



**REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR PERIODS 2022-2025**

**REF: TENDER NO. KFC/01/2023 – 2025**

**CATEGORY NO. ....**

**ITEM DESCRIPTION.....**

Kenya Flower Council,  
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Adams Arcade, Ngong Road,  
P.O. Box 56325 – 00200,  
NAIROBI, KENYA  
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Email: [finance@kenyaflowercouncil.org](mailto:finance@kenyaflowercouncil.org)  
Website: [www.kenyaflowercouncil.org](http://www.kenyaflowercouncil.org)

**SUBMISSION DEADLINE: 30<sup>TH</sup> NOVEMBER 2022 AT 10.00 A.M**

**REGISTRATION NOTICE**

**TENDER REF. No. KFC/01/2023 - 2025**

**TENDER NAME: REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR PERIODS 2022-2025**

Kenya Flower Council invites applications from interested and eligible firms for registration as service providers for the under listed goods, services and works for periods 2023-2025. **Each tender/registration document shall be used to apply for one category as indicated below. For applicants applying for more than one category, different registration/tender document shall be used for each category. Applying for several categories using one document is not acceptable.**

**A) SUPPLY OF GOODS-OPEN CATEGORY**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
A1	Design and production of promotional materials i.e. printed stationery, notebooks, folders, banners etc.	Open
A2	Supply of promotional advertising and marketing materials including branding, signage and outdoor advertising services	Open
A3	Supply of safety equipment i.e. safety shoes, helmets, protective glasses, goggles, safety gloves etc.	Open
A4	Supply of general office stationery	Open
A5	Supply and delivery of cartridges and toners	Open
A6	Supply of Computers, Computer consumables, Software, printers, LCD projectors and associated accessories	Open
A7	Supply and maintenance of photocopiers	Open
A8	Printing and supply of Promotional and Branding Materials i.e. T-shirts, Hoodies, Banners, Teardrops, Caps etc	Open
A9	Supply of cleaning materials, detergents and disinfectants etc.	

**B) PROVISION OF SERVICES AND WORKS-OPEN CATEGORY**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>TARGET GROUP</b>
B1	Provision of hospitality services ( Hotel accommodation and Conference facilities indicating town/location)	Open
B2	Provision of Motor vehicle service, maintenance and repair, batteries, tyres and tubes	Open
B3	Provision of Internet Services	Open
B4	Provision of repair, servicing and maintenance of office equipment i.e. computers, laptops, photocopiers, printers, extension lines etc.	Open
B5	Provision of videography and photography services	Open
B6	Provision of General Printing Services including design work	Open
B7	Provision of PR/Advertising services (Printing of Corporate Newsletters, Calendars, Diaries, Brochures, Christmas Cards, Communication Items etc.)	Open
B8	Provision of Public Address (PA) System	Open
B9	Provision of décor services	Open
B10	Provision of website upgrade and management services	Open
B11	Provision of General Consultancy Services (Specify area of specialty)	Open
B12	Provision of Event Management Services	Open
B13	Provision of Catering Services	Open

NB: 1) Current providers are required to re-apply.

Registration documents (for Category A & B) may be **downloaded from the link provided at the end of this document free of charge.**

## **PREQUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Kenya Flower Council invites interested candidate who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery /provision of goods, works and services.

### **1.2 Registration Objective**

The objective is to have a standby list of qualified suppliers for various categories for supply and deliver of assorted items and also provide services under relevant Tenders / Quotations/Proposals as and when required during the period ending 31<sup>st</sup> December 2025 (3 years).

### **1.3 Invitation of registration.**

Service providers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their registration documents to the link provided at the end of this document so as to be registered for submission of quotations/proposals/tenders. The prospective service providers are required to provide mandatory documents and other requirements for registration.

### **1.4 Experience**

Prospective service providers must have carried out successful supply and delivery of similar services to Government institutions / Corporations of similar size and complexity. Potential service providers must demonstrate the willingness and commitment to meet the registration criteria.

### **1.5 Registration Document**

This document includes questionnaire forms and documents required of prospective service providers. In order to be considered for registration, prospective service providers must submit all the information herein requested.

### **1.6 Submission of Registration Document**

All requested documents will be attached the link provided at the end of this document.

### **1.7 Questions arising from Documents**

Questions that may arise from the Registration documents should be directed to this email **finance@kenyaflowercouncil.org**

## SECTION 2: INSTRUCTIONS TO APPLICANTS

### 2.1 Format and Signing of Application

- a) The applicants shall prepare one document comprising the prequalification document clearly marked with the category.
- b) The prequalification document shall be typed or written in indelible ink (in the case of copies, photocopies are acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant.

The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initiated by person or persons signing prequalification.

### 2.2 Submission of Application

Application for prequalification shall be submitted via via the link share at the end of this document on or before 30th November 2022 at 10 am.

**Please note that late submission of documents will not be accepted. Canvassing for tenders by bidders/applicants or by proxy shall lead to automatic disqualification.**

- a) The applicants are required to submit pre-qualification request per tender category in separate application if the applicant is interested in more than one category.
- b) Multiple applications done through a single application will be disqualified from further review and consideration.
- c) Each application must be clearly marked with the tender category reference code number the supplier is applying for prequalification.
- d) Any prequalification document received after the deadline will be disqualified.
- e) All the information requested for prequalification shall be provided in English.
- f) Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

### 2.3. Eligible Bidders

- a) In case of firms Only suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents.
- b) Suppliers currently doing business with Kenya Flower Council are free to re-apply for this pre-qualification.
- c) The prospective suppliers are required to supply mandatory information for pre- qualification.
- d) The applicant shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### 2.4 Qualification criteria.

#### i. Experience:

- a) Prospective bidders shall have at least 1-year experience in the supply of goods, services and allied items. The potential supplier should show competence, willingness and capacity to service the contract following prequalification. Individual consultants shall show proof of academic or professional qualifications.
- b) Prospective suppliers require special experience and capability to organize, supply and deliver services at short term notice.

#### ii. Financial condition

The Supplier's financial condition will be determined by latest financial statements submitted with the prequalification document as well as letters of reference from their bankers regarding suppliers' credit position.

- iii. **Value for money:** Prequalification will not only be based on the prices of goods or services on the supplier's price list but prequalification will be best on quality of the goods or service at reasonable prices.

- iv. **Past performance:** Past performance will be given due consideration in pre- qualifying bidders

**2.5 Cost of Application.**

The applicant shall bear all costs associated with the preparation and submission of the prequalification documents. Kenya Flower Council will not be responsible or liable for those costs, regardless of the conduct and/or the outcome of the prequalification process.

**2.6 Clarification of Prequalification Documents.**

The prospective applicant requiring any clarification on the prequalification documents may notify the Kenya Flower Council in writing at e-mail address [finance@kenyaflowercouncil.org](mailto:finance@kenyaflowercouncil.org)

**2.7 Currencies**

Prices shall be quoted in Kenya Shillings.

## **SECTION 3: IMPORTANT INFORMATION**

### **3.0 Corrupt or fraudulent practices**

Kenya Flower Council requires that applicants observe the highest standards of ethics during the procurement process and execution of contracts when used in the present conditions following terms as defined as follows: -

- a) Corrupt practices mean offering a bribe, giving, receiving or soliciting or anything of value to influence the action of a public official in the procurement process or in contract execution
- b) Fraudulent practice means a misrepresentation in order to influence a procurement process or the execution of a contract to the detriment of Kenya Flower Council and includes collusive practice among applicant (prior to or after prequalification submission) designed to establish prices at artificial non-competitive levels and to deprive Kenya Flower Council of the benefits of free and open completion.

Kenya Flower Council will reject a proposal for award if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices completing for the contract in question.

### **3.1 Confidentiality**

Information relating to the examination, evaluation of applications, and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process until pre-qualification of the successful applicant has been announced. Canvassing will lead to automatic disqualification.

### **3.2 Notification of Qualified Applicants**

Applicants whose applications are determined to be successful will be notified in writing by the organization.

### **3.3 KFC'S right to accept or reject applications**

Kenya Flower Council reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant (s) or any obligation to inform the affected Applicant(s) of the grounds for KFC's action.

### **3.4 Acceptance of the Approval**

The successful participants shall be required to acknowledge in writing the acceptance of their prequalification document to Kenya Flower Council.

**SECTION 4: SUMMARY OF DOCUMENTS REQUIRED**

Please respond as appropriate if you are a firm or an individual consultant!

NO.	Requirements	Score
1	Organization profile (or individual in case of individual consultant enclose CV)	
2	Duly filled Pre-qualification Data Form	
3	Relevant past experience	
	<b>In addition, provide clear photocopies of the following:</b>	
1	Copy of Registration certificate	
2	Copy of KRA PIN Certificate	
3	Valid Tax Compliance Certificate	
4	Single Business Permit from NCC/Relevant County or certificate/letter of exemption for professional services (Optional)	
5	Bank Details	
6	Current letters of recommendation from previous organizations where services have been provided.	



## SECTION 5 PREQUALIFYING ORGANISATION DATA FORM

PARTICULARS	RESPONSE
<b>Full name of organization:</b>	
<b>Is your organization (Please tick one)</b>	
i) A public limited company?	
ii) Public listed company?	
ii) A limited company?	
iii) A Partnership?	
iv) A Sole trader?	
v) Other	
<b>Date of Registration:</b>	
Full physical address of the business:	
Postal Address of the business:	
Post Code:	
Telephone number:	
Fax number:	
E-mail address:	
Website address (if any)	
Period in which you have been in the specific business for which you wish to be pre-qualified	
Names of Directors and Partners (for companies and partnerships)	
Associated companies(if any)	

Contact person within the organization to whom enquiries about this bid should be directed:	
Name:	
Title	
Telephone	
Fax	
E-mail	
Indicate terms of trade/s	
State credit period (minimum proposed is 30days)	
Price validity of bids (minimum proposed 90days)	
Indicate average delivery time upon receipt of LPO/LSO	
Maximum value of business which you can handle at any one time	Kshs.....

**SECTION 6 REFEREES**

**PAST EXPERIENCE**

**NAMES OF THE APPLICANTS' CLIENTS**

**Name of 1<sup>st</sup> 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) .....

(Attach documentary evidence of existence of contract)

**2. Name of 2<sup>nd</sup> Client (Organization)**

- (vii) Name of Client (Organization).....
- (viii) Address of Client (Organization).....
- (ix) Name of Contact Person at the client (Organization).....
- (x) Telephone No. of Client.....
- (xi) Value of Contract.....
- (xii) Duration of Contract (date) .....

(Attach documentary evidence of existence of contract)

**3. Name of 3<sup>rd</sup> 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) .....

(Attach documentary evidence of existence of contract)

4. Others .....

(Please note that documentary evidence could be in form of **L.P.O's, L.S.O's, Copies of payment vouchers, extracts of signed contracts** e.t.c).

NB: Kenya Flower Council may conduct due diligence to verify the accuracy of the information provide above.)

**SECTION 7: AFFIDAVIT**

Having studied the pre-qualification information for the above project we/I hereby state: -

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) We enclose all the required documents and information required for the pre-qualification.

Print Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Company stamp



