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AFYA ANNEX BUILDING
 NASCOP COMPLEX
 P. O Box 31-00202
 KNH – GROUNDS, NAIROBI

**REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS
 AND CONTRACTORS FOR SUPPLY AND DELIVERY OF
 GOODS, SERVICES AND MINOR WORKS FOR FINANCIAL
 YEARS 2024-2025 AND 2025-2026**

TENDER NO. NPHI/REG/01/2024-2025

CATEGORIES

NPHI/REG/C1/2024-2025
 TO
 NPHI/REG/C41/2024-2025
 &
 NPHI/REG/W1/2024-2025
 TO
 NPHI/REG/W2/2024-2025

FIRM'S NAME:

CATEGORY NO:

Invitation Date: 11/10/2024

Closing/Opening Date: 28/10/2024 AT 11.00 A.M

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INVITATION FOR REGISTRATION NOTICE

SUPPLY OF GOODS		
CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
NPHI/REG/C1/2024- 2025	Supply of General Office Stationery	Youth, Women and Persons with Disability
NPHI/REG/C2/2024- 2025	Supply and Delivery of Computers, Servers, Printers, UPS, Scanners, Computer Spare parts, Consumables and Accessories	Youth, Women and Persons with Disability
NPHI/REG/C3/2024- 2025	Supply and Delivery of Assorted Toners and Cartridges	Youth, Women and Persons with Disability
NPHI/REG/C4/2024- 2025	Supply of cleaning Materials, Detergents, Disinfectants, Sanitizers and Tissue Papers	Youth, Women and Persons with Disability
NPHI/REG/C5/2024- 2025	Supply and Delivery of Office Furniture and related office Fittings	Youth, Women and Persons with Disability
NPHI/REG/C6/2024- 2025	Supply of Motor Vehicle Tyres, Tubes, Batteries and other consumables	Youth, Women and Persons with Disability
NPHI/REG/C7/2024- 2025	Supply and Delivery of assorted Electrical Items	Open To All
NPHI/REG/C8/2024- 2025	Supply of Newspapers, Magazines and Periodicals	Youth, Women and Persons with Disability
NPHI/REG/C9/2024- 2025	Supply and delivery of Office Equipment Electronic and Telecommunication Equipment (Camera, TVs, Telephone Heads, Mobile Phones, etc.)	Open To All
NPHI/REG/C10/2024- 2025	Supply of Mobile Phone Airtime/prepaid Telephone Cards	Youth, Women and Persons with Disability
NPHI/REG/C11/2024- 2025	Supply and Delivery of Bottled Water	Open To All
NPHI/REG/C12/2024- 2025	Supply and Delivery of Vaccines	Only those Registered with Pharmacy and Poisons Board
NPHI/REG/C13/2024- 2025	Supply and Delivery of Nutritional supplements	Open To All
NPHI/REG/C14/2024- 2025	Supply and Delivery of Non-Pharmaceutical items/ Equipment/ Technologies	Open To All
NPHI/REG/C15/2024- 2025	Supply and Delivery of Pharmaceuticals (medicines) products	Only those Registered with Pharmacy and Poisons Board
NPHI/REG/C16/2024- 2025	Supply and Delivery of Laboratory items	Open To All
PROVISION OF SERVICES		
CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
NPHI/REG/C17/2024- 2025	Provision of mail services, local and international courier services	Open To All
NPHI/REG/C18/2024- 2025	Provision of Outside Catering Services	Open To All
NPHI/REG/C19/2024- 2025	Provision of General Printing Services, Design and Branding of Promotional Materials (T- Shirts, Caps, Banners, Posters, Flags and Give Away and others)	Youth, Women And Persons with Disability
NPHI/REG/C20/2024- 2025	Provision of Engraving and Marking of NPHI's Assets	Open To All
NPHI/REG/C21/2024- 2025	Repair and Maintenance of Computers, Printers, Ups and Related Devices, upgrade and Biometric devices	Open To All
NPHI/REG/C22/2024- 2025	Repair, Maintenance and Servicing of Motor Vehicles and Motorcycles	Only Garages Approved by Public Works
NPHI/REG/C23/2024- 2025	Website, Bulk SMS, Database Development, Internet connectivity (ISP), Cloud Services.	Open To All

NPHI/REG/C24/2024- 2025	Provision of Pest Control and Fumigation Services	Only those Registered with Pest Control Board
NPHI/REG/C25/2024- 2025	Repair, Servicing and Maintenance of Photocopiers, except where there is dealership contract(s)	Open To All
NPHI/REG/C26/2024- 2025	Installation and Repair and Maintenance of CCTV and Access Control Equipment	Open To All
NPHI/REG/C27/2024- 2025	Provision of Tracking service to Motor Vehicles.	Open To All
NPHI/REG/C28/2024- 2025	Provision of Transport Services that includes Taxes and Hire of Motor Vehicles	Open To All
NPHI/REG/C29/2024- 2025	Servicing and maintenance of office equipment, Shredders, Document Scanners, Franking machines, Document seals, Binding Machines, Furniture and Other Related Equipment	Youth, Women and Persons with Disability
NPHI/REG/C30/2024- 2025	Repair and Maintenance of Electronic Equipment and Systems	Open To All
NPHI/REG/C31/2024- 2025	Provision of Event Management Services	Open To All
NPHI/REG/C32/2024- 2025	Provision of Breakdown and Towing Services	Open To All
NPHI/REG/C33/2024- 2025	Provision of Translation and Interpreter services	Open To All
NPHI/REG/C34/2024- 2025	Provision of Hotel, Accommodation and Conferencing Services Country Wide.	Open To All
NPHI/REG/C35/2024- 2025	Provision of Earth Moving and Landscaping Services	Youth, Women and Persons with Disability
NPHI/REG/C36/2024- 2025	Provision of Team Building Services	Open To All
NPHI/REG/C37/2024- 2025	Provision of Air Ticketing Services	Open to All
NPHI/REG/C38/2024- 2025	Provision of Information, Education, Communication and other Media related services	Open to All
PROVISION OF CONSULTANCY SERVICES		
CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
NPHI/REG/C39/2024- 2025	Provision of Public Relations, Consultancy in Provision of Policy Formulation, Human Resource, Surveys and Promotional Services, ICT Consultancy, Enterprise Resource Planning Systems, Document management system, Consultancy in Strategic planning, Legal Services and other Consultancy Services.	Open To All
NPHI/REG/C40/2024- 2025	Provision of Insurance Services (Medical, Motor Vehicles, Motor Cycles and other Related Equipment)	Open To All (Licensed Insurance Companies)
NPHI/REG/C41/2024- 2025	Registration for Consultancy services on work environment, employees and customer satisfaction	Open To All
PROVISION OF MINOR WORKS		
CATEGORY NO	ITEM DESCRIPTION	ELIGIBILITY
NPHI/REG/W1/2024- 2025	Minor Construction Works, Partitioning, Repairs, Painting, and Demolition of Buildings, Offices and Structures	Open To All (Only Those Registered With NCA)
NPHI/REG/W2/2024- 2025	Minor Plumbing, Drainage and Sewerage Services	Open To All (Only Those Registered With NCA)

REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS FOR SUPPLY AND DELIVERY OF GOODS, SERVICES AND MINOR WORKS FOR FINANCIAL YEARS 2024-2025 AND 2025-2026

1. Kenya National Public Health Institute intends to develop a list of registered Suppliers/Service Providers for supply and delivery of Goods, Services and Minor Works for Financial Years 2024-2025 and 2025-2026.
2. Interested and Eligible Suppliers/ Service Providers and Contractors are invited to apply for Registration indicating the category of goods, services or works they wish to apply for in the above indicated categories.
3. Interested eligible candidates may obtain further information and registration documents for free from Ministry of Health website (www.health.go.ke), Public Procurement Information Portal (www.tenders.go.ke) and NPHI's website (www.nphi.go.ke)
4. Qualified and interested suppliers, service providers or contractors may obtain further information and inspect the registration documents from Supply Chain Management Office, Afya Annex Building, Room 307 during normal working hours.
5. Suppliers/ Service Providers/ Contractors must Indicate; Category Name, Category Number; Official Email Address and the Telephone number and the Complete name and Designation of the Person to be contacted.
6. Completed registration documents must be delivered to the address below on or before **28th October, 2024 at 11:00am**, Kenyan Time:
Ag Director General,
National Public Health Institute,
P.O Box 31-00202,
KNH Grounds-Nairobi
or be deposited in the Tender Box located on Ground Floor of Afya House Annex, KNH Grounds - Nairobi, so as to be received on or before **28th October, 2024 at 11:00am**, *Kenyan time*.
7. Electronic registration documents **will not** be permitted and **late registration documents will be rejected**.
8. The Registration documents will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. The registration documents shall be publicly opened in the presence of the Suppliers, Service Providers or Contractor's designated representatives who choose to attend at the **4th floor Boardroom, Afya Annex Building**.

1.0. REGISTRATION INSTRUCTIONS

1.1 Introduction

The **Kenya National Public Health Institute (NPHI)** invites interested candidates who must qualify by meeting the set criteria as provided by the Procuring entity to perform the contract of supply and delivery of goods, provision of services and minor works to the government.

1.2 Registration Objective

The main objective of this part is to pre-qualify for supply and delivery of assorted items and also provide services under relevant tender categories to the National Public Health Institute on as and when required.

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 **Ag. Director General, Kenya National Public Health Institute** so that they may be pre-qualified for submission of tenders. Applications will be submitted, singly as per category. The client requires prospective suppliers/contractors to supply mandatory information for registration.

1.4 Experience

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

1.5 Registration Document

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

1.6 In order to be considered for registration, prospective suppliers must submit all the information herein requested and as per Public Procurement and Asset Disposal Act, 2015 and Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

1.7 Distribution of Registration Documents

Completed Registration Data and other requested information shall be submitted so as to reach: -

**Ag. DIRECTOR GENERAL
NATIONAL PUBLIC HEALTH INSTITUTE,
P. O. BOX 31-00202,
KNH GROUNDS - NAIROBI.**

Not later than, 28th October, 2024 at 11:00am (Local time)

1.8 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to procurement@nphi.go.ke to reach the Procuring entity not later than 4 days before registration submission date.

1.9 Additional Information

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

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Government, soon after the completion of the registration process.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 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.

2.2 Customs clearance

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

2.3 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 and on the authority of the client's accounting officer or tender.

2.4 Payments

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

3.0. REGISTRATION DATA INSTRUCTIONS

3.1 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 pre- qualified for submission of application for the specific tender.

3.1.1 The pre-qualified 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 and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the REGISTRATION data on prospective bidders is to be used by the **Kenya National Public Health Institute** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender category as described by the Client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Technical **Kenya National Public Health Institute**, 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 Essential Criteria for Registration

- (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective candidates require special experience and capability to organize supply and delivery of items, or services at short notice.
- (c) Ministry of Health reserves to request for additional qualification information at the tender/quotation stage.
- (d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- (e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- (f) Firms must submit CR12 issued within the last six (6) months and which must be attached

3.3.2 Personnel

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The candidate's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding

suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

3.4 Statement

Applicants must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

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/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially prequalified.

Any form of Corruption shall lead to deregistration from the list of registered suppliers.

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

Mandatory - Copy of current business license and Registration (by registrar of companies) in fields applied for.

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

3.7 Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non- participation on the tender/quotation form/email failing which the firm may be deleted NPHI panel of suppliers.

All suppliers **MUST** have a valid email address and any change must be communicated to NPHI.

FORM PQ-1: REGISTRATION DOCUMENTS

All firms **MUST** provide: -

CATEGORY: A: OPEN TO ALL

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	REQUIREMENT
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate	Mandatory
3	Valid Single Business Permit from a County Government	Mandatory
4	A Copy of CR 12 for companies issued within the last 6 months from the invitation date	Mandatory
5	Certificates from affiliated Professional Bodies/ Associations, where the nature of supply or service is applicable/specific to your line of business e.g. NCA	Mandatory
6	Firm's audited accounts for previous one year. (Attach proof)	Mandatory
8	Dully Completed Forms in PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, PQ-9	Mandatory

CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Valid AGPO Certificate from The National Treasury	Mandatory

PART I: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open & AGPO: -

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) A Copy of CR 12 for companies issued within the last 6 months from invitation date
- f) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB, etc.
- g) Current letters of recommendation or LPOs/ LSOs from previous organizations served (provide at least 2) for Non AGPO.
- h) Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
- i) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.

FORM PQ-2: REGISTRATION DATA

All firms MUST fill and stamp the following form;

REGISTRATION DATA

1. Types of Businesses.....
Legal name of firm.....
Post office address.....
Street and Address.....
City.....
Country
2. Organization & Business Information.....

- General Manager.....
- Directors.....
- Others.....
- Partnership (if applicable).....
- Names of Partners.....
- 3. Year of Business Registration.....
- 4. Under present management since.....
- 5. Net worth equivalent Kshs.....
- 6. Bank reference and address.....

FORM PQ-3: SUPERVISORY PERSONNEL

All firms **MUST** give the following details;

Name of director/manager

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held

.....

.....

Construction/or service experience

a) Name of project.....

b) Character and nature of project

c) Contract value.....

d) Location of project.....

e) Period of project.....

f) Title and responsibility in project.....

g) Other.....

Proposed Technical Personnel

(a)

(b)

(c)

(d)

(e)

(f)

(g)

Proposed position in this project if contract is awarded

.....

FORM PQ-4: FINANCIAL POSITION

All bidders **MUST** attach bank reference letters from the banks where they maintain account.

FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

All bidders MUST complete and stamp the confidential business questionnaire;

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 applies in 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..... Street/Road.....
Postal Address..... Tel No.....
Nature of Business.....
Current Trade License No..... Expiry date.....
Maximum value of business which you handle at any one time KES.....
Name of your bankers..... Branch.....
Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Partnerships:

Your name in full.....
Age..... Nationality.....
Country of origin
Citizenship details.....

Part 2 (b) – Partnership:

	Name	Nationality	Citizenship Details	Shares
1.
2
3
4
5

Part 2 (c) – Registered Company **Private or Public**

State the nominal and issued capita of the company

Nominal K£.....

16 | Issued K£.....

**Give details of all directors as follows: - Name Nationality Citizenship Details
Shares**

1.
2.
3.
4.
5.

SignatureDate & Stamp of Tenderer..... If
Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or
Registration

FORM PQ-6: PAST EXPERIENCE

(This section is mandatory only to Non-AGPO bidders. AGPO registered bidders will automatically qualify in this category.)

LIST NAMES OF AT LEAST FIVE (5) CLIENTS (Give the contacts of the organization).

FORM PQ-7: LITIGATION HISTORY

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Please indicate if no litigation history to qualify in this section.

	Award FOR or AGAINST Applicant	Name of client, cause of litigation and matter in dispute	Disputed amount (current value Kshs.)
19 Page			

FORM PQ-8: SWORN STATEMENT

Having studied the registration information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That REGISTRATION bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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

FORM PQ-9: ELECTRONIC FUNDS TRANSFER DETAILS

Physical &Postal Address

Box No.....
Building.....
Road /Street
Date.....

To: The Director General

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

NAIROBI

Dear Sir,

ELECTRONIC FUNDS TRANSFER DETAILS

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier :
Bank and branch :
Bank and Branch Code :
Bank Account Number :
Pin Number (Tax) :
VAT Number (Tax) :
Valid Email Address of Supplier:
Contact Person:
Company Registration No:

The following certificates are hereby attached: -

- 1. Tax Compliance Certificate
- 2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature:

Name of Company Secretary:

ID/No.....

Signature:

Name of Director:

ID/No.....

Affix Company Seal Here