



International Christian Centre Nairobi

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Our Mission is rooted in: Connecting people to God and to each other, Challenging believers to Christlikeness and Changing the world.

REGISTRATION OF SUPPLIERS FOR A PERIOD OF TWO (2) YEARS.

REG NO. ICCN/REG/001/2022

CLOSING DATE & TIME:

10TH JUNE 2022 AT 10:00 AM

SUPPLIER REGISTRATION QUESTIONNAIRE

THIS REGISTRATION QUESTIONNAIRE IS TO BE COMPLETED BY PROSPECTIVE SUPPLIERS WHO WISH TO PROVIDE GOODS OR SERVICES TO INTERNATIONAL CHRISTIAN CENTRE NAIROBI

THE INFORMATION IS STRICTLY CONFIDENTIAL AND SOLELY FOR THE USE OF ICC NAIROBI

Company Name:

Postal Address:

Telephone:

E-mail:
.....

All applicants **MUST** indicate the details below:

Item Category code:

Item Description: (Continue below if more)

SECTION I: INVITATION TO REGISTRATION OF SUPPLIERS FOR A PERIOD OF TWO (2) YEARS.

REF: ICCN/REG/001/2022-24

SUBJECT: REGISTRATION OF SUPPLIERS

1. International Christian Centre Nairobi invites applications for **Registration of suppliers for Goods and Service`s providers for the period 2022-2024.**
2. To be eligible, the candidate **MUST** prove that they qualify to participate by providing copies or evidence of the following **MANDATORY** documents: -

EVALUATION CRITERIA

No.	Requirements	
1.	Part I	Mandatory Documentations
2.	Part II	Duly filled questionnaires (A-D)

PART I - MANDATORY REQUIREMENTS TO BE PROVIDED

- a) Certificate of Business registration or Incorporation in Kenya
 - b) A copy of PIN certificate.
 - c) A valid Business Permit.
 - d) Certificate of Confirmation of Directors and Shareholding (CR12) for limited companies /ID Card for Sole Proprietorship & Partnership
 - e) Dully filled & signed supplier registration questionnaire.
 - f) Provide three recommendations from your current clients relevant to the category applying for.
 - g) For services of professional nature as specified in **part 11** (Air ticketing, legal services, auctioneering services etc.) bidders **MUST** provide certification & registration with their relevant authorities.
3. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms, questionnaires required are properly completed and submitted to the;

**PROCUREMENT OFFICE
INTERNATIONAL CHRISTIAN CENTRE NAIROBI
P.O BOX 10213 -00100
NAIROBI**

And the same sent via Email to Procurement@iccnairobi.org on or before the date and time specified below;

10th June 2022 at 10.00 am

4. Applications will be opened immediately and reviewed by ICC Nairobi within a period of 30 days after closure. Feedback to be sent on email.
5. Interested applicants may download a copy of the registration document from the ICC Nairobi website www.iccnairobi.org for free of charge. This registration does not amount to any contractual obligation on the part of ICC Nairobi and ICC Nairobi is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
6. **Any prospective tenderer requiring any clarification of the tender document may notify ICC Nairobi in writing (email) at procurement@iccnairobi.org on or before 03rd June 2022.**

NB: Any request for clarification must be in the firm's letterhead, signed and must be in reference to the specific parts of this document properly numbered. ICC Nairobi will respond in writing (e-mail or PDF format) to any request for clarification received.

7. **ICC Nairobi reserves the right to authenticate any information provided in response therein without notice to the participant by visiting the applicants premise.**
8. ICC Nairobi reserves the right to accept or reject any registration proposal submitted without assigning any reasons for the decision.
9. Late applications will **NOT** be accepted

SECTION II: GUIDELINES TO TENDER

2.1 Eligible Tenderers

- 2.1.1. This Invitation to registration of suppliers is open to all tenderers eligible as described in the invitation to tender.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3. Tenderers shall not be involved in any litigation issues within the Government of Kenya at present.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 General Instructions

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

- 2.1.5. Responses to the registration questionnaire must be in accordance with the requirements for information in the document.
- 2.1.6. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
- 2.1.7. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible
- 2.1.8. **Submission of Bids: The application for registration should be submitted in sealed A4 envelopes properly labelled with Registration/Tender Ref No. ICCN/PQ/00/2022-24, Item Code and the Item Description as applied for.**
- 2.1.9. Bidders are required to submit **one (1) original copy per item code applied** duly marking the inner and outer envelopes as follows;

The Registration Number, the Item Code and Item Description as applied for.

- 2.1.10. In selection of suppliers, ICC Nairobi will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Registered service providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business
- 2.1.11. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
- 2.1.12. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required taxes.

(B) ELIGIBILITY

13. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....If Yes, when..... (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

14. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes..... No.....

15. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?.....

(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS, WORKS OR SERVICES

16. What products/services do you want to be considered to supply.....
(indicate relevant category and product code)

17. How many employees do you have?..... How many are permanent?.....How many are temporary?.....

18. Are you a manufacturer/wholesaler/retailer/other (please specify)

19. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No.....
(Attach documentary evidence of certification)

20. If you are not a manufacturer, are you an authorized dealer? Yes.....
No.....

21. Who have been your major corporate clients for the past 3 years? State client's name, Product/service provided Value of goods, works or service and contact person.

22. To what extend is your firm/company e-enabled (electronically enable) with your suppliers and clients and how do you intend to carry out business with ICC Nairobi?
.....
.....

i) What is your average response time to a request for quotation?
.....

ii) What is your average response to delivery of goods/services after issuance of LPO?

25. What is the maximum value of business which you can handle at any one time?
Kshs.....

26. Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services. Do you accept?
Yes No.....

(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

Prospective suppliers are required to demonstrate their experience in the field applied for by providing details of at least 5 previous contracts in the table provided below where applicable:

Serial No.	Name of organization	Item description	Value of contract	Contact person
1.				
2.				
3.				
4.				
5.				

E) CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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 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. Fax E mail
 Nature of Business
 Registration Certificate No.
 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

Given details of partners as follows:

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

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

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

Date Signature of Candidate

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.



SUPPLIER PREQUALIFICATION NOTICE 2022-2024

ICC Nairobi invites eligible suppliers and service providers to submit sealed applications for registrations of suppliers for the supply and provision of various goods, general services, consultancy services, and works.

ITEM CODE	ITEM DESCRIPTION
CATEGORY A: SUPPLY AND DELIVERY OF GOODS	
ICCN/PQ/01/2022-24	Supply of dry and general foodstuff
ICCN/PQ/02/2022-24	Supply of perishable foodstuff (fruits and vegetables)
ICCN/PQ/03/2022-24	Supply of milk and milk products
ICCN/PQ/04/2022-24	Supply of meat and meat products
ICCN/PQ/05/2022-24	Supply of pastries and bakery products
ICCN/PQ/06/2022-24	Supply of general office stationery
ICCN/PQ/07/2022-24	Supply of Staff uniforms and shoes
ICCN/PQ/08/2022-24	Supply and maintenance of office furniture, Soft Furnishings(fitted carpets, carpet rugs, office blinds, upholstery, cushions, window dressing, drapery, table cloths etc)and equipment
ICCN/PQ/09/2022-24	Supply of Fresh cut flowers (Bouquets and Stems)
ICCN/PQ/10/2022-24	Supply of computers, laptops, printers, photocopy machines, scanners, shredders, laminators, binding machines, network hardware, and consumables
ICCN/PQ/11/2022-24	Supply of genuine toners and cartridges
ICCN/PQ/12/2022-24	Supply and maintenance of structured cabling
ICCN/PQ/13/2022-24	Supply, installation, and maintenance of CCTV system, access control and related software
ICCN/PQ/14/2022-24	Supply and maintenance of power backup systems, UPS, and power stabilizers
ICCN/PQ/15/2022-24	Supply and Maintenance of electronic appliances and households (TVs, cookers, microwaves, fridges, water dispensers, and other related equipment)
ICCN/PQ/16/2022-24	Supply of Kitchen Equipment, utensils, and kitchenware
ICCN/PQ/17/2022-24	Supply of gas (Refills and LPG)
ICCN/PQ/18/2022-24	Supply and Maintenance of firefighting equipment (Smoke detectors, Fire Alarms, fire extinguishers etc)
ICCN/PQ/19/2022-24	Supply/hire & installation of LCD screen projectors
ICCN/PQ/20/2022-24	Supply/hire installation, and maintenance of audio-visual equipment as well as musical equipment and instruments
ICCN/PQ/21/2022-24	Supply of Technical consumable materials (Microphone Batteries and Haze Fluids etc)
ICCN/PQ/22/2022-24	Supply/hire of cameras (video and still)and other related accessories
ICCN/PQ/23/2022-24	Supply of computer software and licenses (Certified Partners)
ICCN/PQ/24/2022-24	Supply, Installation, and maintenance of ICT equipment (servers, routers, switches, and wireless access points)
ICCN/PQ/25/2022-24	Supply and maintenance of air conditioners and mechanical ventilation works
ICCN/PQ/26/2022-24	Supply and provision of printing services, e.g printed manuals, booklets, flyers, and brochures

ICCN/PQ/27/2022-24	Supply of branded promotional items & materials (banners, T-Shirts, bags, flags, caps, pens etc)
ICCN/PQ/28/2022-24	Supply and Provision of fashion styling and designing regularly used in musicals, 1N1W and TV
ICCN/PQ/29/2022-24	Supply, installation, and maintenance of signage branding
ICCN/PQ/30/2022-24	Supply of Hardware and general building materials
ICCN/PQ/31/2022-24	Supply and Maintenance of solar equipment and system
ICCN/PQ/32/2022-24	Supply of tissues, hand paper towels, serviettes, hand wash soap, hand sanitizers, tissue dispensers, air freshener etc
ICCN/PQ/33/2022-24	Supply of bulk water
ICCN/PQ/34/2022-24	Supply of Pet food and accessories
CATEGORY B: PROVISION OF GENERAL SERVICES	
ICCN/PQ/35/2022-24	Provision of air tickets, travel arrangements including hotel bookings
ICCN/PQ/36/2022-24	Provision of clearance and forwarding logistical services
ICCN/PQ/37/2022-24	Provision of transport- bus hire services
ICCN/PQ/38/2022-24	Provision of bulk SMS Service, USSD, Short-Code and Mobile application services
ICCN/PQ/39/2022-24	Provision of event management services, décor services, tents, tables, chairs, and other related accessories
ICCN/PQ/40/2022-24	Provision of event statistical data services i.e estimate event attendance, crowd density and people counting
ICCN/PQ/42/2022-24	Provision of borehole maintenance services i.e., rehabilitation, and equipment.
ICCN/PQ/43/2022-24	Provision of land survey services & Geo-acre surveys.
ICCN/PQ/44/2022-24	Provision of repair of computers laptops, printers, photocopier machines, computer networks and accessories, projectors, laminating machines, scanners etc
ICCN/PQ/45/2022-24	Provision of petty errands & courier services.
ICCN/PQ/46/2022-24	Provision of camping tents and equipment.
ICCN/PQ/47/2022-24	Provision of dry-cleaning services
ICCN/PQ/48/2022-24	Provision of fumigation and pest control services
ICCN/PQ/49/2022-24	Provision of make-up and cosmetic services regularly used in Musical, 1N1W and TV
ICCN/PQ/50/2022-24	Provision of general repairs and maintenance services: Electricians
ICCN/PQ/51/2022-24	Provision of general repairs and maintenance services: Plumbers.
ICCN/PQ/52/2022-24	Provision of general repairs and maintenance services: Joinery/carpentry works
ICCN/PQ/53/2022-24	Provision of general repairs and maintenance services: Masonry
ICCN/PQ/54/2022-24	Provision of general repairs and maintenance services: Painters.
ICCN/PQ/55/2022-24	Provision of Veterinary services
ICCN/PQ/56/2022-24	Provision of Catering services
CATEGORY C: CONSULTANCY SERVICES	
ICCN/PQ/57/2022-24	Provision of architectural services
ICCN/PQ/58/2022-24	Provision of quantity survey services
ICCN/PQ/59/2022-24	Provision of civil and structural engineering services
ICCN/PQ/60/2022-24	Provision of mechanical and electrical engineering works
ICCN/PQ/61/2022-24	Provision of physical planning services.
ICCN/PQ/62/2022-24	Provision of Hydro Geologist
ICCN/PQ/63/2022-24	Provision of business consultancy services
ICCN/PQ/64/2022-24	Provision of property valuation services.
ICCN/PQ/65/2022-24	Provision of tax compliance and tax advisory consultancy services.
ICCN/PQ/66/2022-24	Provision of HR consultancy services

ICCN/PQ/67/2022-24	Provision of ICT consultancy services
ICCN/PQ/68/2022-24	Provision of Audio Mixing services
CATEGORY D: WORKS	
ICCN/PQ/69/2022-24	Provision of contractors for boreholes drilling services
ICCN/PQ/70/2022-24	Provision of plumbing and drainage works (plumbing contractors).
ICCN/PQ/71/2022-24	Provision of electrical installations (electrical works contractors).
ICCN/PQ/72/2022-24	Provision of contractors for civil and building works.
ICCN/PQ/73/2022-24	Provision of bio-digesters/Biodegradation, sewer systems/specialized sewer systems.

- To be eligible, the candidate **MUST** prove that they qualify to participate by providing copies of **Mandatory** documents as stated in the registration document.
- The applicant must comply with all instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted.
- All existing suppliers are required to participate alongside prospective suppliers in order to be evaluated and considered. International Christian Centre Nairobi [ICC Nairobi] reserves the right to accept or reject any bid in whole or in part at its discretion.

THE PROCUREMENT OFFICE
ICC NAIROBI