



THE KENYA INSTITUTE OF MANAGEMENT

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS, AND SERVICES FOR
THE FINANCIAL YEARS 2023-2025**

KIM/PROC/T001/2023-2025.

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1. INTRODUCTION

REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEARS 2023-2024 AND 2024-2025.

The Kenya Institute of Management (KIM) invites applications for updating/registration of suppliers from interested candidates for supply of Goods, Works and Services listed below.

A. SUPPLY OF GOODS

CATEGORY CODE	CATEGORY DESCRIPTION	INDICATE CATEGORY OF CHOICE
KIM/G01/2023	Supply of General office stationery and printer consumables	
KIM/G02/2023	Supply of ICT Office Equipment, Computers, Laptops, Servers, UPS, and Printers	
KIM/G03/2023	Supply and delivery of ICT Networking and Telecommunication Equipment	
KIM/G04/2023	Supply and Installation of CCTV and Access Control equipment	
KIM/G05/2023	Supply and Installation of Air Conditioners and Related Accessories	
KIM/G06/2023	Supply & Delivery of Hardware Electrical Appliances, Fittings & Other Related Items	
KIM/G07/2023	Supply of Software and Licenses	
KIM/G08/2023	Supply of Promotional Items and Branded Items	
KIM/G09/2023	Supply of Office Equipment Furniture, Student Furniture and Fittings	
KIM/G10/2023	Supply of Library Books	
KIM/G11/2023	Supply of Uniforms & Clothing e.g., dust coats, protective clothing, reflectors	
KIM/G12/2023	Supply of Tyres and Tubes (tyres management services)	
KIM/G13/2023	Supply of Automobile Batteries and Accessories	
KIM/G14/2023	Supply of Fresh Milk	
KIM/G15/2023	Supply of Drinking Water	
KIM/G16/2023	Supply and Maintenance of Firefighting Equipment	

KIM/G17/2023	Supply of Audio-Visual Equipment Including Screens, Projectors and Related Equipment	
KIM/G18/2023	Supply of Customized Rubber Stamps and Company Seals	
KIM/G19/2023	Supply of Curtains, Window Blinds and Carpets	

B. PROVISION OF SERVICES

CATEGORY CODE	CATEGORY DESCRIPTION	INDICATE CATEGORY OF CHOICE
KIM/S01/2023	Provision of Photography/Videography/Livestreaming/Documentary services and Related Services	
KIM/S03/2023	Provision of Hotel Accommodation and Conference Facilities (Mombasa, Kisumu, Nairobi, Naivasha, Nakuru)	
KIM/S04/2023	Provision of Events Management Services (Décor Services, PA System/DJ/ Sound, Tents, Tables, Chairs and Other Related Party Accessories)	
KIM/S05/2023	Maintenance, Servicing and Repair of Air Conditioners	
KIM/S06/2023	Maintenance, Servicing and Repair of Projectors	
KIM/S07/2023	Maintenance, Servicing and Repair of Network Equipment	
KIM/S08/2023	Repair and Maintenance of Computers, Servers, Printers, UPS and Related ICT Equipment	
KIM/S09/2023	Provision of Heavy-Duty Printer, Copiers and Leasing Services	
KIM/S10/2023	Provision of Server, LAN and WAN Maintenance Services	
KIM/S11/2023	Repair and maintenance of Office equipment, Photocopying machines & PABX telecommunication equipment	
KIM/S12/2023	Provision of Internet, Network Infrastructure, Data Communication, Computer Networks and Structured Cabling	
KIM/S13/2023	Provision of Radio and Television Airing services	
KIM/S14/2023	Provision of Legal Services	

KIM/S15/2023	Provision of Auctioneering services	
KIM/S16/2023	Provision of Auditing and Financial software	
KIM/S17/2023	Provision of Auditing Services	
KIM/S18/2023	Provision of Accounting Services	
KIM/S19/2023	Provision of Valuation Services	
KIM/S20/2023	Provision of Insurance Brokerage Services	
KIM/S21/2023	Provision of Cleaning Services	
KIM/S22/2023	Provision of Security Services	
KIM/S23/2023	Team Building Activities & Capacity Building	
KIM/S24/2023	Provision of Promotional and Advertising Materials, Corporate Branding and Signage Services	
KIM/S25/2023	Provision of Air Travel/Booking Services (IATA Registered)	
KIM/S26/2023	Provision of Car Hire, Lease and Taxi Services	
KIM/S27/2023	Provision of Occupational Health and Safety Services	
KIM/S28/2023	Provision of Fumigation and Pest Control Services	
KIM/S29/2023	Provision of Printing, Photocopying, Binding and Secretarial Services	
KIM/S30/2023	Provision of Bulk SMS	
KIM/S31/2023	Provision of Courier Services	
KIM/S32/2023	Provision of Interior Design Services	
KIM/S33/2023	Provision of Garage Services	
KIM/S34/2023	Provision of ISO 9001:2005 Quality Management System	

C. PROVISION OF WORKS

CATEGORY CODE	CATEGORY DESCRIPTION	INDICATE CATEGORY OF CHOICE
KIM/W01/2023	Provision of Minor Construction Services (Including Renovations, Office Partitioning and General Refurbishments)	

Applicants are required to fill the registration document. Complete registration documents in plain sealed envelopes clearly marked with the appropriate Registration category reference i.e. **CATEGORY.../...FOR SUPPLY OR PROVISION OF...** Should be deposited to our offices located at Emperor Plaza, 1st Floor, Kenyatta Avenue Junction to reach on or before **6th September 2023 at 11.00 a.m.**

Submission of registration documents shall be continuous with the register being updated biannually. The applications MUST include:

- (a) Copy of Certificate of Registration/Incorporation
- (b) Valid Tax Compliance Certificate
- (c) Company profile
- (d) Must attach CR12 showing the shareholding of the firm in case of companies.
- (d) Copy of certificate of registration with relevant regulatory bodies I.E 1: For persons with disabilities registration with National Council for Person with Disability 2: Valid NCA for building and small civil works 3: IATA accreditation for Air travel agencies 4: Quality certificate (Star rating accredited by relevant bodies) and/or other similar certificates for hotels 5. Valuers Registration Board for Registration of valuation services or any other relevant certifying body as per the category of choice by
- (e) Dully filled business questionnaire in the format provided.

2. REGISTRATION INSTRUCTIONS

2.1 Registration Objective

The main objective of this part is to short-list firms for supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required.

2.2 Invitation for Registration

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their **registration** documents to **The Executive Director** so that they may be registered for submission of Tenders/Quotations. The Institute requires prospective suppliers to provide mandatory information for registration.

2.3 Experience

Experience in the supply and deliver of similar items/services is Mandatory (Documentary evidence to be submitted).

2.4 Registration Document

This document includes questionnaire forms and documents required from prospective suppliers. To be considered for registration, prospective supplier/provider **MUST** submit all the information herein requested.

2.5. Distribution of Registration Documents

Completed registration documents shall be downloaded from the Institute's website www.kim.ac.ke.

2.6 Questions Arising from Documents

Questions that may arise from the Registrations documents should be directed to the procurement officer during official working hours, or email procurement@kim.ac.ke

2.7 Additional Information

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

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes

The supplier will have to pay VAT as applicable for all goods to be supplied.

3.2 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand.

3.3 Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as it may be stipulated in the Contract Agreement.

4. REGISTRATION DATA INSTRUCTIONS

4.1 Registration data forms

The attached questionnaire forms RQ-1, RQ -2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7, RQ-8 are to be completed by prospective supplier who wish to be registered to participate in Tender/Quotations for Supply of Goods and Services to the Institute.

4.1.1 The Registration application forms which are not filled out completely and submitted in the prescribed manner shall be considered nonresponsive. All the documents that form part of the tender must be written in English Language and in ink.

4.2 Qualification

4.2.1 It is understood and agreed that the Registration Data on prospective bidders is to be used by the Institute in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.

4.2.2 Prospective bidders may not be considered qualified unless in the judgment of the Institute they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

4.3 Essential Criteria for Registration

4.3.1 Prospective bidder shall be required to have experience in the supply of goods/services or in case of potential supplier should show competence, willingness, and capacity to service the contract.

4.3.2 The name, telephone number and email of the directors, key personnel and contact person must be indicated in Form RQ.3.

4.3.3 Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers **MUST** be included in Form RQ-4.

Quotations shall be invited for a minimum of three suppliers and the Institute shall award based on the lowest quote.

4.4 Statement

Application must include a sworn statement Form RQ-5 by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal of Registration

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/The Institute could substantially change the Performance and Qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Institute reserves the right to reject the tender from such a bidder even though he was initially registered.

4.6 Registration Criteria

Required Information	Form Type
1. Registration Documentation	RQ-1
2. Registration Data	RQ-2
3. Supervisory Personnel	RQ-3
4. Financial Position and Terms of Trade	RQ-4
5. Past Experience for category	RQ-5
6. Sworn Statement	RQ-6
7. Confidential Questionnaire	RQ-7
8. Litigation History	RQ-8

5. FORM RQ 1 MANDATORY REGISTRATION DOCUMENTATION

S/No	Requirements	Score	Confirmation of Requisite Documents (For official use only to be filled by KIM Evaluation Team)
1	Copy of certificate of Registration /Incorporation	Mandatory	
2	Copy of Valid Tax Compliance Certificate/Exemption Certificate (will be confirmed online with KRA TCC Checker	Mandatory	
3	Copy of certificate of registration with relevant regulatory bodies I.E 1: For persons with disabilities registration with National Council for Person with Disability 2: Valid NCA for building and small civil works 3: IATA accreditation for Air travel agencies 4: Quality certificate (Star rating accredited by relevant bodies) and/or other similar certificates for hotels or any other relevant certifying body as per the category of choice	Mandatory	
	Business/Company Profile	Mandatory	
	Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), Mandatory and a stamped receipt which bears. the Accounts Stamp from the Registrar of Companies/Societies; CR12. Partnership: Deed	Mandatory	
	National IDs/ Passports for all directors, partners and sole proprietor.	Mandatory	
NB	Bidders must meet all the above	requirements to qualify to be	evaluated in the next stage

6. FORM RQ-2 REGISTRATION DATA

1. Category to be
Registered

2. Legal name of
firm.....

Post Office
address.....

Street and Address
.....

City

Country.....

Telephone No.....

Email address.....

Person to contact.....

Title.....

3. Full name(s) of Director (s).....

.....
.....
.....
.....

4. Incorporation or Registration Certificate
No.....

.

7. FORM RQ-3 SUPERVISORY PERSONNEL

Provide a list of your directors, key supervisory personnel, and contact person in the format below: -

No.	Name	Position	Academic Qualification	Telephone No	Email Address
1.					
2.					
3.					
4.					

8. FORM RQ-4 FINANCIAL POSITION AND TERMS OF TRADE

- 1) Attach a copy of firm's Bank Statements for previous one year.
- 2) State Credit period (minimum proposed is 60 days)
- 3) State Price Validity of Bids (minimum proposed is 90 days)
- 4) State Proposed delivery period upon receipt of LPO/LSO (minimum is 2 days for common items)

9. FORM RQ-5: PAST EXPERIENCE

NAME OF APPLICANTS OTHER CLIENTS AND VALUES TWO YEARS NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1.
 - 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).....
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).....

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).....
.....

4. Others... ..

NB: This information should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts can be presented as evidence.

10. FORM RQ-6: SWORN STATEMENT

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

- a) That the information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being registered I/we acknowledge that this grants 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) When the call for Tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the registration made.
- d) I/We enclose all the required documents and information required for the Registration.
- e) I/We also accept liability/penalty arising from misleading or incorrect information/documentation submitted and based on which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Institute is at liberty to Institute legal proceedings as Stipulated in the company policies.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

11. FORM RQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2 (b) or 2(c) whichever applies in 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 License

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.....N/A.....

Age.....

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

Citizenship

details.....

PART 2(B) - Partnership:

Name	Nationality citizenship details	Shares
.....
1.
.....
2.
.....
3.
.....

4.
5.

PART 2(C) - Registered Company/Private

State the nominal and issue or the company.

Nominal Kshs.....

Issued

Kshs.....

Give details of all directors as follows:

Name	Nationality	Sex	Age	Shares
1.
2.
3.

Date..... Signature & Stamp of the Tenderer.....

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

12. RQ - 8 LITIGATION HISTORY

Name of Contractor/Supplier...

.....

Contractor/Supplier should provide information on any history litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for against	Name of client cause of litigation and matter in dispute	Disputer amount (Current value Kshs. Equivalent)