details for receiving any further clarifications to procurement@ufaa.go.ke. Bidders are advised to paginate and serialize their tender documents.

The complete bid documents addressed to:

**Chief Executive Officer/Managing Trustee
Unclaimed Financial Assets Authority
2nd Floor Pacis Centre, Slip Road Off Waiyaki Way, Westland's
P.O. Box 28235-00200 Nairobi
Tel. Tel. +254- 020 4023000**

should be submitted through the e-procurement portal <https://eProcurement.ufaa.go.ke> so as to be received on or before **Friday 5th April 2024 at 10:30AM**. **NO PHYSICAL SUBMISSIONS SHALL BE ACCEPTED**. Tenders shall be opened in the Boardroom immediately thereafter in the presence of bidders who choose to attend.

**CHIEF EXECUTIVE OFFICER & MANAGING TRUSTEE
UNCLAIMED FINANCIAL ASSETS AUTHORITY**

Registration of Suppliers for Supply of Goods and Provision of Services/ Works for 2024 -2026

1.1 Introduction

The Unclaimed Financial Assets Authority (UFAA) is a State Corporation established under the National Treasury pursuant to The Unclaimed Financial Assets Act, No. 40 of 2011. The primary mandate of the Authority is to receive unclaimed financial assets from the holders of such assets on behalf of the Government, safeguard and re-unite the assets with their rightful owners.

Pursuant to Section 57 and 71 of the Public Procurement and Asset Disposal Act 2015 and Regulation 69 of the Public Procurement and Asset Disposal Regulations 2020, the Authority invites prospective Suppliers, Contractors and Services providers who would wish to provide goods, works and services for a period of two years from July 2024 to electronically register through the portal <https://eProcurement.ufaa.go.ke>

List of General Categories – (You can only apply a maximum of two (2) categories)

Category Number	Category Description	Target Group
A001	Supply & Delivery of General Office Stationery	AGPO
A002	Supply & Delivery of Computer/ Photocopier Consumables	AGPO
A003	Supply & Delivery of ICT and Communication Equipment	AGPO
A004	Supply & Delivery of Office Furniture, Furnishings and Fittings	AGPO
A005	Supply & Delivery of Office Equipment and Hardware supplies	AGPO
A006	Supply & Delivery of Assorted Cleaning Materials	AGPO
A007	Supply & Delivery of Motor Tyres, Tubes and Batteries & other accessories	AGPO
A008	Supply & Delivery of Fuel, Oil and Lubricants	OPEN
A009	Supply & Delivery of Airtime Vouchers	AGPO
A010	Supply, Delivery and Maintenance of Computer Software, Licenses, and other peripherals	OPEN
A011	Supply & Delivery of Mineral Drinking Water & Water Dispensers	AGPO
A012	Supply, Delivery & fitting of Office Window Blinders & Curtains	OPEN
B001	Provision of PR/Communications consultancy services	AGPO
B002	Provision of Courier Services/Mail delivery	OPEN
B003	Provision of Fumigation and Pest Control services	AGPO
B004	Provision of Air Ticket services – IATA Registered Firms	AGPO
B005	Provision of Building Maintenance Services (Electrical, plumbing, and general repairs-Small)	OPEN
B006	Repair and Maintenance of Office Furniture & Equipment	AGPO
B007	Supply of Fresh Cut Flowers and Maintenance of indoor plants.	AGPO
B008	Provision of Comprehensive Office Cleaning Services	AGPO
B009	Provision Outside Catering Services including provision of tents, chairs, tables, Podium and PA systems	OPEN
B010	Provision of Insurance Brokerage Services	AGPO
B011	Provision of HR Consultancy and Staff Recruitment Services	OPEN
B012	Provision of Beverages & other Office/Kitchen Consumables	AGPO
B013	Provision of Team Building Services	OPEN
B014	Provision of General Printing Services & Provision of Newspapers, Magazines, and Periodicals	AGPO
B015	Provision of Asset Tagging & Engraving Services	AGPO
B016	Provision of Asset Valuation Services	OPEN
B017	Provision of design, printing, and publishing services	AGPO
B018	Provision of Promotional Materials	AGPO
B019	Provision of advertising agency services; including google advertising services	OPEN
B020	Provision of videography, photography, documentaries & infomercials	AGPO

B021	Provision of Market Research/ Institutional Surveys	OPEN
B022	Provision of Motor Vehicle hiring and Taxi Services	OPEN
B023	Provision of Training Services (Risk, Procurement, Finance, HR, Emotional Intelligence, Corporate governance, office etiquette/protocols, and Strategy	OPEN
B024	Provision of Security Guarding Services	AGPO
B025	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment	AGPO
B026	Repair and Servicing of Biometric Access/CCTV and other related Equipment	OPEN
B027	Supply/Repair and Servicing of Air condition equipment's	OPEN
B028	Provision of Services for Shows and Exhibitions	AGPO
B029	Provision of Corporate Wear and Uniforms	AGPO
B030	Provision of maintenance/upgrade of ERP Systems (e.g Ms Dynamics) and portals (e.g eprocurement/ Holders/Claimants etc)	OPEN
B031	Provision of motor vehicle tracking services	OPEN

- 1.1.1 A complete set of bidding documents may be obtained from the UFAA Procurement portal; <https://eProcurement.ufaa.go.ke>, UFAA website www.ufaa.go.ke or www.tenders.go.ke free of charge. Prospective bidders should register on <https://eProcurement.ufaa.go.ke/> .
- 1.1.2 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm.
- 1.1.3** Completed Bids are to be saved as PDF documents marked “**UFAA/REG/019/2023-2024: Registration of Suppliers, Contractors and Service Providers**” and be attached to the UFAA E-procurement Portal to be received on or before **Friday 5th April 2024 at 10:30AM**. **The document uploaded should not exceed 25MBs and should not be uploaded as a link.**
- 1.1.4 The tenderer shall chronologically serialize all pages of the tender documents submitted.
- 1.1.5 Submission should strictly be done via the UFAA E-Procurement Portal. Bidders note that system bid submission issues should be addressed to **procurement@ufaa.go.ke**.
- 1.1.6 Bids will be opened electronically and evaluated for updating of the Supplier register.
- 1.1.7 Communication will be done to all applicants on the outcome of the evaluation.

REGISTRATION INSTRUCTIONS

1.2 Registration Objectives

The main objective of supplier registration is to short-list firms for supply of goods, services and works under relevant Tenders / Quotations as and when required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015, Revised 2022.

1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents through <https://eProcurement.ufaa.go.ke> so that they may be registered for submission of Tenders/Quotations. The Authority requires prospective suppliers to provide mandatory information for registration.

1.4 Experience

Experience in the supply and delivery of similar items/services is Mandatory (Documentary evidence to be submitted through the portal).

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers. To be considered for registration, prospective supplier/provider MUST submit all the information herein requested.

1.6 Distribution of Registration Documents

Registration documents shall be downloaded from the Authority's procurement portal; <https://eProcurement.ufaa.go.ke>, website; www.ufaa.go.ke and PPIP portal; www.tenders.go.ke. The documents are available for inspection from the Supply Chain Department, Pacis Centre 3rd Floor Westlands Nairobi, during normal working hours.

1.7 Questions Arising From Documents

Questions that may arise from the Registrations documents should be directed to the Procurement Manager during official working hours, or email procurement@ufaa.go.ke

1.8 Additional Information

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

BRIEF CONTRACT REGULATIONS / GUIDELINES

2.1 Taxes

The supplier will have to pay VAT as applicable for all goods to be supplied. **The Authority will only process TIMS/E-TIMS compliant invoices.**

2.2 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.

2.3 Payments

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

REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5 & RQ-6 are to be completed by prospective suppliers who wish to be registered by the Authority.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non-responsive. All the documents that form part of the proposal must be written in English Language.

3.2 Qualification

3.2.1 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the Authority.

3.2.2 Prospective bidders may not be considered qualified unless in the judgment of the Authority they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 Experience: Prospective bidder shall be required to have experience of at least 2 years in related category. In case of potential supplier should show competence, willingness and capacity to service the contract. Bidders can only participate up-to a maximum of two (2) categories.

3.3.2 Personnel: The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.2

3.3.3 Past Performance: Past performance will be given due consideration in registration of the bidders. Letters of reference from past customers MUST be submitted along with Form RQ-3.

3.4 Statement

Application must include a sworn statement Form RQ-4 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time firm is registered to bid and the bid opening date which in the opinion of the Authority could substantially change the Performance and Qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 Registration Criteria

The listed forms will form the criteria of evaluation. Bidders to duly fill, sign and stamp forms. Where a certain form is not applicable, the bidders should indicate "NOT APPLICABLE"

Required Information	Form Type
1. Registration Data	RQ-1
2. Supervisory Personnel	RQ-2
3. Past Experience for the applied categories	RQ-3
4. Sworn Statement	RQ-4
5. Confidential Questionnaire	RQ-5
6. Litigation History	RQ-6

EVALUATION CRITERIA - MANDATORY REQUIREMENTS

NO.	REQUIREMENT	REQUIRED FROM	Submitted (Yes /No)
1.	Valid copy of Certificate of Registration/Incorporation	All categories	
2.	Valid Tax Compliance Certificate from Kenya Revenue Authority to be verified through KRA TCC checker	All categories	
3.	Valid copy of Business Permit	Open categories only	
4.	Valid copy of CR12 form for Ltd firms or equivalent CR13 form for other firms e.g., sole proprietors from registrar of companies issued within the last one year. NB. ID copies & affidavits will not be accepted.	Open categories only	
5.	Company Profile	All categories	
6.	Dully filled, signed, and stamped business questionnaire in the format provided	All categories	
7.	At least two years of Experience for Supply and delivery of Similar Goods, Services or Works (Attach Orders or Contracts or reference letters from at least three (3) clients	Open categories only	
8.	Valid copy of AGPO Certificate to be verified through AGPO portal	AGPO categories	
9.	Duly filled forms RQ1, RQ2, RQ3, RQ4, RQ5 and RQ6	All categories RQ3 not mandatory for AGPO	
10.	Attach Professional membership Certificate or Practicing license/certificate.	B01 – PRSK B04 – KATA/IATA B10 – AIBK B11 – IHRM	
10.	Valid copy of Certificate of Registration from Registration Board or Regulatory Agency	A08 – EPRA B5 – NCA/EPRA B16 - VRB B23 - NITA B24 - PSRA	

Note:

Failure to submit any of the above-mentioned documentation will lead to disqualification at this stage.

POST QUALIFICATION- (DUE DILIGENCE)

Bidders' documents may be subjected to verification for confirmation of the authenticity from relevant institutions.

FORM RQ - 1 REGISTRATION DATA

1. Category(ies) to be Registered

Category Number	Category Description

Note: You can only apply a maximum of two (2) categories

2. Legal name of firm.....

Post Office address.....

Street and Address

City

Country.....

Telephone No.....

Email address

Person to contact.....

Title.....

3. Full name(s) of Director (s).....

.....

.....

.....

.....

4. Disadvantaged Group e.g. Youth, PWD, Women etc. (If Applicable)

5. AGPO Certificate No (If Applicable)

(If applicable, ensure you attach the AGPO Certificate)

6. Incorporation or Registration Certificate Number.....

7. KRA PIN Certificate Number:

FORM RQ-2 SUPERVISORY PERSONNEL

Provide a list of your key supervisory personnel and contact person in the format below:

No.	Name	Position	Telephone No.	Email Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

FORM RQ - 3: PAST EXPERIENCE

1. 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).....

2. i) Name of 2nd 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).....

3. i) Name of 3rd 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).....

4. Others.....

Note: The information provided in Items 1, 2, 3 and 4 should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts need to be submitted as evidence.

FORM RQ-4: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/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 documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Authority is at liberty to Authority legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Revised 2022 and attendant regulations.

Date.....

Firm Name.....

Represented by.....

Signature.....

Stamp / Seal

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

FORM RQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

Part 1 – General																
1.1	Business Name.....															
1.2	Location of Business Premises.....															
1.3	Plot No.....															
	Street/Road															
	Postal Address.....															
	Tel No..... Fax.....															
	Email.....															
1.4	Nature of Business.....															
1.5	Registration Certificate No.....															
1.6	Maximum Value of Business which you can handle at any one time – KSHS.....															
1.7	Name of your Bankers															
	Branch															
Part 2 (a) – Sole Proprietor																
2a.1	Your Name in Full.....															
2a.2	Nationality															
	Country of Origin															
	Citizenship Details.....															
Part 2 (b) Partnership																
2b.1	Given details of Partners as follows:															
2b.2	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><u>Name</u></th> <th style="text-align: left; width: 45%;"><u>Nationality</u></th> <th style="text-align: left; width: 40%;"><u>Citizenship Details</u></th> </tr> </thead> <tbody> <tr> <td><u>Shares</u> 1.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u> 1.....	2.....	3.....	4.....
<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>														
<u>Shares</u> 1.....														
2.....														
3.....														
4.....														

Part 2 (c) – Registered Company

2c.1 Private or Public

2c.2 State the Nominal and Issued Capital of Company-

Nominal KSHS.

Issued KSHS.

2c.3 Given details of all Directors as follows

	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
--	-------------	--------------------	----------------------------	---------------

1.

2.

3.

4.

5.

Part 3 – Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of UFAA? Yes _____
No _____

3.2 If answer in '3.1' is YES give the relationship.

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

3.3 Does an Employee, Committee Member, Board Member of UFAA sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes_No _____

3.4 If answer in '3.3' above is YES give details.

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

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by UFAA to provide consulting services for preparation of design, specifications, and other documents to be used for procurement of the goods under this invitation? Yes _____ No _____

3.6 If answer in '3.5' above is YES give details.

.....

.....

.....

.....

.....

3.7 Are you under a declaration of ineligibility Yes for corrupt and fraudulent practices?
No

3.8 If answer in '3.7' above is YES give details:

.....

.....

.....

.....

3.9 Have you offered or given anything of value to influence the procurement process? Yes No

3.10 If answer in '3.9' above is YES give details

.....

.....

.....

.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date..... Signature of Candidate.....

- If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

RQ - 6 LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

Note: where there is no litigation history, bidders to indicate N/A

UFAA EPROCUREMENT PORTAL GUIDE

Step 1. Click the link <https://eProcurement.ufaa.go.ke> to access the portal

Step 2. Register as a new supplier by filling in the required registration details

Step 3. Submit and wait for account activation link sent to the email used upon registration

Log in to the email account used upon registration to find the link sent from suppliersregistration@ufaa.go.ke follow the instructions of the email to activate your account.

Step 4. After activation of the email account log in to the Eprocurement portal next access your profile and complete all the steps by filling in the required information and submit for approval (**You will be required to attach mandatory documents**)
NB: Open Tender, RFP process and Restricted tender may be applied for even before approval is given by UFAA upon submitting profile details.

Step 5. Once approval is given from UFAA you will be able to see the RFQ Process and apply for the same.

Bid submission process (Applies for Open tender and the rest)

For Open Tender proceed to expand the Open Tender drop down to reveal

New Open Tenders and Applied Open Tenders

Select New Open Tenders to list all Open tenders available for Bidding

No.	Opening Date	Closing Date	Subject	Status	Type	
OP0023	31 Mar 2023 10:30	31 Mar 2023 10:30	Prequalification of Legal Service Providers	Released	Open Tender	Open
OP0026	31 Mar 2023 10:30	31 Mar 2023 10:30	Provision of Office Security Services - Re-advertised	Released	Open Tender	Open
OP0027	31 Mar 2023 10:30	31 Mar 2023 10:30	Provision of Air Tickets on Framework Agreement	Released	Open Tender	Open

From the list of new open tenders select your interest by clicking the open tab at the far end to your right. Once you open the tender scroll down to find the document link where you will be able to download the tender. As seen below

UFAA e-Procurement Unclaimed Financial Assets Authority(UFAA) Welcome Test (DEV-002)

SECTIONS: Dashboard, My Profile, RFQ Process, Purchase Orders, Open Tenders, New Open Tenders, Applied Open Tenders, RFP Process, Restricted Tenders, Market Survey

Open Tender Card [PUQ0491]

Save Tender Submit Tender Close

Code Category Description

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Tender Document

Show 10 entries

#	Document	Document Saved As	Document Link
1	blank	RFP for Provision of Legal Audit Services (002).pdf	View Document...
2	blank	RFP Legal Audit.pdf	View Document...
3	PREQUALIFICATION OF LEGAL SERVICE PROVIDERS 2023-2026.pdf	PREQUALIFICATION OF LEGAL SERVICE PROVIDERS 2023-2026.pdf	View Document...

Showing 1 to 3 of 3 entries

Previous Next

Attachments

Upload a file document that you downloaded or other necessary documents

[Add New Attachment](#)

Show 10 entries

Document Document Saved As Document Link

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Company: Unclaimed Financial Assets Authority(UFAA) © 2023 CoreTec Solutions Africa

Next click on the Generate open tender tab on the top of the page as seen below.

UFAA e-Procurement Unclaimed Financial Assets Authority(UFAA) Welcome Test (DEV-002)

SECTIONS: Dashboard, My Profile, RFQ Process, Purchase Orders, Open Tenders, New Open Tenders, Applied Open Tenders, RFP Process, Restricted Tenders, Market Survey

New Open Tender [OP0023]

Generate Open Tender Close

General Information

No	Date Tenders Initiated	Expected Closing Date	Procurement Methods
OP0023	21 Mar 2023	31 Mar 2023 10:30	OT
Subject	Expected Opening Date	Technical Pass Score	
Prequalification of Legal Service Providers	31 Mar 2023 10:30	70.00	

Reason for extending RFQ Instruction

Open Tender Lines

Show 10 entries

Item	Description	Specification	Delivery Point	UOM	Quantity
GL Account	Legal Services	0	HQ		1.00
Item	Description	Specification	Delivery Point	UOM	Quantity

Showing 1 to 1 of 1 entries

Related Documents

Download the Document, Fill and then submit after generating the open Tender

Show 10 entries

Document	Date	Record ID	Document Link
----------	------	-----------	---------------

Company: Unclaimed Financial Assets Authority(UFAA) © 2023 CoreTec Solutions Africa

Once the Open Tender Quote is generated proceed to fill in the unit cost.

UFAA e-Procurement Unclaimed Financial Assets Authority(UFAA) Welcome Test (DEV-002)

SECTIONS: Dashboard, My Profile, RFQ Process, Purchase Orders, Open Tenders, New Open Tenders, Applied Open Tenders, RFP Process, Restricted Tenders, Market Survey

Open Tender Card [PUQ0491]

Save Tender Submit Tender Close

General Information

No	Document Date	Tender Closing Date	Currency Code	Status
PUQ0491	24 Mar 2023	3/31/2023 10:30:00 AM	Select...	Open
Subject	Portal Status			
Quote PUQ0491	Draft			

Open Tender Lines (Amount should be Incl. VAT)

#	Type	Description	Delivery Point	Quantity	UOM	Unit Cost	Amount
1	GL Account	prequalification of legal service providers		1.00		0	0.00
#	Type	Description	Delivery Point	Quantity	UOM	Unit Cost	Amount

Tender Evaluation Criteria

Show 10 entries

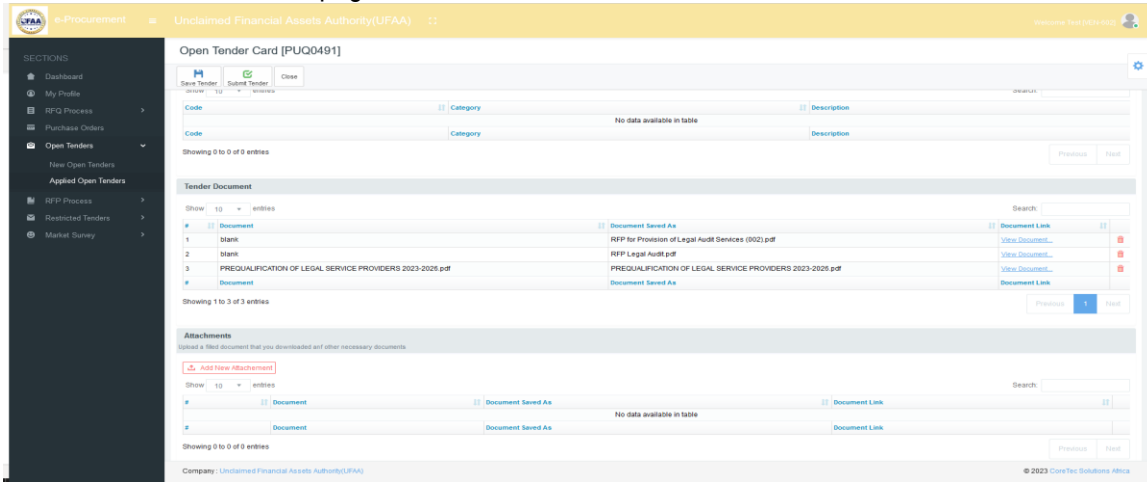
Code	Category	Description
		No data available in table
Code	Category	Description

Showing 0 to 0 of 0 entries

Previous Next

Tender Document

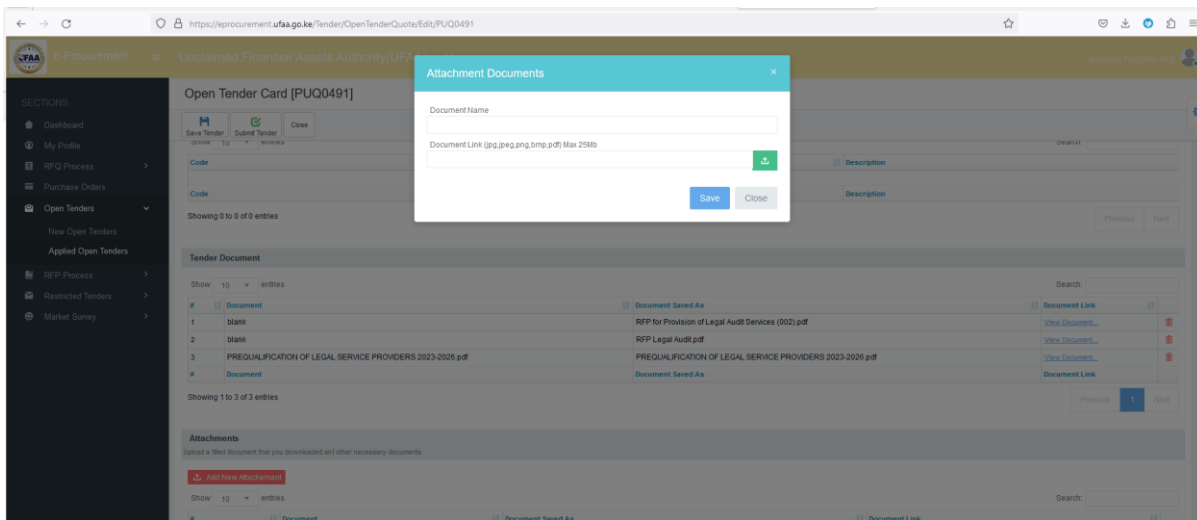
Under unit cost avoid putting commas and decimal points to the figure. E.g., Do not put 2,000 or 2000.00 use this format 2000. For prequalification, framework agreements and registration input 1
 Proceed to scroll down the page to find Attachments.



Click on the add new attachment link to upload files as seen above.

Please note files uploaded accept this formats only (jpg,jpeg,png,bmp,pdf)

Also, max document per upload is 25mb



Attach supporting documents as per the tender evaluation criteria from the Tender document.



Once you are done uploading supporting tender documents click on the save Tender button at the top and submit the Tender to finalize.

NOTE:

PHYSICAL AND EMAIL SUBMISSIONS WILL NOT BE ACCEPTED. ENSURE BIDS ARE SUBMITTED THROUGH THE EPROCUREMENT PORTAL EARLY TO AVOID LAST MINUTE TECHNICAL CHALLENGES.

In case of any challenge do call (0204023140) or Email procurement@ufaa.go.ke for further assistance.

Regards

UFAA procurement