



Kenya National Highways Authority

Quality Highways, Better Connections

Blue Shield Towers, Hospital Road, Upper Hill **P.O. Box** 49712 – 00100 Nairobi
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**REGISTRATION OF CONTRACTORS FOR ROAD MAINTENANCE
WORKS FOR THE PERIOD ENDING 30TH SEPTEMBER, 2020.**

ELIGIBILITY – ALL

CONTINUOUS PROCESS

**DEPUTY DIRECTOR – SUPPLY CHAIN
MANAGEMENT
KENYA NATIONAL HIGHWAYS
AUTHORITY
P.O. BOX 49712-00100
NAIROBI**

**DIRECTOR GENERAL
KENYA NATIONAL HIGHWAYS
AUTHORITY
P.O. BOX 49712-00100
NAIROBI**

SECTION 1: INVITATION FOR REGISTRATION (IFR)

TENDER NAME: REGISTRATION OF ALL CONTRACTORS FOR ROAD MAINTENANCE FOR THE PERIOD ENDING 30TH SEPTEMBER, 2020

The Kenya National Highways Authority (KeNHA) is a State Corporation established under the Kenya Roads Act, 2007, with the responsibility for management, development, rehabilitation and maintenance of national roads. The Authority hereinafter referred as “Procuring Entity” intends to conduct registration of contractors for the period ending **30TH SEPTEMBER, 2020**.

The Authority hereby invites eligible Construction Companies to apply for the Registration for maintenance of the national roads network for the period ending **30TH SEPTEMBER, 2020**.

The following are the respective requirements for registration:

MANDATORY REQUIREMENTS FOR REGISTRATION

Applicants shall provide the following as applicable:-

- a) Copy of Certificate of Incorporation/Registration
- b) Copy of **Valid** Certificate of Registration with the National Construction Authority (NCA)
- c) Copy of **Valid** Practicing License from NCA
- d) **Valid** Tax Compliance Certificate (Will be verified in the KRA TCC Checker).
- e) Copy of Single Business Permit.
- f) Copy of CR 12 form from Registrar of Companies.
- g) Copies of Passport/IDs for the Directors.
- h) Duly filled Letter of Application and other attached Application forms.
- i) Duly filled confidential business questionnaire

3. OTHER REQUIREMENTS

- a) Physical Registered office address, Mobile Number and e-mail address.
- b) Professional and Technical Personnel-Provide CVs and Certificates.
- c) Those leasing equipment-Letter of lease agreement for equipment or a letter from Mechanical Department/County Government
- d) Those owning equipment-Copies of logbooks/Proof of ownership
- e) Letter of credit from a reputable bank or 3 Months Bank Statements.

All the above details must be submitted for the applicant to be Registered and included in the list of Registered contractors for the period ending 30TH SEPTEMBER, 2020. However, selection for individual contracts shall be based on the post-qualification method.

Interested eligible candidates may obtain further information and inspect Registration

documents from KeNHA Head Office, Supply Chain Office and KeNHA Regional Supply Chain Offices, during normal working hours or download from KeNHA Website: www.kenha.co.ke

Registration documents can be obtained from KeNHA Headquarters, Blue Shield Towers, Upper Hill Road, 1st Floor, KeNHA Regional Offices and KeNHA website **free of charge**.

Please note that:-

1. Contractors shall submit **only one (1)** Registration document stating the Region(s) of choice and category (Section III of Letter of Application).
2. Contractors shall be required to:-
 - (a) Indicate the Region(s) of choice up to a **maximum of three (3)**.

Registration documents may be obtained by downloading from KeNHA Website: www.kenha.co.ke or from KeNHA Headquarters, Blue Shield Towers, Upper Hill Road, Ground Floor or Regional Supply Chain Offices as detailed below:-

KeNHA Headquarters & KeNHA Regional Offices

Office	Addresses
1. KeNHA Head Office	The Director General Kenya National Highways Authority Blue Shield Towers, Upper Hill Road, Ground Floor, Supply Chain Office P. O. Box 49712-00100, Nairobi
2. Nairobi Region	The Regional Director Kenya National Highways Authority Machakos Road, Industrial Area P. O. Box 42267-00100, Nairobi
3. Central Region	The Regional Director Kenya National Highways Authority Chania River, MOR Building P. O. Box 372-10100, Nyeri
4. Upper Eastern Region	The Regional Director Kenya National Highways Authority P. O. Box 325-60300, Isiolo

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5. Lower Eastern Region	The Regional Director Kenya National Highways Authority P. O. Box 2603-90100, Machakos
6. North Eastern Region	The Regional Director Kenya National Highways Authority P. O. Box 41-70100, Garissa
7. Coast Region	The Regional Director Kenya National Highways Authority Public Works Building, Shimanzi Road P. O. Box 90663-80100, Mombasa
8. South Rift Region	The Regional Director Kenya National Highways Authority MOR Building, Prison Road P. O. Box 17752-20100, Nakuru
9. North Rift Region	The Regional Director Kenya National Highways Authority MOR Building P. O. Box 2708-30100, Eldoret
10. Western Region	The Regional Director Kenya National Highways Authority MOR Building, Kisumu-Kakamega Road P. O. Box 14-50100, KAKAMEGA
11. Nyanza Region	The Regional Director Kenya National Highways Authority MOR Building, Kisumu-Busia Road P. O. Box 317-40100, Kisumu

Candidates are reminded that they are required to submit only one (1) Registration document.

The registration process shall be continuous and submission of registration document may be received any time during official working hours from the following offices.

DD-SCM

For: DIRECTOR GENERAL

SECTION 2: INSTRUCTIONS TO CANDIDATES

A. REGISTRATION FOR ALL OTHER CONTRACTORS (NON DISADVANTAGED GROUPS)

1: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Incorporation/Registration	Mandatory
2	Copy of Valid Certificate of Registration with the National Construction Authority (NCA)	Mandatory
3	Copy of Valid Practicing License from NCA	Mandatory
4	Copy of CR 12 form from Registrar of Companies	Mandatory
5	Valid Tax Compliance Certificate (Will be verified in the KRA TCC Checker)	Mandatory
6	Copy of Single business permit	Mandatory
7	Copies of Passport/IDs for the Directors	Mandatory
8	Duly filled Letter of Application and other attached Application forms	Mandatory
9	Duly filled Confidential Business Questionnaire	Mandatory

2: TECHNICAL EVALUATION FOR ALL OTHER CONTRACTORS (NON-DISADVANTAGED GROUPS)

	Requirements (submit evidence)	Max Score (100%)
1	Physical registered office address (attach proof)	
	i) Owned premises (Title deed/Water Bill/Electricity Bill) or	
	ii) Leased Premises (Formal lease agreement) or	
	iii) Hired Premises (Rental Receipt(s))	20
2	Equipment capability (Attach proof ownership/lease/hire)	
	i) Owned Equipment (Log book) or	
	ii) Leased Equipment (Formal Lease agreement) or	20
	iii) Hired Equipment (Hiring agreement)	
3	Professional and Key Personnel (attach CVs and Certificates)	
	i) Site Agent a) Qualifications – Minimum of Diploma in Civil Engineering, b) Experience = 5 years CV-5Marks, Qualification-10marks, Experience -5marks	40
	ii) Foreman a) Qualifications – Minimum of Diploma in Civil Engineering, b) Experience = 2 years CV-5Marks, Qualification-10marks, Experience -5marks	
4	Financial position	
	i) Letter of credit from a reputable bank or	
	ii) 3 Months Bank Statements	10
5	Litigation history (provide current sworn affidavit)	10
	Total	100

The minimum score to qualify for registration shall be 70%. Bidders who will not meet this Minimum score shall be disqualified at this stage.

SECTION III: LETTER OF APPLICATION

Date

To

.....

.....

(name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the Registration information provided, the undersigned hereby apply to be Registered by yourselves as a Contractor for Tender No. KeNHA/2002/2018 for the period ending 30TH SEPTEMBER, 2020 in the following Region (s):-

(i) Region

(ii) Region

(iii) Region

2. Attached to this letter are copies of original documents defining (for Non-Disadvantaged Groups)

- (a) the Applicant’s legal status
- (b) the principal place of business and
- (c) the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contact person(s)	Telephone

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5. This application is made with the full understanding that:
- (a) Bids by registered applicants will be subject to verification of all information submitted for Registration at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from registered bidders who meet the revised requirements; and
 - reject or accept any application, cancel the Registration process, and reject all applications
 - (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
6. Appended to this application, (in case of a joint venture) we give details of the participation of each Party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of each contract, and the responsibilities for execution of each contract.
7. We confirm that if we bid, that bid, as well as any resulting contract, will be:
- (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
8. Details of the Applicant

1.	Name of firm	
2.	Head office address	
3.	Branch Office Address	
4.	Telephone Landline Mobile	Contact Person (1) Telephone Contact Person (2) Telephone
5.	Fax	E-mail
6.	Place of incorporation/registration	Year of incorporation/registration
7.	Category of NCA Registration (Either NCA 1, 2, 3, 4, 5, 6, 7 or 8)	

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Details of the Directors			
	Name	% shares owned	Nationality
1.			
2.			
3.			
4.			
5.			

9. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed 	Signed
Name	Name
For and on behalf of (name of Applicant)	For and on behalf of (name of the Applicant)

SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 2 - Personnel Capabilities
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A
- Application Form 2A - Candidate Summary
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
- Application Form 3 - Equipment Capability
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 3A - Equipment Holding
This form is to be duly signed by all applicants. The information contained on type of equipment for each category of contractors shall complement information on Form 3.
- Application Form 4 - Financial Capability
This form shall be completed by every applicant. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

APPLICATION FORM (2)

PERSONNEL CAPABILITIES

DESIGNATION	NAME	NATIONALITY	SUMMARY OF QUALIFICATION AND EXPERIENCE	
			QUALIFICATION	GENERAL EXPERIENCE
				YRS
Headquarters Partner/Director or other key staff (give designation)				
Site Office Site Agent Foreman				

Applicants shall be required to attach CVs and Academic Certificates of all key staff

I certify that the above information is correct.

Signature of Applicant: Date:

APPLICATION FORM (2A)

CANDIDATE SUMMARY

Name of Applicant

Position	Candidate * Prime * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer 5. Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E mail
	Job title of candidate	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience.

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (3)

EQUIPMENT CAPABILITIES

Use a separate sheet for each equipment.

Name of Applicant

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured	

Owner	8. Name <hr/>
	9. Address of owner <hr/>
	Telephone Contact name and title <hr/>
	Fax Email <hr/>
Agreements	Details or rental/lease/manufacture agreements specific to the project

NOTE:

- Equipment owned by applicant, director or sister company/ies are acceptable
- For rental/ lease evidence of lease agreement for the period should be availed ➤
Attached copies of logbooks where applicable

APPLICATION FORM (3A)

EQUIPMENT HOLDING-The table below gives a guide of the equipment the Authority expects the contractors to own or lease. However, contractors are NOT limited to this list.

No	Category of Registration (Class)	Minimum Equipment Required	Mandatory Minimum Number of Equipment Required
1	NCA 1	Asphalt Mix Plant, Crusher, Motor Grader Excavator, Asphaltic Paver, Water Bowser Steel Vibrating Roller, Pneumatic Roller, Tipper-4No. Hand sprayer, Pavement/Floor cutter	ALL TYPES OWNED
2	NCA 2	Chip spreader, Bitumen distributor, Pneumatic tire roll 2 No Compressor Mechanical broom Water Browser Steel Vibrating Roller Tippers-4No. Hand sprayer Pavement/Floor cutter	ALL TYPES OWNED
3	NCA 3	Motor Grader Excavator Water Bowser Steel Vibrating Roller Pneumatic Roller Tipper-2no Pedestrian roller Hand sprayer Pavement/Floor cutter.	ALL TYPES OWNED
4	NCA 4	Motor Grader Water Browser Steel Vibrating Roller Tipper-2No Pedestrian Roller Hand sprayer Pavement/Floor cutter	AT LEAST THREE (3) TYPES OWNED OR LEASED
5	NCA 5	Pedestrian Roller Tipper- 2No. Hand sprayer Pavement/Floor cutter Motor Grader Tipper-2No	AT LEAST THREE (3) TYPES OWNED OR LEASED
6	NCA 6	Tipper-1No. Hand sprayer Pavement/Floor cutter	AT LEAST TWO (2) TYPES OWNED OR LEASED
7	NCA 7	Tipper-1No. Hand sprayer	AT LEAST ONE (1) TYPE OWNED OR LEASED
<p>Note: Submit Evidence of Ownership/Leasing (Mandatory) : Anyone who submits fake logbook(s)/lease agreement(s) shall have their names forwarded to Public Procurement Regulatory Authority (PPRA) for Debarment/Blacklisting.</p>			

We hereby certify that notwithstanding the list of plant detailed above, we will provide sufficient, suitable and adequate plant in good working order for the successful completion of works.

.....
(Signature of Contractor)

.....
(Date)

APPLICATION FORM (4)

FINANCIAL CAPABILITY

Name of Applicant

Banker	Name of banker <hr style="border: 0.5px solid black;"/> Address of banker Telephone Contact name and title <hr style="border: 0.5px solid black;"/> Fax E mail
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Financial information in Kshs.	Actual : previous five years			Projected: next two years
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

NOTE:

- Copies of Bank statements for last three (3) months for the applicant/ sister company (Director where applicable)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 - General:

Business name

.....

Location of business premises

.....

Plot No.Street/Road

Postal Address.....Tel No.

Nature of business.....

.....

Current Trade Licence No.Expiring date

Maximum value of business which you can handle at any one time:

Kshs.....

Name of your bankers

Branch.....

Part 2(a) - Sole Proprietor:

Your name in full

.....

Age.....

NationalityCountry of origin

*Citizenship details

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2020*

Part 2(b) - Partnership:

Give details of partners as follows:

Name	Nationality	Citizenship Details*	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2(c) - Registered Company:

Private or public

State the nominal and issued capital of the company-

Nominal Kshs.

Issued Kshs.

Give details of all directors as follows:

Name	Nationality	Citizenship Details*	Shares
1.....			
2.....			
3.....			
4.....			
5.....			