



NATIONAL LAND COMMISSION

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2019-2021 REF No. NLC/REG/2019-2021 (TWO YEARS)

TENDERER'S NAME:
CATEGORY NO:
ITEM DESCRIPTION:
.....

CLOSING DATE: THURSDAY, 22ND AUGUST, 2019 AT 11.00 A.M

National Land Commission,
ACK Garden Annex Ground Floor,
P.O. Box 44417- 00100, Nairobi
Tel: 2718050
Email address: info@landcommission.go.ke
Website: www.landcommission.go.ke

Table of Contents

	Page
TENDER NOTICE.....	3
REGISTRATION INSTRUCTIONS.....	5
BRIEF CONTRACT REGULATIONS	6
REGISTRATION DATA INSTRUCTIONS.....	7
FORM PQ1- REGISTRATION.....	10
FORM PQ2-REGISTRATION DATA.....	11
PQ-3 -SUPERVISORY PERSONNEL.....	13
PQ-4 -FINANCIAL POSITION AND TERMS OF TRADE.....	14
FORM PQ-5-CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	15
FORM PQ-6 PAST EXPERIENCE.....	17
FORM PQ-7 - LITIGATION HISTORY.....	19
FORM PQ-8 - SWORN STATEMENT.....	20

The National Land Commission derives its mandate from the Constitution of Kenya 2010, the National Land Policy (2009) and acts of Parliament, namely the National Land Commission (NLC) Act, the Land Act and the Land Registration Act, all of 2012. In order to carry out its mandate, The Commission

Intends to register suppliers for the supply of goods, services and works for a period of **two years 2019/ 2020 to 2020/2021**. The Commission invites sealed applications from eligible candidates for the purpose of registration under the following categories.

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS			
S/N	CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
1	NLC/A1/2019-2021	Supply and Delivery of General office Stationery	RESERVED
2	NLC/A2/2019-2021	Designing, Supply and Delivery of Printing Services	RESERVED
3	NLC/A3/2019-2021	Supply of Desktop Computers, Laptops, Printers, Photocopiers, UPSs, Smart devices and ICT Accessories.	Open to All
4	NLC/A4/2019-2021	Supply ,delivery and assembly of Office furniture, fittings and furnishings	Open to All
5	NLC/A5/2019-2021	Supply of Office Equipment	Open to All
6	NLC/A6/2019-2021	Supply of motor vehicle tyres, tubes, batteries and vehicle tool kits	RESERVED
7	NLC/A7/2019-2021	Supply of Promotional items e.g. T-Shirts, Caps, Banners, Bags and other branded items.	RESERVED
8	NLC/A8/2019-2021	Supply of Computer/Photocopier consumables and other accessories.	RESERVED
9	NLC/A9/2019-2021	Supply of Toners, Cartridges and Computer Accessories	RESERVED
10	NLC/A10/2019-2021	Supply of Dispenser Water and Bottled water	RESERVED
11	NLC/A11/2019-2021	Supply and Delivery of Staff Uniforms, Clothing, Footwear, Curtains etc.	RESERVED
12	NLC/A12/2019-2021	Supply and Delivery of Cleaning Materials, Detergents and Disinfectants	RESERVED
REGISTRATION OF SUPPLIERS FOR PROVISION OF SERVICES			
S/N	CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
13	NLC/B13/2019-2021	Repair and Maintenance of Minor Works and Services(Mechanical, Plumbing and Electrical Services for buildings (Registered with NCA)	Open to All
14	NLC/B14/2019-2021	Repair and Maintenance of Motor Vehicles and motor cycles(garages registered and approved by Chief Mechanical and Transport Engineer)	Open to All
15	NLC/B15/2019-2021	Repair and servicing of Office Equipment(water dispensers, computers, printers and photocopiers)	RESERVED
16	NLC/B16/2019-2021	Provision of Fumigation, Sanitary and pest control services	RESERVED
17	NLC/B17/2019-2021	Provision of Video , Documentary and Photography Services	Open to All

18	NLC/B18/2019-2021	Provision of Car Hire and Taxi Services	Open to All
19	NLC/C19/2019-2021	Provision of Legal services eg Conveyancing, Litigation, Employment Law, Transactional/Contract Law/Alternative Dispute Resolution	Open to All
20	NLC/C20/2019-2021	Provision of Research Consultancy Services	Open to All
21	NLC/C21/2019-2021	Provision of Consultancy/survey on work environment, customer satisfaction, employee satisfaction and corruption prevention & other HR related baseline surveys.	Open to All
22	NLC/C22/2019-2021	Provision of Human Resource Consultancy Services; <ul style="list-style-type: none"> • Training and institutional development, • HR strategy development, organization design • Data strategy & training • Change management • Team building 	Open to All
23	NLC/C23/2019-2021	Staff health and safety audit	Open to All
24	NLC/C24/2019-2021	Development of organization Strategic Plan	Open to All

KEY: RESERVED: Means reserved for youth, women and persons living with disability who have been duly registered with the National treasury. **They must show proof of registration.** The Youth, Women and Persons living with disability who meet criteria for reserved categories and all eligible bidders are encouraged to apply. Registration/Tender documents with detailed information shall be viewed and downloaded from NLC website: www.landcommission.go.ke and Public Procurement Information Portal suppliers' portal: www.tender.go.ke websites free of charge.

Completed Registration Documents in plain sealed envelope clearly Labeled “ **REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES (INDICATE CATEGORY NUMBER) –DO NOT OPEN BEFORE 11.00 a.m on Thursday, 22nd August, 2019** should be posted to:-

The Secretary/Chief Executive Officer
National Land Commission
P.O. Box 44417-00100
NAIROBI.

Or

Deposited in the tender box provided at 1stNgong Avenue, ACK Garden Annex Ground Floor, Not later than **Thursday, 22nd August, 2019 at 11.00 a.m.** local time. The registration documents will be opened immediately thereafter in the presence of applicants or their agents who choose to attend.

SECRETARY/CEO
NATIONAL LAND COMMISSION

REGISTRATION INSTRUCTIONS

1.1 Introduction

The National Land Commission will register and enlist bidders for the supply and provision of goods, works and services from among the candidates who will have submitted their bids.

All suppliers currently registered with the Commission note that they have to re-apply fresh as all other previous registration shall stand cancelled.

1.2 Reserved and open categories

Some categories have been specifically set aside for exclusive competition among enterprises owned by the Youth, Women & Persons with Disabilities. Categories marked “Open” are accessible to all interested, eligible candidates.

1.3 Registration objective

The main objective of this part is to register eligible suppliers for supply of goods, works and services under relevant categories, as and when required during the period of two (2) years starting 1st July 2019 ending 30th June 2021.

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 the **Secretary/CEO – National Land Commission** so that they may be registered for invitation to quotations and restricted tenders. The prospective suppliers are required to provide mandatory information for registration.

1.5 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items /services to other organizations 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 Documents

1.7.1. Completed registration documents and other requested information shall be submitted to reach:-

**The Secretary/ Chief Executive Officer
National Land Commission
P.O. Box 44417- 00100
NAIROBI**

Not later than **Thursday, 22nd August, 2019 at 11.00 a.m**

1.7.2. Sealing and marking of envelopes

The Bidders shall seal the original and the copy of the registration documents in separate envelopes duly marked the "ORIGINAL" and "COPY". The envelopes shall be sealed in an outer separate envelope.

The inner and outer envelopes shall:

a) Be addressed to the address given in the Invitation to Tender.

b) Bear the tender category number and name and the words "DO NOT OPEN BEFORE" Thursday ,22nd August, 2019 at 11.00 a.m

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Chief Executive Officer whose address is as given above.

1.9 Additional Information

The Chief Executive Officer reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the NLC after meeting the registration criteria soon after the completion of the registration process.

NLC does not bind itself to assign contracts/tenders but shall endeavor to ensure a fair and equal opportunity amongst the persons registered under each category.

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 item(s) is/are donor funded or zero rated.

2.2 Customs Clearance

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

2.3 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 and on the authority of clients' Accounting officer.

2.4 Payments

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

3. REGISTRATION DATA INSTRUCTIONS

3.1 REGISTRATION DATA FORMS

- 3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be registered for the specified tender.
- 3.1.2 The registration application forms 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 Language and in indelible ink.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by NLC in determining, according to its sole judgment and discretion, the qualification of prospective bidder to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgement of NLC they possess capability, experience, qualified personnel available, suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.2.3 The candidate that has been determined to be substantially compliant and responsive to the registration criteria will be qualified to be registered in the list of suppliers for the supply and provision of goods, works and services as and when need arises for two years.

3.3 Essential Criteria for Registration

- 3.3.1
- (a) **Experience:** Prospective bidders should have at least three (3) years' experience (except for new businesses under AGPO) in the supply of goods, services and allied items. In case of potential supplier/Contractors they should show competence, willingness and capacity to service the contract.
 - (b) Prospective suppliers require special experience and capability to organize, supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information and the Curriculum Vitae of the key personnel or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of references from their bankers regarding supplier's credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Information on Form PQ-4 should be provided as evidence of financial capability to execute the contract

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in Form PQ-5 where applicable.

3.4 STATEMENT

Application must include a sworn statement (Form PQ-6) by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

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

3.6

The firm must have a **fixed Business Premise** and must be **registered in Kenya**, with certificate of registration/ incorporation/memorandum and Article of Association, copies of which must be attached.

For service outside Nairobi

The bidder must provide evidence of a fixed Business Premise, must be registered in Kenya and must be operating from the region

3.6.1 The firm must show proof that it has paid all its statutory obligations and have valid Tax compliance certificate

3.6.2 General Requirements

- a).NLC will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- b). Registration will be based on meeting the minimum criteria.
- c). The applicants must have registered offices and NLC reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- d).The applicant shall submit documents that are current and valid.

3.7 Registration Criteria

S/N.	Required Information	Form Type	compliance
1.	Registration Documentation	PQ-16	Compliant/Noncompliant
2.	Sworn Statement	PQ-8	Compliant/noncompliant
3.	Registration Data	PQ-2	Compliant/non-compliant
4.	Supervisory Personnel	PQ-3	Compliant/non-compliant
5.	Financial Position	PQ-4	Compliant/not compliant
6.	Confidential Business Questionnaire	PQ-5	Compliant/noncompliant
7.	Past Experience	PQ-6	Compliant/noncompliant
8.	Past Experience	PQ-6	Compliant/noncompliant
9.	Litigation History	PQ-7	Compliant/noncompliant
10.	Overall compliance		Compliant/noncompliant

IMPORTANT:

To qualify for registration, the prospective suppliers must **comply with all requirements.**

For applicants to categories marked “Open” in the Invitation to Tender, information under all the forms PQ1, PQ2,PQ3,PQ4,PQ5,PQ6,PQ7and PQ8 must be provided.

- a. For Applicants to categories for Youth Women and Persons with Disability in the Invitation to Tender, full adherence to the requirements of forms PQ-1, PQ2, PQ5 and PQ8 shall be sufficient for registration.
- b. Even though it is not mandatory, candidates in the categories reserved are encouraged to provide any additional, relevant information they may have under forms PQ3, PQ4, PQ6 and PQ7.

REGISTRATION

FORM PQ-1 Registration Documentation

ALL FIRMS MUST PROVIDE THE FOLLOWING MANDATORY DOCUMENTS:-

1. Copies of Certificate of Registration/Incorporation
2. Copy of VAT Registration Certificate.
3. Copies of Pin Certificate of firm/Company.
4. Copy of Current Trade License.
5. Copy of Current & Valid Tax Compliance Certificate.
6. Evidence of a Physical registered office
7. Duly Completed Confidential Business Questionnaire (Form PQ-5)
8. Duly Filled Form PQ-8
9. Certificate of Registration from the National Treasury as a Youth, Women and Persons with Disability owned enterprises (**This is a mandatory requirement applicable only for applicants in the categories reserved**)
10. Where applicable, Current Certificates of affiliation to a recognized registered professional body e.g.;
 Registration Certificate from National Construction Authority (NCA) Ministry of Lands, Housing and Urban Development -Directorate of Public Works (Civil Works, Plumbing & Electrical works)
 Registration with LSK (Legal services)
 - Registration with IATA (Travel Agencies)

Bidders who fail to provide documents 1 to 9 above will be considered unresponsive/noncompliant

**FORM PQ-2 REGISTRATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of

(Item Description)..... (Category No.)

Post Office Address.....

Town.....

Street.....

Name of building

Room/Office No. Floor No.

office Telephone Nos.

Contact Name Mobile No.

Official email address (es)

Other branches location

2. Organization & Business Information

Management Personnel

President/ (Chief Executive)

General Manager

Other

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent Kshs
6. Bank Name 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 your Competitors

.....

.....

10. Indicate terms of trade/sale.

Responsive/Nonresponsive

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

Professional Qualification

.....

Length of service with Contractor or Supplier position held

.....

(Attach at least 3 copies of profiles & certificates of key personnel in the organization)

Responsive/Nonresponsive

PQ-4

FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's certified financial statements for the last two years giving summary of assets and current liabilities/or any other financial support.
- (2) Attach a credit reference bureau clearance regarding supplier's credit position.
- (3) State Credit period (minimum proposed is 30 days)

Responsive/Nonresponsive

FORM PQ-5- 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

<p><i>Part I- General :</i> Business Name Location of business premises..... Plot No. Street/Road..... Postal Address.....Tel. No..... Email address</p>

Nature of business.....
 Current Trade License No.....Expiring date.....
 Maximum value of business which you can handle at any one time: Ksh.....
 Name of your bankers.....Branch.....

☐	<p><i>Part 2 (a) – Sole Proprietor</i> Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....</p>																
☐	<p><i>Part 2 (b) Partnership</i> Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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Part 2 (c) – Registered Company:

Private or

Public.....

State the nominal and issued capital of company-

☐ Nominal Ksh.....

Issued Ksh.....

Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.
2.
...
3.
...
4.
...
5.
.

DateSignature of Candidate.....

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

NOTE:

Attach copies of Directors’ identity cards / passports

Responsive/Nonresponsive

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS FOR SIMILAR CONTRACTS:

Kindly note that the experience quoted below must be relevant to the category to which you would like to be Registered as a supplier.

UNRELATED/IRRELEVANT EXPERIENCE SHALL NOT BE CONSIDERED.

- 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 in Ksh.....
- vi) Duration of Contract (date)

(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- vii) Name of Contact Person at the client (organization)
- viii) Telephone No. of Client
- ix) Value of Contract in Ksh.....
- x) Duration of Contract (date)

(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- xi) Name of Contact Person at the client (organization)
- xii) Telephone No. of Client
- xiii) Value of Contract in sh.....
- xiv) Duration of Contract (date)

(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)

4. Name of 4th Client (organization)

- i) Name of Client (organization)

- ii) Address of Client (organization)
- xv) Name of Contact Person at the client (organization)
- xvi) Telephone No. of Client
- xvii) Value of Contract in Ksh.....
- xviii) Duration of Contract (date)

(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)

5. Name of 5th Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- xix) Name of Contact Person at the client (organization)
- xx) Telephone No. of Client
- xxi) Value of Contract in Ksh.....
- xxii) Duration of Contract (date)

(Attach documentary evidence of existence of a reference letter and completion / inspection and acceptance certificate from the client)

Responsive/Nonresponsive

FORM PQ-7 - LITIGATION HISTORY

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution. Consistent history of litigation or arbitration awards against the bidder may result in disqualification

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

Responsive/Nonresponsive

FORM PQ-8 - SWORN STATEMENT

Having studied the registration information for the above project 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 documents to follow.
- c. When the call for 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. We enclose all the required documents and information required for the registration evaluation.

Date.

.....
.....

Applicant's Name

.....

Represented by.

.....

Signature.

.....
...

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