



**KENYA  
LIMITED**

**FERRY SERVICES**

**BI- ANNUAL REGISTRATION OF  
SUPPLIERS FOR THE PERIOD  
2017-2019**

**PRE-QUALIFICATION & APPLICATION  
DOCUMENT- CATEGORY (A)**

Name of Supplier Co.....  
Registration Category No .....  
Category Description .....

.....  
State if the firm is applying for preference/Reservation for:  
(Yes/No)

Women.....	Reg. No.....
Youth.....	Reg. No.....
Disabled.....	Reg. No.....
Other.....	Reg. No.....

KENYA FERRY SERVICES LTD  
P.O. Box 96242-80110  
MOMBASA  
KENYA, EAST AFRICA  
TEL.: + 254 0723664000/ 0728722100  
E-mail: [procurement@kenyaferry.co.ke](mailto:procurement@kenyaferry.co.ke)  
Website: [www.kenyaferry.co.ke](http://www.kenyaferry.co.ke)

## Table of Contents

	<b>Page</b>
INTRODUCTION .....	
SECTION I - Invitation for registration .....	3
SECTION II - Instructions to Candidates.....	4
Appendix to Instructions to Candidates.....	5
SECTION III - Letter of application.....	13
SECTION IV - Standard Forms.....	17
General information - (Form1)	
General experience Record - (Form 2)	
Joint Venture Summary - (Form 2A)	
Particular experience Record - (Form 3)	
Details of Contract of similar nature and complexity - (Form 3A)	
Summary sheet – Current	
Contract Commitments/Works in progress - (Form 4)	
Personnel capabilities - (Form 5)	
Candidate Summary - (Form 5A)	
Equipment capabilities - (Form 6)	
Financial Capability - (Form 7)	
Litigation History - (Form 8)	
Request for Review - (Form RB 1)	

## SECTION I - INVITATION FOR REGISTRATION (IFR)

Tender No. -----

Tender Name-----

1. The (*Kenya Ferry services ltd*) hereinafter referred as “Procuring entity” intended to register candidates for the following (*particulars of the procurement*).
2. Registration is reserved to firms owned by Youth, Women and Persons with Disabilities as per the preference and reservation scheme in the Kenyan procurement law.
3. Eligible candidates may obtain and inspect the registration document from the Procurement Manager’s office at the Kenya Ferry Services Ltd Headquarters. A complete set of registration documents may be downloaded free of charge from the Kenya Ferry Services website: [www.kenyaferry.co.ke](http://www.kenyaferry.co.ke).
4. A minimum requirement for qualification is as per the appendix to IFR herein.
5. Applications for registration must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box located at the reception of the Company Headquarters on Gaza Road – Peleleza Likoni Mainland South before **1000 Hours on Wednesday 5<sup>th</sup> July, 2017**. Registration documents will be opened immediately thereafter and bidders’ representatives are invited to attend at Kenya Ferry Services Resource Centre.
6. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates registered under this registration process will be invited to tender.

**PROCUREMENT & SUPPLIES MANAGER  
FOR: MANAGING DIRECTOR**

## SECTION II - INSTRUCTIONS TO CANDIDATES

Table of Contents

	Page
2.1 Scope of tender .....	6
2.2 Submission of Applications.....	7
2.3 Eligible candidates .....	7
2.4 Qualification criteria .....	8
2.5 Joint venture .....	9
2.6 Public sector companies .....	10
2.7 Conflict of interest .....	10
2.8 Updating registration information .....	10
2.9 Preferences	
2.10 General	

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

2.1.1 The (*Kenya Ferry services Ltd*) hereinafter referred to as the procuring entity intends to register suppliers (**Women, Youth and Persons With Disabilities**) for the following items:

<b>CATEGORY A ITEMS</b>		
<b>NO:</b>	<b>TENDER NO.</b>	<b>DESCRIPTION</b>
1.	KFS/REG/05/07/2017 (A1)	Supply and delivery of paints and general hardware items.
2.	KFS/REG/05/07/2017 (A2)	Supply and delivery of electrical items.
3.	KFS/REG/05/07/2017 (A3)	Design and printing of promotional items (calendars, diaries, pens, etc).
4.	KFS/REG/05/07/2017 (A4)	Supply and delivery of printed stationery
5.	KFS/REG/05/07/2017 (A5)	Supply and delivery of stationery and computer consumables.
6.	KFS/REG/05/07/2017 (A6)	Supply of electrical workshop tools and equipment
7.	KFS/REG/05/07/2017 (A7)	Supply and delivery of uniforms, protective clothing and equipment.
8.	KFS/REG/05/07/2017 (A8)	Provision of market research, surveys, consultancy and training services
9.	KFS/REG/05/07/2017 (A9)	Provision of catering services and supply of soft drinks.
10.	KFS/REG/05/07/2017 (A10)	Supply of newspapers, magazines and periodicals
11.	KFS/REG/05/07/2017 (A11)	Supply of sports and recreation items
12.	KFS/REG/05/07/2017 (A12)	Hire of transport services
13.	KFS/REG/05/07/2017 (A13)	Supply of sanitary and cleaning materials and services
14.	KFS/REG/05/07/2017 (A14)	Supply of security items (signage, warning lights, speed breakers and security equipment).
15.	KFS/REG/05/07/2017 (A15)	Provision of gardening and landscaping services.
16.	KFS/REG/05/07/2017 (A16)	Provision of fumigation and pest control services

### **Eligibility criteria**

- Registered as youth, women and persons with disabilities with the national treasury.( mandatory)

- Business registration certificates
- Valid Tax compliance certificates
- Valid Single Business Permit
- Attach CR12
- Duly filled, signed and stamped self-declaration forms (Section 62 of the PPAD Act)

## **2.2 Submission of Application**

- 2.2.1 Applications for registration shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box as per the advertisement/invitation to tender
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 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.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

## **2.3 Eligible Candidates**

- 2.3.1 This invitation for registration is reserved to firms owned by Youth, Women and Persons with Disabilities as per the preference and reservation scheme in the Kenyan Procurement law.
- 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 131 of the Act.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set registration 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 below. The declaration will be either pass or fail regarding the applicant’s general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant’s response in the forms provided in Section IV 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.

**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.

<b>CLAUSE</b>	
2.1	Clause 2.1.5 is hereby inserted to read “The contract will be a unit price contract where bidders

	will be invited to quote for items as and when the procuring entity deem necessary”
2.3.1	<p>Eligibility criteria</p> <ol style="list-style-type: none"> <li>1. Registered as youth, women and persons with disabilities with the national or county treasury( mandatory)</li> <li>2. Business registration certificates/Certificate of incorporation</li> <li>3. Valid Tax compliance certificates</li> <li>4. One firm can apply for one or more categories but may only enjoy preference/reservation in accordance with the PPD Preference And Reservations ( Regulations)</li> <li>5. Valid Single Business Permit</li> <li>6. Attach CR12</li> <li>7. Duly filled, signed and stamped self-declaration form ( Section 62 of the PPAD Act 2015)</li> </ol>
2.3	<p>Clause 2.3.4 is hereby inserted to read</p> <p>“A complete set of tender documents may be downloaded free of charge from the Kenya Ferry Services website: <a href="http://www.kenyaferry.co.ke">www.kenyaferry.co.ke</a>.</p>

#### Evaluation Criteria

	<b>CRITERIA</b>	<b>Yes/No</b>
1	<p>a) Organization structure/company profile including;</p> <ul style="list-style-type: none"> <li>• Registered as youth, women and persons with disabilities with the national treasury( mandatory)</li> <li>• Business registration certificates /certificate of incorporation</li> <li>• Tax compliance certificates/ KRA Registration and PIN</li> <li>• Form of tender/letter of submission duly signed and stamped/sealed</li> </ul>	Mandatory requirements



	<ul style="list-style-type: none"><li>• Document presented in the required format</li><li>• Declaration not to engage in corruption (section 62 of the Public Procurement and Asset Disposal Act 2015).</li></ul>	
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All information provided by the applicant may be subjected to confirmation by the procuring entity. Provision of false information shall lead to disqualification.

### **SECTION III - LETTER OF APPLICATION**

#### **Notes on letter of application**

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.



## APPLICATION FORM (1)

### GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

## APPLICATION FORM (7)

### FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture
---

Banker	Name of banker	
	Address of banker	
	.....	
	Telephone	Contact name and title
	_____	
	Fax	E mail

Financial information in Kshs.	Actual : previous five years			Projected: next two
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

5. Profits before taxes				
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6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that you have been registered in the following category

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_

\_\_\_\_\_

**SIGNED FOR ACCOUNTING OFFICER**

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We....., the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....

Email ....., hereby request the Public Procurement Administrative  
Review Board to review the whole/part of the above mentioned decision on the following  
grounds , namely:-

- 1.
- 2. etc.

By this memorandum, the Applicant requests the Board for order/orders that: -

- 1.
- 2.etc

SIGNED ..... (Applicant)

Dated on.....day of ...../...20...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

**SIGNED  
Board Secretary**

**TENDER-SECURING DECLARATION FORM**



(r.22) [The Bidder shall complete this Form in accordance with the instructions indicated]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number of bidding process]

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

1. 1 We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
  - (a) our receipt of a copy of your notification of the name of the successful Bidder; or
  - (b) thirty days after the expiration of our Tender.
4. We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor e.t.c) .....

Name: .....

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on ..... day of ....., ..... [insert date of signing]

Seal or stamp

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**FORM SD1**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

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 Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of .....  
..... (insert name of the Company) who is a Bidder in respect of  
**Tender No.** ..... for .....(insert tender 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

**SELF DECLARATION FORMS (r 62)**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**SELF DECLARATION THAT THE PERSON/TENDERER 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 **Tender No.** ..... for .....(insert tender 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