



Media Council of Kenya
Ground Floor, Britam Centre
Ragati Road, Upper Hill P.O Box 43132-00100-Nairobi
Tel: +254 020 2725032; email: tenders@mediacouncil.or.ke

CONTINUOUS REGISTRATION OF SUPPLIERS

TENDER NO. MCK/PROC/REG-03/2020-2022

CATEGORY NO.....

**ITEM/SERVICE
DESCRIPTION.....**

APRIL, 2021

SECTION I - INVITATION FOR REGISTRATION (IFR)

The **Media Council of Kenya** hereinafter referred as “Procuring entity” intends to register candidates.

Interested eligible candidates may obtain tender document, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded free of charge from the Public Procurement Information Portal (PPIP) or from our website on the following link: - www.mediacouncil.go.ke/index.php/procurement/tenders

Bidders who download the tender document from the website may visit the Council’s office during normal office working hours to have the tender registered or send an email to tenders@mediacouncil.or.ke confirming participation. This is for the purpose of contacting the supplier in case of any clarifications.

Applications for registration must be submitted enclosed in plain sealed envelopes **MUST BE** marked with the **Tender Category, Name and Reference Number** and deposited in the tender box at located at the Media Council of Kenya on the Ground floor, Britam Centre, Upper Hill, **reception or to be addressed to the:**

**THE CHIEF EXECUTIVE OFFICER
MEDIA COUNCIL OF KENYA
P.O.BOX 43132-00100
NAIROBI.**

so as to be received on or before **15th April, 2021 at 11:00 a.m.** Bids received after 11.00 A.M shall be rejected.

Bids will be opened immediately after the closing time and date. Bidders or their representatives may attend the opening if they so wish.

The Council will communicate the results or outcome (successful and unsuccessful), using the above mentioned websites within thirty days from the date the tender closes. Only candidates qualified under this registration process will be invited to tender.

For **THE CHIEF EXECUTIVE OFFICER,
MEDIA COUNCIL OF KENYA.**

RESERVED BIDDER'S DETAILS

No.	Description	Tick Where Applicable	AGPO Certificate No.
1	Youth		
2	Women		
3	Persons living with Disabilities		

GENERAL DETAILS

Details of bidder	
Name of firm	
Contact person	
Telephone number	
Email address	
Physical location	

LIST OF CATEGORIES

CATEGORY NO	ITEM DESCRIPTION	CATEGORY
MCK/A1/2020-2022	Design and Supply of AJEA Trophies	Open
MCK/A1/2020-2022	Development/Production of Radio & TV Documentaries	Open
MCK/A2/2020-2022	Provision of Courier Services (Local/ International)	Open
MCK/A3/2020-2022	Provision of Transport and Taxi Services	Youth, Women, PWD's
MCK/A4/2020-2022	Repair, Service and Maintenance of Motor Vehicles	Open
MCK/A5/2020-2022	Provision of Auctioneering Services	Open
MCK/A6/2020-2022	Provision of Legal Services	Open
MCK/A7/2020-2022	Provision of Ghost-Writing Services	Open
MCK/A8/2020-2022	Provision of Master of Ceremony Services	Open
MCK/A9/2020-2022	Provision of Rapporteur and Transcription services	Open
MCK/A10/2020-2022	Provision of Translation Services	Open
MCK/A11/2020-2022	Supply and Delivery of Media Clips (Electronic etc.)	Open
MCK/A12/2020-2022	Provision of Digital Citation Services	Open
MCK/A13/2020-2022	Repair and Maintenance of the Media Monitoring Machine and related Equipment	Open

INSTRUCTIONS TO CANDIDATES

Notes on Instructions to Candidates

1. The instructions to candidates should provide the candidates with adequate information to facilitate preparation and submission of a good registration application.
2. All the blank spaces should be properly completed by the procuring entity before the registration document is given to the candidates.
3. The notes accompanying the clauses in this part are not part of the text. They are meant to assist the procuring entity when preparing the registration document. The notes should not be incorporated in the actual registration documents.

Eligible Candidates

This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations.

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 55 of the Act.

All terms found capable of performing the contract satisfactorily in accordance to the set criteria shall be registered.

Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below.

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.

When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub-contractors, such subcontractors and their inputs shall be described in the Standard Form 1.

Only bidders who comply with the above requirements shall be considered for registration.

EVALUATION CRITERIA

No	Mandatory Requirements	Yes	No	Remarks
1.	Copy of Valid Tax compliance Certificate from KRA.			
2.	Copy of Certificate of Incorporation/ Registration certificate			
3.	Copy of Valid AGPO certificate from the National Treasury			
4.	Duly completed Letter of Application and the General information form (Attached).			
5.	Duly completed Declaration forms (Attached).			
6.	Submit duly completed registration Form (1) (Attached).			
7.	Duly completed submission Form. (Attached).			
9.	Duly filled and signed confidential business Questionnaire			
10.	Dully filled Electronic Funds Transfer Form (Attached			
11.	Company profile			

Only bidders that comply with all mandatory requirements (score YES) on all items above shall be considered for registration.

LETTER OF APPLICATION

Date

To

.....

(Name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the registration information provided, the undersigned hereby apply to be registered by yourselves as a bidder for the following contract(s) under (Tender No..... and Tender name)

Tender number	Tender name
1.	
2.	
3.	
4.	
5.	

2. Attached to this letter are copies of original documents defining

- (a) the Applicant’s legal status
- (b) the principal place of business and
- (c) the place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary

and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:

- (a) Bids by registered applicants will be subject to verification of all information submitted for registration at the time of bidding.
- (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from registered bidders who meet the revised requirements; and
 - reject or accept any application, cancel the registration process, and reject all applications
- (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

7. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
8. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - a. Signed so as to legally bind all partners, jointly and severally; and
 - b. Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
9. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact person
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration
6.	YAGPO Certificate No:	Incorporation Certificate No:

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

DECLARATION FORM

STATEMENT OF VERIFICATION THAT THE TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,of P.O.Box..... being a resident of In the Republic of Kenya do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (Name of the Company) who is a Bidder in respect of **Tender No.** To supply goods, render services and/or carry out works for Salaries and Remuneration Commission and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder has not been debarred from participating in procurement proceeding under Part IX.

3. THAT the aforesaid Bidder will not engage in any corrupt practice and has not been requested to pay any inducement to any member of the Commissioners, Management, Staff and/or employees and/or agents of Salaries and Remuneration Commission, which is the procuring entity.

4. THAT the aforesaid Bidder, its servants and/or agents have not offered any inducement to any member of the Commissioners, Management, Staff and/or employees and/or agents of Salaries and Remuneration Commission.

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

Finally, the company has the necessary qualifications, capability, experience, resources, equipment and facilities to provide what is being procured in this invitation to tender

.....
.....
(Title)

.....
.....
(Signature)

.....
.....
(Date)

SELF DECLARATION FORM (CORRUPTION)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P.O.Box Being a resident of In the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the Company) who is a Bidder in respect of **Tender No.** For (Insert tender title/description) for (Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title) (Signature) (Date)
Bidder's Official Stamp

REGISTRATION SUBMISSION FORM

Date

Registration No.

To: **THE CHIEF EXECUTIVE OFFICER**
MEDIA COUNCIL OF KENYA
P.O.BOX 43132-00100
NAIROBI.

Dear Sir/Madam,

1. Having examined the registration documents, the receipt of which is hereby duly acknowledged, we the undersigned offer to provide the required services in accordance with your request and we hereby submit our registration application.

2. Our registration is binding to us and if found acceptable we shall be pleased to be included in your list of suppliers.

Dated this _____ day of _____ 2021

.....
(Signature)

.....
(In the capacity of)

Duly authorized to sign tender for an on behalf of

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) which ever 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/RoadPostal Address

Tel No.Fax EmailCell No.....

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 fullAge

Nationality Country of origin

Citizenship details.....

Party 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.
.....

Date..... Signature of Tenderer
.....

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

**TECHNICAL CAPABILITY AND INFORMATION ON
GOODS/SERVICES OFFERED:**

List below up to 5 of your core Goods /Services offered:-

- 1.....
 - 2.....
 - 3.....
 - 4.....
 - 5.....
- Any other.....

**Authorized agents and Traders must submit proof of certificate(s) from
manufacturers that they are authorized to offer the products listed.**

Experience:

Recent Contracts up to 5 with Government of Kenya, Parastatals or other large
Organizations clearly indicating the name of your client; - (Submit copies of Local
Purchase Order/Local Service Order)

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Please list any current dispute in which your company may be involved.

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

Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in
the event of changes, details will be provided as soon as possible.

Name: Designation

Signature Date:

Stamp.....

ELECTRONIC FUNDS TRANSFER DETAILS (IFMIS FORM)

We hereby provide the following bank details for Electronic Funds Transfer.

Name of Organization:

Postal Address:

Physical Address:

Contact Person:

Company Email Address:

Company Reg. No.:

Bank and Branch:

Bank and Branch Code:

Account Number:

P.I.N Number (Tax).

The following copies of certificates are hereby attached:-

1. Tax Compliance Certificate
2. Registration Certificate
3. PIN Certificate

We certify under the seal of the Company that the information provided above is correct.

Yours Faithfully

Signature Signature

Name of Co. Secretary..... Name of Director.....

I.D. No. I.D.No.