



**REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR
2020/2021 – 2021/2022 FINANCIAL YEARS.**

CATEGORY NO.

ITEM DESCRIPTION.....

Submission deadline: 9th October 2020 (1000hrs).

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SUPPLIERS REGISTRATION NOTICE.

**REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2020/2021 – 2021/2022
FINANCIAL YEARS**

NEMA invites applications from interested and eligible firms for registration as service providers for the under listed categories of goods, services and works for the 2020/2021 – 2021/2022 Financial Years. Each registration document will be used to apply for one category as indicated below. For applicants applying for more than one category, they should apply using different registration documents per category. **Applying for multiple categories using one document is not allowed and shall lead to automatic disqualification.**

REGISTRATION REFERENCE NUMBER	DESCRIPTION	CATEGORY
NEMA/SR/01/2020-2022	Printing and supply of publication, promotional/branding materials (t-shirts, caps, banners, mementos) and printing of general office stationery.	Reserved for Youth firms
NEMA/SR/02/2020-2022	Supply of staff uniforms, protective clothing and inspection gear.	Pwd firms
NEMA/SR/03/2020-2022	Supply and maintenance of office furniture, furnishings, fittings and Office Equipment.	Reserved for Women firms
NEMA/SR/04/2020-2022	Design, printing & supply of security documents	Open to approved government firms.
NEMA/SR/05/2020-2022	Repairs & maintenance of buildings, plumbing and renovation works	Open
NEMA/SR/06/2020-2022	Supply, repair & maintenance of electrical appliances and fittings	Reserved for Youth firms
NEMA/SR/07/2020-2022	Provision of legal services	Open
NEMA/SR/08/2020-2022	Supply of laboratory equipment, chemicals and related scientific equipment	Open
NEMA/SR/09/2020-2022	Provision of air booking and ticketing services.	Open
NEMA/SR/10/2020-2022	Provision of tents, chairs, tables, décor and related services	Reserved for Women Firms
NEMA/SR/11/2020-2022	Provision of Auctioneering Services.	Open
NEMA/SR/12/2020-2022	Supply of computer hardware, printers, photocopiers, scanners, cameras, projectors, telecommunication equipment including telephone headset and associated accessories.	Open to firms accredited by ICT authority
NEMA/SR/13/2020-2022	Provision Of Networking Services And Supply And Repair Of Networking Equipment	Open to firms accredited by ICT authority
NEMA/SR/14/2020-2022	Supply And Delivery of Toners & Computer Related Consumables	Reserved for Pwd firms
NEMA/SR/15/2020-2022	Supply of software, software licenses, and the provision of software development, customization, support and other related services.	Open to firms accredited by ICT authority
NEMA/SR/16/2020-2022	Repair of ICT Equipment Including Computers, Laptops, Printers, Servers, Projectors, Ups.	Open to firms accredited by ICT authority

NB:

- 1) **Reserved means categories reserved for Youth, Women and People Living with Disabilities (PLWD).**
- 2) **Current providers are required to re-apply.**

Registration documents may be downloaded from the NEMA website **www.nema.go.ke**: Or from the Public Procurement Portal: **tenders.go.ke** free of charge.

Completed registration documents in plain sealed envelopes **clearly marked on the Envelope:**

“REGISTRATION OF SUPPLIERS FOR 2020/2021 - 2021/2022 FINANCIAL YEARS”

Category No.....

Category description.....

Should be addressed to:

**The Director General,
National Environment Management Authority
Eland House, Popo Road, Off Mombasa Road,
P.O. Box 67839 – 00200.
NAIROBI.**

and deposited in the tender box located on the ground floor on the Entrance of MAIN BLOCK at NEMA HEADQUARTERS. Documents submitted later than the indicated closing date and time shall automatically be disqualified.

REGISTRATION INSTRUCTIONS

1.1 Introduction

NEMA invites interested candidates who must qualify by meeting the set criteria provided so as to perform the contract of supply and delivery /provision of goods and services for the indicated period.

1.2 Reserved and Open categories

Categories marked “**Youth firms, Women firms and Pwd Firms**” have been specifically set aside for enterprises owned by the Youth, Women and Persons living with disabilities. Categories marked “Open” is accessible to all interested and competent suppliers. However those applying under the reserved categories must submit a valid AGPO certificate from the National Treasury.

1.3 Registration Objective

The main objective is to have a standby list of registered suppliers for various categories for supply and delivery of assorted items and also provide supplies under relevant Tenders / Quotations/Proposals as and when required during the period ending 30th June, 2022 (2 years).

1.4 Invitation of registration.

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their registration documents to NEMA, so as to be registered for submission of quotations/proposals/tenders. The prospective suppliers/contractors are required to provide mandatory documents and other information for registration.

1.5 Experience

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

1.6 Registration Document

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

1.7 Submission of Registration Document

One original copy of the completed registration data and other requested information shall be submitted.

1.8 Questions arising from Documents

Questions that may arise from the Registration documents should be directed to

**The Director General,
National Environment Management Authority
Eland House, Popo Road, Off Mombasa Road,
P.O. Box 67839 – 00200.
NAIROBI.**

1.9 Additional Information

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

1.10 Request for quotations/proposals will be made available only to those bidders whose qualifications for registration have been met.

2 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless. The suppliers should also be i-tax compliant.

2.2 Customs clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract price shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Clients Accounting Officer. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

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

3.0 REGISTRATION DATA INSTRUCTIONS

3.1 Prequalification Data forms

The attached forms R-1, R-2, R-3, R-4, R-5 and R-6 are to be completed by prospective suppliers/contractors who wish to be registered for submission of specific tenders/RFOs.

AGPO Categories shall use form R-1 for registration and must also fill and sign forms R-3,R-4,R-5 and R-6.

All open categories shall use form R-2 for registration and must also fill and sign forms R-3,R-4,R-5 and R-6.

The registration forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents must be written in English and indelible ink.

3.2 It is understood and agreed that the registration data on prospective bidders is to be used by the NEMA in determining, according to its sole Judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client. Prospective bidders will not be considered qualified unless in the judgment of NEMA they possess capability, experience, qualified personnel, Availability and suitability of equipment and net current assets or working Capital sufficient to satisfactorily execute the contract for goods/ services.

3.3 Essential Criteria for Registration for Open Categories.

3.3.1 Experience: Prospective suppliers should have at least three years' experience in the supply of goods, and five years in the case of consultancy services and allied items. They should demonstrate competence, willingness and capacity to service contracts.

AGPO groups are exempt from this requirement.

(b) Prospective suppliers requires special experience and capacity to organize supply and delivery of items, or services at short notice.

(c) NEMA reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.

3.3.2 Personnel. The Supplier/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. C.Vs of key personnel or individual or group to execute the contract must be attached.

3.3.3 Financial Condition

The supplier's financial position will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding supplier's/contractor's credit position.

Potential suppliers/ contractors will be registered on the basis of satisfactory information given. Special consideration will be given to the financial resources available as working

capital. However, potential bidders should provide evidence of financial capability to execute the contracts.

3.3.4 Past Performance (exempted for AGPO registered firms)

Past performance will be given due consideration in registration of suppliers.

3.4 Sworn Statement

Application must include a sworn statement in R-6 by the supplier assuring accuracy of the information given.

3.5 The firm must show proof that it has paid all statutory obligations and have current Tax Compliance Certificate from Kenya Revenue Authority

4. Mandatory requirements

N O	DESCRIPTION
1	Certificate of Registration/Incorporation, BN2 Certificate or Equivalent.
2	Attach KRA i-Tax PIN Certificate in the Name of the registered Company/Business/Individual i-Tax pin for sole proprietor Business.
3	Attach Valid Tax Compliance Certificate to be confirmed on KRA TCC Checker where necessary.
4	All AGPO Firms MUST use the provided form R-1 to apply for registration and avail all the required information and documents.
5	All Firms applying for OPEN categories MUST use the provided form R-2 to apply for registration and avail all the information requested in that form.
6	Copy of Current (Year 2019 or 2020) CR12 Certificate for firms applying for Categories indicated OPEN .
7	Air travel firms must be registered by IATA and Tourism Regulatory Authority. (Must attach current Licenses).
8	Firms seeking registration for provision of legal services MUST attach registration with the Law Society of Kenya and also attach practicing licenses for all their advocates.
9	Firms seeking registration for provision of legal services MUST avail information regarding location in Nairobi and all their offices Countrywide.
10	Firms seeking registration in all construction/repairs and related works must be registered by NCA and with Current practicing license (NCA 8) and Above.
11	Evidence of physical premises/Office for all Open Categories and must attach a copy of location details, tenancy agreement and any utility receipt in the last 2 months.
12	Firms Applying for registration for Auctioneering services MUST attach a copy of valid Auctioneers License.
13	Firms applying for electrical works MUST attach a certificate from Energy and Petroleum Regulatory Authority.
14	Firms applying for any ICT Related category MUST attach a valid accreditation certificate from ICT Authority/Ministry of ICT.
15	Duly filled, signed and stamped Confidential Business Questionnaire and Declaration forms in the format provided in the document for various categories as per clause 3.1 .

FORM R.1

ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

- 1. Name of Applicant (Business Name).....
- 2. Physical Address
- 3. Postal Address: 4. Postal Code:
- 5. E-mail: 6. Mobile Phone No.
- 7. Are you applying for youth, women or persons with disabilities?
- 8. Contact Person
- 9. Overview of the Enterprise.

Type of ownership (please tick one) [Sole Proprietor] [Partnership] [Limited Company]

[Others Specify]

Number of employees [0-5] [6-25] [26-49] 50-59] [100-250]

Initial Investments (KES).....

Total Annual Sales for the previous year.....

Experience in the sector in years.....

Type of Ownership Details

Part 9 (a) - **Sole Proprietor or name of registered business**, where applicable

Name in Full.....

Age.....

Identity/Passport No.....

Part 9 (b) - Partnership Details

No	NAME	Nationality ID	% Shares
1			
2			
3			

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal KShs Issued KShs.....

Directors' Details.

No	NAME	Nationality ID	% Shares
1			
2			
3			
4			
5			

- 10. Bank Account Name:
- 11. Branch of the Bank:
- 12. Bank Account Number:
- 13. VAT Registration Number:
- 14. IFMIS Number, where applicable:.....
- 15. Category applied for: **SECTOR (TICK ONE)**

Description of the Category.....

Reference Number.....

OTHERS SPECIFY.....

Title of the official providing the information:

Name.....

Signature: Date

PART II: LIST OF ATTACHMENTS (MANDATORY ATTACHMENTS FOR ALL AGPO CATEGORY).

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application will be rejected:

- 1. Copy of certificate of incorporation/registration.
- 2. Attach KRA i-Tax Pin Certificate in the Name of the registered Business/Individual i-Tax pin for sole proprietor Business.
- 3. Valid Tax Compliance/ Exemption Certificate;
- 4. Original Bank Statement/Bank reference letter of not more than three months.
- 5. Business/Company profile;
- 6. Certificate of Registration in a target group issued by the National Treasury.
VALID AND CURRENT AGPO CERTIFICATE.
- 7. National IDs for the Directors/Sole proprietor.

FORM R-2 - SUPPLIER REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. We..... hereby apply for registration as
Supplier/providers
(Name of Company/Firm)

for.....
(Description e,g supply of Laboratory Equipments)

.....
(Category No. e.g. NEMA/SR/01/2020-2022)

P.O. Box..... Code.....

Town.....

Street.....

Name of building.....

Room/Office No..... Floor No.....

Telephone No.....

Email address (Must be provided).....

Full Name of applicant.....

Other Branches location.....

2. Organization & Business Information

Management Personnel

President (Chief Executive).....

Secretary.....

General Manager.....

Other.....

Partnership (if applicable)

Name of partners

- 1.....
- 2.....
- 3.....
- 4.....

- 3. Business founded or incorporated.....
- 4. Under present management since.....
- 5. Net Worth equivalent Kshs.
- 6. Bank reference and Address.....
- 7. Enclose Copy of organization chart of the firm indicating the main fields of activities.....
- 8. State any technological innovations or specific attributes which distinguish you from other competitors.....

SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

.....

Professional Qualification.....

Length of service with Contractor or supplier and position

.....

(Attach copies of certificates of key personnel in the Organization)

FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the firm's two years' (2017, 2018 or 2019) Audited financial statements/ giving summary of assets and current liabilities/ or any other financial information which is normally contained in the reports.
- (2) Attach letters of reference from your bank regarding your credit position.

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ ORDERS.

- (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 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)
(Attach documentary evidence of existence of contract)
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)
(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 e.t.c).

NB: NEMA may conduct due diligence to verify any information which is provided here.

FORM R-3- SELF DECLARATION FORM-NON DEBARMENT.
SELF DECLARATION THAT THE FIRM IS NOT DEBARRED IN
THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT
2015.

I,, of Post Office Box
being a resident of in the Republic of
..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Registration No. for(insert title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp

R- 4-CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part I and either part 2 (a), 2 (b) or 2(c) 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.
 Postal Address.....
 Nature of Business.....
 Current Trade Licence No.
 Maximum value of business which you can handle at any one time:
 Kshs.....
 Name of your bankers.....

Part 2 sole proprietor

Your Name in full
 Nationality.....
 * Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	Shares	Citizenship Details
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.....

Give details of all directors as follows:-

Name	Nationality Shares	Citizenship Details
1.....		
2.....		
3.....		
4.....		
5.....		

Date..... Signature of Applicant.....

- If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM R-5

SELF DECLARATION THAT THE PERSON/FIRM WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the Company) who is a Bidder in respect of Registration No. for(insert title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....
(Title) (Signature) (Date)

Bidder's Official Stamp.

FORM R- 6

- SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered 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 document provided.
- c. We enclose all the documents and required information for the pre-registration for evaluation.
- d. We have not been debarred from participating in Public Procurement in Kenya.

Date.....

Applicants Name.....

Represented by.....

Signature.....