

**TEACHERS SERVICE COMMISSION**



**REGISTRATION OF SUPPLIERS/CONTRACTORS FOR  
GOODS,  
SERVICES AND WORKS FOR TWO YEARS (2019-2021)**

**FIRM'S NAME:** .....

**REFERENCE NO:** .....

**TENDER NAME**.....

Teachers Service Commission  
Upper Hill, Kilimanjaro Road,  
Private Bag, 00100  
Nairobi  
Email: [info@tsc.co.ke](mailto:info@tsc.co.ke)  
Website: <http://www.tsc.go.ke>

Head of Procurement  
Teachers Service Commission  
Private Bag, 00100 Nairobi  
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**CLOSING DATE: WEDNESDAY 6<sup>TH</sup> NOVEMBER, 2019 at 9.00AM**

## INSTRUCTIONS TO TENDERERS

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## INVITATION FOR PRE-QUALIFICATION

### **TENDER NAME: REGISTRATION OF SUPPLIERS/CONTRACTORS FOR GOODS, SERVICES AND WORKS FOR TWO YEARS (2019-2021)**

Teachers Service Commission (TSC) invites applications for registration of Suppliers, Contractors and service providers for the supply of various Goods, provision Services and works from interested bidders for a period ending 30<sup>th</sup> June 2021. Current providers of various goods, works and services are requested to apply afresh.

All applicants must be registered with Kenya Revenue Authority and Registrar of Companies.

<b>CATEGORY A: SUPPLY OF GOODS AND EQUIPMENTS</b>	
<b>REFERENCE NO:</b>	<b>TENDER NAME</b>
TSC/REG/01/2019-2021	Supply of Printing and Publishing Services
TSC/ REG /02/2019-2021	Supply and Delivery of Library Books
TSC/ REG /03/2019-2021	Supply and Delivery of Hardware and Construction Materials
TSC/ REG /04/2019-2021	Supply and Delivery of Mineral Drinking Water
TSC/ REG /05/2019-2021	Supply and Delivery of Office Furniture, Furnishing and Fittings
TSC/ REG /06/2019-2021	Supply and Delivery of Electrical, Mechanical and Electronic Appliances
TSC/ REG /07/2019-2021	Repair, Supply and Delivery of Microfilming Supplies, Accessories and Related Equipment and Supplies
TSC/ REG /08/2019-2021	Supply of Motor Vehicles Batteries, Tyres and Tubes
TSC/ REG /09/2019-2021	Supply Delivery and fixing of Building and Office Signage.
TSC/ REG /10/2019-2021	Supply, Delivery and Re-stocking of First Aid Kit
TSC/ REG /11/2019-2021	Supply and Delivery of Staff Identification Cards
TSC/ REG /12/2019-2021	Supply and Delivery of Staff Uniforms
TSC/ REG /13/2019-2021	Supply, Fixing and maintenance of Window Blinds and curtains.

TSC/ REG /14/2019-2021	Supply, Fixing and maintenance of Window Blinds and curtains.
<b>CATEGORY B: PROVISION OF SERVICES</b>	
<b>REFERENCE NO:</b>	<b>TENDER NAME</b>
TSC/ REG /15/2019-2021	Provision of Repair and maintenance of Office Equipment
TSC/ REG /16/2019-2021	Provision of Maintenance and Servicing of Air Conditioning Equipment.
TSC/ REG /17/2019-2021	Provision of Laundry services
TSC/ REG /18/2019-2021	Supply of Internal and External Corporate Branding Services e.g Branding of vehicles, Installation of Vinyl stickers for walls, window Markings, exterior and Signage etc.
TSC/ REG /19/2019-2021	Provision of Maintenance of Electrical, Electronics, Mechanical, Fittings and Works for Buildings
TSC/ REG /20/2019-2021	Supply and Fixing of Window Film (Glazing Treatment) Services
TSC/ REG /21/2019-2021	Provision of Air Travel Services (IATA Registered Firms)
TSC/ REG /22/2019-2021	Provision of Servicing and Maintenance of Radio Communications and Security Equipment.
TSC/ REG /23/2019-2021	Provision of Legal Services
TSC/ REG /24/2019-2021	Provision of Training Venue Services in the 47 Counties
TSC/ REG /25/2019-2021	Supply, Installation and Maintenance of Automated Security Systems (CCTV, Access Control, Walk Through Metal Detection/Scanner, X-ray Luggage Scanner).
TSC/ REG /26/2019-2021	Provision of Professional Consultancy for Architectural, Civil/Structural, Electric-mechanical and Quantity Surveying Services
TSC/ REG /27/2019-2021	Provision of Statutory Inspection of Lifts
TSC/ REG /28/2019-2021	Provision of Entertainment services, Public Address (PA) system, Audio- Visuals, Tents, Display boards, decorations and related services.

TSC/ REG /29/2019-2021	Provision of outdoor events and catering services
TSC/ REG /30/2019-2021	Provision of Maintenance and Landscaping of outdoor gardens and supply of indoor plants
TSC/ REG /31/2019-2021	Provision of repair, servicing and spraying of motor Vehicle (Public Works approved garages only).
TSC/ REG /32/2019-2021	Provision of Maintenance of Toilets, staff kitchen and Associated drainage System including unblocking of sewer line.
<b>CATEGORY C: WORKS</b>	
<b>REFERENCE NO:</b>	<b>TENDER NAME</b>
TSC/ REG /33/2019-2021	Maintenance and Repair of Aluminum Partition including Aluminum Doors, Windows arms and Fasters and Locks.
TSC/ REG /34/2019-2021	Minor Construction works; including Renovations, Partitioning and repairs, Tile works, repainting and general refurbishment at TSC Building

The Registration documents containing detailed terms and conditions of registration may be obtained at no cost from TSC website: [www.tsc.go.ke](http://www.tsc.go.ke).

Duly completed Registration documents should be submitted in plain envelopes bearing reference number and tender name on the top of the envelope and deposited in the Tender Box provided on the 3<sup>rd</sup> floor TSC House, Podium Wing or addressed to:-

**The Commission Secretary,  
Teachers Service Commission,  
Upper Hill, Kilimanjaro Road,  
Private Bag, 00100,  
Nairobi.**

so as to be received on or before **WEDNESDAY 6<sup>TH</sup> NOVEMBER, 2019 at 9.00AM**. Late applications will not be accepted.

Applications/tenders will be opened immediately thereafter at the TSC House 3<sup>rd</sup> floor Podium Wing in the presence of the bidders or their representatives who may wish to attend.

Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

## COMMISSION SECRETARY/CHIEF EXECUTIVE OFFICER

### SECTION 2: INSTRUCTIONS TO CANDIDATES

#### 2.1 INTRODUCTION

2.1.1 The Teachers Service Commission (TSC) would like to invite eligible and interested candidates who must qualify by meeting the set criteria as provided to perform the contract of supply, works and service provision to the Commission.

#### 2.2. FORMAT AND SIGNING OF APPLICATIONS

2.2.1 The applicant shall prepare one original documents comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked "ORIGINAL".

2.2.2 The original and copy of the registration document shall be typed or hand 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 document 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 initialed by the person or persons signing the registration document.

#### 2.3 SUBMISSION OF APPLICATIONS

2.3.1 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 TSC House 3<sup>rd</sup> floor Podium Wing or be addressed to the respective addresses provided in the tender notice so as to be received on or before **WEDNESDAY 6<sup>TH</sup> NOVEMBER, 2019 at 9.00AM**. Applications received after the closing date shall be rejected and returned to the applicant unopened.

2.3.2 If the outer envelope is not sealed and marked as instructed above, TSC will assume no responsibility for the misplacement or premature

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

2.3.3 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.

2.3.4 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, Contractors and Service providers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to TSC so that they may be registered for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification - Form REG -1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to TSC, as TSC 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 REG -1, REG -2, REG -3, REG -4, REG -5, REG -6, REG -7, REG -8, are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

2.5.2 The Registration application forms -Form REG -2 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 Suppliers, Contractors and Service providers shall have at least 2 years' 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 Suppliers, Contractors and Service providers requires special experience and capability to organize supply and delivery of items, construction or services at short notice.

#### 2.5.4 **Personnel**

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

#### 2.5.5 **Financial Condition**

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

- 2.5.6 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 to be filled/provided on Form REG -4. However, potential bidders should provide evidence of financial capability to execute the contract.

#### 2.5.7 **Confidential Business Questionnaire**

The general information and details of nature of business and location should be included in Form REG -5.

#### 2.5.8 **Past Performance**

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in Form REG -6.

#### 2.5.9 **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 REG -7 and a sworn statement by the Tenderer ensuring the accuracy of the information given- Form REG -8.

## 2.6 **COST OF APPLICATION**



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

## **2.7 CLARIFICATION OF REGISTRATION DOCUMENTS**

- 2.7.1 The prospective applicant requiring any clarification of the registration documents may notify TSC in writing or email at the TSC mailing address indicated in the registration data.
- 2.7.2 TSC 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 TSC 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 downloaded the registration documents.

## **2.8 AMENDMENT OF RESTRATION DOCUMENTS**

- 2.8.1 At any time prior to the deadline for submission of applications, TSC 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.
- 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 TSC.
- 2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, TSC 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 TSC at the address specified in Sub-Clause 2.10.1, no later than the time and date stipulated in the notice for registration.
- 2.9.2 TSC 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 TSC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.10 OPENING OF RESTRATION DOCUMENTS**

2.10.1 TSC 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 TSC 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 an applicant to influence TSC processing of applications or approval decisions may result in the rejection of the applications.

## **2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF TSC**

2.12.1 To assist in the examination, evaluation, and comparison of applications, TSC 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 TSC 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 TSC, it should do so in writing.

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

## **2.13 EXAMINATION OF RESTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS**

2.13.1 Prior to the detailed evaluation of applications, TSC 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 provides any clarification and/or substantiation that TSC 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, TSC 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 TSC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.4 TSC will, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage the registration process in order 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 2.14 will be notified by the Commission within thirty (30) days from the date of opening of registration documents.

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

## **2.15 EVALUATION AND COMPARISON OF APPLICATIONS**

2.15.1 TSC 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:

<b>S/No.</b>	<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1.	Statutory Documents	PQ-1	30
2.	Registration Data	PQ-2	10
3.	Supervisory Personnel	PQ-3	10
4.	Financial Position	PQ-4	20
5.	Confidential Report	PQ-5	10
6.	Past Experience	PQ-6	20
<b>TOTAL</b>			<b>100</b>

**The qualification is 75 points and above**

**2.16 TSC RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS**

2.16.1 TSC 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 Employer's action.

**2.17 NOTIFICATION OF APPROVAL**

2.17.1 Prior to expiration of the period of registration validity prescribed by TSC, TSC 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 TSC.

## **FORM REG -1 REGISTRATION DOCUMENTATION**

**All firms must provide copies of the following as per the registration category:-**

1. Valid copy of Certificate of Registration / Incorporation.
2. Valid copy of Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Air Travel firms must be registered with IATA and any other relevant bodies
4. Single Business Permit from County Government
5. General Building Mechanical, Civil and Electrical works firms must be registered by NCA.

**(30 Points)**

**FORM REG -2 - REGISTRATION DATA**

Type of Business.....  
Legal Name of the Firm.....  
Post Office Address .....  
Town .....  
Street .....  
Name of building .....  
Room/Office No. ....Floor No. ....  
Telephone Nos. ....  
Full Name of applicant .....  
Other branches location .....

**Organization & Business Information**

General Manager .....  
Directors .....  
Others .....

**Partnership (if applicable)**

Names of Partners.....  
Year of Business Registration .....  
Under present management since .....  
Net worth equivalent Kshs.....

6. Bank reference and address .....

**(10 Points)**

**FORM REG -3 SUPERVISORY PERSONNEL**

Name of Director/Manager .....

Academic Qualification .....

Professional Qualification .....

.....

*(Attach Certificates if any)*

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

.....

(Attach copies of certificates of two (2) key personnel in the organization)

**(10 Points)**

**FORM REG -4 - FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of auditor's certificate confirming the candidate is not insolvent, in receivership, bankrupt or in the process of being wound up.
- (2) Attach Bank Statements for the last six months.

**(20 Points)**



**FORM REG -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><b>Part I- General :</b>                  Business Name                  .....</p> <p>Location of business premises.....</p> <p>Plot No. ....</p> <p>Street/Road.....</p> <p>Postal Address..... Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade Licence. No.....Expiring                  date.....</p> <p>Maximum value of business which you can handle at any one time:                  Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>	
	<p><b>Part 2 (a) - Sole Proprietor</b>                  Your name in full..... Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>
	<p><b>Part 2 (b) Partnership</b>                  Given details of partners as follows:</p>

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
.....				
<b>Part 2 (c) – Registered Company:</b>				
Private or Public.....				
State the nominal and issued capital of company-				
Nominal Kshs.....				
Issued Kshs.....				
Given details of all directors as follows:-				
	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
Date.....Signature of Candidate.....				

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

**NOTE: Attach copies of Directors’ identity cards / passports.**

**(10 Points)**

**FORM REG-6 - PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS FOR THE LAST TWO YEARS AND VALUES OF CONTRACTS/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)**

**FORM REG-7 - LITIGATION HISTORY**

Contractors/Suppliers including each of a joint venture should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a joint venture.

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

**FORM REG-8 - SWORN STATEMENT**

Having studied the pre-qualification 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 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. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date** .....

**Applicant's Name / Company's Name** .....

**Represented by** .....

**Signature & Stamp** .....

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

