



REPUBLIC OF KENYA

**MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN
DEVELOPMENT**

STATE DEPARTMENT FOR MARITIME AND SHIPPING AFFAIRS

PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS

FOR 2017-2018

CLOSING DATE: 1ST September, 2017. 10.00AM

PRE-QUALIFICATION NOTICE

State department for maritime & shipping affairs invites applications from interested, eligible, capable suppliers and firms for Prequalification/ Registration as Suppliers and Service Providers for the years 2017-2018 in the following categories:

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS 2017 –2018

ITEM NO.	PREQUALIFICATION NO.	ITEM DESCRIPTION	TARGET GROUP
1.	MOT&I/SDMA/1/2017-18	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment	Reserved Groups
2.	MOT&I/SDMA/2/2017-18	Supply and delivery of general office Stationery and computer accessories	Reserved Groups
3.	MOT&I/SDMA/3/2017-18	Supply and delivery of general office equipment	Citizen Contractors
4.	MOT&I/SDMA/4/2017-18	Supply of Staff Uniforms and protective Clothing	Citizen contractors
5.	MOT&I/SDMA/5/2017-18	Provision of documentary production Services	Citizen Contractors
6	MOT&I/SDMA /6/2017-18	Supply of Promotional Material and Branded items (T-Shirts, caps, vests, bags, umbrellas, pens, mugs, key holders, clocks, Banners)	Reserved Groups
7	MOT&I/SDMA/7/2017-18	Supply and Delivery of Office Window Blinders, Shear, carpets and curtains	Reserved Groups
8	MOT&I/SDMA/8/2017-18	Provision of Catering Services	Citizen Contractors

TENDERS			
1	MOT&I/SDMA/9/2017-18	Supply of Air ticket	women
2	MOT&I/SDMA/10/2017-18	Supply of Newspapers	Citizen contractors
3	MOT&I/SDMA/11/2017-18	Supply of Air time	Youth
4	MOT&I/SDMA/12/2017-18	Provision of cleaning services	Citizen contractors
5	MOT&I/SDMA/13/2017-18	Provision of security services	Citizen contractors
6	MOT&I/SDMA/14/2017-18	Supply of mineral water	youth
7	MOT&I/SDMA/15/2017-18	Supply of office stationery	PWD & YOUTH

The Pre-qualification documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from the mygov website www.mygov.go.ke. Or www.transport.go.ke The Pre-qualification closing date is Friday 1st September, 2017 at 10.00 a.m.

MOT&SDMA&SA//2017-2018: PREQUALIFICATION OF SUPPLIERS FOR THE

YEAR 2017-2018.

State department for maritime & shipping affairs invites sealed applications from eligible candidates for purposes of prequalifying suppliers for registration for the year 2017-2018 financial year.

A complete set of pre-qualification documents may be viewed and downloaded from the **mygovernment website**: www.mygov.go.ke or www.trasport.go.ke free of charge.

Interested eligible firms may obtain further information from the State department for maritime & shipping affairs **Procurement Office, Transcom Building, 9th Floor**, during working hours

Completed Pre-qualification documents are to be enclosed in plain sealed envelopes, marked with **the pre-qualification number and category name** and be deposited in the tender box provided at The Transcom House, 7th floor, Nairobi or be addressed to:

**The Principal Secretary
State department for maritime & shipping affairs,
P. O. Box 52692 - 00100
NAIROBI**

So as to be received on or before **FRIDAY 1ST September 2017 AT 10.00 AM.**

Applications for Registration will be opened immediately thereafter in the Board Room, Transcom house, 9th floor, in the presence of candidates'/ representatives, who choose to attend.

Any canvassing or giving of false information will lead to automatic disqualification.

PRINCIPAL SECRETARY
State department for maritime & shipping affairs

SECTION 1 - INFORMATION TO APPLICANTS

1 INTRODUCTION

- 1.1 The State department for maritime and shipping affairs was established in May 2016. In accordance with organization of the government of republic of Kenya, executive order No. 1/2016 SDMA is responsible for management of blue economy sector and with the functions of among others:
1. Promotion of maritime and shipping industry;
 2. Ship registration in Kenya;
 3. Marine cargo insurance
 4. Establishment of effective admiralty jurisdiction
 5. Development of a central data and information centre.
6. Human Resource Development, Management and Research in support of kenya's shipping industry
- 1.2 Suppliers are invited to apply to be pre-qualified for various categories for provision of Goods, The state department for maritime and shipping affairs (SDMA) will pre-qualify and enlist suppliers from among those who will have submitted applications, in accordance with the pre-qualification requirements.
- 1.3 The Pre-qualification Document and the Applicants response thereof shall be the basis of pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.4 SDMA does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- 1.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.

- 1.6 Applicants will meet all costs associated with preparation and submission of their applications.
- 1.7 It is State department for maritime & shipping affairs policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, SDM&SA:
- a) defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procuring Entity in the pre-qualification process; and
 - (ii) **“Fraudulent practice”** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of SDMA, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive SDMA of the benefits of free and open competition.
 - (b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
 - (c) Will declare an application ineligible, for pre-qualification if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
 - (d) Will have the right to examine financial records relating to the performance of such services to determine capability;
 - (e) Will have the right to inspect the business premises of the Applicant.
- 1.8 Applicants shall furnish information as described in the prequalification document

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of prequalifying suppliers is to have a standby list of suppliers for the year 2017-2018 for provision of Goods, Services and Works for the operations of State department for maritime & shipping affairs activities.

4. CLARIFICATIONS

- 4.1 Applicants may request for clarification on the prequalification document up to **three (3) days** before the submission date. Any request for clarification must be sent in writing by mail, facsimile to the State department for maritime & shipping affairs address. SDM&SA will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

5. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

- 5.1 Applicants are requested to submit an application written in English language.
- 5.2 Applicants are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application.
- 5.3 Applicants are required to meet the qualification criteria stipulated in clause 7 of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be pre-qualified.
- 5.4 The pre-qualification documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

5.5 Period of Validity

The request for pre-qualification must remain valid for not less than **120 days** from the date of submission and candidates shall be pre-qualified for a period of two years.

SDMA will make the best effort to complete the evaluation and communicate within this period.

6. SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

- 6.1 The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialed by the person who sign(s) the Pre-qualification Document.
- 6.2 The pre-qualification documents should be prepared and submitted in **one original and one (1) copy** in a plain sealed envelope clearly marked:

“PREQUALIFICATION.

NOFOR.....

“DO NOT OPEN BEFORE SEPTEMBER, 1ST FRIDAY, 2017 at 10.00am

Completed Pre-qualification Documents should be deposited in the tender box provided at The State department for maritime & shipping affairs, 7th floor, Transcom house, Nairobi, Kenya or be addressed and posted to:

**The Principal Secretary
State department for maritime & shipping affairs,
P. O. Box 52692 - 00100
NAIROBI**

6.3 Deadline for Submission

The closing date and time for submission of the Pre-qualification Document shall be **1ST SEPTEMBER 2017 at 10.00AM**

6.4 Late Applications

Any Pre-qualification Document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

6.5 Opening of Applications

6.5.1 A Committee of officials from SDMA shall open the applications immediately after the closing time for submissions of the Pre-qualification Documents’ in the presence of applicants’ representatives who choose to attend.

6.5.2 SDMA will prepare a record of the Pre-Qualification Opening

7.0 PRE-QUALIFICATION EVALUATION CRITERIA

7.1 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information:-

- (i) Prequalification submission Form
- (ii) Declaration Form
- (ii) A copy of certificate of incorporation/registration
- (iii) Valid Tax Compliance Certificate
- (iv) Duly completed Confidential Business Questionnaire

7.3 General Requirements

- (a) SDMA will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Pre-qualification will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices and SDMA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) SDMA does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

8 CONFIDENTIALITY

- 8.1 Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

SECTION 2 - STANDARD FORMS

2.1 PRE-QUALIFICATION SUBMISSION FORM

TO: Principal Secretary
State department for maritime & shipping affairs
Transcom House, 8th floor
P. O. Box 52692-00100
NAIROBI

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos.
The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.
2. Our submission is binding to us for **120 days** and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand you are not bound to accept any submission you may receive.

Dated this _____ day of _____ 20 _____

[Signature)

(in the capacity of]

Duly authorized to sign on behalf of _____

Tel. No. _____

Email _____

2.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the State department for maritime and shipping, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed

For and on behalf of

In the capacity of

Dated this day of2012

Company's rubber Stamp

2.3 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 applied 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 (a MUST)
Plot No, (a MUST) Street/Road (a MUST)
Postal address (MUST) Tel No(s) (a MUST)
Fax Email (a MUST)
Nature of Business
Registration Certificate No.
Maximum value of business which you can handle at any one time – Kshs.
Name of your bankers
Branch
Note: (A MUST) is a requirement for every purpose of easy location and all communications.

	<p style="text-align: center;">Part 2 (a) – Sole Proprietor Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p> <p>Youth/Woman/Person with Disability (indicate).....</p> <p>Citizen Contractor (Indicate).....</p>																				
	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Youth/Women/Persons with Disability (indicate).....</p> <p>Citizen Contractors (Indicate).....</p>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.				
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2.																		
3.																		

	4. Youth/Women/Persons with Disability (indicate)..... Citizen Contractors (Indicate).....
	Date.....Signature of Candidate.....

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date: _____
[Signature of authorized representative of the firm]

Full name of staff member: _____

Tel. No. _____

Full name of authorized representative: _____

2.3 REFERENCES

Submit details of Organizations where you have undertaken similar services in the format given below.

No	Contact Information	Details
1	Name of company	
	Name of contact person	
	Designation Telephone	
	number e-mail address	
2	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
3	Name of company	
	Name of contact person	
	Designation Telephone	
	number e-mail address	
4	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
5	Name of company	
	Name of contact person	
	Designation Telephone	
	number e-mail address	
Ensure you have provided reference letters for ALL the above organizations, duly signed and stamped by the relevant officer and provide details of the assignments in the format provided in 2.7.		

The reference letter **MUST** be on the organization's letterheads.

2.4 FIRM'S REFERENCES

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

Tel. No. _____

(May be amended as necessary)