

REPUBLIC OF KENYA



**MINISTRY OF EAST AFRICAN COMMUNITY, ASALS
AND REGIONAL DEVELOPMENT**

STATE DEPARTMENT OF EAST AFRICAN COMMUNITY

TENDER NO. SDEAC/07/2024-2025

**REGISTRATION OF SUPPLIERS
FOR
SUPPLY/PROVISION OF GOODS, WORKS & SERVICES
FOR
FOR THE PERIOD ENDING 30TH JUNE 2027**

NAME OF THE FIRM

CATEGORY NO

ITEM DESCRIPTION

TARGET GROUP

If AGPO registered firm, please specify the category:-

Youth _____

Women _____

PWD _____

CLOSING DATE: FRIDAY, 21st MARCH 2025 AT 11.00 A.M.

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TENDER NOTICE

STATE DEPARTMENT OF EAST AFRICAN COMMUNITY

TENDER NO. SDEAC/07/2024-2025

TENDER NAME - REGISTRATION OF SUPPLIERS FOR SUPPLY AND PROVISION OF GOODS, SERVICES & WORKS

State Department of East African Community invites applications from interested and eligible bidders for the registration of suppliers for use on 'as and when required basis' for the period ending on **30th June 2027** in the following listed categories:-

NO.	CATEGORY NO.	ITEM DESCRIPTION OF GOODS, WORKS, CONSULTANCY AND SERVICES	ELIGIBILITY/ RESERVED
CATEGORY A: SUPPLY AND DELIVERY OF GOODS			
1)	A1	Supply and Delivery of General Office Stationery and Supplies	AGPO registered firms
2)	A2	Supply and Delivery of Computer, Printer and Photocopier Consumables, related accessories and supplies.	AGPO registered firms
3)	A3	Supply and Delivery of Computers, Laptops, Printers, Tablets related ICT Equipment and Accessories	Open to all
4)	A4	Design, Supply and Delivery of Branded Promotional Materials: T-shirts, Caps, Carrier Bags, Umbrella, Banners etc.	AGPO registered firms
5)	A5	Supply and Delivery of General Office Furniture and Fittings	AGPO registered firms
6)	A6	Supply and Delivery of General Office Equipment	AGPO registered firms
7)	A9	Supply and fitting of Motor Vehicle Spares, Tyres, Tubes/Airbridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open to all
8)	A11	Supply and Delivery of Uniforms, Footwear, Clothing, Linen, Equipment and Accessories	Open to all
CATEGORY B: PROVISION OF SERVICES & WORKS			
9)	B1	Provision of creative design and printing services i.e Brochures, flyers, banners, flexes, documents, etc.	AGPO registered
10)	B2	Provision of Asset Marking/Tracking of Asset system	firms
11)	B3	Provision of minor works and building repairs including partitioning, minor renovations/refurbishments, routine maintenance works, paint works, installations of minor equipment, plant and machinery including related supplies, consumables & accessories etc. (Must be registered with National Construction Authority- NCA)	Open to all

The complete set of registration documents may be obtained free of charge by interested applicants by downloading them from the **website: www.eac.go.ke; www.tenders.go.ke.**

Submissions should be serialized i.e. with page numbers and must contain copies of mandatory statutory documents among other requirements.

The complete submissions (original only) in plain sealed envelope clearly marked **Tender No., respective Category and Item Description** should be deposited in the Tender Box situated at the **Cooperative House Building** or be addressed to:

**Principal Secretary
State Department of East African Community
Cooperative House Building, Haile Selassie Avenue
P. O. Box 8846-00200 NAIROBI.**

so as to reach him on or before **Friday, 21st, March 2025 at 11.00am.**

Late submission will not be accepted. Tenders will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the Boardroom located on 12th Floor, **Cooperative House Building, Haile Selassie Avenue, Nairobi.**

*Firms that that have submitted their company profiles/letters of introduction over the years **MUST** apply afresh in order to verify the validity of their tax obligations, AGPO status and determine their eligibility.*

PRINCIPAL SECRETARY

1.0 REGISTRATION INFORMATION

1.1 Introduction

The State Department of East Africa Community invites all interested firms that fulfil the set criteria as provided in this Tender Document and are eligible to perform the contract of supply and delivery of goods or provision of services & work on as and when required.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others of the same category and allow for verification of their eligibility with regard to payment of taxes and their legal status.

1.2 Registration of suppliers Objective

- a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by the State department of East African Community.
- b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the State Department of East African Community on 'as and when required' during the Financial Year 2023-2024 and 2024-2025. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.
- c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the State department of East African Community .

1.3 Registration Document

This document includes questionnaire, forms and documents to be filled and attached by the interested suppliers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**Principal Secretary
State Department of East African Community
Cooperative House Building, Haile Selassie Avenue
P. O. Box 8846-00200 NAIROBI.**

Not later than Friday, 21st, March 2025 at 11.00am.

(NB: Should be one (1) separate document for each category).

Tender No. SDEAC/07/20242025 for Registration of Suppliers

1.5 Questions Arising from Documents

Queries or clarifications that may arise from the registration documents should be directed to the **Principal Secretary** whose address is given in par 1.4 at least seven (7) days before the closing date.

1.6 Additional Information/inspection visit

The State Department of East African Community reserves the right to request for submission of additional information from prospective bidders. The State Department of East African Community Affairs may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

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

2.1.1 The application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by the State department of East African Community in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of State department of East African Community they possess the 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 and have met the set criteria.

2.2.3 *The State Department of East African Community reserves the sole right and discretion to undertake further detailed due diligence and seek in confidence more details about a firm/company before its registration as a supplier to this office.*

2.3 Essential Criteria for Registration

The prospective bidder should fulfil all the mandatory requirements and score 70% and above as specified in the evaluation criteria by providing the required information under each of the key areas of personnel, financial condition, past performance, experience, sworn statement and the fully filled confidential business questionnaire especially on debarment and conflict of interest.

2.4 Withdrawal of registration

Should a condition arise that 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 State department of East African Community reserves the right to reject the tender from such a bidder even though they were initially registered.

2.5 After evaluation of the received applications, The State Department of East African Community will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The registered firms shall be invited to submit competitive quotes/restrictive tenders through the IFMIS or any other acceptable medium. In this regard, the prospective bidders should ensure they are registered/defined in the IFMIS platform. Failure to quote or respond without adequate reasons will lead to disqualification from the list.

3.2 Contract Price

- o The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- o Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

- o The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within the State Department of East African Community stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with the State Department of East African Community Affairs.
- o The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the State Department of East African Community, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet the State Department of East African Community quality standards/specification requirements as outlined in the Request for Quotation/tender document. The State Department of East African Community shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- o The State Department of East African Community shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- o All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- o Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- o Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.5 Rights of the State Department of East African Community

The State Department of East African Community reserves the right to: -

- a) Invite open Tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition, enhance safety/security and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the State Department of East African Community. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment of a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Evaluation Committee shall evaluate the applications received in the following stages:-

A) STAGE 1: MANDATORY /PRELIMINARY REQUIREMENTS

Registration Documentation **PQ-1** Mandatory for all firms

The bidder must meet all mandatory requirements **YES OR NO**

- o *Firm's applications will be evaluated on 'a YES or NO basis' for each requirement.*
- o *If the firm does not provide any of the required documents (a 'No' for any requirement) it shall be disqualified from further evaluation at this stage.*
- o *Firms that fulfill the mandatory/preliminary requirements shall be subjected to the following stage 2 of the evaluation.*

B) STAGE 2: SCORING STAGE-ALLOCATION OF MARKS UNDER EACH CRITERION

<u>Required Information</u>	<u>Form Type</u>	<u>Points Score</u>
1. Registration Data	PQ-2	20
2. Supervisory Personnel	PQ-3	10
3. Financial Position	PQ-4	10
4. Confidential Report	PQ-5	20
5. Past Experience	PQ-6	30 (full marks for AGPO)
6. Sworn Statement	PQ-7	10
	TOTAL MARKS	100

Pass Mark 70 points and above

C) STAGE 3: RECOMMENDATION FOR REGISTRATION AS A SUPPLIER

Firms that **score 70 points and above** shall be considered as responsive and qualified to be registered under the respective category as suppliers, contractors for supply/provision of goods, services, works to the State Department of East African Community.

FORM PQ-1 -REGISTRATION DOCUMENTS

MANDATORY PRELIMINARY REQUIREMENTS/CONDITIONS

AGPO REGISTERED FIRMS (YOUTH, WOMEN AND PERSONS WITH DISABILITIES OWNED ENTERPRISES)

All firms applying for the AGPO reserved categories must submit and fulfill the following requirements for verification of their eligibility: -

	REQUIREMENT	ELIGIBILITY/RESERVED
1.	A valid Certificate of registration from the National Treasury as Youth, Woman or Person with Disability Owned enterprise	All AGPO reserved categories
2.	Certificate of registration or incorporation	All AGPO reserved categories
3.	PIN Certificate for company/firm/individual	All AGPO reserved categories
4.	A Valid Tax Compliance Certificate (September 2022- onwards)	All AGPO reserved categories
5.	Copy of the National Identity Card /passport	All AGPO reserved categories
6.	Fully fill the attached Confidential Business Questionnaire	All AGPO reserved categories
7.	Well bound, serialized and paginated tender document including the attachments	All AGPO reserved categories

OTHER FIRMS FOR OPEN CATEGORIES

Must submit and fulfil the following: -

	REQUIREMENT	APPLICABLE CATEGORIES
1)	Certificate of registration or incorporation	All open categories
2)	PIN Certificate for company/firm/individual	All open categories
3)	A Valid Tax Compliance Certificate (March 2025- onwards)	All open categories
4)	Current county trade/business license/permit	All open categories
5)	Fully fill the attached Confidential Business Questionnaire	All open categories
6)	Well bound, serialized and paginated tender document including attachments	All open categories
8)	Certificate from the National Construction Agency (NCA)	For category B16 and B17

Please note:

- a) Firms are advised to read, understand and comply with the set requirements before submitting their applications.

- b) Should submit a separate document for each category for those firms that intend to apply in different categories.
- c) **Any AGPO Registered firm** that applies for the open categories is required to fulfil the set requirements under the open categories level.
- d) **Firms that are not AGPO registered** that apply to be considered in the reserved categories shall automatically be disqualified from further evaluation at this stage of the preliminary evaluation.

FORM PQ-2 – REGISTRATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (*Firm's Name*) hereby apply

for registration in the categoryas supplier/contractor/
consultant(s)of

.....(*item description*)

Post Office Address.....Town.....

Name of building..... Floor No.....Room/Office No.....

Telephone Number (working).....Email address.....

Full names of the person applying.....

2. OWNERSHIP AND PERSONNEL

Full Names of the Managing Director/CEO.....

Other key personnel staff/directors:

Position/Designation

a)

b)

c)

Partnership (if applicable) Name of partners.....

3. ADDITIONAL INFORMATION

a) Business founded or incorporated

b) Net worth equivalent Kshs.....

c) Bank reference and Address

d) Sister/Bonding Company reference and address (if applicable)

e) State any technological innovations or specific attributes which distinguish you from your competitors:-

.....

.....

f) Indicate terms of trade / sale

(20 Points)

FORM PQ-3 SUPERVISORY PERSONNEL

Please indicate the firms' key personnel and their qualifications:-

Name of the personnel

.....

Age

Academic Qualifications

.....

.....

.....

.....

Professional Qualifications

.....

.....

.....

Length of service with contractor or supplier position held

.....

.....

NB:
(Attach CV and copies of certificates of key personnel in the organization)

(10 Points)

1. Attach a copy of firm’s audited accounts for year 2022 and 2024 giving summary of assets and current liabilities / or any other financial support **(for open categories only)** (4marks for each upto a maximum of 2 audited accounts)

2. Attach letters of reference from the bankers regarding supplier’s credit position **(for open categories only)**. (2marks)

3. AGPO registered firms - to provide bank details and their IFMIS Registration Number

(2 marks for each detail upto a maximum of 5) (10marks)
in the following format:-

Name of the Bank

Bank Branch

Account No. (Optional)

Name of the Account Holder.....

Supplier IFMIS No.

(Please note the bank details required above will remain confidential and are to be used purposely for this registration of suppliers exercise. Registered firms will be required to resubmit the same once they have successfully been awarded a contract).

(10 Points)

FORM PQ-5-CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(S)
.....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. **Part 2 (d) to part 2(i) must be filled.**

You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 - General

Business Name.....

Certificate of Incorporation/Registration No

Location of business premises:

CountryPhysical address

Town Building.....

Floor..... Plot No.

Street / RoadPostal Address

Postal / Country Code..... Telephone No's.....

Fax No's.E-mail address

Website

Contact Person (*Full Names*) Direct / Mobile No's.....

Title Power of Attorney (**Yes / No**)

If **yes**, attach written document.

Nature of Business (*Indicate whether manufacturer, distributor, etc.*)

(Applicable to Local Suppliers Only)
Local Authority Trading License No Expiry Date

Value Added Tax No.....

Value of the largest single assignment you have undertaken to date
(US\$/Kshs)

.....
Was this successfully undertaken? **Yes / No.** (If **yes**, attach reference)

Name (s) of your banker (s)

Branches Tel No's

Part 2 (a) – Sole Proprietors

Full names

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

Part 2 (b) – Partnerships

Give details of partners as follows:

<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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1.

2.

3.

4.

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the State Department of East African Community and any other public or private institutions.

Full Names

Signature

Dated thisday of2025.

In the capacity of

Duly authorized to sign Tender for and on behalf of.....

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s)): -

- a)
- b)
- c)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed

For and on behalf of M/s

In the capacity of

Dated thisday of2025.

Suppliers' / Company's Official Rubber Stamp

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

- a)
- b)
- c)
- d)

For and on behalf of M/s

In the capacity of

Dated thisday of2025

Suppliers' / Company's Official Rubber Stamp.....

Part 2 (g) - Interest in the Firm:

Are there any person/persons in the State Department of East African Community Affairs or any other public institution who has interest in the Firm? Yes/No
(Delete as necessary) Institution

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

Part 2(h) - Experience

Please list here below similar projects accomplished or companies / clients you have provided with similar services in the last two (2) years.

Company Name	Country	Contract / Order No.	Value
██████████	██████	██████████████████	██████

- 1.....
- 2.....
- 3.....

Contact person (Full Names)

E-mail address.....

Cell phone no

Part 2(i) - Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give the State Department of East African Community Affairs authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names

Signature.....

For and on behalf of M/s

In the capacity of

Dated thisday of2025.

Suppliers' / Company's Official Rubber Stamp

(20points)

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS (*FOR OPEN CATEGORIES ONLY*)

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 Contract Person at the client (organization)
 - iv. Telephone No. of client
 - v. Value of Contract
 - vi. Duration of Contract (date)
(Attach documents evidence of existence of contract)

2. Name of 2nd Client (organization)
 - i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract (date)
 - v. Duration of Contract (date)
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)
 - i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract
 - v. Duration of Contract (date)
(Attach documental evidence of existence of contract)

Others

Attach evidence e.g. LPOs, LSOs, Contract Agreements etc.

(10 points for each fully filled section and provision of documental evidence)

Having studied the registration document, we/ I hereby state: -

- a. The information furnished in this application is accurate to the best of my/our knowledge.
- b. That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a tender or quotation when invited/requested to do so by the State Department of East African Community.
- c. We shall notify the State Department of East African Community when the legal, technical or financial status or the contractual capacity of the firm changes 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 confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process *(In case of any litigation issues, please indicate the nature in a different sheet as an attachment)*.

Name of the firm/company Name:

Firm’s representative

Signature

Date

Stamp

(10points)

.....End.....