



KENYA INSTITUTE OF MASS COMMUNICATION

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**REGISTRATION DOCUMENT OF SUPPLIERS FOR SMALL WORKS, SUPPLY
AND DELIVERY OF GOODS AND SERVICES**

KIMC/R//2023-2024.... /2024-2025 (Indicate category)

THE DIRECTOR

KENYA INSTITUTE OF MASS

COMMUNICATION

P.O BOX 42422-00100

NAIROBI

SEPTEMBER 2023

SECTION I- INVITATION FOR REGISTRATION

KENYA INSTITUTE OF MASS COMMUNICATION (K.I.M.C) INVITATION FOR REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS FOR FINANCIAL YEARS 2023/2024 and 2024/2025

The Kenya Institute of Mass Communication (KIMC) was established in 1961 and was named as the then Voice of Kenya Training School. Its main purpose was to train electronic engineering and technicians for the then, Kenya Broadcasting Service (KBS), that was later rebranded in 1962 as the Kenya Broadcasting Corporation (KBC).

KIMC invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for the financial years **2023/2024 and 2024/2025**

A) CATEGORY A SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
KIMC/G/1/2023-2025	Supply, Delivery and Installation of Office Equipment e.g. Computers, Laptops, IPADS, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.	Open
KIMC/G/2/2023-2025	Supply and Delivery of office furniture and fittings.	Open
KIMC/G/3/2023-2025	Supply and delivery of printed stationery and general stationery	AGPO
KIMC/G/5/2023-2025	Provision of Design, Branding and Printing of Promotional Materials E.g., T-shirt, Caps, Calendars, Banners, Carrier Bags, Logos, brochures, Research Reports business cards, staff identification cards, diaries, corporate stickers, fliers, booklets, documentary wallets etc.	AGPO
KIMC/G/6/2023-2025	Supply and Delivery of Drinking Water, Lease and Maintenance of Water Dispensers	Open
KIMC/G/7/2023-2025	Design, Supply and Delivery of Gifts and Trophies	AGPO
KIMC/G/8/2023-2025	Supply and delivery of dry food stuff.	AGPO

KIMC/G/9/2023-2025	Supply and Delivery of Toiletries, Cleaning materials, detergents, disinfectants, Kitchen Supplies & Consumables	AGPO
KIMC/G/10/2023-2025	Supply and Delivery of Newspapers, Publications, Books and Periodicals	Open
KIMC/G/11/2023-2025	Supply, Installation, Commissioning, Repair and Maintenance of Air Conditioners, Fire Extinguishers, Smoke Detectors, Automatic Fire Suppressions, First Aid Kits and Related Accessories	Open
KIMC/G/12/2023-2025	Supply, Installation and Commissioning of CCTV, Access Control System, ICT Security & Alarm Systems.	Open
KIMC/G/13/2023-2025	Supply of sports gear, equipment and trophies	AGPO
KIMC/G/14/2023-2025	Supply and delivery of hardware materials.	AGPO
KIMC/G/15/2023-2025	Supply and delivery of staff uniforms	

CATEGORY B PROVISION OF SERVICES

CATEGORY NO.	Item Description	CATEGOR Y
KIMC/S/1/2023-2025	Provision of Travel Agency and Air Ticketing Services (IATA Registered firms)	Open
KIMC/S/2/2023-2025	Provision of legal services (L.S.K Registered firms)	Open
KIMC/S/3/2023-2025	Provision of Event Management, Interior Decorations and Furnishing Services, Shows and Exhibitions	AGPO
KIMC/S/4/2023-2025	Supply and Delivery of Drinking Water, Lease and Maintenance of Water Dispensers	Open
KIMC/S/5/2023-2025	Provision of hospital waste management services (N.E.M.A and Nairobi County Government Licensed)	Open
KIMC/S/6/2023-2025	Service and maintenance of CCTV, Access Control System, ICT Security & Alarm Systems.	Open
KIMC/S/7/2023-2025	Repair of Office Furniture and Fittings	Open
KIMC/S/8/2023-2025	Provision of auctioneering services	Open
KIMC/S/9/2023-2025	Provision of event organization services	AGPO
KIMC/S/10/2023-2025	Repair & maintenance of film, audio visual, broadcasting, editing, dissemination, film, training equipment, machines	Open
KIMC/S/11/2023-2025	Provision of motor vehicle garage services	Open

KIMC/S/12/2023-2025	Repair & Maintenance of LAN,WAN ,Internet, networking and Upgrade of website/design services.	Open
KIMC/S/13/2023-2025	Provision of tagging and valuation services	Open
KIMC/S/14/2023-2025	Provision of Computer Software and Licenses,	Open
KIMC/S/15/2023-2025	Provision of ICT office equipment maintenance	AGPO
KIMC/W/1/2023-2025	Provision of Small Contractual Works-General Office Designs, Repairs and Maintenance Works, Electricals, Plumbing, Painting Etc. (Registered With NCA)	AGPO

CATEGORY D PROVISION OF SERVICES

KIMC/W/1/2023-2025	Provision of Small works and office repairs, including office partitioning, paint works, installation of minor equipment's, plant and machinery, etc.(Must be Registered with National Construction Authority)	Open
KIMC/W/2/2023-2025	Provision of repair maintenance of plumbing and sewerage systems. (Must be Registered with National Construction Authority)	AGPO
KIMC/W/3/2023-2025	Provision of Small electrical and electronics repairs and maintenance works. Must be Registered with National Construction Authority)	AGPO
KIMC/W/4/2023-2025	Provision of service of Kitchen equipment.	Open
KIMC/W/5/2023-2025	Provision of servicing and calibration of weighing scale weighing scales.	Open

Interested service providers should visit the , **Kenya Institute of Mass Communication** website, www.kimc.ac.ke to obtain the registration documents free of charge. You are required to indicate the category you are participating in from the list above in the provided space in each registration document.

The applications should be deposited in the Tender Box to the address below on or before **17th October 2023 at 10.30 Am.**

**THE DIRECTOR/CEO
KENYA INSTITUTE OF MASS
COMMUNICATION P.O BOX 42422-00100
NAIROBI**

SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Registration

Kenya Institute of Mass Communication (K.I.M.C) hereinafter referred to as the procuring entity intends to register suppliers for the **provision of small works, goods and services as per listed categories above.**

It is expected that Registration applications will be submitted to be received by the procuring entity not later than **17th October 2023 at 10.30 am.**

- 2.1.1 Registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.2 Submission of Application

- 2.2.1 Applications for Registration shall be submitted in sealed envelopes marked with the tender name and category and deposited in the tender box addressed to **The Director/CEO, Kenya Institute of Mass Communication, Uhoho Road, South B** so as to be received on or before **17th October 2023 at 10.30 am Local Time.**

- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.

- 2.2.3 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Candidates

- 2.3.1 This invitation for Registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 55 of the PPADA Act 2015.

- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set Registration criteria shall be registered.

2.4 Qualification Criteria

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. **This will only apply to OPEN CATEGORIES**

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate
3. The person/firm **MUST NOT** be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
4. Company profile
5. Valid Business Permit.
6. Valid AGPO Certificate for reservation groups.
7. Duly Completed Confidential Business Questionnaire
8. Certificate from Kenya Bureau of Standards for Registration to Supply Mineral Water
9. For Repair & Maintenance works Firms **MUST** be registered by NCA
10. For provision of Ticketing Services prospective service providers **MUST** be registered with IATA-Documentary evidence must be attached.
11. For provision of legal services, prospective service providers **MUST** be registered Law Society of Kenya (L.S.K)-Documentary evidence must be attached.

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.

To qualify the supplier/service provider in **OPEN** categories must pass all the above set criteria. Candidates must attach company registration documents, Tax compliant certificates, Authority from relevant authorities to offer such services and Business Permits.

The following are the Requirements for Registration in the category of Youth, Women and People Living with Disabilities AGPO

1. Valid AGPO Certificate.
2. Certificate of Incorporation/Registration
3. Valid Tax Compliance Certificate
4. General Information
5. Registration to relevant statutory bodies where applicable

2.4.2 The declaration will be either pass or fail regarding the applicant's general information (Incorporation, Legal Status, Tax Compliance Status and Registration of Business), General experience and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.3 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in

the Standard Form 1 (General Information)

2.4.4 General Experience. The applicant shall meet the following minimum criteria:

- a) Average annual turnover: KES. 1Million as main service provider (defined as billing for services in progress and completed) over the last

Five (5) years. (The Preference Reservation groups with AGPO Certificates are excepted from this criteria)

- b) Successful experience as prime service provider of at least 5 similar contracts in the last Five (5) years. This experience should include prove of successful similar services rendered, corporate documentaries etc. (The Preference Reservation groups with AGPO Certificates are excepted from this criteria).

2.4.5 The audited Accounts for the last 2 years or bank statements shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers. (The Preference Reservation groups with AGPO Certificates are excepted from this criteria)

2.4.6 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.6 Public Sector companies

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.7. Conflict of Interest

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other Registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.8. Updating Registration Information

2.8.1 Registered candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates

SECTION III

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LETTER OF APPLICATION

Notes on Letter of Application:

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

SECTION III - LETTER OF APPLICATION

Date

To: **The Director/CEO
Kenya Institute of Mass Communication
P.O Box 42422-
00100 Nairobi.**

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____
_____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following contract(s) under (Registration No. and Registration name)

Registration number	Registration name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining:
- (a) the Applicant’s legal status-
 - (b) Valid KRA Tax Compliance Certificate.
 - (c) the principal place of business (Business permit) and
 - (d) the certification of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).
 - (e) details of the ownership of the firm (Attach CR 12)
 - (f) valid AGPO Certificate for reservation groups.
 - (g) bank account details.
 - (h) official contacts (Email address, Telephone Number, Postal Address etc.)

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information.

Contact Information Enquiries	
Name of Contact Person:	Telephone 1
Email Address:	Telephone 2

5. This application is made with the full understanding that:
 - (a) bids by registered applicants will be subject to verification of all information submitted for Registration at the time of bidding.
 - (b) your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from registered bidders who meet the revised requirements; and
 - reject or accept any application, cancel the Registration process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
6. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-consultants, the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form

- Application Form 2 - General Experience Record
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are required to enclose testimonials, Award Letters and certificates of Completion with their applications.

- Application Form 3 - Confidential Business Questionnaire
This form is to be completed by all applicants. The information provided will complement information on Form

- Application Form 4 - Summary sheet. Contract commitments/work in progress
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

- Application Form 5 - Proposed Personnel Capabilities (Where Applicable)
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A

- Application Form 5A - Candidate Summary
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel

- Application Form 6 - Equipment Capability (Where Applicable)
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 7 - Financial Capability
This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary, separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
- Application Form 8 - Litigation History
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture.
- Application Form 9 - Anti Corruption Declaration Pledge
This form MUST be completed and signed by all the applicants.

APPLICATION FORM (1): GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone No:	Contact person:
4.	Fax:	E-mail address:
5.	Place of incorporation/registration	Year of incorporation/registration
7.	Bank Account Details:	

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (3): CONFIDENTIAL BUSINESS QUESTIONNAIRE

Name of Applicant:

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. 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

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <p>Citizenship details</p>																									
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
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1.																						
2.																						
3.																						
4.																						
	<p>Part 2 (c) – Registered Company</p>																									

	Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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1.																											
2.																											
3.																											
4.																											
5.																											
	Date Signature of Candidate																														

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

APPLICATION FORM (4) SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS (Where Applicable)

Name of Applicant or partner of a joint venture:

Name of contract	Value of outstanding work KShs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

APPLICATION FORM (5) PROPOSED PERSONNEL CAPABILITIES (Where Applicable)

Name of Applicant:

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

APPLICATION FORM (5A) CANDIDATE SUMMARY (Where Applicable)

Name of Applicant

Position	Candidate * Prime * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer 5. Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E mail
	Job title of candidate	Years with present employer

Summarize professional experience over the years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project (where applicable).

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (7): FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture:

Banker	Name of Banker: _____ Account Name: _____ Account No: _____ Swift Code: _____ Bank Code: _____ Branch Code: _____
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Financial information in Kshs.	Actual: previous five years			Projected: next two years
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

APPLICATION FORM (8): LITIGATION HISTORY

Name of Applicant or partner of a joint venture:

Applicants, including each of the partners of a joint venture, should provide information on the applicants' letterhead 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.

APPLICATION FORM (9) ANTI CORRUPTION DECLARATION PLEDGE

Name of Applicant or partner of a joint venture:

I/WE(Name of Firm)
declare that I/WE recognize that the Public Procurement is based on a free and fair competitive Tendering process
which should not be opened to abuse

I/WE declare that
I/WE will not offer or facilitate directly or indirectly any inducement or reward to any public officer,
their relations or business associates, in accordance with the tender No.
.....for or in subsequent performance of the contract if I/WE/am /are
successful.

Date

Signature of Candidate/ Authorised Signatory