



GOLF HOTEL LTD

REGISTRATION FOR PROVISION OF ARCHITECTURAL/ INTERIOR

DESIGNING SERVICES

PROCESS SERVERS (REGISTERED FIRMS WITH VALID PRACTISING

CERTIFICATE)

TENDER NO. GOLF/REG/1/2019-2020

JANUARY, 2020

Golf Hotel Ltd
P. O. Box 118 – 50100
Kakamega Kenya
Email: info@golfhotelkakamega.com
Tel: 0728833974
0731338705

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TENDER NOTICE

REGISTRATION OF SUPPLIERS

The Golf Hotel Ltd is a statutory body established through an Act of Parliament in 1979 for provision of Hospitality services.

The Hotel invites sealed bids from interested firms to register as suppliers for the provision of Various goods, works and services for the period 2019 -2020.

The disadvantaged groups are Women, Youth and Persons Living with Disabilities who have registered with the Ministry of Finance (AGPO) Certificate

Interested firms MUST meet all the requirements as stated in the registration documents.

Interested eligible candidates may obtain the registration documents by downloading free of charge from the Corporation's website: www.golfhotelkakamega.com

Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to:-

The General Manager
Golf Hotel Ltd
P.O. Box 118-50100,
Kakamega

Completed documents shall be deposited in the Tender box located at the reception area of Golf Hotel Kakamega from 8/1/2020 , so as to be received on or before on 24/1/2020 at 10.00 am

GENERAL MANAGER

GOLF HOTEL LTD

SECTION I - INTRODUCTION

1. The Golf Hotel Ltd hereinafter referred as “Procuring entity” intends to register/ prequalify candidates for the supply of goods, services and works for the financial years 2019 -2020
2. Registration/ Prequalification is open to all eligible applicants.
3. Eligible candidates may obtain the registration documents by downloading free of charge from the Corporation’s website: www.golfhotelkakamega.com
4. Candidates will only qualify by meeting the set criteria to perform the contract of supply of goods, works and services to the Corporation. Suppliers fail to meet the registration criteria will not be allowed to participate in the Tenders/RFQs/RFPs
5. Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to
6. All candidates whose applications will have been received before the closing date and time will be advised in due course by posting the successful candidates on the Corporation’s website

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.1.1 The Golf Hotel Ltd hereinafter referred to as the 'procuring entity' intends to register suppliers for the supply of goods, services and works for the financial years 2019-2020. It is expected that the registration applications will be received by the not later than the date on the invitation letter.
- 2.1.2 Registration is open to eligible firms as shown in paragraph 2.3 herein below.
- 2.1.3 The contract will be a unit price contract where bidders will be invited to quote for items as and when the procuring entity deem necessary

2.2 Submission of Application

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and tender number and deposited in the tender box at the reception, Golf Hotel Ltd, Kakamega or be addressed to Golf Hotel Ltd, P.O. Box 118-50100 Kakamega, so as to be received on or before at 10.00 am. The procuring entity reserves the right to reject late applications.
- 2.2.2 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Candidates

- 2.3.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under Section 66 (5) of the PPADA, 2015.
- 2.3.3 All candidates found capable of performing the contract satisfactorily in accordance to the set evaluation criteria shall be registered.

2.4 Qualification Criteria

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown in the appendix to instructions to candidates below. The declaration will be either pass or fail regarding the applicant's general and particular experience, capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section III and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 General Experience. The applicant shall meet the following minimum criteria

- (a) Provide a detailed individual/company profile which must include copy of Business registration certificate / Trade license, as well as a copy of the tax clearance certificate.
- (b) Physical address and contact details.

2.4.3 Specific Experience: Details of similar assignments recently undertaken including at least five reference contacts and detailed client list for the last two years.

2.4.4 Financial position.

Applicant shall provide their audited accounts (accounts should be audited by accountants/accounting firms officially and currently registered with ICPAK) for the last two years (AGPO Registered firms to provide Bank Statements up to six months or below and letters of reference from the bank) and must demonstrate soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

For firms owned by individuals and partnerships the applicant shall demonstrate that he/she has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow.

2.4.5 Litigation history; the applicant should provide accurate information on any litigation or arbitration resulting from ~~contracts~~ completed or under its ~~execution~~ over the last two years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5 Public Sector companies

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.6 Updating registration Information

2.6.1 Prequalified candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the registration criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates. Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

CRITERIA OF EVALUATION

A	MANDATORY REQUIREMENTS	YES/NO
1.	Document Conformity/ Presented in a required format: The document must be paginated and should clearly show the table of contents and the page numbers for ease of reference during evaluation	
2.	Copy (ies) of Identity Card(s)/Passport(s) for the Directors	
3.	Duly filled, signed and stamped confidential business questionnaire	
4.	For reserved categories, a copy of AGPO Certificate of registration in a target group issued by Ministry of Finance for disadvantaged groups	
7.	Valid Tax Compliance/ Exemption Certificate (Copy)	
8.	Certificate of Incorporation/Business Registration (Copy)	
9.	Audited Accounts for the last two years (for open category) and Bank statement and Bank reference of not more than Six months from date of applying (for AGPO Registered)	
10	Where indicated, Current Certificates of affiliation to a recognized registered professional/ regulatory body e.g.: <ul style="list-style-type: none"> • Provision of Various Small Works: Registration Certificate from National Construction Authority (NCA) • Provision of Air Travel: Registration with IATA (Travel Agencies) 	

B.	TECHNICAL CRITERIA/GENERAL REQUIREMENTS	
B1.	General experience see Paragraph 2.4.2 And to include Company/Business Profile -Disclosure of Directors/ Partners /Sole Proprietor	20
B2.	Specific experience, see paragraph 2.4.3 <ul style="list-style-type: none"> <input type="checkbox"/> Business Referees (attach proof of at least Five for the open Category and Two for reserved categories). <input type="checkbox"/> Demonstration of sufficient technical/operational capability and relevant experience: Experience in details of similar assignments/supplies recently undertaken. Attach list of signed reference letters, award Letters and signed contracts/ LPO. 	25 25
B4.	Financial position Proof of stability, strong financial track record and ability to adequately finance the supply and delivery of requirements – see paragraph 2.4.4	20
B5	Litigation History See Paragraph 2.4.2	10
TOTAL		100

NOTE

- Bidders must meet all the mandatory requirements to qualify for evaluation
- Bidder must attain a minimum score of 70% in the Technical evaluation criteria to qualify for registration
- Any information provided by the bidder may be verified by the Corporation.

SECTION III - STANDARD FORMS

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

.....

.....

Bank Name.....

Bank Branch..... Bank Branch Code.....

Bank Account Name.....

Bank Account Number.....

Mpesa Till/ Paybill Account Number (where applicable).....

Authorized Signature

Full name of authorized signatory

Designation

Official Rubber Stamp and Signature

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

Business Name	
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. BoxCode
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	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)

CLIENTS REFERNCES

Give details of at least 5 (five) Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof in form of Recommendation Letters, LPO/LSO, and Contracts)

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

LITIGATION HISTORY

Contractors/Suppliers should provide information on any history 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.

DECLARATION FORM

Bidders are required to sign the declaration below:

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, **equipment** and facilities to provide what is being pre-qualified”

Name.....

Signature:.....Position.....

Date:.....

Stamp or Seal

ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE

I/We/Messrs.....

. of Street, Building, P O

Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender No

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

Stamp.....