



# Kenya Power

**TENDER NO. KP4/9A/PT/06/16-18**

**PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF  
EVENT MANAGEMENT, DECORATION & POTTED PLANTS,  
PROMOTIONAL MATERIALS & OUTSIDE CATERING**

**NAIROBI WEST REGION**

**TENDER DOCUMENT**

**APRIL, 2016  
(E-PROCUREMENT SYSTEM)**

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS TENDER  
DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID**

THE KENYA POWER & LIGHTING COMPANY LIMITED,  
ELECTRICITY HOUSE, HARAMBEE AVENUE, NAIROBI  
P.O. BOX 30177 – 00100,  
NAIROBI,  
KENYA.

Telephones: +254-719079000  
+020-2642807

Website: [www.kplc.co.ke](http://www.kplc.co.ke)

Email 1: [Cmugambi@kplc.co.ke](mailto:Cmugambi@kplc.co.ke)

2: Jwamwaki@kplc.co.ke

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**SECTION I - INVITATION FOR PREQUALIFICATION (IFPO)**

**DATE: APRIL, 2016**

**TENDER NO. KP4/9A/PT/06/16-18 PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF EVENT MANAGEMENT, DECORATION & POTTED PLANTS, PROMOTIONAL MATERIALS & OUTSIDE CATERING SERVICES.**

- 1.1 The Kenya Power & Lighting Company Ltd (KPLC) **Nairobi West, Region** intends to pre-qualify eligible Candidates **FOR PROVISION OF EVENT MANAGEMENT, DECORATION & POTTED PLANTS, PROMOTIONAL MATERIALS & OUTSIDE CATERING**. Interested eligible Candidates may obtain further information from the **Supply Chain (Procurement) office**, Kenya Power & Lighting Company Ltd at Electricity House, Harambee Avenue, and P.O. Box 30177-00100 Nairobi Kenya.
- 1.2 Tender documents detailing the requirements may be viewed at the KPLC E-procurement Web Portal found on the KPLC website ([www.kplc.co.ke](http://www.kplc.co.ke)) beginning **31<sup>st</sup> March, 2016**
- 1.3 Prospective bidders may also download the tender document from KPLC website ([www.kplc.co.ke](http://www.kplc.co.ke)) free of charge.
- 1.4 **Submission of Tender document**  
Completed Tenders are to be saved as PDF documents marked **TENDER NO. KP4/9A/PT/06/16-18 PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF EVENT MANAGEMENT, DECORATION&POTTED PLANTS, PROMOTIONAL MATERIALS & OUTSIDE CATERING** and Submitted in the KPLC E-Procurement Web portal found on the KPLC website ([www.kplc.co.ke](http://www.kplc.co.ke)) so as to be received on or before **14<sup>th</sup> April, 2016 at 10.00am.**
- 1.5 Tenders will be opened electronically promptly thereafter in the presence of the tenderers or their representatives who choose to attend in the **KPLC Demonstration Centre, Electricity House, Nairobi.**
- 1.6 All Candidates whose applications will have been received before the closing date and time will be advised of the results of their applications. Only Candidates pre-qualified under this prequalification process are invited to tender.

## **SECTION II - TENDER SUBMISSION CHECKLIST**

This order and arrangement shall be considered as the Tender Format. Candidates shall tick against each item indicating that they have provided it.

<b>No.</b>	<b>Item</b>	<b>Tick Where Provided</b>
1	Letter of Application.	
2	Confidential Business Questionnaire (CBQ)	
3	Declaration Form	
4	Copy of PIN Certificate	
5	Copy of VAT Registration Certificate	
6	Copy of Valid Tax Compliance Certificate	
7	Copy of Company or Firm's Registration Certificate	
8	Copy of Local Authority License – Business Permit	
9	Evidence of working premises availability i.e. title deed or lease agreement or water bill or electricity bill or any other proof of occupancy.	
10	Certificate of Confirmation of Directors (C.R. 12)	
11	Names with full contact as well as physical addresses of four (4) previous customers of similar goods/services (where applicable)	
12	Names and proof of professional qualifications of staff (where applicable)	
13	Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the prequalification document. <i>(For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Prequalification Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document. The copies should be certified by the Bank issuing the statements. The certification should be original).</i> <b>OR</b> Certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document.	
14	Any other document or item required by the Prequalification Document (The Candidate shall specify such other documents or items it has submitted).	

### **NOTES TO CANDIDATES**

Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All Kenyan registered Candidates must provide a valid Tax Compliance Certificate.

### **TABLE OF PARAGRAPHS ON INSTRUCTIONS TO CANDIDATES**

<b>Paragraph No.</b>	<b>Headings</b>
3.1	Definitions
3.2	Eligibility for prequalification
3.3	Post Qualification
3.4	Fresh Pre-qualification
3.5	Cost of Tendering
3.6	Contents of Prequalification Documents
3.7	Clarification of Documents
3.8	Amendment of Documents
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3.11	Letter of Application
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3.13	Validity of Tenders
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3.28	Approval of Pre-qualification
3.29	Termination of Procurement Proceedings
3.30	Notification of Appointment
3.31	Acceptance of Pre-qualification
3.32	Corrupt or Fraudulent Practices

### **SECTION III - INSTRUCTIONS TO CANDIDATES**

### 3.1 Definitions

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made there-under.*
- b) *“Date of Tender Document” shall begin with the first day and end on the last day of the month appearing on the cover page of the Prequalification document.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“KEBS” wherever appearing means the Kenya Bureau of Standards or its successor(s) and assign(s) where the context so admits.*
- e) *“PPOA” wherever appearing means The Public Procurement Oversight Authority or its successor(s) and assign(s) where the context so admits.*
- f) *Reference to “the tender” or the “Tender Document” or the Pre-qualification tender document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- g) *“The Procuring Entity” means The Kenya Power and Lighting Company Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KPLC).*
- h) *“The Candidate” means the person(s) submitting its application for the pre-qualification for the supply, installation and commissioning (where applicable) of the goods, equipment and ancillary services in response to the Invitation for Pre-qualification.*
- i) *Where there are two or more persons included in the expression the “Candidate”, any act of default or omission by the Candidate shall be deemed to be an act, default or omission by any one or more of such persons.*
- j) *Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.*
- k) *Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Candidate” the covenants, agreements and obligations expressed to be made or performed by the Candidate shall be deemed to be made or performed by such persons jointly and severally.*

### 3.2 Eligibility for Pre-Qualification

- 3.2.1 This Invitation to Prequalify is open to all Candidates eligible as described in the Appendix to Instructions to Candidates.
- 3.2.2 KPLC's employees, committee members, board members and their relatives (spouse(s) and children) are not eligible to participate in the tender.
- 3.2.3 Candidates shall provide the qualification information statement that the Candidate (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which may be or have been engaged by KPLC to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under the ensuing tender.
- 3.2.4 Candidates shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 3.2.5 Tenderers shall not be under declarations as prescribed at Section VIII.

### **3.3 Post – Qualification**

- 3.3.1 KPLC will from time to time issue tenders for the actual supply of the goods, equipment and ancillary services.
- 3.3.2 Only successful identified pre-qualified candidates who are in KPLC's Standing List may be invited to tender for future contracts to supply the goods, equipment and ancillary services.
- 3.3.3 The tenders for future contracts to be issued will be over a period as prescribed in the Appendix to Instructions to Candidates from the date of appointment or as otherwise may be extended. After this period KPLC may conduct another pre-qualification for the goods, works and services.

### **3.4 Fresh Pre-Qualification**

- 3.4.1 At the end of the pre-qualification period, KPLC may conduct another pre-qualification process at which the existing Standing List will automatically expire.
- 3.4.2 At the fresh pre-qualification, all pre-qualified candidates in the Standing List shall be required to re-apply if they so wish to be in the new Standing List.

### **3.5 Cost of Tendering**

- 3.5.1 The Candidate shall bear all costs associated with the preparation and submission of its Tender, and KPLC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 3.5.2 The Prequalification Document shall be free of charge.

### **3.6 Contents of the Prequalification Document**

3.6.1 The Prequalification Document comprises the documents listed below and Addendum (where applicable) issued in accordance with clause 3.7 of these Instructions to Candidates: -

- a) *Invitation for Prequalification*
- b) *Tender Submission Checklist*
- c) *Instructions to Candidates*
- d) *Appendix to Instructions to Candidates*
- e) *Description of goods for pre-qualification.*
- g) *Summary of the Evaluation Process*
- j) *Letter of application.*
- k) *Confidential Business Questionnaire Form*
- m) *Manufacturer's Authorization Form*
- n) *Notification of pre-qualification.*
- q) *Technical Specifications*
  - (i) *General Requirements*
  - (ii.) *Detailed Technical Specifications.*

3.6.2 The Candidate is expected to examine all instructions, forms, provisions, terms and specifications in the Prequalification Document. Failure to furnish all information required by the Prequalification Document or to submit a tender not substantially responsive to the Prequalification Document in every respect will be at the Candidate's risk and shall result in the rejection of its Tender.

### **3.7 Clarification of Documents**

3.7.1 A prospective Candidate requiring any clarification of the Prequalification Document may notify the Procurement Manager in writing or by post at KPLC's address indicated in the Invitation for Prequalification. KPLC will respond in writing to any request for clarification of the Prequalification documents, which it receives not later than seven (7) days prior to the deadline for the submission of Tenders, prescribed by KPLC. Written copies of KPLC's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Candidates that have duly received the Tender Document.

3.7.2 KPLC shall reply to any clarifications sought by the Candidate within three (3) days of receiving the request to enable the Candidate make timely submission of its Tender.

3.7.3 If a prospective Candidate sends an inquiry after the stated days or the inquiry is received by KPLC after the stated days, KPLC shall have the option of responding to the inquiry and extension of the date of submission of tenders or ignoring it.



### **3.8 Amendment of Documents**

- 3.8.1 At any time prior to the deadline for submission of Tenders, KPLC, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Candidate, may modify the tender documents by amendment.
- 3.8.2 All prospective Candidates that have received the Prequalification documents will be notified of the amendment(s) (hereinafter referred to or otherwise known as addendum) in writing and will be binding on them.
- 3.8.3 In order to allow prospective Candidates reasonable time in which to take the amendment into account in preparing their Tenders, KPLC, at its discretion, may extend the deadline for the submission of Tenders.

### **3.9 Language of Tender**

The Tender prepared by the Candidate, as well as all correspondence and documents relating to the tender, exchanged between the Candidate and KPLC, shall be written in English language, provided that any printed literature furnished by the Candidate may be written in another language provide they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the Tender, the English translation shall govern. The English translation shall be on the Candidate's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Candidate's stamp.

### **3.10 Documents Comprising the Tender**

The Tender prepared and submitted by the Candidates shall include but not be limited to all the following components: -

- a) *Letter of Application completed in accordance with paragraphs 3.11 below*
- b) *Documentary evidence established in accordance with paragraph 3.12 that the Candidate is eligible and qualified to tender.*

### **3.11 Letter of Application**

The Candidate shall complete the Letter of Application and all other documents furnished in the Prequalification Document attaching all documents required noting to include originals where necessary. The Candidate should also indicate the items they can tender for and their country of origin if pre-qualified, amongst other information required.

### **3.12 Candidate's Eligibility and Qualifications**

- 3.12.1 Pursuant to paragraph 3.2, the Candidate shall furnish, as part of its tender, documents establishing the Candidate's eligibility to tender and its qualifications to be pre-qualified.
- 3.12.2 The documentary evidence of the Candidate's eligibility to tender shall establish to KPLC's satisfaction that the Candidate, at the time of submission of its Tender, is eligible Candidate as defined under paragraph 3.2.
- 3.12.3 The documentary evidence of the Candidate's qualifications to be pre-qualified if its Tender is accepted shall be established to KPLC's satisfaction –
- a) *Where applicable, in the case of a Candidate offering to supply goods, equipment and ancillary services upon pre-qualification which the Candidate does not manufacture or otherwise produce, the Candidate has been duly authorized by the goods' manufacturer or producer to supply the goods. The authorization shall strictly be in the form and content as prescribed in the Manufacturer's Authorization Form in the Tender Document*
  - b) *That the Candidate observes financial discipline by operating distinct accounts for the business. The Candidate shall be required to provide the documents as specified in the Appendix to Instructions to Candidates.*
  - c) *Where applicable, that the Candidate has the technical and production capability necessary to produce the items upon pre-qualification.*
  - d) *That the Candidate has the capability necessary to supply the items if and when the candidate becomes the successful tenderer upon actual award of a subsequent tender.*

### **3.13 Validity of Tenders**

- 3.13.1 Tenders shall remain valid for one hundred and twenty (120) days after the date of tender opening as specified in the Invitation for Pre-qualification or as otherwise may be prescribed by KPLC, pursuant to paragraph 3.23. A Tender that is valid for a shorter period shall be rejected by KPLC as non-responsive.
- 3.13.2 In exceptional circumstances, KPLC may extend the Tender validity period. The extension shall be made in writing. A Candidate shall not be required nor permitted to modify its tender during the extended period.

### **3.14 Number of Sets of and Tender Format**

N/A, the tender shall be submitted through the KPLC e-procurement web portal.

### **3.15 Preparation and Signing of the Tender**

- 3.15.1 The tender shall be typed or written in indelible ink. They shall be signed by the Candidate or a person or persons duly authorized to bind the Candidate.
- 3.15.2 The authorization shall be indicated by a written Power of Attorney granted by the Tenderer to the authorized person before any of the following persons:-
- a) *For local Tenderers, a Commissioner of Oaths or a Notary Public or a Magistrate of the Kenyan Judiciary.*
  - b) *For foreign Tenderers, a Notary Public in the country of the Tenderer.*
- In either case above, the Power of Attorney shall accompany the Tender.
- 3.15.3 All pages of the Tender, including un-amended printed literature, shall be initialled by the person or persons signing the Tender and serially numbered.
- 3.15.4 The Tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Candidate, in which case such corrections shall be initialled by the person or persons signing the Tender.
- 3.15.5 KPLC will assume no responsibility whatsoever for the Candidate's failure to comply with or observe the entire contents of this paragraph.
- 3.15.6 Any Tender not prepared and signed in accordance with this paragraph may be Rejected by KPLC as non-responsive, pursuant to paragraph 3.28.

### **3.16 Marking of Tenders**

N/A, the tender shall be submitted through the KPLC e-procurement web portal.

### **3.17 Deadline for Submission of Tenders**

- 3.17.1 Tenders must be received by KPLC by the day and at the time specified in the Invitation for Prequalification.
- 3.17.2 KPLC may, at its discretion, extend this deadline for submission of Tenders by amending the pre-qualification documents in accordance with paragraph 3.7, in which case all rights and obligations of KPLC and the Candidate's previously subject to the initial deadline, will therefore be subject to the deadline as extended.

### **3.18 Modification and Withdrawal of Tenders**

- 3.18.1 The Candidate may modify or withdraw its Tender after it has submitted it, provided that written notice of the modification, including substitution or withdrawal of the Tender is received by KPLC prior to the deadline prescribed for submission of tenders.
- 3.18.2 The Candidate's modification or withdrawal notice shall be prepared, Marked, and send not later than the deadline for submission of Tenders.
- 3.18.3 No Tender may be modified after the deadline for submission of Tenders.

### **3.19 Opening of Tenders**

- 3.19.1 KPLC shall open all Tenders promptly after the close of submission at the location specified in the Invitation for Prequalification or as may otherwise be indicated. The Candidates or their representatives may attend the opening and those present shall sign a register evidencing their attendance.
- 3.19.2 The Candidate's names, tender modifications or withdrawals and such other details as KPLC, at its discretion, may consider appropriate, will be announced at the opening.
- 3.19.3 KPLC will prepare Minutes of the tender opening.

### **3.20 Clarification of Tenders**

- 3.20.1 To assist in the examination, evaluation and comparison of Tenders KPLC may, at its discretion, ask the Candidate for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the substance of the Tender shall be sought, offered, or permitted.
- 3.20.2 Failure to provide timely clarification or substantiation of the information that is essential for effective evaluation of the Candidate's qualifications shall result in the Candidate's disqualification.

### **3.21 Inspection**

- 3.21.1 KPLC or its representative(s) shall have the right to inspect the Candidate's capacity, equipment, premises, and to confirm their conformity to the pre-qualification requirements. This shall include the quality management system. KPLC's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection.
- 3.21.2 KPLC shall meet its own costs of the inspection. Where conducted on the premises of the Candidate(s), all reasonable facilities and assistance shall be furnished to the inspectors at no charge to KPLC.
- 3.21.3 Inspection Report shall be completed upon conclusion of the inspection. This Report will be considered at time of evaluation and or approval as pre-qualified.

### **3.22 Tender Evaluation**

- 3.22.1 KPLC will determine the responsiveness of each Tender. For purposes of this pre-qualification, a responsive Tender is one that conforms to all the requirements of the Evaluation. KPLC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.
- 3.22.3 If a Tender is not responsive, it will be rejected at the earliest stage of evaluation by KPLC and can not subsequently be made responsive by the Candidate by correction of any non-conformity.
- 3.22.4 Pre-qualification will be based on meeting the requirements to pass in the criteria set out in the Summary of Evaluation Process.

**3.23 Process to be Confidential**

- 3.23.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Candidate or other person(s) not officially concerned with such process until conclusion of that process.
- 3.23.2 Any effort by a Candidate to influence KPLC or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning award of Contract may result in the rejection of the Candidate's tender.

**3.24 Minor Deviations, Errors or Oversights**

- 3.24.1 KPLC may waive any minor deviation in a Tender that does not materially depart from the requirements set out in the Tender Document.
- 3.24.3 KPLC may waive errors and oversights that can be corrected without affecting the substance of the Tender.

**3.25 Tender Evaluation Period**

The tender evaluation committee shall evaluate the tender within the validity period of the tender.

**3.26 Debarment of a Candidate**

A Candidate who gives false information in the Tender about its eligibility or qualification shall be considered for debarment from participating in future public procurement.

**3.27 Confirmation of Qualification for Appointment on the Standing List**

- 3.27.1 KPLC may confirm to its satisfaction whether the Candidate that is identified is qualified for appointment.
- 3.27.2 The confirmation will take into account the Candidate's technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Candidate's qualifications submitted by the Candidate, pursuant to paragraph 3.13 as well as confirmation of such other information as KPLC deems necessary and appropriate. This may include factory and other facilities inspection and audits.
- 3.27.3 An affirmative confirmation will be a prerequisite for appointment to the Standing List. A negative confirmation will result in rejection of the Candidate's tender.

**3.28 Approval of Pre-qualification**

- 3.28.1 The approval of pre-qualification will be either pass or fail regarding the Candidate's general and particular experience, capabilities and financial position as demonstrated by the Candidate's response to this Tender and inspection when conducted.
- 3.28.2 Approval shall be for all Candidates who meet the prequalification requirements as prescribed in the Appendix to Instructions to Candidates.
- 3.28.3 KPLC shall invite tenders as and when it requires from only the Candidates who have been pre-qualified, subject to applicable thresholds.

### **3.29 Termination of Procurement Proceedings**

- 3.29.1 KPLC may at any time terminate prequalification proceedings before approval and shall not be liable to any person for the termination.
- 3.29.2 KPLC shall give prompt notice of the termination to the Candidates and, on request from any Candidate, give its reasons for termination within fourteen (14) days of such request.

### **3.30 Notification of Appointment**

- 3.30.1 Prior to the expiration of the period of tender validity, KPLC shall notify the successful Candidate(s) in writing that its Tender has been approved.
- 3.30.2 The notification of appointment shall not constitute the formation of the contract.
- 3.30.3 Simultaneously, on issuance of Notification of Appointment to the successful Candidate(s), KPLC shall notify each unsuccessful Candidate.

### **3.31 Acceptance of Pre-qualification**

- 3.31.1 At the same time as KPLC notifies the approved Candidate that its Tender has been approved, KPLC will send the Candidate a copy of the Notification of Appointment together with any other necessary documents incorporating all agreements between the Parties.
- 3.31.2 Within Seven (7) days of the date of notification of appointment, the successful Candidate(s) shall sign and stamp (where applicable) the copy of notification of appointment and all other documents, if any, and return them to KPLC.
- 3.31.3 Failure of the successful Candidate(s) to sign and return the copy of the Notification of Appointment, the Appointment shall stand nullified.

### **3.32 Corrupt or Fraudulent Practices**

- 3.32.1 KPLC requires that Candidates observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows: -

- a) *“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of public official in the procurement process or in contract execution;*
- b) *“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KPLC, and includes collusive practice among Candidates (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KPLC of the benefits of free and open competition.*

3.32.2 KPLC will reject a tender if it determines that the Candidate recommended for approval has engaged in corrupt or fraudulent practices in competing for the pre-qualification.

3.32.3 Further, a Candidate who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Candidates *hereinafter abbreviated as ITC*. Wherever there is a conflict between the provisions of the ITC and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITC.

No.	ITC Reference Clause	Particulars of Appendix
1.	<b>3.2.1 Eligible Candidates</b>	<i>Locally registered Companies/Firms</i>
2	<b>3.3.3 Term of Prequalification</b>	<i>The Pre-qualification shall run for a period of two (2) years from the commencement date.</i>
3.	<b>3.12 Documentary evidence of Candidate's eligibility to qualify</b>	<i>As per the Tender submission checklist</i>
4.	<b>3.15 Preparation and Signing of the Tender</b>	<i>Only one Tender document shall be submitted on the e-procurement portal. Bidders shall ensure that they upload all the required documents that are part of their tender document into the portal.</i>



**SECTION IV – DETAILED DESCRIPTION OF ITEMS**

**TENDER NO. KP4/9A/PT/06/16-18 PREQUALIFICATION OF SUPPLIERS  
FOR PROVISION OF EVENT MANAGEMENT, DECORATION & POTTED  
PLANTS, PROMOTIONAL MATERIALS & OUTSIDE CATERING.**

*Part A - Brief Schedule of Details on Proposed Provision of event management, Decoration & potted plants, promotional materials & outside catering*

<b>Item No.</b>	<b>*KPLC Code</b>	<b>Brief Description</b>	<b>Candidate please indicate location of business premises (must be in a county in Nairobi West region)</b>	<b>*Candidate, please tick where interested</b>
1		Event management, Decorations & potted plants, promotional materials and outside catering		

**\*NOTES:**

1. All Candidates must indicate their interest by saying “Yes” or “√” Ticking or “Not Applicable (N/A) or “X” Crossing against each item.
2. Please note that where a Candidate leaves a blank space it will be deemed and evaluated on the basis that the Candidate is not interested in that item i.e. N/A.
3. Candidate, please note that KPLC intends to tender and procure the above services/items from time to time over the period prescribed in the Appendix to Instructions to Candidates.

**SECTION V – SUMMARY OF EVALUATION PROCESS**

<b>Submission of the following documents</b>		
<b>No.</b>	<b>Part one : Mandatory Requirements</b>	
1	Letter of Application (signed and stamped).	
2	Confidential Business Questionnaire (CBQ)	
3	Declaration Form	
4	Copy of PIN Certificate	
5	Copy of VAT Registration Certificate	
6	Copy of Company or Firm's Registration Certificate	
8	Certificate of Confirmation of Directors (C.R. 12)	
9	Local Authority License – Valid Business Permit	
10	Tax compliance Certificate.	
11	Copies of national identification card of Directors	

Evaluation of duly submitted prequalification tenders will be conducted along the following lines: -

**The above requirements are mandatory.**

**Those who do not submit any of the documents listed above shall be considered Non-responsive and shall be not proceed for evaluation under PART TWO below.**

<b>Part Two – Score Sheet</b>		<b>Max Score</b>	<b>Score Attained</b>
1	Evidence of working premises availability i.e. title deed/lease agreement, water bill/electricity bill or any other proof of occupancy	<b>40</b>	
2	At least 3 reference letters or 3 Copies of relevant purchase/service orders from other customers	<b>30</b> (10 for each letter)	
3	Certificate of Confirmation of Directors (C.R. 12)	<b>10</b>	
4	Audited accounts/ Bank statement as required	<b>20</b>	
<b>TOTAL</b>		<b>100</b>	

**Only Candidates who attain the minimum score of 70 marks shall be considered for approval.**

**NOTES ON EVALUATION PROCESS:-**

1. All candidates must meet **all** the requirements from **no.1 to no.11 (part one)**. Those who do not meet any of the requirements will automatically be disqualified from further evaluation.
2. Candidates who attain the minimum score will be subjected to a site physical due diligence before approval as per 3.27 of instruction to candidates.
3. **The approved candidates shall be the ones who are successful in the due diligence.**

**SECTION VI - LETTER OF APPLICATION**

Date: Tender No.

**To:**

The Kenya Power & Lighting Company Limited,  
Electricity House, Harambee Avenue, Nairobi,  
P.o. Box 30177 -00100,  
Nairobi,  
Kenya.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address)\_\_\_\_\_

Declare the following:

-

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are 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.
- e) That I/ We are **not** associated with any other tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of duly authorized person signing the Tender

\_\_\_\_\_  
Name and Capacity of duly authorized person signing the Tender

\_\_\_\_\_  
Stamp or Seal of Tenderer

**SECTION VII- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

All Candidates are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. Candidates 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 ..... Postal Code .....

Tel No.....

Facsimile.....

Mobile and CDMA No.....

E-mail:.....

Nature of your business .....

Registration Certificate No.....

Maximum value of business which you can handle at any time KSh.....

Name of your Bankers .....Branch.....

\*Names of Candidate's contact person(s) .....

Designation/ capacity of the Candidate's contact person(s) .....

Address, Tel, Fax and E-mail of the Candidate's contact person(s) .....

.....  
.....

**Part 2 (a) Sole Proprietor**

Your name in full .....  
Nationality .....Country of origin .....

**Part 2 (b) Partnership**

Give details of partners as follows: -

Names	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		

**Part 2 (c) Registered Company**

Private or Public .....

State the nominal and issued capital of company-

Nominal KSh. ....

Total Issued KSh. ....

Give details of all directors as follows

Name	Nationality	Shares (%)
1.....		
2.....		
3.....		
4.....		
5.....		

Name of duly authorized person to sign for and on behalf of the Tenderer .....

Capacity of the duly authorized person.....

Signature of the duly authorized person.....

Stamp or Seal of Candidate .....

**\*NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

1. *The address and contact person of the Candidate provided above shall at all times be used for purposes of this pre-qualification tender.*
  
2. *The details on this Form are essential and compulsory for all Candidates. **Failure to provide all the information requested shall lead to the Candidate's disqualification.***

**SECTION VIII - DECLARATION FORM**

Date \_\_\_\_\_

**To:**

The Kenya Power & Lighting Company Limited,  
Electricity House, Harambee Avenue, Nairobi,  
P.o. Box 30177 – 00100,  
Nairobi,  
Kenya.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address)\_\_\_\_\_

Declare the following:

-

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2 of ITT (Eligible Tenderers) of the Instruction to Tenderers.
- d) That I/ We are 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.
- e) That I/ We are **not** associated with any other tenderer participating in this Tender.
- f) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

\_\_\_\_\_  
Name of Tenderer

\_\_\_\_\_  
Signature of duly authorized person signing the Tender

\_\_\_\_\_  
Name and Capacity of duly authorized person signing the Tender

\_\_\_\_\_  
Stamp or Seal of Tenderer