



**INVITATION FOR REGISTRATION
OF SUPPLIERS FOR GOODS, SERVICES AND WORKS
FOR THE YEAR ENDING 30TH JUNE 2024**

TENDER NO. ORPP/01/2022/2023

Closing date 23rd September, 2022 at 11.00 a.m.

Note: To be completed by the Tenderer. Indicate the following information.

1. Category No.

2. Item Description.....



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1. INVITATION TO APPLY FOR REGISTRATION OF SUPPLIERS

The Office of the Registrar of Political Parties invites applications for registration from interested eligible bidders/vendors (including current suppliers) for supply of the under listed goods, works and services “as and when required basis” for the financial years 2022-2024.

CATEGORY A – SUPPLY OF GOODS			
No.	ITEM No.	ITEM DESCRIPTION	ELIGIBILITY
1.	ORRP/01/2022-2024	Supply and Delivery of Stationery and Office Supplies.	Special Groups (YWPD)
2.	ORPP/02/2022-2024	Supply and Delivery of Computers, Laptops, Printers, Copiers and ICT Consumables & Accessories.	Open
3.	ORPP/03/2022-2024	Supply and Delivery of Computer Software, Operating systems, Antivirus and other application systems.	Open
4.	ORPP/04/2022-2024	Supply and Delivery of PABX VoIP Telephones, Mobile phones and Office Telecommunication accessories.	Open
5.	ORPP/05/2022-2024	Supply and Delivery of Promotional and Branded Items.	Special Groups (YWPD)
6.	ORPP/06/2022-2024	Supply and Delivery of Staff Uniforms, Clothing and Protective Gears	Special Groups (YWPD)
7.	ORPP/07/2022-2024	Supply and Delivery of Daily Newspapers, Periodicals, Editorials and Publications.	Special Groups (YWPD)
8.	ORPP/08/2022-2024	Supply and Delivery of Library Materials- Books Periodicals & other Educational Related material.	Open
9.	ORPP/09/2022-2024	Supply and Delivery of Mobile Phone Airtime	Special Groups (YWPD)
10.	ORPP/10/2022-2024	Supply and Delivery of General Office Equipment.	Open
11.	ORPP/11/2022-2024	Supply and Delivery of Furniture, Fittings & Safes.	Open
12.	ORPP/12/2022-2024	Supply and Delivery of Drinking Mineral Water.	Special Groups (YWPD)
13.	ORPP/13/2022-2024	Supply and Delivery of Motor vehicle Tyres, Tubes, Lubricants and other related Motor vehicle accessories.	Open
14.	ORPP/14/2022-2024	Supply and Delivery of Electricals and Electrical Appliances	Special Groups (YWPD)
CATEGORY B – PROVISION OF SERVICES			
No.	ITEM No.	ITEM DESCRIPTION	ELIGIBILITY
15.	ORPP/15/2022-2024	Provision of Insurance & Insurance Brokerage Services	Open
16.	ORPP/16/2022-2024	Provision of Legal Services	Open
17.	ORPP/17/2022-2024	Provision of Hotel Accommodation and Conference Facilitates Services – In all Major Towns in Kenya	Open
18.	ORPP/18/2022-2024	Provision of Travel Agency and Air Ticketing services- IATA/KATA Registered Firms	Open
19.	ORPP/19/2022-2024	Provision of Taxi and car hire services – In all our Regional Offices	Open



20.	ORPP/20/2022-2024	Provision Courier Services -Mail delivery, Light and Bulk Items	Open
21.	ORPP/21/2022-2024	Provision of Cleaning Services	Special Groups (YWPD)
22.	ORPP/22/2022-2024	Provision of Fumigation Services	Special Groups (YWPD)
23.	ORPP/23/2022-2024	Provision of Sanitary Services	Special Groups (YWPD)
24.	ORPP/24/2022-2024	Provision of Training and Education Content Development services for Continuous Professional Development & Capacity Building	Open
25.	ORPP/25/2022-2024	Provision of Consultancy Services for Development and Review of Policies and guidelines	Open
26.	ORPP/26/2022-2024	Provision of Consultancy Services on Research related Surveys	Open
27.	ORPP/27/2022-2024	Provision of ICT Consultancy Services on ICT Advisory, Compliance and Security Audit, Certification of ICT Infrastructure	Open
28.	ORPP/28/2022-2024	Provision of Corporate Website Hosting, Redesigning and related Services	Open
29.	ORPP/29/2022-2024	Provision of Bulk SMS/ Mobile Application Service	Open
30.	ORPP/30/2022-2024	Provision of Print, Electronic and Digital Advertisement Services	Special Groups (YWPD)
31.	ORPP/31/2022-2024	Provision of Event Management Services and décor services (Dome Tent, Gazebo, DJs, Bands, Public Address Systems.)	Open
32.	ORPP/32/2022-2024	Provision of Photography and Video Coverage Services (Audio visual production, filming and documentary services)	Special Groups (YWPD)
33.	ORPP/33/2022-2024	Provision of corporate branding services - Interior and Exterior branding services i.e., Outdoor Signage	Special Groups (YWPD)
34.	ORPP/34/2022-2024	Provision of Security Services	Open
35.	ORPP/35/2022-2024	Provision of Internet Services	Open
36.	ORPP/36/2022-2024	Design and Printing, General printing services, Accountable Documents, Promotional, transcribed material (braille) and publicity materials.	Special Groups (YWPD)
37.	ORPP/37/2022-2024	Provision of Asset Tagging and Coding services	Open
38.	ORPP/38/2022-2024	Provision of Auctioneering Services	Open
39.	ORPP/39/2022-2024	Installation, Commissioning and Servicing Maintenance of CCTV system	Open
40.	ORPP/40/2022-2024	Installation, Commissioning and Servicing Maintenance of Data Centre, Cloud and Back-up services	Open



41.	ORPP/41/2022-2024	Installation, Configuration, Commissioning and Maintenance of Local and Wide Area Networks, Cabling Solutions and Government Networks	Open
42.	ORPP/42/2022-2024	Installation, Configuration & Commissioning of Enterprise Business Systems (Including ERP, CRM, IRMS, Electronic Document Management, Electronic Payment Solutions & Enterprise Email Collaboration	Open
43.	ORPP/43/2022-2024	Installation, Configuration, Commissioning and Maintenance of Unified Communication Systems UCS (Voice Services & Video Conferencing	Open
44.	ORPP/44/2022-2024	Repair and Servicing of Motor Vehicles – Authorized Dealerships Only	Open
45.	ORPP/45/2022-2024	Repair and Maintenance of ICT Equipment Including Computer Hardwares, Printers, Copiers Laptops, UPS, Rectifies, Inverters and Generators	Special Groups (YWPD)
46.	ORPP/46/2022-2024	Repair and Maintenance of Office Equipment i.e., Telephone, Air conditioners & Electronics Equipment	Open
47.	ORPP/47/2022-2024	Repair and Maintenance of Office Furniture, Furnishing and Fittings	Open
CATEGORY C – SMALL WORKS CONTRACT			
No.	ITEM No.	ITEM DESCRIPTION	ELIGIBILITY
48.	ORPP/48/2022-2024	Office Partitioning, Repair and Maintenance of Building Works and Related Services	Open

Completed registration documents should be dropped in the ORPP tender box located at the Lion Place 1st Floor, off Waiyaki Way and should be in plain sealed envelope, clearly marked with Category description, Category number and addressed to:

**The Office of the Registrar of Political Parties,
P.O BOX 1131-00606,
Lion Place 1st and 4th Floor,
Off Waiyaki Way.**

So as to be received on or before **23rd September, 2022**

Registration documents will be opened immediately thereafter in presence of bidders or their representatives who choose to attend. Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

Results of the registration process will be posted in the ORPP website.



1. REGISTRATION INSTRUCTIONS

1.1 Introduction

The Office of the Registrar of Political Parties (ORPP) would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to the Office.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide works services under relevant tenders/quotations as and when required during the period stated herein

1.3 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 Office of the Registrar of Political Parties (ORPP) so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for REGISTRATION/registered.

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 **REGISTRATION** criteria. Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply and will be given preference.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for registration/registration, prospective suppliers must submit all the information herein requested.

1.6 Distribution of Registration Documents

Copies of the completed registration/registration data and other requested information shall be submitted to reach:
The Office of the Registrar of Political Parties,
P.O BOX 1131-00606,
Lion Place 1st and 4th Floor,
Off Waiyaki Way.

Not later than 23rd September, 2022 at 11.00 a.m.

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Head of Supply Chain Management Services, Office of the Registrar of Political of Parties.



1.9 Additional Information

The Office of the Registrar of Political Parties (ORPP) reserves the right to request submission of additional information from prospective bidders.

2.0 TAXATION, DUTY, CUSTOMS AND PAYMENTS RELATED INFORMATION

2.1 Taxes on Imported Materials the Supplier/service provider/contractor will have to pay all taxes payable as applicable for all materials to be supplied unless the item(s) is/are donor funded or otherwise exempted from tax.

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. Prices quoted should be inclusive of all delivery charges.

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

3.0 REGISTRATION/REGISTERED DATA INSTRUCTIONS

3.1 Registration data forms the attached questionnaire forms **PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, PQ-9 & PQ-10** are to be completed by interested suppliers/contractors

3.2 The registered 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.

3.3 Qualification

3.3.1 It is understood and agreed that the registration/registration data on prospective bidders is to be used by Government 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.

3.3.2 Prospective bidders will not be considered qualified unless in the judgment of Government 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, work and services.



3.4 Essential Criteria for Registration/Registered

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

3.4.2 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.

3.4.3 Financial Condition. The Supplier's financial condition will be determined by latest financial statement submitted with the **REGISTRATION** documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

3.4.4 Special consideration will be given to the financial resources available as working capital, taking into account the number 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.

3.4.5 Past Performance Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

3.5 Statement

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

3.6 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 the client 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 Government reserves the right to reject the tender from such bidder even though they were initially registered

3.7 The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration of Registration/Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.8 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.



4.0 CRITERIA FOR REGISTRATION

The Office of The Registrar of Political Parties will apply the following criteria when assessing the applications for registration. Only applicants who qualify to meet the mandatory, technical and financial requirements subsequently will be subjected to the registration application documents elements, which is a check list and award system:

4.1 Registration Application Document Elements

- a) This registration application document comprises of the following components that must be filled by the applicant.

PQ-1	Registration Documents
PQ-2	Registration Data registration of Suppliers
PQ-3	Supervisory Personnel
PQ-4	Financial Position & Terms of Trade
PQ-5	Confidential Business Questionnaire
PQ-6	Past Experience
PQ-7	Litigation History
PQ-8	Sworn Statement
PQ-9	Documents Submission Checklist
PQ-10	Affirmation

- b) Only English language is to be used in this Registration Application Document
c) The registration Application Document must be typed or clearly written in indelible ink
d) The applicant will submit PQ-1 to PQ-10 together with the required attachments

4.2 Information used to assess applicant

The Office of The Registrar of Political Parties will use the information provided by the applicant in this registration application document to reach a decision, but reserves the right to ask for further information from any or all of the applicants as well as from the references provided as proof.



4.3 Preliminary Evaluation Criteria for Registration

To register, all applicants **MUST** meet the following mandatory requirements for preliminary evaluation:

1. Submit a copy of Certificate of Registration/ Incorporation from the registrar of companies/ businesses as either Limited Company, partnership or sole proprietorship;
2. Satisfy all the Kenya Revenue Authority requirements and show proof by way of providing Valid Tax Compliance Certificate;
3. Submit copy of a valid trading license covering the supply of the goods, services or works applied for under the relevant category;
4. Copy of license certificate for registration by N.C.A (National Construction Authority in the relevant field) for the category of **Office Partitioning, Repair and Maintenance of Building Works and Related Services**.
5. Attach copy of dealership certificate for **Supply and Delivery of Computers, Laptops, Printers, Copiers and ICT Consumables & Accessories**.
6. In Accordance to the Public Procurement and Asset Disposal Act 2015, ORPP shall reserve categories indicated ONLY for the youth, women and persons with disability 30% as a matter of preference to their small and micro enterprises.
7. Fully Completed Forms PQ 1- PQ 10 as provided in this registration document.
8. Copy of Valid Registration Certificate from The National Treasury (**Applicable for firms owned by Youth, Women and Persons with Disability**).

4.4 Current and Future Status of the Applicant

ORPP recognizes that the information presented in this Registration Application Document represents the status as at the point of application, and that this may change in the course of the year. Should conditions arise between the registration of the applicant and the time when tenders or quotations are asked for, ORPP will evaluate the tenders or quotations on the basis of the status of the applicant that will be prevailing then.

Ann N. Nderitu, CBS

Registrar of Political Parties



FORM PQ-1 STATEMENT OF APPLICATION

Name of Applicant:

Goods, Services or works Applied For:

.....

Category Number.....

Date.....

Signature.....

(5 Points)



FORM PQ-2 REGISTRATION DATA: REGISTRATION OF SUPPLIERS

APPLICATION FORM

I/we hereby apply for registration as
Supplier

(Name of Company/Firm)
of.....

(Item 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

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners:

1.

2.

3.

Business founded or incorporated Under present management since

.....

Net worth equivalents:

Kshs.....

Bank reference and address

.....

.....

Bonding company reference and address

.....

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

activities.....

State any technological innovations or specific attributes which distinguish you from your

competitors.....

.....

.....

.....

.....

Indicate terms of trade/sale.

.....

(10 Points)



FORM 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)

(15 Points)



FORM PQ-4 FINANCIAL POSITION AND TERMS OF TRADE

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

(20 Points)



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.

Part I- General:

Business Name

Location of business premises.....

Plot No./ Street Name

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

.....

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

(10 points)

FORM PQ-6 PAST EXPERIENCE

In this section, kindly give details and proof (copies of LSO/LPO/Contract/Completion Certificates) of 3 clients that you have supplied with goods, services or works similar to what you have applied for. Great merit will go to firms that have supplied goods, services or works to clients who are of similar complexity or nature as ORPP (Special consideration will only be given to AGPO with no prior experience)

1. Name of 1st 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)
- vii) Nature of Contract.....

(Attach documental evidence of existence of contract)

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)

vii) Nature of Contract.....

(Attach documental evidence of existence of contract)

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)

vii) Nature of Contract.....

(Attach documental evidence of existence of contract)

(20 Points)

FORM PQ -7 LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award For Or against	Name Of Client Cause Of Litigation And Matter In Dispute	Disputed Amount (Current Value, Kshs. Equivalent)

(5 Points)

FORM PQ-8 SWORN STATEMENT

Having studied the registration/registered 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 when invited/requested to do so by the ORPP.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify the ORPP and acknowledge your right to review the REGISTRATION made.
- d. We enclose all the required documents and information required for the registration 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)

(5 Points)

FORM PQ-9 DOCUMENTS SUBMISSION CHECKLIST

Candidates shall tick against each document, indicating that the firm has provided. If a document is not applicable to an applicant's category, an N/A should replace the tick to earn marks

	Document	(tick) or N.A	marks
1.	Certificate of Registration and/or Incorporation		1
2.	VAT Registration Certificate		1
3.	PIN Certificate		1
4.	Valid Tax Compliance Certificate		1
6.	Most recent certified bank statement		1
7.	Most recent certified, audited balance sheet		1
8.	Most recent certified, audited income statements		1
9.	Certified Proof of AGPO registration		1
10	NCA registration		1
11	Power of attorney		1
12	LSK registration		1

(5 points)

FORM PQ-10 AFFIRMATION

I / We hereby state: -

- a) That the information given in this Prequalification Application Document is true and accurate to the best of our knowledge. We therefore give ORPP authority to seek any other references concerning my/our firm from whatever sources deemed relevant e.g., Law Society of Kenya, Insurance Regulatory Authority, Kenya Credit Reference Bureau, office of the registrar of companies, Bankers etc
- b) We acknowledge that prequalification is not a contractual agreement between us and ORPP but rather a right to submit tenders and quotations whenever such opportunity arises.
- c) I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this exercise or any other tender by ORPP and any other public or private institutions.

Date.....

Applicants Name.....

Represented by.....

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

Signature.....

(5 Points)

5. REGISTRATION EVALUATION SCORE CARD (ONLY FOR APPLICANTS WHO QUALIFY PRELIMINARY TEST)

	ITEM	TOTAL POINTS
PQ-1	Statement of Application	5
PQ-2	Registration Data: registration of Suppliers	10
PQ-3	Supervisory Personnel	15
PQ-4	Financial position & Terms of Trade	20
PQ-5	Confidential Business Questionnaire	10
PQ-6	Past Experience	20
PQ-7	Litigation History	5
PQ-8	Sworn Statement	5
PQ-9	Documents Submission Checklist	5
PQ-10	Affirmation	5
	TOTAL SCORE	100

Note: This score card is an objective tool that will be used to choose only those applicants who achieve a pass mark of **60%** and/or above after evaluation. Only those firms that pass this test might have an opportunity of being invited for bidding/tendering by the Office of the Registrar of Political parties.