



REPUBLIC OF KENYA

**OFFICE OF THE ATTORNEY GENERAL AND
DEPARTMENT OF JUSTICE**

**REGISTRATION FOR SUPPLIERS AND SERVICE
PROVIDERS**

TENDER NO. OAG&DOJ/02/2020-2021

**SOLICITOR GENERAL
OFFICE OF THE ATTORNEY GENERAL AND
DEPARTMENT OF JUSTICE**

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NAIROBI**

OCTOBER, 2020

**OFFICE OF THE ATTORNEY GENERAL AND
DEPARTMENT OF JUSTICE**

**INVITATION FOR REGISTRATION FOR SUPPLIERS
AND SERVICE PROVIDERS**

CATEGORY NO

.....

ITEM DESCRIPTION

.....

.....

.....

NOTE: The prospective suppliers, providers and contractors shall submit their applications only to a maximum of two (2No.) categories only.

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1.0 REGISTRATION NOTICE

Tender Ref No: OAG&DOJ/02/2020-2021

REGISTRATION OF SUPPLIERS, SERVICE PROVIDERS AND CONTRACTORS

The Office of the Attorney General and Department of Justice invites interested and eligible firms for registration for the supply of one or more (maximum combination of Two Categories) of the under listed goods, works and services for a period of Two Years 2020/2021 and 2021/2022 Financial Years. The Procuring Entity reserves the right to request submission of additional information from prospective suppliers.

CATEGORY A: REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS

S/No.	Category Reference	Description of Category	Eligibility
1.	OAG&DOJ/02/01/2020-2021	Supply and Delivery of General Office Stationery	AGPO Groups Only
2.	OAG&DOJ/02/02/2020-2021	Supply and Delivery of Computer Consumables and Accessories	AGPO Groups Only
3.	OAG&DOJ/02/03/2020-2021	Design, Supply and Delivery of Branded Promotional Materials: Uniforms, T-Shirts, Badges, Umbrellas, Carrier Bags, etc.	Open
4.	OAG&DOJ/02/04/2020-2021	Supply and Delivery of General Office Furniture and Office Equipment	Open
5.	OAG&DOJ/02/05/2020-2021	Supply, Delivery and Installation Of Computer Software and Hardware	Open
6.	OAG&DOJ/02/06/2020-2021	Supply of Motor Vehicle Spare Parts Tyres, Tubes/Air Bridge Tyres, Batteries, Tyre Repairs, Wheel Alignment and Balancing	Open

CATEGORY B: REGISTRATION FOR PROVISION OF NON-CONSULTING SERVICES

S/No.	Category Reference	Description of Category	Eligibility
7.	OAG&DOJ/02/07/2020-2021	Provision of Air Ticketing Services	Open
8.	OAG&DOJ/02/08/2020-2021	Service and Maintenance of Photocopiers, Telephones and Fax Machines	Open
9.	OAG&DOJ/02/09/2020-2021	Provision of Event Organization, Exhibitions and Experiential/Road-	Open

S/No.	Category Reference	Description of Category	Eligibility
		Show Services	
10.	OAG&DOJ/02/10/2020-2021	Provision of Design and Printing Services i.e. Brochures, Flyers, Banners, Flexes etc.	AGPO Groups Only
11.	OAG&DOJ/02/11/2020-2021	Service and Maintenance of Motor Vehicles	Open
12.	OAG&DOJ/02/12/2020-2021	Provision of Signage	AGPO Groups Only
13.	OAG&DOJ/02/13/2020-2021	Provision of Asset Marking/Tracking System	Open
14.	OAG&DOJ/02/14/2020-2021	Provision of Photography, Video Coverage, Footage and Still Pictures	Open
15.	OAG&DOJ/02/15/2020-2021	Provision of Report Typesetting, Editing Design, Printing and Binding Services	AGPO Groups Only
16.	OAG&DOJ/02/16/2020-2021	Provision of Specialized Services (Writing, Rapporteur And Illustrations)	Open
17.	OAG&DOJ/02/17/2020-2021	Provision of Small Works and Office Equipment Repairs	AGPO Groups Only
Category C: REGISTRATION FOR PROVISION OF CONSULTANCY SERVICES			
S/No.	Category Reference	Description of Category	Eligibility
18.	OAG&DOJ/02/18/2020-2021	Provision of Professional Consultancies (Individuals/Firms: Household Methodologies Training and Development of the Manual)	Open
19.	OAG&DOJ/02/19/2020-2021	Development, Hosting and Maintenance of Website	Open
20.	OAG&DOJ/02/20/2020-2021	Provision of Management Consultancy Services (e.g. Training, Recruitment and Selection Services).	Open
Category D: REGISTRATION FOR PROVISION OF LEGAL SERVICES			
S/No.	Category Reference	Description of Category	Eligibility
21.	OAG&DOJ/02/21/2020-2021	Provision of Professional Legal Services (Individuals/Firms)	Open
Category E: REGISTRATION FOR PROVISION OF WORKS			
S/No.	Category Reference	Description of Category	Eligibility
22.	OAG&DOJ/02/22/2020-2021	Civil and Building Works Contractors and Renovators	Open

A complete set of registration of Suppliers, Service Providers and Contractors document may be viewed and obtained as follows:

- (i) From the Ministry's website: [https:// www.statelaw.go.ke](https://www.statelaw.go.ke) or www.tenders.go.ke free of charge, or
- (ii) From the office of Head, Supply Chain Management Services situated at Sheria House, 1st Floor by depositing non-refundable fees of Kshs. 1,000.00 only (or equivalent amount in bankers Cheques addressed to the Solicitor General, Office of the Attorney General and Department of Justice) be deposited and receipted by the Cash Office situated at **4th Floor, Sheria House** during the official working hour of between 8.00 am to 5.00 pm (with exception of the lunch break of between 1.00 pm to 2.00 pm and public holidays)

Complete set of registration documents MUST be submitted in plain sealed envelopes clearly marked; with each respective category name and category reference number to the following address:

**Solicitor General
Office of the Attorney General and Department of Justice
P.O. Box 40112 - 00100
NAIROBI**

or be deposited in the Tender Box located at Sheria House, Ground Floor, Nairobi between 8.00am and 5.00pm on or before **Tuesday 3rd November 2020** at 10.00am. (East African Time).

All bid documents will be opened immediately thereafter in the presence of the candidate's representatives who choose to attend at the **8th Floor Boardroom, Sheria House**.

Solicitor General

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

- 2.1.1 The attached questionnaire forms is to be completed by prospective suppliers/contractors/consultants who wish to be registered.
- 2.1.2 The 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 registration data on prospective bidders is to be used by the Procuring Entity in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Category as described by the client.
- 2.2.2 Prospective bidders will not be considered qualified unless in the judgment of the Procuring Entity they possess capability, experience, and qualified personnel available and suitable equipment to satisfactorily execute the supply for the goods.

3.0 MANDATORY CRITERIA

S/No.	Item Description	YES/NO
1.	Valid copy of certificate of Incorporation/ Registration	
2.	Valid Tax Compliance Certificate	
3.	Valid Registration with a Governing Regulatory Body where applicable (e.g. NCA, CAK, LSK) e.g. Food and Hygiene Certification, Ministry of Transport, Infrastructure, Public Works, House and Urban Development, NEMA etc.	
4.	Product Dealership License/ Partnership/ Authorization Letter from Original Equipment Manufacturer (OEM) - (where applicable)	
5.	Practicing Certificate and License (where applicable)	
6.	Valid Memberships, where applicable. Institution of Surveyors of Kenya (ISK), Kenya Bankers Association (KBA), IATA, etc.	
7.	AGPO Registration Certificate for categories reserved for Youth,	

S/No.	Item Description	YES/NO
	Women and PWDs.	
8.	Duly filled Business Questionnaire in the format provided	
9.	Submit a Company Profile giving details of the scope of services or goods supplied by the firm with the Organizational Structure	
10.	Non AGPO firms must provide a list of at least 5 No. past similar projects accomplished as per part 5(i) of the tender document	

4.0 MANDATORY: CONFIDENTIAL BUSINESS QUESTIONNAIRE

(Must be filled by all applicants or Tenderers’ who choose to participate in this tender)

Name of Applicant(s):

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

You are advised that it is a serious offence to give false information on this form will lead to automatic disqualification/termination of your business proposal at your cost.

Part 1 -General

Business Name:

Location of Business Premises:

Plot No. Street/Road Postal address:

Tel No. Fax Email:

Nature of Business (Attach Company Profile)

Registration Certificate No. (Attach Copy)

.....

Tax Compliance No (Attach Copy)

.....

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

Kshs.

Name of your bankers:

.....

Branch:

Bank Account Number:

Payment Terms:

Part 2 (a) – Sole Proprietor

Your name in Full Age

Nationality.....

Country of Origin:

Part 2 (b) – Partnership

Given details of partners as follows

Name	Nationality	Citizenship details	Shares
------	-------------	---------------------	--------

1.....

2.....

3.....

Part 2 (c) – Registered Company

Private or Public:

.....
(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of company

Nominal Kshs Issued Kshs.

Give details of all directors as follows

Name	Nationality	Citizenship details	Shares
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1.

2.

3.

4.

Part 4-(a) Debarment

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 or any other tender by the OAG&DOJ and any other public or private institutions.

Full Names:

Signature:

Dated this day of 2020

In the capacity of

Duly authorized to sign Tender for and on behalf of

.....

Part 4-(b) Bankruptcy / Insolvency / receivership.

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names:

Signature:

Dated this day of 2020

Duly authorized to sign Tender for and on behalf of

Part 4-(c) -Criminal Offence

I/We, (Name (s) of Director(s)): -

a)

b)

c).....

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed.....

For and on behalf of M/s.....

In the capacity of.....

Dated this day of2020.

Suppliers' / Company's Official Rubber Stamp

Part 4-(d) Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

For and on behalf of M/S

In the capacity of

Dated this day of 2020

Suppliers'/Company's Official Rubber Stamp

Invitation of Registration of Suppliers

Part 4-(e) – Interest in the Firm:

Is there any person/persons in the Procuring Entity or any other public institution who has interest in the Firm?

Yes/No (Delete as necessary)

Institution

(Title) (Signature) (Date)

.....
.....

Part 5(i) – Experience:

NOTE: THIS SECTION IS MANDATORY ONLY IF IT FORMS PART OF TECHNICAL EVALUATION. IT'S ALSO NOT NECESSARY FOR ALREADY PRE-QUALIFIED OR DIRECT PROCUREMENT FIRMS. AGPO FIRMS ARE HOWEVER EXCLUDED ENTIRELY FROM FILLING IT.

Please list here below similar projects accomplished or companies/clients you have supplied with similar items or materials/Services in the last 5 years (AGPO Enterprises not included).

	COMPANY NAME	COUNTRY	CONTRACT ORDER NO.	VALUE	CONTACT PERSON (FULL NAMES)	EMAIL	CELL PHONE NO.

Part 6(i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which OAG&DOJ shall make payment has a youth or a woman or a PWD listed in the CR12 form/partnership deed/sole proprietor certificate as a MANDATORY signatory of that account, - Sec.157 (11) of PPADA:

Account No.

Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor

Part 7--Declaration

I/We the undersigned state that the above information is correct and that I/We give OAG&DOJ to seek any other references concerning my/our company from whatever sources deemed e.g. company registrar's office, banks etc.

Full names:

Signature:

For and on behalf of M/S

5. PAST EXPERIENCE

(AGPO firms excluded)

Nature of the items/ services provided:	
Location within Country:	
Name of Client:	Clients contact person for the assignment.
Address:	Duration of supply/Services provided
Start Date (Month/Year): Completion Date (Month/Year):	Approx. Value of Services (Kshs.)
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	

6. DECLARATION OF SWORN STATEMENT FORM

Date _____

To
The Office of the Attorney General and Department of Justice
(The Procuring Entity)
P.O. Box 40112 - 00100
NAIROBI

We _____ (name _____ and _____ address)

_____ declare the following:

Have not been debarred from participating in public procurement.

Have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Name of Bidder Signature Date

(To be signed by authorized representative and officially stamped)