



**NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY
(NEMA)**

ADDRESS

**ELAND HOUSE, POPO ROAD, OFF MOMBASA ROAD
P.O. BOX 67839 – 00200 NAIROBI.**

**EMAIL: procurement@nema.go.ke
nemaprocurement627@gmail.com**

**REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND
CONTRACTORS FOR THE FINANCIAL YEAR 2022/2023 & 2023/2024**

REF: NEMA/REGISTRATION/2022/2023 & 2023/2024

ISSUE DATE : 31ST MAY 2022
CLOSING DATE : 09TH JUNE 2022

Please indicate the item applied for as follows:

CATEGORY No.:

ITEM DESCRIPTION:.....

(This document is for open categories only and not for AGPO)

INVITATION TO APPLY FOR REGISTRATION

CONTRACT NAME : REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS

REGISTRATION REF : AS LISTED

1. NEMA intends to register Suppliers, Service Providers and Contractors for two Financial Years, a period starting on 1st August 2022 to 31st July 2024.
2. Qualified and interested applicants may obtain further information during office hours (0900 to 1600 hours) at the address given below.
3. A complete set of the bidding documents shall be obtained electronically from the **NEMA website www.nema.go.ke** free of charge.
4. Applicants are advised to regularly check the above provided website (in No.3) for any addendum that may arise.
5. The Applicants shall chronologically serialize all pages of the bid documents submitted. Where the pages are printed both sides, each side should be paginated.
6. Completed registration documents must be delivered to the address below by or before the date and time indicated;

**THE DIRECTOR GENERAL
NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY,
ELAND HOUSE, POPO ROAD, OFF MOMBASA ROAD
P.O. BOX 67839 – 00200 NAIROBI.**

Tender box located at the reception of Elland House, Block A

So as to be received on or before 09th June, 2022 at 9:00AM

Any document which shall not fit in the tender box slot shall be dropped at the procurement section Rm G16 and be entered in the Tender Receiving Register for safe custody.

7. Registration Documents will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. The Registration

Documents will be publicly opened in the presence of the bidders or their designated representatives who choose to attend the opening exercise.

8. For clarifications and inquires, kindly contact the below address;

**THE DIRECTOR GENERAL
NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY,
ELAND HOUSE, POPO ROAD, OFF MOMBASA ROAD
GROUND FLOOR (TENDER BOX) OR ROOM G16 (FOR LARGE DOCUMENTS)
P.O. BOX 67839 – 00200 NAIROBI.**

Attn.:

SENIOR PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER

procurement@nema.go.ke

nemaprocurement627@gmail.com

Tel: 0724 253398, 0735 013046

REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS

REFERENCE NUMBER	DESCRIPTION	CATEGORY
NEMA/SR/04/2022-2023	Design, printing & supply of security documents	Open
NEMA/SR/05/2022-2023	Repairs & maintenance of buildings, plumbing, Electrical and renovation works	Open
NEMA/SR/07/2022-2023	Provision of legal services	Open
NEMA/SR/08/2022-2023	Supply of laboratory equipment, chemicals and related scientific equipment	Open
NEMA/SR/09/2022-2023	Provision of air booking and ticketing services.	Open
NEMA/SR/11/2022-2023	Provision of Auctioneering Services.	Open
NEMA/SR/12/2022-2023	Supply of computer hardware, printers, photocopiers, scanners, cameras, projectors, telecommunication equipment including telephone headsets and associated accessories.	Open
NEMA/SR/13/2022-2023	Provision of Networking Services and Supply and Repair of Networking Equipment	Open
NEMA/SR/15/2022-2023	Supply of software, software licenses, and the provision of software development, customization, support and other related services.	Open
NEMA/SR/16/2022-2023	Repair of ICT Equipment Including Computers, Laptops, Printers, Servers, Projectors, Ups.	Open

REGISTRATION SUBMISSION FORM

COMPANY/ BUSINESS NAME.....

CATEGORY NO:.....

CATEGORY DESCRIPTION.....

.....

.....

NOTE: You are required to fill and submit this form together with the following:

- 1. Certificate of Incorporation/Certificate of Registration
- 2. Valid Tax Compliance Certificate
- 3. Directorship (CR12 or BN2)
- 4. Business Permit
- 5. Certificate from professional regulator e.g. NCA, IATA, Health where applicable etc
- 6. Confidential Business Questionnaire
- 7. Declaration
- 8. Any other as may be required in the Evaluation Form

DECLARATION

We/I hereby declare that:

- a) The company is not insolvent, in receivership, bankrupt or in the process of being wound up.
- b) On being registered we acknowledge that we shall participate within the given time in the submission of a tender/quotation and as per the conditions given in that tender/quotation.
- c) We are not guilty of any serious violation of fair employment laws and practices.
- d) We are not debarred from participating in procurement proceedings under the Public Procurement And Asset Disposal Act, 2015
- e) The information furnished in our application is accurate.

Applicant's Name / Company's Name

.....

Represented by:.....

Signature & Stamp

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

Date

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 3 whichever applies 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.....

Nature of business.....

Current Trade Licence No.....Expiring date.....

Maximum value of business which you can handle at any one time: Kshs.....

Name of our bankers.....Branch

Part 2 (a) – Sole Proprietor:

Your name in full.....Age.....

Nationality.....Country of origin.....

*Citizenship details.....

Part 2 (b) Partnership:

Given details of partners as follows:

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

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

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.

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

Part 3 – References

Give details of substantial reference sites of similar assignment

Client Name and Address	Project Type	Project Cost (Kshs)	Project Duration	Contact Person

NB: Attach supporting documents where necessary

Date

Signature and Official Stamp of Candidate.....

REQUIREMENTS (EVALUATION) FOR REGISTRATION

Bidders must attach evidence to fulfill the following requirements. Any bidder who fails to meet any of the following will not be shortlisted for registration. All these requirements are mandatory

No	REQUIREMENT	YES/NO	COMMENTS/REMARKS
1.	Company registration evidenced by a certificate of incorporation or BN2		
2.	Compliance to tax evidenced by a copy of Current and Valid Tax Compliance Certificate		
3.	List of directors evidenced by BN2 or a current CR12 not earlier than 2022		
4.	Valid Copy of operating/practicing license or registration with the respective industry regulator (where applicable) eg. ICT Authority, LSK, NCA, TRA, IATA among others.		
5.	Valid and current trading license/business permit		
6.	Duly filled, signed and stamped Confidential Business Questionnaire		
7.	Duly filled, signed and stamped completed Registration submission form		
8.	Previous experience evidenced by contracts from at least three (3) corporate clients. (Company name Client's Contact Person (Email and telephone No.)		
9.	Manpower/Key personnel. Attach CVs and certificates of key staff		