



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 SUPPLIERS FOR THE PROVISION OF GOODS AND
SERVICES FOR THE PERIOD ENDING 30TH SEPTEMBER 2020**

ELIGIBILITY – ALL

(CONTINUOUS PROCESS)

INVITATION FOR REGISTRATION

Date _____

TENDER NAME: REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS AND SERVICES 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 hereby invites applications for **registration** of suppliers for the provision of Goods and Services for the period ending 30th September 2020. *Interested eligible suppliers/ service providers are invited to apply indicating the category of goods or services they wish to supply and the regions of choice.*

A). SUPPLY OF GOODS FOR THE PERIOD ENDING 30TH SEPTEMBER 2020

CODE. NO.	SUB-CATEGORY	REMARKS	Indicate category of choice & Region
KeNHA/G/1	Supply of General Office Stationery and Computer / Printer Consumables	HQ & Regions	
KeNHA/G/2	Office Furniture, Fittings and Equipment	HQ & Regions	
KeNHA/G/3	Supply of Computers, Laptops, Servers, UPS, Printers, Scanners and allied Accessories	HQ & Regions	
KeNHA/G/4	Uniforms & clothing e.g. dustcoats, protective clothing	HQ & Regions	
KeNHA/G/5	Supply of Promotional and Branded Items	HQ & Regions	
KeNHA/G/6	Supply of Newspapers and Periodicals	HQ & Regions	
KeNHA/G/7	Computer Software and Licenses	HQ & Regions	
KeNHA/G/8	Tyres and Tubes (Supply and Tyres Management Services)	HQ & Regions	
KeNHA/G/9	Automobile Batteries and Accessories	HQ & Regions	
KeNHA/G/10	Printing and Supply of Security Documents	HQ	
KeNHA/G/11	Supply of Fresh milk	HQ & Regions	
KeNHA/G/12	Supply of Drinking Water	Regions	
KeNHA/G/13	Supply and delivery of ICT office equipment , Photocopiers, and Projectors	HQ & Regions	
KeNHA/G/14	Supply and delivery of ICT Networking and Telecommunication Equipment	HQ & Regions	
KeNHA/G/15	Supply & Installation of CCTV and Access Control Equipment	HQ & Regions	
KeNHA/G/16	Supply & Installation of Air-conditioners and Related Accessories	HQ & Regions	

KeNHA/G/17	Supply & Delivery of Hardware Electrical Appliances, Fittings & Other Related Items	HQ & Regions	
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B). PROVISION OF SERVICES FOR THE PERIOD ENDING 30TH SEPTEMBER 2020

CODE. NO.	SUB – CATEGORY	REMARKS	Indicate category of choice & Region
KeNHA/S/1	Repair and Maintenance of Buildings	HQ & Regions	
KeNHA/S/2	Supply and Maintenance of Firefighting Equipment.	Regions	
KeNHA/S/3	Air Travel Agency Services	HQ & Regions	
KeNHA/S/4	Provision of full board accommodation and conference facilities in all county headquarters and major towns		
KeNHA/S/5	Transport Services - (Hire of Vans, Mini-Buses, Buses and Taxi Services)	HQ & Regions	
KeNHA/S/6	Provision of helicopter and fixed wing aircraft services	HQ	
KeNHA/S/7	Repairs, Service and Maintenance of Motor Vehicles	HQ & Regions	
KeNHA/S/8	Design and Printing of Calendars, Diaries, Christmas Cards, Brochures, Magazines, Booklets and Annual Reports, Promotional and branded Materials.	HQ & Regions	
KeNHA/S/9	Repair and Maintenance of Computers, Servers, Printers, UPS and Related ICT Equipment	HQ	
KeNHA/S/10	Photocopying, printing, scanning, digitization services and binding of documents	HQ & Regions	
KeNHA/S/11	Public Relations and Other Related Consultancy Services	HQ	
KeNHA/S/12	Provision of Auctioneering Services	HQ	
KeNHA/S/13	Provision of Promotional and Advertising Materials, Corporate Branding and Signage Services.	HQ	
KeNHA/S/14	Provision of Photography/Videography services and Related Services	HQ	
KeNHA/S/15	Provision of Physical model construction services	HQ & Regions	

CODE. NO.	SUB – CATEGORY	REMARKS	Indicate category of choice & Region
KeNHA/S/16	Provision of Air Conditioning Services	HQ & Regions	
KeNHA/S/17	Repairs, Service and Maintenance of Generators	Regions	
KeNHA/S/18	Provision of Internet , Networking and Web Design Services	HQ	
KeNHA/S/19	Provision of maintenance of Office equipment, Photocopying machines & PABX telecommunication equipment	HQ & Regions	
KeNHA/S/20	Provision of Server, LAN and WAN Maintenance Services	HQ	
KeNHA/S/21	Repair and Maintenance of CCTV and Access Control Equipment	HQ	
KeNHA S/22	Provision of Insurance Brokerage Services	HQ	
KeNHA/S/23	Work Environment/Market Research/Customer/Employee Satisfaction Survey	HQ	
KeNHA/S/24	Human Resource & Management Consultancy Services, HR Training/Development, Recruitment Etc	HQ	
KeNHA/S/25	Team Building Activities & Capacity Building	HQ	
KeNHA/S/26	Advertising Agency and Public Relations Services	HQ	
KeNHA/S/27	Radio and TV Programs, Documentaries and Films	HQ	
KeNHA/S/28	ICT Consulting Services	HQ	
KeNHA/S/29	Road Safety Audits	HQ	
KeNHA/S/30	Audit and Tax Consultancy Services	HQ	
KeNHA/S/31	Provision of Valuation Services	HQ	
KeNHA/S/32	Provision of Competency Needs Assessment Services	HQ	
KeNHA/S/33	Provision of Enterprise Risk Management Consultancy Services	HQ	
KeNHA/S/34	Provision of Corruption Perception Survey	HQ	
KeNHA/S/35	Provision of Consultancy for Senior Management Performance Evaluation	HQ	
KeNHA/S/36	Provision of Consultancy Services on Organizational Re-Engineering and Development, Job Evaluation & Performance Management Systems	HQ	

CODE. NO.	SUB – CATEGORY	REMARKS	Indicate category of choice & Region
KeNHA/S/37	Provision of Consultancy Services on Change Management and Leadership Development Programs	HQ	
KeNHA/S/38	Provision of Baseline Survey For ADSA, Gender/Disability and Gender Based Violence	HQ	
KeNHA/S/39	Provision of Events Management Services	HQ	
KeNHA/S/40	Maintenance, Servicing and Repair of Air Conditioners	HQ	
KeNHA/S/41	Maintenance, Servicing and Repair of ICT Telephony (PABX, IP Phones, Etc) Conditioners	HQ	
KeNHA/S/42	Maintenance, Servicing and Repair of Projectors	HQ	
KeNHA/S/43	Maintenance, Servicing and Repair of Network Equipment	HQ	
KeNHA/S/44	Provision of public address system, Audio Visual equipment and related accessories	HQ & Regions	
KeNHA/S/45	Provision of mobile toilets	HQ & Regions	
KeNHA/S/46	Provision of production of Broadcast Quality Documentaries and news Features Services	HQ	
KeNHA/S/47	Provision of Customer service Consultancy services	HQ	
KeNHA/S/48	Provision of Billboards, large signages and related services	HQ & Regions	
KeNHA/S/49	Provision of Tents, seats tables and draping services for corporate events	HQ & Regions	
KeNHA/S/50	Provision of corporate display stands and granite works for corporate events	HQ & Regions	
KeNHA/S/51	Provision of Information systems consultancy & maintenance services	HQ & Regions	
KeNHA/S/52	Provision of capacity building and training of MS office applications	HQ	
KeNHA/S/53	Provision of financial management consultancy services	HQ	
KeNHA/S/54	Provision of barcoded fixed assets management solutions	HQ	
KeNHA/S/55	Provision of Auditing and financial software solutions	HQ	
KeNHA/S/56	Provision of fixed asset valuation services	HQ	

CODE. NO.	SUB – CATEGORY	REMARKS	Indicate category of choice & Region
KeNHA/S/57	Provision of Auctioneering services	HQ	
KeNHA/S/58	Provision of outsourced services for photocopying, printing, scanning and digitization services	HQ & Regions	
KeNHA/S/59	Provision of annual support service for Microsoft based software applications	HQ	
KeNHA/S/60	Provision of ICT security and consulting services	HQ	
KeNHA/S/61	Provision of ICT training services	HQ	
KeNHA/S/62	Provision of consultancy services for management of facilities	HQ	
KeNHA/S/63	Motor vehicle towing services	HQ & Regions	
KeNHA/S/64	Provision of Courier services	HQ & Regions	
KeNHA/S/65	Provision of motivational speaker services		
KeNHA/S/66	HR consultancy services in Recruitment, training, performance management, change management, talent metrics and analytics	HQ	
KeNHA/S/67	Provision of knowledge management services	HQ	
KeNHA/S/68	Provision of Actuarial study services	HQ	
KeNHA/S/69	Provision of Psychometric test services	HQ	
KeNHA/S/70	Provision of market research/customer/employee satisfaction survey/employee engagement	HQ	
KeNHA/S/71	Provision of Insurance and pension management services	HQ	
KeNHA/S/72	Provision of ISO 9001:2015 quality management system services	HQ	
KeNHA/S/73	Provision of Business Process-Re-engineering services	HQ	
KeNHA/S/74	Provision of master of ceremony services	HQ	
KeNHA/S/75	Maintenance and servicing of Surveying Equipment (Large Format Plotters and Scanners)	HQ	
KeNHA/S/76	Provision of Legal Audit Services	HQ	

Interested applicants may obtain further information and inspect registration documents from Supply Chain Management Office, Kenya National Highways Authority **Headquarters**, Blue Shield Towers, ground Floor, Hospital Road, Upper Hill, during normal working hours or from any KeNHA **Regional Office** as shown in the table below.

Interested applicants are requested to download full registration details document from our website www.kenha.co.ke free of charge or from KeNHA Headquarters, Blue Shield Towers, Upper Hill Road, Ground Floor or any of the following regional offices.

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

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 Management Office P. O. Box 49712-00100, Nairobi
2. Nairobi Region	The Deputy Director Kenya National Highways Authority Machakos Road, Industrial Area P. O. Box 42267-00100, Nairobi
3. Central Region	The Deputy Director Kenya National Highways Authority Chania River, MOR Building P. O. Box 372-10100, Nyeri
4. Upper Eastern Region	The Deputy Director Kenya National Highways Authority P. O. Box 325-60300, Isiolo
5. Lower Eastern Region	The Deputy Director Kenya National Highways Authority P. O. Box 2603-90100, Machakos
6. North Eastern Region	The Deputy Director Kenya National Highways Authority P. O. Box 41-70100, Garissa

7. Coast Region	The Deputy Director Kenya National Highways Authority Public Works Building, Shimanzi Road
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Office	Addresses
	P. O. Box 90663-80100, Mombasa
8. South Rift Region	The Deputy Director Kenya National Highways Authority MOR Building, Prison Road P. O. Box 17752-20100, Nakuru
9. North Rift Region	The Deputy Director Kenya National Highways Authority MOR Building P. O. Box 2708-30100, Eldoret
10. Western Region	The Deputy Director Kenya National Highways Authority MOR Building, Kisumu-Kakamega Road P. O. Box 14-50100, KAKAMEGA
11. Nyanza Region	The Deputy Director Kenya National Highways Authority MOR Building, Kisumu-Busia Road P. O. Box 317-40100, Kisumu

DD – Supply chain Management
For: DIRECTOR GENERAL

INSTRUCTIONS TO CANDIDATES

Candidates shall submit only ONE **ORIGINAL** registration document in the region they wish to be registered

The evaluation criteria shall be as follows: -

A. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate (will be confirmed online with KRA TCC Checker	Mandatory
3	Copy of valid single business permit related to the business from County/Municipal Council	Mandatory
5	Physical registered office address, Mobile Number and e-mail address.	Mandatory
6	Air Travel firms must be registered with IATA and any other relevant bodies (Attach Evidence). Firms for repair of buildings and other civil works shall be required to submit NCA Registration certificate in relevant category.	Mandatory
7	Copy of CR 12 Form	Mandatory
8	Requirements for hotels: Quality certificate (Star rating accredited by relevant bodies) and /or other similar certificates	Mandatory
9.	The registration document must be sequentially serialized	Mandatory
10.	Duly filled Confidential Business Questionnaire	Mandatory

Bidders must meet all the above mandatory requirements to qualify to be evaluated in the next stage

B: TECHNICAL EVALUATION (MANDATORY) OTHER REQUIREMENTS

	Requirements	Score
1	Duly filled Registration Data (Form PQ-2)	Mandatory
2	Firm's audited accounts or Bank Statements for previous one year.(attach proof) For Youth, Women and Persons With Disability to provide a Letter of Reference from the bank.	Mandatory
3	State Credit period (minimum proposed is 30 days).	Mandatory
4	State Price Validity of Bids (minimum proposed is 90 days).	Mandatory
5	State Duly filled and signed Confidential Business Questionnaire	Mandatory
6	State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for Standard goods and 14 days for non-standard Goods/Services)	Mandatory
7	<i>Experience of the firm or the No of years the firm has been in existence. (Provide Documentary Evidence) not applicable to the Special Group</i>	Mandatory
8	<i>Provide names of at least three clients that the firm has done business with in the last two years (organizations) – Recommendation Letters Must be Provided (not applicable to the Special Group)</i>	Mandatory

Applicants must meet all the above requirements to qualify for registration.

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)

.....
(Sub-Category

No.) Post Office Address

.....
Town

.....
Street

.....
Name of building

Room/Office No.

Floor No.

Direct 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

3. Business founded or incorporated

.....

4. Under present management since

.....

5. Net worth equivalent

Kshs.....

6. Bank reference and address

.....

7. Bonding company reference

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

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

Certificate

High School.....

Professional Qualification

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's audited accounts or Bank Statements for previous one year.
**For Youth,
Women and Persons living with disability to provide a Letter of Reference
from the bank**
- (2) State Credit period (minimum proposed is 30 days)
- (3) State Price Validity of Bids (minimum proposed is 90 days)
- (4) State Proposed delivery period upon receipt of LPO/LSO (Minimum is 7 days for
and 14 days for non-standard Goods/Services)

**CONFIDENTIAL BUSINESS QUESTIONNAIRE
REPUBLIC OF KENYA**

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

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.....			