

**INDEPENDENT POLICING OVERSIGHT AUTHORITY**

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**REGISTRATION OF SUPPLIERS AND SERVICE  
PROVIDERS FOR GOODS AND SERVICES FOR THE  
FINANCIAL YEARS 2018-2019 AND 2019-2020**

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**CATEGORY NAME** -----

**CATEGORY NUMBER**-----

**CLOSING DATE: FRIDAY 14<sup>TH</sup> SEPTEMBER, 2018**

**TIME: 10.30AM**

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## TENDER NOTICE

### REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEARS 2018-2019 AND 2019-2020

The Independent Policing Oversight Authority (IPOA) invites applications from interested bidders for registration for the financial year 2018/2019 and 2019/2020. Interested bidders are invited to apply for registration in the categories they wish to be registered indicating the code number and name of the category;

S/ NO.	REFERENCE NUMBER	ITEM/SERVICE DESCRIPTION	TARGETED GROUP
1	IPOA/PREQ/01/2018	Supply of Assorted Mobile Phone Airtime (Calling Cards)	Special Groups
2	IPOA/PREQ/02/2018	Provision of Transport, Car hire and Taxi Services (Nairobi, Mombasa, Kisumu, Garissa, Nakuru, Eldoret, Kakamega, Nyeri, Meru and Lodwar)	Open
3	IPOA/PREQ/03/2018	Provision of hotel / outside catering services	Open
4	IPOA/PREQ/04/2018	Supply of Specialized inspection and monitoring tools and equipment.	Open
5	IPOA/PREQ/05/2018	Provision of specialized consultancy services i.e. in Research, Surveys - employee opinion / satisfaction / engagement	Open
6	IPOA/PREQ/06/2018	Provision of training / Consultancy services for Enterprise Risk Management and fraud management	Open
7	IPOA/PREQ/07/2018	Provision of Guidance & Counselling Services	Registered Counsellors
8	IPOA/PREQ/08/2018	Supply and installation of forensic	Open

		science equipment, training and consultancy services	
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A complete set of registration documents may be obtained for free of charge by interested applicants by downloading them from IPOA website [www.ipoa.go.ke](http://www.ipoa.go.ke) or <http://supplier.treasury.go.ke>

Interested eligible firms may also obtain further information and inspect registration documents from the Independent Policing Oversight Authority Headquarters, Procurement Office located on 3<sup>rd</sup> floor ACK Garden Annex along 1<sup>st</sup> Ngong Avenue, during working hours. **Interested suppliers/service providers MUST attach registration documents, professional and/or testimonials to proof that they are qualified in the respective category they seek registration. Poorly supported Registration documents shall not be considered.**

Completed registration documents must be submitted enclosed in plain sealed envelopes, clearly marked with the registration number and category name and be deposited in the tender box at IPOA Headquarters, ACK garden annex located on 3<sup>rd</sup> floor and be addressed to:

**Head of Procurement**  
**For**  
**The Chief Executive Officer/Secretary**  
**Independent Policing Oversight Authority**  
**ACK Garden Annex, 3<sup>RD</sup> Floor**  
**P.O Box 23035-00100**  
**NAIROBI**

So as to be received on or before **14<sup>th</sup> September at 10.30 am**

Application for registration will be opened immediately thereafter at the same venue 3<sup>rd</sup> floor in the presence of candidates/representatives, who choose to attend. Any canvassing or giving false information will lead to automatic disqualification.

**CHIEF EXECUTIVE OFFICER/SECRETARY**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The Independent Policing Oversight Authority would like to invite interested candidates who qualify by meeting the set criteria as provided by the procuring entity to perform the contracts for supply and delivery of goods and services to the Authority.

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Independent Policing Oversight Authority as and when required during the period mentioned above

### **1.3 Invitation for Pre-qualification/Registration**

Suppliers registered with Registrar of Companies/Registrar of Business names under the Laws of Kenya in respective merchandise or services are invited to submit their REGISTRATION documents to **THE CHIEF EXECUTIVE OFFICER/SECRETARY, INDEPENDENT POLICING OVERSIGHT AUTHORITY** so as to be pre-qualified/registered for submission of tenders/quotations. The prospective Suppliers are required to provide mandatory / documents information for pre-qualification/registration as per the attached template.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification/registration criteria.

### **1.5 Pre-qualification/Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers.

### **1.6** In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

### **1.7 Distribution of Pre-qualification Documents**

One copy of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**Head of Procurement**

**For**

**The Chief Executive Officer/Secretary**

**Independent Policing Oversight Authority**

**ACK Garden Annex, 3<sup>RD</sup> Floor**

**P.O Box 23035-00100**

**NAIROBI**

Not later than **14<sup>th</sup> September at 10.30 a.m. (Local time) Documents received late Shall Not be accepted**

### **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the CEO/Secretary, Independent Policing Oversight Authority, whose address is given in paragraph 1.7 seven (7) days before closing date

### **1.9 Additional Information**

The Independent Policing Oversight Authority reserves the right to request submission of additional information from prospective bidders where applicable.

## **2.0 PRE-QUALIFICATION/REGISTRATION DATA**

### **2.1 Pre-qualification data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

**2.1.1** The pre-qualification/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 and in ink.

## 2.2 Qualification

**2.2.1** It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by **Independent Policing Oversight Authority** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

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

## 2.3 Essential Criteria for Pre-Qualification/Registration

### 2.3.1 Experience

Prospective bidders shall have experience in the supply of goods, works and services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service a contract at short notice.

### 2.3.2 Personnel

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

### 2.3.3 Financial Condition

The Supplier's financial condition will be determined by letters of reference from their bankers regarding suppliers/contractors credit position copies of LPO's among other evidences. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

**2.3.4** 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 data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### 2.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of orders/contracts from past customers should be included in Form PQ-6: **Bidders who wish to be pre-qualified under various professional categories must proof registration status of their professional bodies and must attach evidence as appropriate to confirm their experience under the category applied for.**

**However, newly registered special groups may be exempted from this requirements and other financial requirements but must provide certificates of registration under YAGPO**

## **2.4 Statement**

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

## **2.5 Withdrawal of Pre-qualification**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/authority 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 Authority reserves the right to reject the proposal from such a bidder even though he/she was initially pre-qualified.

## **2.6 Prospective firms must have a fixed Business Premises and must be registered in Kenya, with Certificate of Business Registration /Certificate of Incorporation among other copies which must be attached with the prequalification documents.**

## **2.7 Additional Pre-qualification Criteria**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Registration Documentation	PQ-1	35
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel where applicable	PQ-3	5
4. Financial Position (evidence)	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	10
	<b>TOTAL</b>	<b>100</b>

## **2.8 The qualification is 70 points and over**



## **FORM PQ-1      PRE-QUALIFICATION DOCUMENTS**

All firms must provide copies of the following:-

1.      Certificate of Registration/Certificate of incorporation.
2.      Valid Tax Compliance Certificate.
3.      Pin Certificate of firm/company/individual for sole proprietors.
4.      YAGPO Certificates for those under special groups.
5.      CR12 where applicable.

**(35 points)**

**FORM PQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

of .....  
(Item/Service Description)

.....  
(Category No.)

Post Office Address .....

Town .....

Street .....

Name of building .....

Room/ Office No. .... Floor No. ....

Telephone Nos. ....

Full Name of applicant .....

Other branches location if applicable  
.....

**2. Organization & Business Information**

Management Personnel  
.....

Managing Director/Chief Executive Officer  
.....

Secretary  
.....

General Manager

.....

Treasurer .....

Other .....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent Kshs.

.....

6. Bank reference and address

.....

.....

7. Bonding company reference and address

.....

8. Enclose copy of organization chart of the firm indicating the main fields of

activities .....

9. State any technological innovations or specific attributes which distinguish you

from your competitors

.....

10. Indicate terms of trade/sale

**(10 Points)**

**PQ-3      SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification

.....

.....

Professional Qualification

.....

.....

Length of service with Contractor or Supplier position held .....

.....

(Attach copies of certificates of key personnel in the organization)

**(5) Points**

**PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.
  
- (2) Attach letters of reference from the bankers regarding supplier's credit position.

**(20 Points)**

**FORM PQ-5**

**REPUBLIC OF KENYA**

**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..... Nature of business..... Current Trade Licence No.....Expiring date..... Maximum value of business which you can handle at any one time: Kshs..... Name of your bankers.....Branch .....</p>
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<input type="checkbox"/>	<p><b><i>Part 2 (a) – Sole Proprietor</i></b> Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....</p>																				
<input type="checkbox"/>	<p><b><i>Part 2 (b) Partnership</i></b> Given details of partners as follows:</p> <table><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><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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<input type="checkbox"/>	<p><i>Part 2 ( c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 35%; text-align: center;"><b>Name</b></th> <th style="width: 20%; text-align: center;"><b>Nationality</b></th> <th style="width: 35%; text-align: center;"><b>Citizenship Details</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Shares</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td></td> <td></td> </tr> </tbody> </table>		<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>				1.	.....			2.	.....			3.	.....			4.	.....			5.	.....		
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<p>Date .....Signature of Candidate.....</p>																													

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

**(10 points)**

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS (ATLEAST FIVE)  
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. Name of 1<sup>st</sup> 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) .....

(Attach documental evidence of existence of contract)
  
2. Name of 2<sup>nd</sup> 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) .....

(Attach documental evidence of existence of contract)
  
3. Name of 3<sup>rd</sup> 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) .....

(Attach documental evidence of existence of contract)
  
4. Others .....

**(10 Points)**





**FORM PQ-8 - SWORN STATEMENT**

Having studied the pre-qualification/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 pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations when invited/requested to do so by the Authority.
- c. When the call for Quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes, we shall notify the Authority and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

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