

THE PUBLIC SERVICE SUPERANNUATION FUND
CBK PENSION TOWER-1ST FLOOR, HARAMBEE AVENUE
PO BOX 3561 – 00200, NAIROBI, KENYA

REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS, WORKS AND PROVISION OF SERVICES FOR 2025-2027

Tender No: PSSF /REG/01/2024-2025

Email: procurement@pssf.go.ke

Website: <http://www.psss.go.ke/> or www.tenders.go.ke

PUBLICATION DATE: 21st JANUARY 2025

Submission Method: Online through the PSSF e-procurement Portal:
<https://procurement.pssf.go.ke/>

TENDER CLOSING/OPENING DATE: WEDNESDAY 5TH FEBRUARY 2025 AT 10.00AM

EACH BIDDER IS ALLOWED TO BID FOR NOT MORE THAN THREE(3) CATEGORIES

Head of Supply Chain Services, The Public Service Superannuation Fund. CBK PENSION TOWERS,1S Floor, Harambee Avenue P. O. Box 3561 – 00200,Nairobi, Kenya Email: procurement@pssf.go.ke Website: http://www.psss.go.ke	The Chief Executive Officer, The Public Service Superannuation Fund. CBK PENSION TOWERS,1 st Floor, Harambee Avenue P. O. Box 3561 – 00200,Nairobi, Kenya. Email: Info@psss.go.ke Website: http://www.psss.go.ke
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INVITATION FOR REGISTRATION

Tender No: PSSF/REG/01/2024-2025

Tender name: REGISTRATION OF SUPPLIERS FOR 2025- 2027

The Public Service Superannuation Fund (PSSF) is a body corporate established by the Public Service Superannuation Scheme Act of 2012 of the laws of Kenya. The Scheme is a contributory pension arrangement catering for categories of public civil servants specified in the Act.

The objective and purpose of the Scheme is to:-

- (i) Pay retirement benefits to members of the Scheme.
- (ii) Ensure that every member of the Scheme receives his retirement benefits as and when they become due.
- (iii) Assist to improve the social security of members of the Scheme by ensuring that the members save in order to cater for their livelihood during their retirement.
- (iv) Establish a uniform set of rules, regulations and standards for the administration and payment of retirement benefits for members of the Scheme.

PSSF invites applications for the registration of interested and qualified Suppliers, Contractors and Consultants in the following categories for **2025 -2027**.

INVITATION TO TENDER (ITT)

PROCURING ENTITY: THE PUBLIC SERVICE SUPERANNUATION FUND, P. O. Box 3561 –00200
Nairobi.

CONTRACT NAME AND DESCRIPTION: REGISTRATION OF SUPPLIERS FOR 2025- 2027

1. The Public Service Superannuation Fund. invites sealed tenders for the REGISTRATION OF SUPPLIERS FOR 2025- 2027
2. Tendering will be conducted under Open Tendering Method (National) using a standardized tender document. Tendering is open to all eligible, qualified and interested Tenderers.
3. All Interested and Eligible bidders may download free of charge the Tender documents from the PSSF Website: www.Psss.go.ke, <https://www.procurement@pssf.go.ke> OR www.tenders.go.ke and forward their particulars for records to: procurement@pssf.go.ke The Particulars should include Name and address of the Firm, Tender Name and Number.
4. Completed

<https://procurement.pssf.go.ke/>

clearly marked with Tender Name and Tender Number and should be addressed to:

**The Chief Executive Officer
THE PUBLIC SERVICE SUPERANNUATION FUND
CBK PENSION TOWERS, 1ST Floor, Harambee Avenue
P. O. Box 3561-200, NAIROBI.**

so as to be received on or before **WEDNESDAY 5TH FEBRUARY 2025 AT 10.00AM**
(EAST AFRICA TIME)

5. ONLY Electronic Registration Documents Tenders shall be permitted

6. The Tender will be opened virtually on the same day and time in the presence of ONLY ONE (1) bidder representative from each firm. The link will be shared to all bidders who have submitted their bid successfully through the e-procurement portal. Each Bidder who successfully submits a bid shall be required to send their, Particulars which should include Name and address of the Firm, Tender Name and Number to procurement@pssf.go.ke
7. Late tenders will be rejected.

8. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

Head of Supply Chain Services,

The Public Service Superannuation Fund.

CBK PENSION TOWERS-1st FLOOR, HARAMBEE AVENUE,

P. O. Box 3561 – 00200,

Nairobi, Kenya

Email: procurement@pssf.go.ke

Website: <http://www.psss.go.ke>

B. Address for Submission of Tenders.

The Chief Executive Officer,

The Public Service Superannuation Fund,

CBK PENSION TOWERS-1st FLOOR, HARAMBEE AVENUE

P. O. Box 3561 – 00200,

Nairobi, Kenya.

Email: Info@psss.go.ke

Website: <http://www.psss.go.ke>

C. Contact Details.

Head of Supply Chain Management,

The Public Service Superannuation Fund,

CBK PENSION TOWERS-1st FLOOR, HARAMBEE AVENUE

P. O. Box 3561 – 00200,

Nairobi, Kenya.

Email: procurement@pssf.go.ke

D. Address for Opening of Tenders

The Tender will be opened virtually on the same day and time in the presence of ONLY ONE (1) bidder representative from each firm. The link will be shared to all bidders who have submitted their bid successfully through the e-procurement portal. Each Bidder who successfully submits a bid shall be required to send their, Particulars which should include Name and address of the Firm, Tender Name and Number to procurement@pssf.go.ke

CHIEF EXECUTIVE OFFICER

A) SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
PSSF/A1/2025-2027	SUPPLY AND DELIVERY OF GENERAL AND PRINTED OFFICE SUPPLIES E.G., STATIONERY, PHOTOCOPYING PAPER, TONER CARTRIDGES, PHOTOCOPIER TONERS, COMPUTER CONSUMABLES AND ACCESSORIES ETC.	OPEN
PSSF/A2/2025-2027	SUPPLY AND DELIVERY OF OFFICE FURNITURE	OPEN
PSSF/A3/2025-2027	SUPPLY, DELIVERY, AND INSTALLATIONS OF FURNISHINGS INCLUDING CURTAINS, CARPETS, BLINDERS & FITTINGS.	RESERVED FOR AGPO GROUPS
PSSF/A4/2025-2027	SUPPLY OF STAFF UNIFORMS, CLOTHING, FOOTWEAR, AND OTHER CLOTHING	OPEN
PSSF/A5/2025-2027	PROVISION OF DESIGN, BRANDING AND PRINTING OF PROMOTIONAL MATERIALS E.G., T-SHIRT, CAPS, CALENDARS, BANNERS, CARRIER BAGS, LOGOS, BROCHURES, RESEARCH REPORTS BUSINESS CARDS, STAFF IDENTIFICATION CARDS, DIARIES, CORPORATE STICKERS, FLIERS, BOOKLETS, DOCUMENTARY WALLETS ETC.	OPEN
PSSF/A6/2025-2027	SUPPLY, DELIVERY AND INSTALLATION OF OFFICE EQUIPMENT E.G., COMPUTERS, LAPTOPS, MOBILE PHONES, COMPUTER SOFTWARE AND LICENSES, PRINTERS, PHOTOCOPIERS, SCANNERS, UPS, TELEPHONE AND OTHER RELATED ICT HARDWARE AND ACCESSORIES ETC.	OPEN
PSSF/A7/2025-2027	SUPPLY AND DELIVERY OF DRINKING WATER, LEASE AND MAINTENANCE OF WATER DISPENSERS.	RESERVED FOR AGPO GROUPS
PSSF/A8/2025-2027	DESIGN, SUPPLY AND DELIVERY OF GIFTS, TROPHIES	RESERVED FOR AGPO GROUPS
PSSF/A9/2025-2027	SUPPLY AND DELIVERY OF CLEANING MATERIALS, DETERGENTS, DISINFECTANTS, TOILETRIES & CONSUMABLES	RESERVED FOR AGPO GROUPS
PSSF/A10/2025-2027	SUPPLY AND FITTING OF MOTOR VEHICLE TYRES, TUBES AND BATTERIES	OPEN
PSSF/A11/2025-2027	SUPPLY AND DELIVERY FUEL, OIL , LUBRICANTS AND COOKING GAS	OPEN
PSSF/A12/2025-2027	SUPPLY AND DELIVERY OF NEWSPAPERS, JOURNALS,	RESERVED FOR

	AND PERIODICALS	AGPO GROUPS
PSSF/A13/2025-2027	SUPPLY OF AIRTIME (SAFARICOM, AIRTEL AND TELKOM)	RESERVED FOR AGPO GROUPS
PSSF/A14/2025-2027	SUPPLY, INSTALLATION & MAINTENANCE OF SIGNAGES	RESERVED FOR AGPO GROUPS

B) PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
PSSF/B1/2025-2027	PROVISION OF AUDIO-VISUAL PRODUCTION EDITING SERVICES (FILM, DOCUMENTARIES, PHOTOGRAPHY & VIDEOGRAPHY, PUBLIC ADDRESS AND RELATED SERVICES.)	RESERVED FOR AGPO GROUPS
PSSF/B2/2025-2027	PROVISION OF COURIER SERVICES COUNTRY WIDE	OPEN
PSSF/B3/2025-2027	PROVISION OF FOR LEGAL SERVICES.	OPEN
PSSF/B4/2025-2027	PROVISION OF BULK SMS SERVICES AND MOBILE APPLICATION SERVICES	OPEN
PSSF/B5/2025-2027	PROVISION OF ENTERTAINMENT SERVICES (DJS, BANDS, MUSICIANS, THEATRE GROUPS)	RESERVED FOR AGPO GROUPS
PSSF/B6/2025-2027	PROVISION OF EVENT MANAGEMENT, INTERIOR DECORATIONS AND FURNISHING SERVICES, SHOWS AND EXHIBITIONS	RESERVED FOR AGPO GROUPS
PSSF/B7/2025-2027	PROVISION OF DIGITAL MARKETING SERVICES	RESERVED FOR AGPO GROUPS
PSSF/B8/2025-2027	PROVISION OF CATERING SERVICES (INDOOR AND OUTDOOR)	OPEN
PSSF/B9/2025-2027	PROVISION OF COMPREHENSIVE OFFICE CLEANING, SANITARY DISPOSAL, FUMIGATION & PEST CONTROL SERVICES	RESERVED FOR WOMEN
PSSF/B10/2025-2027	PROVISION OF VALUATION, TAGGING & LABELING OF ASSETS SERVICES	RESERVED FOR AGPO GROUPS
PSSF/B11/2025-2027	PROVISION OF TRAVEL AGENCY AND AIR TICKETING SERVICES (KCAA REGISTERED FIRMS)	RESERVED FOR AGPO GROUPS
PSSF/B12/2025-2027	PROVISION OF TRANSPORT, CAR HIRE AND TAXI SERVICES	RESERVED FOR AGPO GROUPS
PSSF/B13/2025-2027	PROVISION OF HOTEL (MEALS & ACCOMMODATION) AND CONFERENCE FACILITIES COUNTRY WIDE.	OPEN
PSSF/B14/2025-2027	REPAIR AND MAINTENANCE OF ASSORTED ELECTRICAL FITTINGS, ICT EQUIPMENT & LIGHTING	RESERVED FOR AGPO GROUPS

	MATERIALS	
PSSF/B15/2025-2027	PROVISION OF BULK PRINTING, BULK PHOTOCOPYING, BINDING, LAMINATING, FRAMING AND DOCUMENT MANAGEMENT SERVICES	OPEN
PSSF/B16/2025-2027	REPAIR OF OFFICE FURNITURE AND FITTINGS	RESERVED FOR AGPO GROUPS
PSSF/B17/2025-2027	PROVISION OF INTERNET SERVICE PROVIDERS (ISP) & VPN CONNECTIVITY.	OPEN
PSSF/B18/2025-2027	SUPPLY, INSTALLATION, COMMISSIONING, REPAIR, MAINTENANCE AND SERVICING OF AIR CONDITIONERS, FIRE EXTINGUISHERS, SMOKE DETECTORS, AUTOMATIC FIRE SUPPRESSIONS, FIRST AID KITS AND RELATED ACCESSORIES	OPEN
PSSF/B19/2025-2027	SUPPLY, INSTALLATION & COMMISSIONING OF STRUCTURED CABLING(IP) PABX AND NETWORKING EQUIPMENT	OPEN
PSSF/B20/2025-2027	PROVISION OF MASTER OF CEREMONY SERVICES	RESERVED FOR AGPO GROUPS.
PSSF/B21/2025-2027	PROVISION OF WEBSITE DESIGN, HOSTING AND MAINTENANCE SERVICES	RESERVED FOR AGPO GROUPS
PSSF/B22/2025-2027	SUPPLY, INSTALLATION AND COMMISSIONING OF CCTV, ACCESS CONTROL SYSTEM, ICT SECURITY & ALARM SYSTEMS.	OPEN
PSSF/B23/2025-2027	PROVISION OF SECURITY & GUARDING SERVICES	OPEN
PSSF/B24/2025-2027	PROVISION OF ICT DISASTER RECOVERY SERVICES	OPEN
PSSF/B25/2025-2027	PROVISION OF MEDICAL INSURANCE	OPEN
PSSF/B26/2025-2027	PROVISION OF GENERAL INSURANCE BROKERAGE SERVICES	OPEN

C) PROVISION OF CONSULTANCY SERVICES

PSSF/C1/2025-2027	PROVISION OF ACTUARIAL CONSULTANCY SERVICES	OPEN
PSSF/C2/2025-2027	PROVISION OF GENERAL INVESTMENT CONSULTANCY SERVICES	OPEN
PSSF/C3/2025-2027	PROVISION OF PROPERTY CONSULTANCY SERVICES	OPEN
PSSF/C4/2025-2027	PROVISION OF PROFESSIONAL PENSION RELATED CONSULTANCY SERVICES AND TRAININGS SERVICES.	OPEN
PSSF/C5/2025-2027	PROVISION OF PROFESSIONAL MANAGEMENT CONSULTANCY SERVICES AND TRAININGS SERVICES.	OPEN

PSSF/C6/2025-2027	PROVISION OF HUMAN RESOURCES RECRUITMENT CONSULTANCY SERVICES	OPEN
PSSF/C7/2025-2027	PROVISION OF OSHA TRAINING, AUDIT, FIRE& FIRST AID EQUIPMENT TRAINING SERVICES	OPEN
PSSF/C8/2025-2027	PROVISION OF RESEARCH SOFTWARE AND ICT RELATED CONSULTANCY SERVICES	OPEN

D) PROVISION OF WORKS

PSSF/D1/2025-2027	PROVISION OF SMALL CONTRACTUAL WORKS- GENERAL OFFICE, DESIGNS, PARTITIONING, REPAIRS AND MAINTENANCE WORKS, ELECTRICALS, PLUMBING, PAINTING ETC. (REGISTERED WITH NCA 8)	OPEN
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Key: RESERVED FOR AGPO GROUPS Means Youth, Women and Persons with Disabilities with Valid AGPO Certificate

REQUIREMENTS

Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

1. Must submit a copy of certificate of Registration/Incorporation
2. Must submit a copy of Valid Tax Compliance certificate from Kenya Revenue Authority.
3. Must Attach a valid Business Permit from a County Government
4. Must provide a valid Copy of AGPO certificate from The National Treasury under the category of YOUTHS.
5. Copy of CR12 Certificate issued by the Registrar of Companies Within the last Six Months **from the date of Closing/Opening i.e. WEDNESDAY 5TH FEBRUARY 2025 AT 10.00AM**, A Confirmation of Directors and Shareholding for limited companies or ID card for Sole Proprietorships.
6. For works Firms **MUST** be registered by NCA Category 8 and above.
7. Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, etc.
8. Transport Hire firms must attach evidence of having taken all the Insurance Covers.
9. Outside Catering Services bidders to avail a certificate of health for food handling from County Government
10. Current practicing certificates for professionals where applicable
11. Provide a Certified Copy of certificate of registration from the office of the data protection commissioner for: Data Controller and Data Processor provision of legal and litigation services

This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Yours sincerely,

CHIEF EXECUTIVE OFFICER
THE PUBLIC SERVICE SUPERANNUATION FUND (PSSF).

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 Introduction

2.1.1 The Public Service Superannuation Scheme (PSSF) would like to invite interested candidates who must qualify by meeting the set criteria as provided by PSSF to perform the contract of provision of goods, services and works to the PSSF.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**.

2.2.2 The original copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.4.2. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

Applications for registration shall be submitted through the online submission link:

<https://www.procurement@pssf.go.ke/> clearly marked with Tender Name and Tender Number and should be addressed to:

The Chief Executive Officer
THE PUBLIC SERVICE SUPERANNUATION FUND
CBK PENSION TOWERS, 1ST Floor, Harambee Avenue
P. O. Box 3561-200, NAIROBI

so as to be received on or before WEDNESDAY 9th October AT 10.00AM (EAST AFRICA TIME)

2.3.1 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.

2.3.2 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to PSSF so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to PSSF, as the PSSF shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, SD1, SD2 and DECLARATION AND COMMITMENT TO THE CODE OF ETHICS **Must be Filled, Signed and Stamped** by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal **must be written in English and in ink.**

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or

groups to execute the contract must be indicated in form RQ-1

Financial Condition

The Suppliers financial condition will be not form part of the evaluation criteria to determine The supplier's eligibility at this stage.

2.5.5 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

2.5.6 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form RQ-3.

2.5.7 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and PSSF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the registration process.

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify PSSF in writing or by email at the PSSF's email address: procurement@pssf.go.ke

2.7.2 PSSF will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of the PSSF's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will

be sent to all prospective applicants who will have picked the registration documents.

2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, PSSF may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the PSSF.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, PSSF may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by PSSF at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in the notice for registration.

2.9.2 PSSF may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of PSSF and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.10 Opening of Registration Documents

2.10.1 PSSF will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance. *(This shall be subject to*

the safety measures provided to ensure compliance with the Government directive during the Covid 19 pandemic)

2.10.2 PSSF shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.10.3 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances. Only **Online Applications Shall Accepted**

2.11 Process to be Confidential

2.11.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence PSSF's processing of applications or approval decisions may result in the rejection of the applications.

2.12 Clarification of Applications and Contacting of PSSF

2.12.1 To assist in the examination, evaluation, and comparison of applications, PSSF may, at its discretion, ask any applicant for clarification of his/her application.

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact PSSF on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of PSSF, he/she should do so in writing.

2.12.3 Any effort by any applicant to influence PSSF in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.13 Examination of Registration Documents and Determination of Responsiveness

2.13.1 Prior to the detailed evaluation of applications, PSSF will determine whether each application

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that PSSF may require to determine responsiveness pursuant to Sub-Clause 2.15

2.13.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

2.13.3

A material deviation or reservation is one

- (a) Which limits in any substantial way, inconsistent with the registration documents, the PSSF's rights or the applicant obligations under the contract; or
- (b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.13.4 If an application is not substantially responsive, it will be rejected PSSF and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.13.5 PSSF, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted.

2.14 Notification of Qualified Applicants

2.14.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by PSSF within thirty (30) days from the date of opening of registration documents.

2.14.2 At the same time PSSF notifies qualified Applicants that their applications are responsive, PSSF shall notify the other Applicants whose applications are not responsive.

2.15 Evaluation and Comparison of Applications

2.15.1 PSSF will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.15.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.16 PSSF’s Right to accept any Application and to reject any or all Applications

2.16.1 PSSF reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.17 Notification of Approval

2.17.1 Prior to expiration of the period of registration validity prescribed by PSSF, PSSF will notify successful applicants through a list to be uploaded on PSSF website.ie www.psss.go.ke

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.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document.
- (ii) Subject to Clause 2.15 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
MR 1.	Must submit a copy of certificate of Registration/Incorporation	Mandatory
MR 2.	Must Submit a copy of Valid Tax Compliance certificate from Kenya Revenue Authority.	Mandatory
MR 3.	Must Attach A valid Business Permit from a County	Mandatory

	Government	
MR 4	Must provide a valid Copy of AGPO certificate from The National Treasury under the category of YOUTHS,WOMEN and PWD where applicable	Mandatory
MR 5	Copy of CR12 Certificate issued by the Registrar of Companies Within the last Six Months. A Confirmation of Directors and Shareholding for limited companies or ID card for Sole Proprietorships.	Mandatory
MR 6	For works Firms MUST be registered by NCA Where applicable	Mandatory
MR 7	Provide a Certified Copy of certificate of registration from the office of the data protection commissioner for:Data Controller and Data Processor provision of legal and litigation services	Mandatory
MR 8	Copies of registration with relevant regulatory bodies where applicable e.g., KCAA, IRA, LSK, CMTE, IHRM, NITA,NEA etc.	Mandatory
MR 9	Transport Hire firms must attach evidence of having taken all the Insurance Covers.	Mandatory
MR 10	Outside Catering Services bidders to avail a certificate of health for food handling from County Government Where applicable	Mandatory
MR 11	Current practicing certificates for professionals where applicable	Mandatory
MR 12	Bidders must submit one original bid document Electronically in PDF Format inclusive of a soft copy of the tender document. Bid documents submitted without a Soft copy of tender document shall be rejected.	Mandatory
MR 13	Bidders must paginate sequentially, sign and stamp each page of the bid document in following format: 1 of 200, 2 of 200, etc. Please note that all pages of the tender documents submitted by bidders shall be sequentially serialized. That is, serialization shall be undertaken by the bidder, by doing fresh numbering on its documents. The pagination of the tender documents as downloaded from the PSSS website should not be used as a means of Serialization. The bidder's serialization should follow the same logical sequence from page one up to the last including attachments/appendices. must be signed and stamped by the person with the Power of Attorney. Any inconsistency in pagination or signature shall lead to disqualification.	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to The next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data.	20
2	Duly filled Confidential Business Questionnaire.	10
3	Duly Filled, Signed and Stamped SD1 Form Provided.	10
4	Dully Filled, Signed and Stamped SD2 Form Provided.	10
5	Dully Filled, Signed and Stamped Declaration And Commitment To The Code Of Ethics	10
6	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
7	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We..... hereby apply for registration
(Name of Company/Firm)

as suppliers of.....
(Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

Indicate terms of trade/ sale /Payment.....
(20 points)

RQ-2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever 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.....
 Plot No.....
 Location of Business Premises.....
 Street/Road.....
 Postal Address..... Tel No.....
 Nature of Business..... Current Trade license.....
 Expiring.....
 Maximum Value of Business which you can Handle at Any Given Time: Ksh.....
 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
.....
.....
.....
.....
.....
.....
.....
.....

(10 Points)

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

(30 points)

FORM RQ-4 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

.....
 (Title)

.....
 (Signature)

.....
 (Date)

Bidder Official Stamp

(10 Points)

FORM RQ-5

- SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented

By.....
.....

Date.....
.....

Signature &

Stamp.....

(Full name and designation of the person signing and stamp or seal)

(10 Points)

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I of Post Office Box.....being a resident of in the Republic of.....do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ 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 Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

FORM SD2

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 herein above is true to the best of my knowledge information and belief.

.....
 (Title)

.....
 (Signature)

.....
 (Date)

Bidder's Official Stamp

(10 Points)

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(Person)on behalf of (*Name of the Business / Company/Firm*).....
declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating
In Public Procurement and Asset Disposal.

Name of Authorized signatory:.....

Sign.....

Position.....
.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

(10 Points)