



THE KENYA SCHOOL OF LAW

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND
WORKS FOR THE FINANCIAL YEARS 2020-2021 AND 2021-2022

COMPANY NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

IF SPECIAL GROUP PLEASE INDICATE BELOW: (✓)

WOMEN

YOUTH

PERSONS WITH DISABILITIES

P.O. BOX 30369 – 00100 NAIROBI

TEL: +254 020-2699581-6

EMAIL: lawschool@ksl.ac.ke

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CLOSING DATE: 9TH JUNE 2020 AT 11.00 A.M

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TENDER NOTICE

SECTION I: INVITATION FOR REGISTRATION

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2020/2021 AND 2021/2022

The Kenya School of Law invites applications for registration of suppliers from interested eligible bidders for the supply of under listed goods, services and works for the Financial Years 2020/2021 and 2021/2022 (two years):

CATEGORY A: SUPPLY OF GOODS

Tenders Number	Tender Description	Eligibility
KSL/001/2020 – 2022	Supply and delivery of Perishable Foodstuffs; Fresh Vegetables and fruits	Reserved Groups
KSL/002/2020 – 2022	Supply and delivery of Dry Foodstuff	Reserved Groups
KSL/003/2020 – 2022	Supply and delivery of Milk and Dairy Products	Reserved Groups
KSL/004/2020 – 2022	Supply and delivery of Meat Products, Eggs, Fish and Chicken	Reserved Groups
KSL/005/2020 – 2022	Supply and delivery of LPG Gas	Open
KSL/006/2020 – 2022	Supply and delivery of Soft Drinks 18.9L bottled water & 500ml Bottled Mineral Water	Open
KSL/007/2020-2022	Supply of water(10,000 litres bowser)	Open
KSL/008/2020– 2022	Supply and delivery of hospitality equipment i.e. cutlery, crockery and kitchen appliances	Open
KSL/009/2020 - 2022	Supply and delivery of photocopiers, printers, Projectors and related ICT equipment	Open
KSL/010/2020 - 2022	Supply, delivery and maintenance of ICT Equipment(computers, printers, ipads and related equipment/accessories	Open
KSL/011/2020- 2022	Supply and delivery of motor vehicle tyres, tubes and batteries	Open
KSL/012/2020 - 2022	Supply and delivery of assorted hardware materials	Open
KSL/013/2020 – 2022	Supply and delivery of electrical Items and fittings	Open

KSL/014/2020 – 2022	Supply and delivery of Office and Student Furniture	Open
KSL/015/2020– 2022	Printing and publication of newsletters, brochures, diaries & calendars, examination Booklets, & branding	Reserved Groups
KSL/016/2020 – 2022	Supply and delivery of General Office Stationery and computer consumables	Reserved Groups
KSL/017/2020-2022	Supply of airtime	Reserved Groups
KSL/018/2020 – 2022	Supply and delivery of Staff Uniform, Curtains, Protective Clothing, Footwear & bed linen	Reserved Groups
KSL/019/2020 – 2022	Supply, Delivery, Installation, Commissioning & Maintenance of Telecommunication equipment, PABX Systems and related equipment	Open
KSL/020/2020-2022	Supply and delivery of Toners and Cartridges	Reserved Groups
KSL/021/2020-2022	Supply and delivery of Cleaning Materials, Detergents, Disinfectants & soaps	Reserved Groups
KSL/022/2020-2022	Supply of swimming pool Chemicals	Open
KSL/023/2020-2022	Supply of laundry detergents	Open
	CATEGORY B: PROVISION OF SERVICES	
KSL/024/2020– 2022	Provision of Legal Services Valid membership of Professional Body (LSK)	Open
KSL/025/2020 – 2022	Hire of Tents (including Dome Tents), Chairs, Tables, Public Address Systems, decorations and related items	Reserved Groups
KSL/026/2020 – 2022	Repair and servicing of Refrigerators, Freezers, Gas & other Related Items	Open
KSL/027/2020 – 2022	Repair & Maintenance of Motor Vehicles	Open
KSL/028/2020-2022	Provision of Air Travel Services IATA registered firms only	Reserved Groups
KSL/029/2020-2022	Provision of graphic design and printing services	Open
KSL/030/2020-2022	Provision of Pest Control and Fumigation Services	Reserved Groups
KSL/031/2020-2022	Provision of Insurance Brokerage Services	Open
KSL/032/2020-2022	Repairs and maintenance of office furniture and fittings	Reserved Groups
KSL/033/2020-2022	Provision of maintenance services for firefighting equipment	Open
KSL/034/2020-2022	Provision of repair and maintenance services for backup diesel generators	Open

KSL/035/2020-2022	Provision of various small works including repair & maintenance of buildings, carpentry, masonry, electrical & plumbing services	Open
KSL/036/2020-2022	Provision of auctioneering services registered firms with valid practicing certificate	Open
KSL/037/2020-2022	Provision of garbage collection	Reserved Group
KSL/038/2020-2022	Provision of sewage exhaustion services	Open
KSL/039/2020-2022	Provision of repair and maintenance services for Air conditioning equipment	Open
KSL/040/2020-2022	Provision of Team building facilitation services	Open
KSL/041/2020-2022	Provision of car hire and taxi services	Open
	CATEGORY C: PROVISION OF CONSULTANCY SERVICES	
KSL/042/2020- 2022	Provision of Human Resource consultancy services, training and capacity building attach valid practicing certificate in area of expertise	Open
KSL/043/2020-2022	Provision of consultancy services for ICT,ICT Risk and ICT security audit services	Open

The disadvantaged groups are Women, Youth and Persons Living with Disabilities who have registered with the Ministry of Finance (AGPO Certificate)

Interested firms may obtain registration documents from Supply Chain department during normal working hours upon payment of non-refundable fee of kshs 1,000 per set of Tender document payable to the cashier in cash and free if downloaded from our website www.ksl.ac.ke

Those wishing to be registered in more than one category will be required to download additional registration documents **for each category**.

Completed tender and registration documents in plain sealed envelopes clearly marked registration of suppliers with the **Category Number** and **Category description** should be deposited in the Tender Box located at the **Main Administration Block at Kenya School of Law (Karen Campus)**, or be addressed to:

**The Director/Chief Executive Officer,
Kenya School of Law P.O. Box 30369-00100
NAIROBI**

SECTION I - INTRODUCTION

1. The Kenya School of Law hereinafter referred as “Procuring entity” intends to register/prequalify candidates for the **supply of goods, services and works for the financial years 2020-2022**
2. Registration is open to all eligible applicants.
3. Eligible candidates may obtain the registration documents by downloading free of charge from the school’s website: www.ksl.ac.ke
4. Candidates will only qualify by meeting the set criteria to perform the contract of supply of goods, works and services to the school. Suppliers fail to meet the registration criteria will not be considered.
5. Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category
6. All candidates whose applications will have been received before the closing date and time will be advised in due course by posting the successful candidates on the school’s website

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1 The **Kenya School of Law** hereinafter referred to as the 'procuring entity' intends to register suppliers for the **supply of goods, services and works for the financial years 2020-2022**. It is expected that the registration applications will be received by the not later than the date on the invitation letter.

2.1.2 Registration is open to eligible firms as shown in paragraph 2.3 herein below.

2.1.3 The contract will be a unit price inclusive of taxes contract where bidders will be invited to quote for items as and when the procuring entity deem necessary

2.2 Submission of Application

2.2.1 Applications for registration shall be submitted in sealed envelopes marked with the tender/category name and reference number and deposited in the Tender Box located at Kenya School of Law, Karen Campus reception or be addressed and posted to address below:

The Director/Chief Executive Officer
Kenya School of Law
P.O. Box 30369-00100
NAIROBI

So as to be received **9th June 2020 at 11 a.m.** Late applications will be rejected.

2.2.2 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.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or 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 66 (5) of the PPADA, 2015.
- 2.3.3 All candidates found capable of performing the contract satisfactorily in accordance to the set evaluation 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 in the appendix to instructions to candidates below. The declaration will be either pass or fail regarding the applicant's general and particular experience, capabilities and financial position as demonstrated by the applicant's response in the forms provided in **Section III** 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.
- 2.4.2 **General Experience.** The applicant shall meet the following minimum criteria
- (a) Provide a detailed individual/company profile which must include copy of Business registration certificate /CR 12/ Trade license, as well as a copy of the tax clearance certificate.
 - (b) Physical address and contact details.
- 2.4.3 **Specific Experience:** Details of similar assignments recently undertaken including at least five reference contacts and detailed client list for the last two years.
- 2.4.4 **Financial position.** Applicant shall provide their audited accounts (accounts should be audited by accountants/accounting firms officially and currently registered with ICPAK) for the last two years (AGPO Registered firms to provide Bank Statements up to six months or below and letters of reference from the bank) and must demonstrate soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

For firms owned by individuals and partnerships the applicant shall demonstrate that he/she has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow.

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

2.5 **Public Sector companies**

- 2.5.1 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.

2.6 **Updating registration Information**

- 2.6.1 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 registration 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.

CRITERIA OF EVALUATION

EVALUATION CRITERIA

The Kenya School of Law will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

The points given to evaluation criteria are as per the following evaluation criteria matrixes below:

EVALUATION CRITERIA 1 – For AGPO Registered Special Groups (Youth, Women & PWD Only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach copy of CR 12)	
A2	Personal Identification Number(PIN) certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	
A3	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
A4	Current/Valid Tax Compliance Certificate for the group/enterprise as obtained free of charge from the KRA portal (Attach copy)	

EVALUATION CRITERIA II – General Public

The method of evaluation will be Merit Point System

The criteria of evaluation and the points to be awarded on each criterion will be as follows:

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	Personal Identification Number(PIN) certificate (Attach Copy)	YES/NO
B3	Valid Tax Compliance Certificate (Attach copy)	YES/NO
B4	Current Business Permit/License (Attach copy)	YES/NO
B5	Physical location of business premises (See business questionnaire)	YES/NO
C.	GENERAL REQUIREMENTS	

C1.	Supplier Availability: - Postal Address (3) - Telephone Number (3) - Email Address (4)	10
C2.	Business Ownership: Company/Business Profile (attach CR 12) -Disclosure of Directors/Partners /Sole Proprietor	10
C3.	Financial Capability: Audited Accounts for the last 2 years.	20
C4.	Financial Stability – Evidence of profit making in the attached 2 years audited reports	10
C5.	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)	20
C6	Supply Capacity: Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 – 2 Million (9) - 1 – 1.5 Million (6) - 0.5 – 1 Million (3)	12
C7.	Credit Period: Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	12
C8	Eligibility & Disclosure of litigation history	6
	TOTAL	100

NOTE

- **Bidders must meet all the mandatory requirements to qualify for evaluation**
- Bidder must attain a minimum score of 70% in the Technical evaluation criteria to qualify for registration
- Any information provided by the bidder may be verified by the School

SECTION III - STANDARD FORMS

APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**) hereby apply for registration as
a supplier for..... (Category code No.)

..... Postal Address:
.....
.....

Telephone Number (fixed line) Mobile..... E-
mail Address Fax... Town
..... Street Building
..... Floor..... Room/office..... Other Branches/
Locations

.....
.....

Bank Name.....

Bank Branch..... Bank Branch Code.....

Bank Account Name.....

Bank Account Number.....

Mpesa Till/ Paybill Account Number (where applicable).....

Authorized Signature

Full name of authorized signatory

Designation

Official Rubber Stamp and Signature

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM

Part 1: General information

Business Name	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town..... Street..... Building Name..... Floor.....
Business operations	Year established..... Duration of business operations.....
Principal Contact Person	Name..... Position.....
Postal Address	P.O. BoxCode
Nature of Business	
Maximum value of business which you can handle at any one	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

Give details of partners as follows:

No.	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

Part 2(c) – Registered Company

Private or Public			
State the nominal and issued capital of the company	Nominal Kshs..... Issued Kshs.....			
Give details of all directors	Name	Nationality	Citizenship details	Share

Date..... Signature of tenderer: If

Kenyan citizen, indicate “citizenship details”, whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

CLIENTS REFERNCES

Give details of at least 5 (five) Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof in form of Recommendation Letters, LPO/LSO, and Contracts)

1. Organization Name
Address
Tel. No
Contact Person
Position in the Organization E
-Mail Address.....
Signature of contact person.....Date.....
Company Stamp

2. Organization Name
Address Tel.
No Contact
Person Position in
the Organization E -Mail
Address..... Signature of
contact person.....Date..... Company
Stamp

3. Organization Name
Address Tel.
No Contact
Person Position in
the Organization E -Mail

Address..... Signature of
contact person.....Date..... Company
Stamp

4. Organization Name
Address Tel.
No Contact
Person Position in
the Organization E-Mail
Address..... Signature of
contact person.....Date..... Company
Stamp

5. Organization Name
Address Tel.
No Contact
Person Position in
the Organization E-Mail
Address..... Signature of
contact person.....Date..... Company
Stamp

LITIGATION HISTORY

Contractors/Suppliers 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 OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS.)

DECLARATION FORM

Bidders are required to sign the declaration below:

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

Name.....

Signature:.....**Position**.....

Date:.....

Stamp or Seal

ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open 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 connection with

Tender No

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

Stamp.....