



REPUBLIC OF KENYA

**MINISTRY OF ICT, INNOVATION AND YOUTH AFFAIRS
STATE DEPARTMENT FOR ICT & INNOVATION**

TENDER NUMBER: MOICT/SDICT/247/2020-2021

**TENDER DOCUMENT FOR PREQUALIFICATION OF CONTRACTORS FOR
ENTERPRISE VIDEO CONFERENCING SOLUTIONS FOR THE FINANCIAL YEARS
2020/2021 AND 2021/2022**

TELPOSTA TOWERS, 8TH FLOOR

P. O. BOX 30025-00100

NAIROBI.

TELEPHONE NO: 020-4920000

TENDER NAME.....

TENDER NUMBER.....

CLOSING DATE: 17TH FEBRUARY, 2021 AT 10.00 A.M.

SECTION I- INVITATION FOR PRE-QUALIFICATION – 2ND FEBRUARY 2020

The **Principal Secretary, Ministry of ICT, Innovation and Youth Affairs, State Department of ICT & Innovation** invites sealed bids from eligible candidates under framework agreements for Supply and Delivery of ICT equipment for the period 2020/2021 - 2021/2022 and prequalification of contractors for Enterprise Video Conferencing Solutions for the period 2020/2021 - 2021/2022 (two (2No.) year period):

TENDER FOR PREQUALIFICATION OF CONTRACTORS FOR ENTERPRISE VIDEO CONFERENCING SOLUTIONS FOR THE FINANCIAL YEARS 2020/2021 AND 2021/2022

NO	TENDER NUMBERS	Category	Eligibility	Closing/Opening Date
1.	MOICT/SDICT/247/2020-2021	Prequalification for Supply, Delivery, Installation, Configuration, Commissioning and Maintenance of Enterprise Video Conferencing Solutions	OPEN	17 th February, 2021 at 10.00 a.m.

Interested eligible applicants may obtain further information and inspect the tender documents from the Supply Chain Management Services Office Teleposta Towers, 8th floor, Office No. K83 during normal working hours except for public holidays. The tender documents may be downloaded from the Ministry's website www.ict.go.ke free of charge.

Tender bids must be submitted in sealed envelopes clearly labeled with the tender number and tender name and be deposited in the tender box located on the 8th floor corridor or be addressed to: **The Principal Secretary, State Department for ICT & Innovation P.O. Box 30025-00100 Nairobi**, so as to be received on or before the closing/opening time.

Bulky or large bid documents which cannot go through the slot of the Tender Box must be delivered to the office of Head Supply Chain Management Services, Teleposta Towers, 8th floor.

Tenders will be opened immediately in the presence of bidders or their representatives who choose to attend in the 9th floor boardroom at Teleposta Towers.

All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Bidders are also advised to visit the Ministry's website regularly for updates.

Head/Supply Chain Management Services
For: PRINCIPAL SECRETARY

SECTION II -

INSTRUCTIONS TO CANDIDATES

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. The State Department of ICT and Innovation on behalf of other Government Ministries, Departments and Agencies would like to prequalify contractors to form a working list of qualified contractors to provide the services in various categories for a period of 2 years as and when required.
2. Participants should indicate clearly the category they wish to be considered for short-listing.
3. Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box located at Telposta Towers, 8th floor corridor or be addressed to **The Principal Secretary, State Department of ICT & Innovation P.O. BOX 30025-00100 NAIROBI** so as to be received on or before the opening dates and time. The procuring entity reserves the right to accept or reject late applications.
4. The tenderer shall prepare two copies of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate and also submit a flash disk with a scanned copy (submitted in PDF format) of the filled out tender document clearly marking it "FLASH DISK COPY" and MUST bear the tender number, the tender category and name in the Invitation for Tenders and the words, "DO NOT OPEN BEFORE **17TH FEBRUARY, 2021 AT 10.00 A.M.**"
5. Answers to the questionnaire should be relevant to the, services or works applied for and should be as clear and concise as possible.
6. In selection of suppliers, the Ministry will short-list only those firms that are able to demonstrate their competence to undertake listed works and services including consultancy. Registered service providers, contractors, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
7. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wishes to be considered.
8. It is a condition that participants MUST comply with all statutory requirements in regard to registration of business, and Tax compliance according to the law of Kenya.

9. Tenderers who may need any clarification before the tender opening may do so by writing to the Principal Secretary, State Department of ICT & Innovation or send an email to ictprocurement@information.go.ke
10. The tender validity period shall be 120 days after the opening.
11. Preference where allowed will be pursuant to PART XII of the Public Procurement and Asset Disposal Act, 2015.
12. Preference where allowed will be pursuant to Sections 61(5), 142(3), 157 (5 & 11) of the Public Procurement and Asset Disposal Act, 2015.
13. Preference where allowed will be pursuant to PART XII of the Public Procurement and Asset Disposal Regulations, 2020.
14. Preference where allowed will be pursuant to Regulation 46, 155 and 159 of the Public Procurement and Asset Disposal Regulations, 2020.

Eligible Candidates

This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and Regulations.

The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

All applicants found capable of performing the works/services satisfactorily in accordance with the set prequalification criteria shall be prequalified.

PREQUALIFICATION CRITERIA

This will be a one stage evaluation and will be based on the following Mandatory requirements

To be eligible, the candidate must submit all the following documents depending on the category of interest: -

1. A copy of valid Certificate of Company/Business Registration
2. Valid Tax Compliance Certificate
3. Valid AGPO Certification (where Applicable as per the requirements in table 1)
4. Copy of ID / Passport
5. National Council for Persons with Disabilities (NCPWD) Membership / Registration Card (**Applicable for AGPOs – PWD**)
6. Valid Certificate of Good Conduct (where Applicable as per the requirements in table 1)
7. Valid Single Business permit. (**Not Applicable for AGPOs**)
8. Valid Certification/Registration with relevant bodies e.g. Communications Authority (CA), National Construction Authority (NCA) Energy and Petroleum Regulatory Authority (EPRA) etc (as per the requirements in Table 1).
9. Evidence of having undertaken three (3) similar works within the last ten (10) years. Provide proof in form of LPOs/LSOs, letters of completion or contract for the works /services undertaken.
10. Valid Practicing certificate for professionals (as per the requirements in Table 1).
11. Duly filled, signed and stamped Confidential Business Questionnaire.
12. Latest CR 12 (**where Applicable**).
13. Filled and Signed self-declaration Forms (SD1 and SD2).
14. Eligibility and disclosure of litigation history.
15. Duly filled tender forms (ALL) as appended in this document.
16. Submit evidence from the bank that the mandatory signatory of the bank account is either a Youth, Woman or Person with Disability (PWD) as per the AGPO category. [In accordance with PPADA, 2015; Section 157 (11)]
17. A sworn affidavit from an advocate of the High Court of Kenya stating that:
 - i. The firm has not been debarred from participating in any public procurement by PPRA.
 - ii. No person related to the firm has any spouse or children working at MoICT
 - iii. The firm has not been engaged in any unethical, corrupt, collusive or fraudulent activities in public procurement matters.
 - iv. The firm has not been declared bankrupt, insolvent or under receivership.
 - v. The firm is not guilty of any violation of fair employment law practices.

vi. Declaration that the firm will not engage in any corrupt or fraudulent practice.

18. Where a Warranty and Manufacturer's authorization is required the tenderer must provide:

a) A certified copy of valid manufacturer's authorization covering all items (lots) the tenderer has tendered.

b) A duly signed original statement by the manufacturer indicating that:-

i. The Tenderer is authorized to offer and supply goods that are manufactured by the manufacturer

ii. The Original Manufacturer's Authorization (MA) MUST be on Letter Head, duly signed, stamped and addressed to The Principal Secretary, Ministry of ICT, Innovation and Youth Affairs, State Department for ICT & Innovation and should be tender and item specific.

At this stage, the tender's submission will either be responsive in the entire mandatory requirement (MR) above or non-responsive. The non-responsive submission will be eliminated from the entire evaluation process and will not be considered for prequalification.

Special Category Group (Youth, Women and PWDs) MUST provide valid copies of registration with National Treasury for Access to Government Procurement Opportunities (AGPO)

The Ministry will verify all the information submitted. Any form of forgery or misinformation will lead to cancellation of the bid.

SPECIFIC REQUIREMENTS OF VARIOUS CATEGORIES

The tenderers submitting registration documents for the categories listed below must in addition to the mandatory requirements submit the additional information/documents specified in the last column of the table below;

TABLE 1: SPECIFIC REQUIREMENTS (ENTERPRISE VIDEO CONFERENCING SOLUTIONS)

NO	TENDER NO.	CATEGORY	DESCRIPTION	Requirements
1.	MOICT/SDICT/247/2020-2021	Prequalification for Supply, Delivery, Installation, Configuration, Commissioning and Maintenance of Enterprise Video Conferencing Solutions	The works entails but not limited to Supply, Delivery, Installation, Configuration and Commissioning and Maintenance Supply, Delivery, Installation, Configuration, Commissioning and Maintenance of Enterprise Video Conferencing Solutions	<ul style="list-style-type: none">• Manufacturer's authorization Certificate and support Warranty

SUPPLIERS APPLICATION FORM

1. I/ We (Company Name) -----hereby
apply for registration as a contractor for:-

General Category

Title Category No

2. Contact Person: Name-----

Tel. No. -----

3. Postal Address: P.O Box -----

Tel No: -----

Fax: -----

Email: -----

Website -----

4. Physical Address:

Town ----- Street----- Building -----

5. Company Branches (If any)

County ----- Town -----

Street ----- Building -----

Floor ----- Room -----

6. Name of Bank -----Branch -----

7. Name of Insurers -----(Not applicable to AGPO)

8. Net worth equivalent in Ksh -----in figures -----(Not
applicable to AGPO)

9. Authorized signature -----

10. Official rubber stamp and date -----

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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.

Plot No..... Street/Road.....

Postal Address Tel No. Fax E mail

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.

Name of your bankers Branch

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date Signature of Candidate

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

The following forms **MUST** be filled by the applicants:-

a) SUPERVISORY PERSONNEL

1 Name of Lead Supervisor-----

b. Age-----

c. Academic qualification (attach copies)-----

d. Professional qualification (attach copies)-----

2. Names and Qualifications of the Key Personnel

(Attach copies of certificates and CVs for 3 proposed key personnel)

b) FINANCIAL POSITION & TERMS OF TRADE (Not applicable to AGPO)

1. Firms liquidity position (attach copies of last three years audited accounts).
2. Recommendation from your banker for access to credit facilities.
3. State credit period (preferred 30 days).

FINANCIAL POSITION & TERMS OF TRADE (Applicable to AGPO only)

1. Submit evidence from the bank that the mandatory signatory of the bank account is either a Youth, Woman or Person with Disability (PWD) as per the AGPO category. [In accordance with PPADA, 2015; Section 157 (11)]

c) APPLICANT'S REFEREES

1. Name of client (organization).....

Address.....

Contact
person.....

Client phone No

2. Name of client (organization).....

Address.....

Contact person.....

Client phone no.....

3. Name of client.....

Address.....

Contact person.....

Client phone No.....

d) ELIGIBILITY AND COMPETENCE TO PROVIDE SERVICES

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? ----- If yes, when ----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practices or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes No.....

3. Has the firm/company making this application or any of its directors been debarred or suspended from participating in Public Procurement, OR have any Procuring Entity initiated proceedings of that nature against the firm or any of its directors, for any reason whatsoever? Yes..... No

4. What products or services do you want to be considered to supply (indicate relevant category and product code)

5. How many employees do you have? ----- How many are permanent? ----- How many are temporary? -----

6. Are you a manufacturer/wholesaler/retailer/dealer (please specify) -----

7. What is your average delivery period of goods /services after issuance of LPO?

8. What is the maximum value of business, which you can handle at any one time? Ksh.....in words

e) LITIGATION HISTORY AND DECLARATION

1. LITIGATION HISTORY

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

Year Award for or against Name of client, cause of litigation and matter in dispute
Disputed amount (current value in Ksh)

B). DECLARATIONS

- 2. For purpose of transparency and fair dealing, vendor shall make full disclosure of any past/existing business relationship with any Ministry of ICT employee.
- 3. Do you have a relationship with any Ministry if ICT employee that would cause any real or perceived conflict of interest? Yes/No----- (specify) ----- I ----- declare, for and on behalf of ----- (company/firm) that all the information furnished to the State Department of ICT and Innovation in connection with this Updating of Suppliers' list is true and accurate in all material respect. SDICT&I is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

That incase of being listed I/we acknowledge that this grants us the privilege to participate in due time in the submission of a tender/ quotation on the basis of provision in the tender or quotation document to follow.

I/ we enclose all the required documents and information required for the pre-qualification

Information submitted by (Name) -----

Title -----

Signature ----- Date-----

Stamp:

SELF DECLARATION FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

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

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

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

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

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

Bidder's Official Stamp

SELF DECLARATION FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

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

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

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any collusive practice with other bidders participating in the subject tender

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

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

Bidder's Official Stamp