



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/CROS-02/2022-2024

CATEGORY NO.....

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

DECEMBER, 2022

SECTION I - INVITATION FOR CONTINUOUS REGISTRATION OF SUPPLIERS FOR MEDIA COUNCIL OFFICES.

The **Media Council of Kenya** hereinafter referred as “Procuring entity” intends to register candidates to offer Goods Services and Works for its Regional Offices located in **Mombasa, Meru, Nakuru** and **Kisumu**.

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 (PIIP) 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 MUST 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 **30th January, 2023 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
A		
MCK/A2/2022-2024	Supply and Delivery of Office Furniture, Furnishings & Fittings	Disadvantaged Groups
MCK/A8/2022-2024	Supply and Delivery of Drinking Water, Lease and Maintenance of Water Dispenser	Open
MCK/A11/2022-2024	Supply and Delivery of Kitchen Consumables e.g. Sugar, Serviettes, Drinking Chocolate, Coffee, Milk e.t.c.	Disadvantaged Groups
MCK/A13/2022-2024	Supply and delivery of Kitchen Utensils, Cutlery and Equipment	Disadvantaged Groups
B		
MCK/B1/2022-2024	Development/Production of Radio & TV Documentaries	Open
MCK/B17/2022-2024	Provision, Repair & Maintenance of Air Conditioners and Related Accessories	Open
MCK/B18/2022-2024	Provision and Repair of Networking Equipment e.g. Servers, Routers etc.	Open
MCK/B19/2022-2024	Provision of Master of Ceremony Services	Open
MCK/B25/2022-2024	Supply and Delivery of Media Clips (Electronic etc.)	Open
MCK/B28/2022-2024	Supply, Installation and Commissioning of CCTV and Access Control System	Open
D		
MCK/D1/2022-2024	Provision of Small Works to Include Repair Works, Plumbing e.t.c	Disadvantaged Groups

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	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.	Filled Supplier Information Form (Attached)	
12.	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.BoxBeing 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 _____ 2022

.....
(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

Na	Nationality	Citizenship Details	Shares
me			
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.

.....

.....

.....

.....

.....

.....

.....

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.

Ground Floor, Britam Centre,
Hill Lane off Ragati Road, Upper Hill,
P.O. Box 43132 - 00100, Nairobi, Kenya
Tel: +254 - 20 - 273 7058 | +254 (020) 271 6266
Mobile +254(0) 727 735 252
Email
:info@me
diacounci
l.or.ke
www.me
diacounci
l.or.ke



SUPPLIER INFORMATION REQUEST FORM

Part 1 Business Details

KRA PIN NUMBER: KRA EMAIL:

BUSINESS NUMBER:

PIN VALIDITY:

BUSINESS OWNER:

PIN OWNER: PIN STATUS:

VAT REGISTERED:

TAX COMPLIANCE NUMBER:

TELEPHONE NUMBER:

Part 2 Business Registry Details

BUSINESS NUMBER:

SUPPLIER NAME:

SUPPLIER TEL NO: SUPPLIER EMAIL ADDRESS:

POSTAL ADDRESS: POSTAL CODE:

DATE REGISTERED:

BUSINESS TYPE:

OPERATION COUNTY:

Part 3: Business Directors List

ID	NAME	ID NUMBER	TELEPHONE	NATIONALITY

Promoting Media Freedom and Responsible

COMMITMENT TO PROVIDE BENEFICIAL OWNERSHIP INFORMATION

I, of P. O. Box being a resident of in the Republic of do hereby make a state as follows: -

1. THAT I am the Chief Executive Officer/Managing Director/Principal Officer/Director/ Authorized Officer of..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No.....** for (*Insert tender title/description*) advertised by (*Insert name of the Procuring entity*) (the **Procuring Entity**) and duly authorized and competent to make this statement.
2. THAT I do hereby commit to provide Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form to the procuring entity upon receipt of notification of award in the event we are the successful tenderer in this subject procurement proceeding. I fully understand that failure to furnish the procuring entity with the Beneficial Ownership Information within the period provided for in the letter of award shall invalidate my award and may considered as refusal to enter into a written contract which is punishable under Section 41(1) (e) of the Public Procurement and Asset Disposal Act, 2015.

Name of the Firm/Company.....

Registered Physical Address of the Company.....

Posta Address.....

Telephone No..... Mobile Number

Email Address

Name of Authorised Signatory.....

Designation

Signatory.....

Date.....

Witnessed by

Signature of Witness.....

Date.....

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer pursuant to Regulation 4 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: _____ [insert identification no] Name of the Tender Title/Description: _____ [insert name of the assignment] to: _____ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
1.	Full Name	Directly----- % of shares	Directly.....% of voting rights		
	National identity card number or Passport number		Indirectly-----% of voting		
	Personal Identification Number				

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
(where applicable)		Indirectly----- % of shares	rights		
Nationality					
Date of birth [dd/mm/yyyy]					
Postal address					
Residential address					
Telephone number					
Email address					
Occupation or profession					
2.	Full Name	Directly----- % of shares	Directly.....% of voting rights		
	National identity card number or Passport number	Indirectly----- % of shares	Indirectly-----% of voting rights		
	Personal Identification Number (where applicable)				
	Nationality				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or profession				

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)	directly or indirectly exercises significant influence or control over the tenderer /company (Yes / No)
3.						
e.t.c						

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 5 of the Companies (Beneficial Ownership Information) (Amendment) Regulations, 2022

III) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:*[insert complete name of the Tenderer]_____

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]

Designation of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date this [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp/ Company Seal.