



***KENYA INSTITUTE OF CURRICULUM DEVELOPMENT***

***P.O. BOX 30231- 00100***

***NAIROBI***

***TEL. (020) 3749900 – 3, 0729327331, 0202073321***

**PRE-QUALIFICATION FOR SUPPLY OF GOODS, WORKS AND SERVICES  
KICD/T/2017-2019**

**PREQUALIFICATION CATEGORY APPLIED FOR:**

**NO.**.....

**CATEGORY DESCRIPTION**.....

## TABLE OF CONTENTS

<i>KENYA INSTITUTE OF CURRICULUM DEVELOPMENT</i> .....	1
SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION .....	3
SECTION B: TENDER NOTICE .....	5
SECTION C: PREQUALIFICATION CRITERIA .....	9
SECTION D: APPLICATION FORM .....	9
SECTION E: CONFIDENTIAL BUSINESS QUESTIONNAIRE .....	11
SECTION F: STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS .....	14
SECTION G: FINANCIAL POSITION & TERMS OF TRADE .....	15
SECTION H: LITIGATION/ARBITRATION INCIDENCES .....	16
SECTION I: CLIENTS DETAILS .....	17
SECTION J: MANPOWER AND EXPERTISE OF STAFF .....	19
SECTION K: PAST PERFORMANCE .....	20
SECTION L: DECLARATION .....	21

# PRE-QUALIFICATION FORM FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR THE 2017-2019 FINANCIAL YEARS ENDING 30<sup>TH</sup> JUNE 2019

## SECTION A: INSTRUCTIONS FOR PRE-QUALIFICATION

### 1.1 Introduction

The **KENYA INSTITUTE OF CURRICULUM DEVELOPMENT (KICD)** is a state corporation established by KICD Act NO.4 of 2013. It is the National Curriculum with the mandate of developing curriculum and curriculum support materials for all levels of education below university.

The Institute invites eligible candidates to prequalify as suppliers of goods, services and works for the period ending 30<sup>th</sup> June 2019.

#### **Vision**

“A centre of excellence in transformative and globally competitive curricula”

#### **Mission**

“To provide quality curriculum and curriculum support materials responsive to the needs of the society”

The Institute intends to prequalify suppliers and contractors for the supply of goods, works and services for the financial years 2017-2019. Suppliers registered with registrar of companies under the law of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to the Director, Kenya Institute of Curriculum Development so that they may be shortlisted. Please read through the document carefully and provide the requested information together with all supporting documents.

**1.2** Candidates must qualify by meeting the set criteria to perform the contract of supply delivery and provision of goods, works and services to the Institute. Suppliers who are not prequalified or fail to meet the prequalifying criteria will not be allowed to participate in the Tenders/RFPs/RFPs

**1.3** The application should be in a sealed envelope to maintain confidentiality and addressed to:

**The Director,  
Kenya Institute of Curriculum Development,  
P.O. Box 30231 00100,  
NAIROBI.**

The envelope should be marked with the “**Prequalification Number applied for and the category description**” upon submission, and must be dropped in the Tender box **on or before 27<sup>th</sup> June, 2017 at 10.00 a.m.**

#### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

#### **1.5 Pre-qualification Documents**

The document includes questionnaires forms and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

#### **1.6 Enquiries that may arise from the pre-qualification document should be channeled to the Procurement office-KICD, through the above address.**

#### **1.7 Invitation to Tenders/Quotation/Proposals**

Bidders who score **70 points** and above will be put in the list of prequalified suppliers for 2017 – 2019 financial years and will be invited to quote for goods and services as and when need arises.

## SECTION B: TENDER NOTICE

### KENYA INSTITUTE OF CURRICULUM DEVELOPMENT

#### PRE-QUALIFICATION OF SUPPLIERS 2017-2018/19

Kenya Institute of Curriculum Development (KICD) is a state corporation established by KICD Act No.4 of 2013, with the mandate of developing curriculum and curriculum support material for all levels of education below university.

The Institute invites applications for pre-qualification from interested, eligible and competent suppliers for supply, provision of services and repair & maintenance services for the period 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2019, Two (2) years period.

#### LIST OF KICD PROCUREMENT CATEGORIES

NO	CATEGORY NO	CATEGORY NAME	REMARKS
1.	KICD/1/T/2017-2018/19	SUPPLY OF VARIOUS OFFICE STATIONERY ITEMS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
2.	KICD/2/T/2017-2018/19	SUPPLY OF COMPUTERS CONSUMABLES	OPEN
3.	KICD/3/T/2017-2018/19	SUPPLY OF BOTTLED WATER AND LEASE OF WATER DISPENSERS	OPEN
4.	KICD/4/T/2017-2018/19	SUPPLY OF HARDWARE/BUILDING MATERIALS	OPEN
5.	KICD/5/T/2017-2018/19	SUPPLY OF ASSORTED ELECTRICAL ITEMS	OPEN
6.	KICD/6/T/2017-2018/19	SUPPLY OF DETERGENT AND CLEANING MATERIALS	OPEN
7.	KICD/7/T/2017-2018/19	SUPPLY OF PRINTING MATERIALS AND CONSUMABLES FOR PRINTING PRESS MACHINE	OPEN
8.	KICD/8/T/2017-2018/19	SUPPLY OF ELECTRONIC CONSUMABLES	OPEN
9.	KICD/9/T/2017-2018/19	SUPPLY OF BULK GAS	PETROL COMPANIES
10.	KICD/10/T/2017-2018/19	SUPPLY OF FRESH MEAT, POULTRY AND POULTRY PRODUCTS	OPEN
11.	KICD/11/T/2017-2018/19	SUPPLY OF FRUITS AND FRESH FRUIT JUICES	OPEN
12.	KICD/12/T/2017-2018/19	SUPPLY OF VEGETABLES	OPEN
13.	KICD/13/T/2017-2018/19	SUPPLY OF CEREALS AND RESTAURANT DRY GOODS	OPEN
14.	KICD/14/T/2017-2018/19	SUPPLY, INSTALLATION OF COMPUTER HARDWARE, SOFTWARE AND PRINTERS	OPEN
15.	KICD/15/T/2017-2018/19	SUPPLY OF FRESH FLOWERS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
16.	KICD/16/T/2017-2018/19	SUPPLY, REPAIR AND MAINTENANCE OF FIREFIGHTING EQUIPMENT	OPEN
17.	KICD/17/T/2017-2018/19	SUPPLY OF LIBRARY BOOKS AND MATERIALS	OPEN

<b>NO</b>	<b>CATEGORY NO</b>	<b>CATEGORY NAME</b>	<b>REMARKS</b>
18.	KICD/18/T/2017-2018/19	SUPPLY AND MAINTENANCE OF GYM & SPORT FACILITIES	OPEN
19.	KICD/19/T/2017-2018/19	SUPPLY OF OFFICE AND HOTEL EQUIPMENT	OPEN
20.	KICD/20/T/2017-2018/19	SUPPLY OF OFFICE AND HOTEL FURNITURE	OPEN
21.	KICD/21/T/2017-2018/19	SUPPLY OF HOTEL LINEN AND BEDDINGS	OPEN
22.	KICD/22/T/2017-2018/19	SUPPLY OF SOFT DRINKS AND BEVERAGES	OPEN
23.	KICD/23/T/2017-2018/19	SUPPLY OF STAFF UNIFORM	OPEN
24.	KICD/24/T/2017-2018/19	PROVISION OF OFFICE CLEANING SERVICE	YOUTH, WOMEN AND PERSONS WITH DISABILITY
25.	KICD/25/T/2017-2018/19	PROVISION OF AIR TRAVEL AND TICKETING SERVICES	IATA REGISTERED ONLY
26.	KICD/26/T/2017-2018/19	SUPPLY, REPAIR AND MAINTENANCE OF ELECTRONIC EQUIPMENT AND SYSTEMS	OPEN
27.	KICD/27/T/2017-2018/19	KITCHEN REFUSE AND GARBAGE COLLECTION	YOUTH, WOMEN AND PERSONS WITH DISABILITY
28.	KICD/28/T/2017-2018/19	PROVISION OF FUMIGATION AND PEST CONTROL SERVICES	OPEN
29.	KICD/29/T/2017-2018/19	REPAIR AND SERVICE OF KITCHEN AND LAUNDRY EQUIPMENT	OPEN
30.	KICD/30/T/2017-2018/19	HIRE OF TENTS AND OUTSIDE CATERING FACILITIES	YOUTH, WOMEN AND PERSONS WITH DISABILITY
31.	KICD/31/T/2017-2018/19	PROVISION OF LANDSCAPING SERVICES	OPEN
32.	KICD/32/T/2017-2018/19	PROVISION OF MINOR WELDING WORKS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
33.	KICD/33/T/2017-2018/19	DESIGN AND BRANDING OF PROMOTIONAL MATERIALS, T-SHIRTS, CAPS, BANNERS, POSTERS AND GIVE AWAYS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
34.	KICD/34/T/2017-2018/19	REPAIR OF OFFICE EQUIPMENT AND MACHINES	YOUTH, WOMEN AND PERSONS WITH DISABILITY
35.	KICD/35/T/2017-2018/19	PRINTING AND PUBLISHING SERVICES	OPEN
36.	KICD/36/T/2017-2018/19	REPAIR AND MAINTENANCE OF PABX	OPEN
37.	KICD/37/T/2017-2018/19	DESIGN, ARTWORK AND ILLUSTRATIONS FOR BOOKS AND MAGAZINES	OPEN
38.	KICD/38/T/2017-2018/19	MAINTENANCE OF WATER PUMPING, WATER TANKS AND BOREHOLE SYSTEMS	OPEN
39.	KICD/39/T/2017-2018/19	REPAIR AND MAINTENANCE OF MOTOR VEHICLES	YOUTH, WOMEN AND PERSONS WITH DISABILITY
40.	KICD/40/T/2017-2018/19	MAINTENANCE OF GENERATORS	OPEN
41.	KICD/41/T/2017-2018/19	MAINTENANCE OF AIR CONDITIONERS	OPEN
42.	KICD/42/T/2017-2018/19	REPAIR AND MAINTENANCE OF BUILDINGS, CIVIL WORKS AND SEWERAGE SERVICES	OPEN
43.	KICD/43/T/2017-2018/19	REPAIR AND MAINTENANCE OF PRINTING PRESS MACHINES AND EQUIPMENT	OPEN
44.	KICD/44/T/2017-2018/19	PROVISION OF CONSULTANCY SERVICES- QUANTITY SURVEYING, LANDSCAPING, STRUCTURAL/CIVIL ENGINEERING, ARCHITECTURAL SERVICES, ELECTRICAL ENGINEERING, INTERIOR DESIGN AND	OPEN

NO	CATEGORY NO	CATEGORY NAME	REMARKS
		ENVIRONMENTAL SERVICES	
45.	KICD/45/T/2017-2018/19	PROVISION OF TRAINING AND CAPACITY BUILDING SERVICES	OPEN
46.	KICD/46/T/2017-2018/19	PROVISION OF INSURANCE BROKERAGE SERVICES	OPEN
47.	KICD/47/T/2017-2018/19	PROVISION OF RADIO AND TV PRODUCTION SERVICES	OPEN
48.	KICD/48/T/2017-2018/19	PROVISION OF HOTEL ACCOMMODATION SERVICES	OPEN
49.	KICD/50/T/2017-2018/19	PROVISION OF SANITARY SERVICES	OPEN
50.	KICD/51/T/2017-2018/19	PROVISION OF ASSET VALUATION SERVICES	OPEN
51.	KICD/52/T/2017-2018/19	PROVISION OF CUSTOMER SATISFACTION SURVEY	OPEN
52.	KICD/53/T/2017-2018/19	PROVISION OF EMPLOYEE SATISFACTION & WORK ENVIRONMENT SURVEYS	OPEN
53.	KICD/54/T/2017-2018/19	PROVISION OF LEGAL SERVICES	OPEN
54.	KICD/55/T/2017-2018/19	SUPPLY AND DELIVERY OF CUTLERY AND KITCHEN UTENSILS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
55.	KICD/56/T/2017-2018/19	SPECIALIZED CONTRACTORS – ELECTRICAL & MECHANICAL	OPEN
56.	KICD/57/T/2017-2018/19	LIQUIDIFIED COOKING GAS TANK – CONTRACTORS	OPEN
57.	KICD/59/T/2017-2018/19	SUPPLY OF CALLING CARDS/AIR TIME	YOUTH, WOMEN AND PERSONS WITH DISABILITY
58.	KICD/60/T/2017-2018/19	SUPPLY OF MOTOR VEHICLE FUEL, LABRICANTS AND OILS	YOUTH, WOMEN AND PERSONS WITH DISABILITY
59.	KICD/61/T/2017-2018/19	SUPPLY OF MOTOR VEHICLE TYRES, TUBES AND BETTERIES.	YOUTH, WOMEN AND PERSONS WITH DISABILITY
60.	KICD/62/T/2017-2018/19	REPAIRE AND MAINTENANCE OF COMPUTERS, PRINTERS, UPS AND RELATED DEVICES.	OPEN
61.	KICD/63/T/2017-2018/19	REPAIR AND MAINTENANCE OF NETWORK INFRASTRUCTURE, SERVERS AND RELATED DEVICES.	OPEN
62.	KICD/64/T/2017-2018/19	PROVISION OF INTERNET, BACKUP AND HOSTING SERVICES.	YOUTH, WOMEN AND PERSONS WITH DISABILITY
63.	KICD/65/T/2017-2018/19	PROVISION OF CERTIFIED ICT TRAINING SERVICES	OPEN

Pre-qualification documents may be obtained for free by downloading from KICD website [www.kicd.ac.ke](http://www.kicd.ac.ke)

Complete documents in a plain, sealed envelope marked prequalification of suppliers indicating the category of items should be addressed to:

**THE DIRECTOR/CEO  
KENYA INSTITUTE OF CURRICULUM DEVELOPMENT  
P.O. BOX 30231 - 00100  
NAIROBI.  
Tel: 0202073321**

and deposited in the **TENDER BOX** at the **NACECE RESOURCE CENTRE** so as to be received on or before ..... **27th ..... June 2017.....** at **10.00AM**. The documents will be opened on the same day at **11.00 am** in the **NACECE RESOURCE CENTER**, and bidders or their representatives are welcome to witness the opening.

**Late bids shall not be accepted.**

**DIRECTOR/CEO  
KENYA INSTITUTE OF CURRICULUM DEVELOPMENT**

## **SECTION C:PREQUALIFICATION CRITERIA**



#	Required information	Allocated scores
1	Registration documentation <ul style="list-style-type: none"> <li>• Certificate of Incorporation/Registration certificate</li> <li>• County Business Permit</li> <li>• I Tax Pincertificate.</li> </ul>	5 5 5
2	Valid Tax compliance certificate	8
3.	Financial capacity <ul style="list-style-type: none"> <li>• Audited reports for the last 3 years</li> <li>• Mode of payment &amp; willingness to give credit</li> </ul>	9 2
4.	Past Experience& Performance <ul style="list-style-type: none"> <li>• No. of years in business</li> <li>• Five referees (mostly clients) attach proof</li> </ul>	5 20
5	Confidential business questionnaire <ul style="list-style-type: none"> <li>• Duly filled</li> <li>• Fixed premises with telephone facilities (will be inspected/verified by a team from KICD officers)</li> </ul>	5 9
6.	Litigation History	5
7	Other certificates where applicable e.g. KEBS, registration with MOPW, NCA,NEMA ,Professional bodies certification (IATA a must for Air Travel Agent)	5
8	Manpower and expertise	10
9	Past Performance (for KICD Past/Current suppliers)	3
10	Declaration and Company stamp	4
	<b>Total</b>	<b>100</b>

NB; Youths, Women and Persons with disability shall be exempt from most of the above evaluation criteria upon submission of requisite certificate with National Treasury.

## SECTION D:APPLICATION FORM

### REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (**Firm Name**) ..... hereby apply for  
registration as a supplier

for.....(Category code No.)

.....

Postal Address .....

.....

Telephone Number (fixed line) ..... Mobile.....

E-mail Address ..... Fax.....

Town ..... Street .....

Building ..... Floor..... Room/office.....

Other Branches/locations .....

.....

.....

Full name of authorized signatory .....

Designation .....

Official Rubber Stamp and Signature .....

## SECTION E:CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

### Part 1: General information

<b>Business Name</b>	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation	Town..... Street..... Building Name..... Floor.....
Business operations	Year established..... Duration of business operations.....
Principal Contact Person	Name..... Position.....
Postal Address	P.O.Box .....Code .....
Nature of Business	
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	..... .....
Nationality	..... .....
Country of Origin	..... .....
Citizenship details	..... .....

**Part 2(b) – Partnership**

**Give details of partners as follows:**

No.	Name	Nationality	Citizenship details	Share
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	<table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Share</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Share	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Name	Nationality	Citizenship details	Share																		
.....	.....	.....	.....																		
.....	.....	.....	.....																		
.....	.....	.....	.....																		
.....	.....	.....	.....																		

Date..... Signature of tenderer: .....

If Kenyan citizen, indicate “citizenship details”, whether by Birth, Naturalization or Registration.

*(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)*

**SECTION F:STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS**

1. Certificate of Registration/Incorporation ..... (Attach copy)
2. Valid Trade License ..... (Attach copy)
3. State VAT Registration No. .... (Attach copy)
4. I TAX PIN NO .....(Attach copy)
5. Attach proof of being up to date in VAT and Income Tax Returns ..... (Attach copy of current Tax Compliance Certificate)
6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law  
.....  
.....  
.....
7. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer etc .....  
.....  
.....
8. State any technological innovations or specific attributes which distinguishes you from your competitors .....
9. Tax Compliance Certificate (attach copy)
10. Other important certificates e.g. KEBS, registration with MOPW, Professional bodies' certification (IATA a must for Air Travel Agent.) Please attach proof

## **SECTION G:FINANCIAL POSITION & TERMS OF TRADE**

### **PART 1**

#### **AUDITED REPORTS**

- Attach copies of audited reports for the last 3 years.

### **PART II**

#### **TERMS OF TRADE (PAYMENT TERMS)**

KICD would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this:

**Acceptable/Not Acceptable**

## **SECTION H: LITIGATION/ARBITRATION INCIDENTS**

Litigation and Arbitration incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm.
- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law.



**SECTION I: CLIENTS DETAILS**

Give details of at least 5 Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof)

1. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person..... Date.....  
Company Stamp

2. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person..... Date.....  
Company Stamp

3. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person..... Date.....  
Company Stamp

4. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person..... Date.....  
Company Stamp

5. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person..... Date.....  
Company Stamp

## SECTION J: MANPOWER AND EXPERTISE OF STAFF

Qualifications and experience of at least five key personnel proposed for administration and execution of the Contract. Attach Curriculum Vitae (CV's). The CVs should be duly signed by the proposed personnel.

Position	Name	Qualifications	Experience in proposed position

**SECTION K: PAST PERFORMANCE**

Have you previously been supplying goods/services to Kenya Institute of Curriculum Development?

If yes, give details

.....  
.....

Indicate three of the latest orders with KICD

.....  
.....  
.....

Do you have any pending orders with KICD? If so give details

.....  
.....  
.....

Have you ever failed to honour KICD LPO? If so give details

.....

Has your contract ever been terminated by Kenya Institute of Curriculum Development?

YES..... NO .....

If yes, give details on a separate paper

**SECTION L: DECLARATION**

I/We have completed these forms accurately at the time application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further proceedings.

Signed and Stamped .....

Name: .....

Position in the Company .....

Date: .....