



REGISTRATION OF SUPPLIERS

**REGISTRATION OF SUPPLIERS FOR GOODS,
SERVICES AND WORKS FOR FINANCIAL YEARS
2022 - 2023 AND 2023 - 2024**

KRA/HQS/RGS-006/2022-2023

Pre – Bid Link

[Register Here](#)

[Pre-Bid Conference](#)

ON 5TH OCTOBER, 2022 AT 11:00 AM

**CLOSING DATE: WEDNESDAY 19TH OCTOBER, 2022
AT 11:00 AM**

**Commissioner General,
Kenya Revenue Authority,
Times Tower Building
P.O. Box 48240-00100
Tel: +254 02 281 7022
Nairobi, Kenya.
EMAIL: eprocurement@kra.go.ke**

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1.1 INTRODUCTION

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2021 - 2022 AND 2022 - 2023

The Kenya Revenue Authority in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015 invites applications for Registration of suppliers from **Current / Existing** Suppliers and **Interested Candidates** for supply of the Goods, Works and Services as listed below;

LIST OF KENYA REVENUE AUTHORITY PROCUREMENT CATEGORIES

A: SUPPLY OF GOODS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PARTICIPATE (INDICATE -YES)
1.	KRA/HQS/ RGS-G /001/2022-2023	SUPPLY AND DELIVERY OF LIBRARY BOOKS AND MATERIALS	OPEN	
2.	KRA/HQS/ RGS-G /002/2022-2023	SUPPLY AND DELIVERY OF BOTTLED WATER AND LEASE OF WATER DISPENSERS	OPEN	
3.	KRA/HQS/ RGS-G /003/2022-2023	SUPPLY AND DELIVERY OF FRESH MEAT, POULTRY AND MEAT PRODUCTS FOR SOUTHERN REGION	OPEN	
4.	KRA/HQS/ RGS-G /004/2022-2023	PROVISION OF LABORATORY CHEMICALS & EQUIPMENTS	OPEN	
5.	KRA/HQS/RGS-G/005/2022-2023	PRINTING OF CERTIFICATE WITH SECURITY FEATURES	OPEN	
6.	KRA/HQS/RGS-G/006/2022-2023	SUPPLY AND DELIVERY OF TAMPER PROOF SEALS	OPEN	

B: PROVISION OF SERVICES

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	REMARKS	PARTICIPATE (INDICATE -YES)
7.	KRA/HQS/ RGS-S /007/2022-2023	SUPPLY, REPAIR, AND MAINTENANCE OF ELECTRONIC EQUIPMENT AND SYSTEMS	OPEN	
8.	KRA/HQS/ RGS-S /008/2022-2023	SUPPLY AND MAINTENANCE OF GYM & SPORTS FACILITIES	OPEN	
9.	KRA/HQS/ RGS-S /009/2022-2023	PROVISION OF ASSET VALUATION SERVICES	OPEN	

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	REMARKS	PARTICIPATE (INDICATE -YES)
10.	KRA/HQS/ RGS-S /010/2022-2023	REPAIR AND MAINTENANCE OF MOTOR VEHICLES FOR COUNTRY WIDE.	OPEN	
11.	KRA/HQS/ RGS-S /011/2022-2023	SUPPLY OF MOTOR VEHICLE FUEL, LABRICANTS AND OILS FOR WAJIR, MOYALE, MARALAL.	OPEN	
12.	KRA/HQS/ RGS-S /012/2022-2023	PROVISION OF CONSULTANCY SERVICES IN HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	OPEN	
13.	KRA/HQS/ RGS-S /013/2022-2023	PROVISION OF TRAINING AND CAPACITY BUILDING SERVICES	OPEN	
14.	KRA/HQS/ RGS-S /014/2022-2023	PROVISION OF CUSTOMER SATISFACTION SURVEY & EMPLOYEE SATISFACTION	OPEN	
15.	KRA/HQS/ RGS-S /015/2022-2023	PROVISION OF AUCTIONEERING SERVICES	OPEN	
16.	KRA/HQS/RGS-S/016/2022-2023	PROVISION OF DÉCOR SERVICES FOR KRA EVENTS	OPEN	

C: PROVISION OF MINOR WORKS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	REMARKS	PARTICIPATE (INDICATE -YES)
17.	KRA/HQS/ RGS-W /017/2022-2023	PROVISION OF CONSULTANCY SERVICES- QUANTITY SURVEYING, LANDSCAPING, STRUCTURAL/CIVIL ENGINEERING, ARCHITECTURAL SERVICES, ELECTRICAL ENGINEERING, INTERIOR DESIGN AND ENVIRONMENTAL SERVICES	OPEN	

1.1.1 A complete set of bidding documents in English may be obtained from KRA E-Procurement portal available on the KRA website www.kra.go.ke free of charge. Prospective bidders should register on E-Procurement to enable them access the KRA portal under “New Supplier Registration” found under the Tender Tab.

1.1.2 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm. Completed Bids are to be saved as PDF documents marked “**KRA/HQS/RGS-006/2022-2023: Registration of Suppliers for Goods, Work and Services**” submitted to the appropriate KRA E-procurement Web Portal found on the KRA website so as to be received on or before **19TH, OCTOBER, 2022 AT 11.00 A.M.**

- 1.1.3 The tenderer shall chronologically serialize all pages of the tender documents submitted.
- 1.1.4 Submission should strictly be done via the **KRA E-Procurement Portal**. Bidders to note that system bid submission issues shall not be addressed within 24 hours to the tender opening date and time.
- 1.1.5 Bids will be opened electronically promptly after closing time and Bidders or their representatives are welcome to witness the opening through **the link provided**.
- 1.1.6 Late tenders will be rejected

Submission of registration documents shall be continuous with the register being updated biannually. The applications MUST include:

- (a) Copy of Certificate of Registration/Incorporation
- (b) Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to Produce this certificate to prove compliance will lead to automatic Disqualification thus no further evaluation of your application).
- (c) Company profile
- (e) Dully filled, signed & stamped confidential business questionnaire in the format provided.
- (f) Must attach a current CR12 showing the shareholding of the firm
- (g) Registered with “National Construction Authority (NCA)- Category 8 and above in building/civil/ electrical works for those in Building industry.
- (h) Certification from Kenya Bureau of standards for the Registration of drinking water.
- (i) Certificate of Registration by Valuers Registration Board for Registration of valuation services.
- (j) Valid Registration with the National Industrial Training Authority (NITA) for local bidders.

REGISTRATION INSTRUCTIONS

1.2 Registration Objectives

The main objective of this part is to short-list firms for supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act, 2015.

1.3 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their registration documents to **The Deputy Commissioner – Supply Chain Management** so that they may be registered for submission of Tenders/Quotations. The Authority requires prospective suppliers to provide mandatory information for registration.

1.4 Experience

Past Experience in the supply and deliver of similar items/services is Mandatory for under OPEN category (Documentary evidence to be submitted). However for the youth, women and other disadvantaged groups is exempted for the youth, women and other disadvantaged groups.

1.5 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for registration, prospective supplier/provider **MUST** submit all the information herein requested.

1.6 Distribution of Registration Documents

Registration documents shall be downloaded from the Authorities website www.kra.go.ke. The documents are available for inspection from the Supply Chain Department, Kenya Revenue Authority – KRA Times Tower Building, 21st Floor, Nairobi, during normal working hours, and submitted on or before **19th October, 2022 at 11.00 a.m**

1.7 Questions Arising From Documents

Questions that may arise from the Registrations documents should be directed **The Deputy Commissioner – Supply Chain Management** during official working hours, or email eprocurement@kra.go.ke

1.8 Additional Information

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

1.9 Invitation to Tenders / Quotations

Bidding documents (Tenders/Quotations) will be made available only to those bidders whose qualifications are accepted by the Authority after evaluating of the documents presented and after the completion of the registration process.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes

The supplier will have to pay VAT as applicable for all goods to be supplied

2.2 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.

2.3 Payments

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

REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 are to be completed by prospective supplier who wish to be registered to participate in Quotations for Supply of Goods, Services and Works to the Authority.

3.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered non responsive. All the documents that form part of the proposal must be written in English Language and in ink

3.2 Qualification

3.21 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.

3.22 Prospective bidders may not be considered qualified unless in the judgment of the Authority they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Registration

3.3.1 **Experience:** Prospective bidder shall **NOT BE** required to have experience in the supply of goods, services and works in the categories reserved to the Women, Youth or PLWD's owned enterprises. However, experience of at least 2 years shall be required for other categories where the eligibility is **OPEN** to all. In case of potential supplier should show competence, willingness and capacity to service the contract. However, the youth, women and other disadvantaged groups may be exempted from this requirement. Bidders can only participate up-to a maximum of four (4) categories and where bidders surpass the limitation that will lead to disqualification and will not be evaluated further.

3.3.2 **Personnel:** The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.3

3.3.3 **Past Performance:** Past performance will be given due consideration in pre-qualification bidders. Letters of reference from past customers **MUST** be submitted along with Form RQ-4.

3.4 Statement

Application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/The Authority 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 Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

3.6 Registration Criteria

The listed forms will form the criteria of evaluation. Bidders to duly fill, sign and stamp forms. Where a certain form is not applicable, the bidders should indicate **“NOT APPLICABLE”**

Required Information

Form Type

- | | |
|---|------|
| 1. Registration Documentation | RQ-1 |
| 2. Registration Data | RQ-2 |
| 3. Supervisory Personnel | RQ-3 |
| 4. Past Experience for category (FOR OPEN) | RQ-4 |
| 5. Sworn Statement | RQ-5 |
| 6. Confidential Questionnaire | RQ-6 |
| 7. Litigation History | RQ-7 |

FORM RQ -1

MANDATORY REGISTRATION DOCUMENTATION

NO.	REQUIREMENT	Required (Yes /No)
1.	Copy of Certificate of Registration/Incorporation – All categories	Yes
2.	Valid Tax Compliance Certificate from Kenya Revenue Authority All categories	Yes
3.	Valid AGPO Certificate- Where applicable.	Yes
4.	Current CR12 showing the shareholding of the firm (Not older than six months) - All categories	Yes
5.	Company Profile - All categories	Yes
6.	Dully filled, signed and stamped business questionnaire in the format provided.- All categories	Yes
7.	At least two years of Experience for Supply and delivery of Similar Goods, Services or Works (Attach Orders or Contracts or reference letters at least three (3)) where Eligibility is Open	Yes
8.	Registration with National Construction Authority (NCA) category 8 and above in building / civil works for those in Building industry accompanied by the Annual Practicing Licences. Applicable for category 14	Yes
9.	Certificate from Kenya Bureau of standards for the Registration of Drinking water . Applicable for category 2	Yes
10.	Certificate of Registration by Valuers Registration Board for Registration of Valuation services Applicable for category 7	Yes
11.	Valid Registration with the National Industrial Training Authority (NITA) for local bidders Applicable for category No. 10 & 11	Yes

VENDOR EVALUATION CRITERIA

No.	Requirement	Required (Pass or Fail)
1.	Firms Experience Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services/ Works to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria. (Past Performance with the Authority will be measured as an indicator for satisfactory services rendered)	
PAST PERFORMANCE		
1.	POST QUALIFICATION- (DUE DILIGENCE)	Bidders' documents will be subjected to verification for confirmation of the authenticity on the following: (Valid tax compliance, Valid National Construction Authority certificates, (AGPO certificates- Where applicable).

FORM RQ - 2 REGISTRATION DATA

1. Category to be Registered

2. Legal name of firm.....

Post Office address.....

Street and Address

City

Country.....

Telephone No.....

Email address

Person to contact.....

Title.....

3. Full name(s) of Director (s).....

.....

.....

.....

.....

4. Disadvantaged Group (e.g. Youth, PWD, Women
etc.).....

5. AGPO Certificate

No.....

6. Incorporation or Registration Certificate

No.....

FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel and contact person in the format below:

No.	Name	Position	Telephone No.	Email Address
1.				
2.				
3.				
4.				
5.				

FORM RQ - 4: PAST EXPERIENCE

NAME OF APPLICANTS OTHER CLIENTS AND VALUES TWO YEARS NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. i) Name of client (Organization).....
ii) Address of Client (Organization).....
iii) Name of contact person at the client (Organization).....
iv) Telephone No. of Client.....
v) Value of contract.....
vi) Duration of contract (date).....

2. Name of 2nd Client (Organization).....
i) Name of client (Organization).....
ii) Address of Client (Organization).....
.....
iii) Name of contact person at the client (Organization)
iv) Telephone No. of Client.....
v) Value of contract.....
.....
vi) Duration of contract (date).....

3. Name of 3rd Client (Organization)
i) Name of client (Organization):.....
ii) Address of Client (Organization)...
.....
iii) Name of contact person at the client (Organization):
iv) Telephone No. of Client.....
v) Value of contract...
.....
vi) Duration of contract (date).....

4. Others
.....

Note The information provided in Items **1, 2, 3 and 4** should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts need to be submitted as evidence.

FORM RQ-5: SWORN STATEMENT

Having studied the registration information for the above project I/we hereby state:

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and on the basis of which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Authority is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

FORM RQ-6: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

You are advised that it is a serious offence to give false information on this form.

Part 1 – General		
1.1	Business Name.....	
1.2	Location of Business Premises.....	
1.3	Plot No.....	
	Street/Road	
	Postal Address.....	
	Tel No..... Fax.....	
	Email.....	
	
1.4	Nature of Business.....	
1.5	Registration Certificate No.....	
1.6	Maximum Value of Business which you can handle at any one time – KSHS.....	
1.7	Name of your Bankers	
	Branch	
Part 2 (a) – Sole Proprietor		
2a.1	Your Name in Full.....	
	Age	
2a.2	Nationality	
	Country of Origin	
	Citizenship Details.....	
Part 2 (b) Partnership		
2b.1	Given details of Partners as follows:	
2b.2	<u>Name</u>	<u>Nationality</u> <u>Citizenship Details</u>
	<u>Shares</u>	
	1.....	
	
	2.....	
	
	3.....	
	
	4.....	
	
Part 2 (c) – Registered Company		
2c.1	Private or Public	

2c.2 State the Nominal and Issued Capital of Company-
 Nominal KSHS.
 Issued KSHS.

2c.3 Given details of all Directors as follows

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>
<u>Shares</u>		
1.....		
2.....		
3.....		
4.....		
5.....		

Part 3 - Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes _____ No _____

3.2 If answer in '3.1' is **YES** give the relationship.

3.3 Does an Employee, Committee Member, Board Member of Kenya Revenue Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes _____ No _____

3.4 If answer in '3.3' above is **YES** give details.

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kenya Revenue Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes _____ No _____

3.6 If answer in '3.5' above is **YES** give details.

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices?
YES_____ No_____

3.8 If answer in '3.7' above is **YES** give details:
.....
.....
.....
.....
.....

3.9 Have you offered or given anything of value to influence the procurement process? Yes
_____No_____

3.10 If answer in '3.9' above is **YES** give details
.....
.....
.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date..... Signature of Candidate
.....

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

RQ - 7 LITIGATION HISTORY

Name of Contractor/Supplier...

.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

Note: where there is no litigation history, bidders to indicate N/A