



**THE KENYA INSTITUTE OF MANAGEMENT**

**REGISTRATION OF SUPPLIERS FOR GOODS, WORKS, AND SERVICES FOR THE  
FINANCIAL YEARS 2021-2022 AND 2022-2023**

**KIM/PROC/T002/2021-2023.**

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## INTRODUCTION

### REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEARS 2021-2022 AND 2022-2023.

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

<b>CATEGORY CODE</b>	<b>REGISTRATION CATEGORY DESCRIPTION</b>
KIM/01/2021	Supply of General office stationery and accessories
KIM/02/2021	Supply of computer hardware, software and accessories
KIM/03/2021	Supply of branded promotional items (T-shirt, bags, caps, staff uniforms, sportswear, and stationeries)
KIM/04/2021	Supply of office furniture, student furniture and fittings
KIM/05/2021	Supply of library books and binding
KIM/06/2021	Provision of audio/visual equipment
KIM/07/2021	Provision of repair & maintenance of office equipment (computers, copiers, and printers)
KIM/08/2021	Provision of printing and photocopying services
KIM/09/2021	Provision of cleaning and sanitary services
KIM/10/2021	Provision of Events Management
KIM/11/2021	Provision of courier and postage services
KIM/12/2021	Provision of catering services
KIM/13/2021	Provision of partitioning, repair of furniture and fittings
KIM/14/2021	Provision of branded signages and signage maintenance services (Billboards, directional boards, tents, and internal office branding)
KIM/15/2021	Provision of car hire services
KIM/16/2021	Provision of security services
KIM/17/2021	Provision of motor vehicle servicing and repairs
KIM/18/2021	Provision air travel agency services
KIM/19/2021	Provision of external audit services
KIM/20/2021	Provision of valuation services
KIM/21/2021	Provision of Insurance services

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 on 2<sup>nd</sup> floor, Luther Plaza, to reach on or before **16<sup>th</sup> July 2021 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 from Kenya Revenue Authority
- (c) Company profile
- (d) Must attach CR12 showing the shareholding of the firm
- (e) Certificate of Registration by Valuers Registration Board for Registration of valuation services
- (f) Dully filled business questionnaire in the format provided.
  
- (g) Certificate of registration with Insurance Regulatory Authority for registration of insurance services

## **REGISTRATION INSTRUCTIONS**

### **1.2 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.

### **1.3 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 Authority requires prospective suppliers to provide mandatory information for registration.

### **1.4 Experience**

Experience in the supply and deliver of similar items/services is Mandatory (Documentary evidence to be submitted). However, for the youth, women and other disadvantaged groups is exempted for the youth, women, and other disadvantaged groups.

### **1.5 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.

### **1.6. Distribution of Registration Documents**

Completed registration documents shall be downloaded from the Institute's website [www.kim.ac.ke](http://www.kim.ac.ke).

### **1.7 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](mailto:procurement@kim.ac.ke)

### **1.8 Additional Information**

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

## **BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes**

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

### **2.2 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.

### **2.3 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.

## **REGISTRATION DATA INSTRUCTIONS**

### **3.1 Registration data forms**

The attached questionnaire forms RQ-1, RQ -2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7 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.

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

### **3.2 Qualification**

3.21 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.

3.22 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.

### **3.3 Essential Criteria for Registration**

3.3.1 Experience: 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. However the youth, women and other disadvantaged groups may be exempted from this requirement

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

3.3.3 Past Performance: 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.

### **3.4 Statement**

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

### **3.5 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.

### **3.6 Registration Criteria**

<b>Required Information</b>	<b>Form Type</b>
1. Registration Documentation	RQ-1
2. Registration Data	RQ-2
3. Supervisory Personnel	RQ-3
4. Past Experience for category	RQ-4
5. Sworn Statement	RQ-5
6. Confidential Questionnaire	RQ-6
7. Litigation History	RQ-7



## **FORM RQ 1 MANDATORY REGISTRATION DOCUMENTATION**

- (a) Copy of Certificate of Registration/Incorporation
- (b) Valid Tax Compliance Certificate from Kenya Revenue Authority
- (c) Company profile
- (d) Must attach CR12 showing the shareholding of the firm.
- (e) Certificate of Registration by Valuers Registration Board for  
Registration of valuation services
- (f) Dully filled business questionnaire in the format provided.
- (g) Certificate of registration with Insurance Regulatory  
Authority for registration of insurance services.

**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.....

### FORM RQ-3 SUPERVISORY PERSONNEL

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

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

**FORM RQ-4: 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.**

**FORM RQ-5: 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 on the basis of 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 on the basis of which the Authority relies on it to registration of our Firm/Company. I/We are aware that the Authority is at liberty to Institute legal proceedings as Stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

**FORM RQ-6: 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:

<b>Name</b>	<b>Nationality</b>	<b>Sex</b>	<b>Age</b>	<b>Shares</b>
1. ....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
.....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....

Date..... Signature & Stamp of

Tenderer.....

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

### RQ - 7 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.

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