



REGISTRATION OF SUPPLIERS FOR DELIVERY OF GOODS, WORKS AND SERVICES FOR A PERIOD OF TWO YEARS {2023-2024 & 2024-2025}

NIS/12/2024-2025

DEADLINE OF SUBMISSION: CONTINUOUS UP TO 30TH JULY 2025.

CATEGORY No. _____

CATEGORY DESCRIPTION _____

TABLE OF CONTENTS

SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS	3
SECTION III: INSTRUCTIONS TO CANDIDATES	5
2.1 INTRODUCTION	5
2.2. FORMAT AND SIGNING OF APPLICATIONS.....	5
2.3 SUBMISSION OF APPLICATIONS.....	5
2.4 ELIGIBLE CANDIDATES	7
2.5 QUALIFICATION CRITERIA	7
2.5.3 Experience:.....	7
2.5.4 Personnel.....	7
2.5.5 Financial Condition.....	8
2.5.8 Confidential Business Questionnaire.....	9
2.5.9 Past Performance.....	9
2.5.10 Litigation History and Sworn Statement	9
2.6 COST OF APPLICATION.....	9
2.7 CLARIFICATION OF REGISTRATION DOCUMENTS.....	9
2.8 AMENDMENT OF REGISTRATION DOCUMENTS.....	9
2.9 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS	10
2.10 OPENING OF REGISTRATION DOCUMENTS.....	10
2.11 PROCESS TO BE CONFIDENTIAL	10
2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE PROCURING ENTITY	10
EXAMINATION OF REGISTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS	12
2.14 NOTIFICATION OF QUALIFIED APPLICANTS.....	12
2.15 EVALUATION AND COMPARISON OF APPLICATIONS	12
2.16 PROCURING ENTITY'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS	12
2.17 NOTIFICATION OF APPROVAL.....	12
2.18 ACCEPTANCE OF THE APPROVAL	13
CONFIDENTIAL BUSINESS QUESTIONNAIRE	14
FORM 1 - REGISTRATION DATA REGISTRATION OF SUPPLIERS' APPLICATION FORM.....	16
FORM 3 LITIGATION HISTORY	20
FORM 4	21

SECTION I: INVITATION FOR REGISTRATION OF SUPPLIERS

TENDER No: NIS/12/2024-2025

TENDER NAME: REGISTRATION OF PROSPECTIVE SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS , WORKS AND SERVICES FOR FINANCIAL YEAR 2024-2025 2024/2025 FYS)

National intelligence service invited the interested bidders for prequalification for supply and delivery of goods services and works for two a period of two Years (2023-2024 and 2024-2025) effective 1st July 2023 . Pursuant to section 51 and 71 of the public procurement and asset disposal Act 2015, the Service wishes to invite bidders who may wish to be included to the supplier register to submit their bids documents. A complete set of tender document may be downloaded by interested candidates or bidders free of charge at <https://www.nis.go.ke>. Further interested bidders may use tender@kensi.org for any clarifications.

The Completed tender documents are to be enclosed in plain sealed envelopes marked “**TENDER NO.....**”and “**CATEGORY OF REGISTRATION.....**” should be addressed to:-

**DIRECTOR GENERAL
NATIONAL INTELLIGENCE SERVICE
P.O. BOX 30091-00100
NAIROBI.**

And deposited in the Tender Box situated at the reception of Nyati House, Loita Street .The documents for registration of suppliers shall be received continuously during the year up to 30th June, 2025. The first batch of document should be received by 23rd July 2024 and will be opened on 25th July 2024 at 0830 hrs.

Please note that the already pre - qualified suppliers awarded for 2023 – 2025 are not eligible to participate.

National Intelligence Service reserves the right to accept or reject an application and is not obliged to assign reasons for its decision thereof save as provided under written law. Any canvassing or giving of false information will lead to automatic disqualification.

**SECTION II: REGISTRATION OF SUPPLIERS FOR A PERIOD OF TWO (2)
FINANCIAL YEARS (2023-2025)**

NO.	Category	TENDER DESCRIPTION	ELIGIBILITY
1	NIS/13/2023-2024	Prequalification for Supply and Delivery Office Furniture.	Open
3	NIS/15/2023-2024	Prequalification for Annual Maintenance of Photocopiers, Printers and Machines.	Open
4	NIS/16/2023-2024	Supply and Delivery of kitchen equipments, electrical fittings, utensils and cutlery, beddings, linen and staff uniforms.	AGPO
5	NIS/17/2023-2024	Provision of Minor/Major building works, renovation, partitioning, landscaping and plumbing and related services.	Open
6	NIS/18/2023-2024	Provision of fumigation services	AGPO
7	NIS/19/2023-2024	Supply, delivery and installation of air conditioners and spare parts.	Open
8	NIS/20/2023-2024	Supply and Delivery of Drugs and Medical Equipments.	Open

SECTION III: INSTRUCTIONS TO CANDIDATES

2.1 INTRODUCTION

2.1.1 The National Intelligence Service (NIS) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the NIS to perform the contract of supply of the goods to the Service.

2.2. FORMAT AND SIGNING OF APPLICATIONS

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "ORIGINAL". In addition, the applicant shall submit one copy of the same registration document clearly marked "COPY". In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub-Clause 2.4.2. The person or persons signing the registration documents shall initial all pages of the tender where entries or amendments have been made.

The registration 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 initialled by the person or persons signing the registration document.

2.3 SUBMISSION OF APPLICATIONS

Applications for registration shall be submitted in sealed envelopes marked with the registration document name and reference number and deposited in the tender box at address and location indicated or be addressed to the respective addresses provided in the tender notice to be received on or before **received continuously during the year.**

2.3.1 Applications received after the closing date shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer separate envelope. **(NO COPY REQUIRED)**

The inner and outer envelopes shall:

- (a) Be addressed and delivered to NIS Nyati house as provided in the invitation for registration and the registration advertisement.
- (b) Bear the name and identification number of the registration document. In addition to the identification required in sub-Clause 2.9.1, the inner envelopes

shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “late” pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, National Intelligence Service (NIS) will assume no responsibility for the misplacement or premature opening of the registration document.

If the outer envelope discloses the Candidate's identity the Procuring entity will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 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.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 ELIGIBLE CANDIDATES

2.4.1 Suppliers should provide all prerequisite documents as requested in the tender document to facilitate evaluation and inclusion in the supplier register.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Service, as the Service shall reasonably request.

2.5 QUALIFICATION CRITERIA

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms are to be completed by prospective suppliers who wish to be Registered for submission of tender for the specific tender.

2.5.2 The registration of suppliers' application forms -Form REG-1 which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

2.5.3 Experience:

- (a) Prospective bidders shall have at least 1 year experience in the supply of goods, services, and allied items in case of potential supplier should show competence, willingness, and capacity to service the contract.
- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

2.5.4 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form 2.

2.5.5 Financial Condition

The Supplier's financial condition will be determined by latest financial statements submitted with the registration documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be prequalified on the satisfactory information given.

2.5.6 Potential bidders must give a statement that demonstrates an understanding of the category of interest on the provided Form.

2.5.7 Special consideration will be given to the financial resources available as working capital, considering the number of uncompleted orders on contract and now in progress. Potential bidders should provide evidence of financial capability to execute the contract.

2.5.8 Confidential Business Questionnaire

The general information and details of nature of business and location should be included as required in the attached Form.

2.5.9 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in the provided Form.

2.5.10 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution –Form provided

2.6 COST OF APPLICATION

The applicant shall bear all costs associated with the preparation and submission of its tender and the Procuring entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 CLARIFICATION OF REGISTRATION DOCUMENTS

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify the Procuring entity in writing or by cable (hereinafter the term cable is deemed to include telex and facsimile) at the Procuring entity's mailing address indicated in the registration data.

2.7.2 The Procuring entity will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Procuring entity's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the registration documents.

2.8 AMENDMENT OF REGISTRATION DOCUMENTS

2.8.1 At any time prior to the deadline for submission of applications, the Procuring entity may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub-Clause 2.7.2 and shall be communicated in writing or cable to all purchasers of the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by cable to the Procuring entity.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, the Procuring entity may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS

2.9.1 Applications must be received by the Procuring entity at the address specified in Sub-Clause 2.10.1, no later than the time and date stipulated in the notice for pre-qualification.

2.9.2 The Procuring entity may, at his discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Procuring entity and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 OPENING OF REGISTRATION DOCUMENTS

2.10.1 The Procuring entity will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.10.2 The Procuring entity shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

2.11 PROCESS TO BE CONFIDENTIAL

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by a applicant to influence the Procuring entity's processing of applications or approval decisions may result in the rejection of the applications

2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE PROCURING ENTITY

2.12.1 To assist in the examination, evaluation, and comparison of applications, the Procuring entity may, at his discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Procuring entity on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of the Procuring entity, it should do so in writing.

2.12.3 Any effort by any applicant to influence the Procuring entity in the Procuring entity's registration evaluation, registration comparison or registration approval decisions may result in the rejection of the candidate's application.

2.13

EXAMINATION OF REGISTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

2.13.1 Prior to the detailed evaluation of applications, the Procurement entity will determine whether each application (a) has been properly signed and delivered pursuant to clause 2.3; (b) is substantially responsive to the requirements of the registration documents; and (c) provides any clarification and/or substantiation that the Procurement entity may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation. A material deviation or reservation is one

(a) which limits in any substantial way, inconsistent with the registration documents, the Procuring entity's rights, or the applicant's obligations under the contract; or (b) whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.3 If an application is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 The Procuring entity will, prior to the approval of the registration confirm the qualification of each applicant who shall have passed the technical stage of the registration process to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 NOTIFICATION OF QUALIFIED APPLICANTS

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by the Authority within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time the Procuring entity notifies qualified Applicants that their applications are responsive, the Procuring entity shall notify the other Applicants whose applications are not responsive.

2.15 EVALUATION AND COMPARISON OF APPLICATIONS

2.15.1 The Procuring entity will evaluate and compare only the applications determined to be substantially responsive in accordance with Clauses 2.13.

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 PROCURING ENTITY'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS

2.16.1 The Procuring entity reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the Procuring entity's action.

2.17 NOTIFICATION OF APPROVAL

2.17.1 Prior to expiration of the period of registration validity prescribed by the Procuring entity, the

Procuring entity will notify successful applicants.

2.18 ACCEPTANCE OF THE APPROVAL

2.18.1 The successful candidates shall be required to acknowledge in writing the acceptance of their registration to the Procuring entity.

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.

Instruction to tenderer	Particulars of appendix to instructions to Tenderer
Clause 2.2.1	Bidders are requested to submit ONLY ONE ORIGINAL REGISTRATION document.
Clause 2.3.1	While the application process remains continuous, opening of applications shall be carried out on a quarterly basis and the list of registered suppliers updated Bi-annually upon approval.
Clause 2.4.1	The registration of suppliers' exercise is open to all interested and eligible applicants. Some categories are reserved for AGPO registered firms while other are open to all.
Clause 2.5.1	Evaluation and Comparison of Applications shall be carried out in strict compliance to the criteria set out in page 13 of this document.
Clause 2.5.5	Applicants under the open categories should submit audited accounts for at least three most recent financial years i.e., 2020, 2021/2022 and 2023

ELIGIBILITY/EVALUATION CRITERIA

Applicants who fail to meet or submit any of the following **mandatory requirements** shall be disqualified.

No.	Requirements	Score
1.	Duly filled signed and stamped Registration Submission Form addressed to the Director General indicating the area or category of interest	Mandatory
2.	Copy of Certificate of Registration/Incorporation	Mandatory
3.	Copy of Valid Tax Compliance Certificate	Mandatory
4.	Copy of Valid Single Business Permit from the County Government	Mandatory
5.	Copy of Current CR 12 (recent 12 Months) for Limited companies only or Copies of Identification Documents (IDs) for Directors of sole proprietorships.	Mandatory
6.	Duly filled, signed, and stamped Confidential Business Questionnaire	Mandatory
7.	Copy of valid AGPO certificates for applicants of the reserved categories	Mandatory
8.	Dully Filled registration Data (Registration of suppliers Application form)	Mandatory

12.	Submit a dully filled, signed, and stamped Past Experience Form which Must be backed with at least 3 copies of LPOs/LSOs or signed contracts as evidence of having undertaken similar or related supplies. NOT APPLICABLE TO AGPO GROUP	Mandatory
18.	Applicants must submit audited accounts for at least three most recent financial years . NOT APPLICABLE TO AGPO GROUP	Mandatory

Special mandatory Requirement applicable specifically to the Following Tenders:-

Tender No.	Description	Mandatory /Technical Evaluation Criterria	YES/NO
NIS/13/2023-2024	Supply and Delivery of Office Furniture	Proof that the firm has a physical showroom and should be verifiable	
NIS/15/2023-2024	Maintenance of photocopiers, printers and machines	Manufacturer’s Authorization or Proof of dealership, Sub- dealership or Agents for interested spare parts.	
NIS/17/2023-2024	Provision of minor/major building works, renovation, partitioning, landscaping and plumbing and related services	Attach a copy of Certificate of Registration with National Construction Authority (NCA) in the relevant trade	
		Attach a copy of current Contractor Annual Practicing License with National Construction Authority (NCA) in the relevant trade	
		Attach CV of all the employees which should include the Engineers, Top management and Foreman and Support staff	
		Attach evidence of past five Project and attach copy of completion certification	
		List of equipment and motor vehicles used in executing the projects(attach evidence)	
		Clearly indicate the areas of specialization	
NIS/20/2023-2024	Supply and delivery of drugs and medical equipment	Must possess good Manufacturing Practice (GMP) must attach Inspection Certificate in line with the world Health Organization (WHO) Certification Scheme on Pharmaceuticals	
		Must be registered by the Pharmacy & Poisons Board (Attach Valid Copy of Certificate).	
		That the Bidder has a duly Qualified and Registered Pharmacist attaches their Curriculum Vitae (CV) and Certificates of Registration	

Note:

Bidders must meet **ALL** the Mandatory Requirement to qualify for Registration except the categories reversed for AGPO. Pursuant to Reg.145 (3), all applicants in the categories reserved for AGPO shall only be required to submit their valid AGPO registration certificates and shall therefore be automatically included in the list of registered Supplier.

All bidders shall provide one document per category.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the information indicated in Part 1 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

.....

Postal Address Tel. No.

.....

Email.....

AGPO

Number.....

Nature of business

.....

Registration Certificate No.

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

.....

Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age

.....

Nationality Country of origin

Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
--	------	-------------	---------------------	--------

1.

2.

Part 2(c) – Registered Company:

Private or public

State the nominal and issued capital of the company –

Nominal Kshs.. Issued Kshs.....

Give details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.

Date..... Signature of Tenderer

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

FORM 1 - REGISTRATION

DATA REGISTRATION OF SUPPLIERS'

APPLICATION FORM

I/We hereby apply for registration as supplier(s)

.....

(Name of Company/Firm)

of

.....

(Subcategory Description)

.....

(Sub-Category Code No.)

Post Office Address

Town.....

Street

Name of building

Room/Office No.

Floor No.

Telephone Nos.

Full Name of applicant

Organization & Business Information (where applicable)

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners

Business founded or incorporated

Under present management since

Net worth equivalent KShs.....

Bank reference and address

Bonding company reference address.....

Enclose copy of organization chart of the firm indicating the main fields of activities

.....

State any technological innovations or specific attributes which distinguish you from your competitor:

.....

.....

.....

.....

.....

Indicate terms of trade/sale

FORM 2 - PAST EXPERIENCE

DETAILS OF THE CLIENTS (ATTACH COPIES OF CONTRACT, LETTER OF OFFERS OR COPIES OF LSO/LPO)

1st Client (Organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract

Duration of Contract (date)

(Attach documental evidence of existence of contract)

2nd Client (Organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract

Duration of Contract (date)

(Attach documental evidence of existence of contract)

3rd Client (Organization)

Name of Client (organization)

Address of Client (organization)

Name of Contact Person at the client (organization)

Telephone No. of Client

Value of Contract

Duration of Contract (date)

(Attach documental evidence of existence of contract)

4th Client (Organization)

Name of Client (organization)
Address of Client (organization)
Name of Contact Person at the client (organization)
Telephone No. of Client
Value of Contract
Duration of Contract (date)
(Attach documental evidence of existence of contract)

5th Client (organization)

Name of Client (organization)
Address of Client (organization)
Name of Contact Person at the client (organization)
Telephone No. of Client
Value of Contract
Duration of Contract (date)
(Attach documental evidence of existence of contract)

FORM 3

LITIGATION HISTORY

Name of Contract Supplier

Suppliers/ Service providers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

FORM 4

SWORN STATEMENT FOR REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS, SERVICES ANDCONSULTANCIES

NIS intends to update its register for suppliers for various goods, works, services and consultancies for the financial years, 2023/2024 – 2024/2025. Interested eligible applicants are invited to apply for registration, indicating the category of goods, works, services or consultancies they wish to be registered in.

Having studied the registration information for the above tender, I/we hereby state:

- a. The information furnished in our application is accurate to the best of my/our knowledge.
- b. That in case of being registered I/we acknowledge that this will grant us the right to participate in due time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the registration evaluation.

Date

Applicant's Name / Company's Name

Represented by

Signature & Stamp

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