

INVITATION TO APPLY FOR REGISTRATION OF SUPPLIERS AND TENDERS FOR THE FINANCIAL YEAR 2024/2026

Category A: PROVISION OF GOODS AND SERVICES			
ITEM NO.	REFERENCE NO	ITEM DESCRIPTION	Location(s)
1	HURIA/PQ/01/2022-2024	Provision of Courier Services Country wide	Mombasa, Kwale, Kilifi, Lamu
2	HURIA/PQ/02/2022-2024	Provision of Transport Services; Taxi and Car Hire	Mombasa, Kwale, Kilifi, Lamu
3	HURIA/PQ/03/2022-2024	Provision of Promotional and visibility Materials e.g. T shirts, Banners, Staff ids etc.	Mombasa, Kwale, Kilifi, Lamu
4	HURIA/PQ/04/2022-2024	Provision of Internet Services and Maintenance	Mombasa, Kwale (Diani & Kinango), Kilifi
5	HURIA/PQ/05/2022-2024	Provision of Conferencing Services (Hotel accommodation and Conference facilities)	Mombasa, Kwale, Kilifi, Lamu
6	HURIA/PQ/06/2022-2024	Provision of Outside Catering Services	Mombasa, Kwale, Kilifi, Lamu
7	HURIA/PQ/07/2022-2024	Provision of Repair Services , Maintenance of PABX Switch board, Extension lines and CCTV	Mombasa, Kwale
8	HURIA/PQ/08/2022-2024	Provision of Videographer and Photography services	Mombasa, Kwale, Kilifi
9	HURIA/PQ/09/2022-2024	Provision of General Printing Services e.g. Bulk Photocopying, Lamination, Binding services etc.	Mombasa, Kwale
10	HURIA/PQ/10/2022-2024	Provision of Events Organizing Services (tent & chair hire)	Mombasa, Kwale, Kilifi
11	HURIA/PQ/11/2022-2024	Provision of Building Repairs, Renovation, Plumbing and Electrical works.	Mombasa, Kwale
12	HURIA/PQ/12/2022-2024	Provision of Report editing, Design and Layout Services	Mombasa
13	HURIA/PQ/13/2022-2024	Provision of Team Building Services	Mombasa, Kwale, Kilifi
14	HURIA/PQ/14/2022-2024	Provision of Maintenance of Printers and Photocopier Services	Mombasa, Kwale
15	HURIA/PQ/15/2022-2024	Provision of Garbage Collection Services	Mombasa
16	HURIA/PQ/16/2022-2024	Provision of Fumigation and Pest Control Services	Mombasa, Kwale
17	HURIA/PQ/17/2022-2024	Provision of Air Ticketing Services	Mombasa, Kwale, Kilifi, Lamu
18	HURIA/PQ/18/2022-2024	Provision of Communication and Media Services	Mombasa, Kwale, Kilifi

Category B: SUPPLY OF GENERAL GOODS

19	HURIA/PQ/21/2022-2024	Supply, Service and Maintenance of Computer Equipment, Printers, Networking and Accessories	Mombasa, Kwale
20	HURIA/PQ/22/2022-2024	Supply and Delivery of General Office stationery	Mombasa, Kwale
21	HURIA/PQ/23/2022-2024	Supply and Delivery of Office Furniture and Fittings and Office furnishing	Mombasa, Kwale
22	HURIA/PQ/24/2022-2024	Supply of Bottled Drinking water	Mombasa, Kwale
23	HURIA/PQ/25/2022-2024	Supply and Disposal of sanitary services	Mombasa, Kwale
24	HURIA/PQ/26/2022-2024	Supply of Newspapers	Mombasa, Kwale

1.1 Prequalification Documents

Kindly send your proposals to The Procurement Committee, Human **Rights Agenda (HURIA)** in a plain sealed envelope clearly marked with the **(tender name and tender number)**

All tenders should be deposited in the tender box at Human Rights Agenda Offices in Mombasa by **4th October 2022 at 4:00pm**

The terms of reference (TOR) schedule of requirements/specifications are detailed in the tender document available at the procurement office after payment of nonrefundable **fee of Ksh 1,000** or can be downloaded free of charge from our **website: www.huria.ngo**

Any clarification should be done in writing using the address below.

Completed documents must be delivered in plain sealed envelopes clearly marked **REGISTRATION CATEGORY AND THE RESPECTIVE REGISTRATION REF.NO** and should be sent to:

**The Procurement Committee,
Human Rights Agenda
P.O. Box 41169 – 80100 Mombasa**

SECTION 2: MANDATORY REQUIREMENTS

2.1 Information

To be eligible, the candidate must prove that they qualify to participate in procurement by providing the MANDATORY REQUIREMENTS (copies) as listed below.

1. Certificate of Incorporation / Registration.
2. Current Trade License / Business Permit.
3. Certificates from affiliated regulatory or accrediting bodies/associations (where applicable); e.g. (Air ticketing, among others);
4. Current Tax Compliance Certificate.
5. Evidence of Electronic Tax Register (ETR) or Electronic Tax Invoice Management System (ETIMS)
6. Three (3) letters of commendation/references from your corporate/major clients.
7. KRA PIN Certificate.
8. Evidence of physical registered office or Physical Location of the business.
9. Current curriculum vitae (for individual consultants);
10. Audited financial reports for the last three (3) years.

The Tenderer **MUST** submit a valid copy of respective Access to Government Procurement Opportunity AGPO (Youth, Women and Persons with Disabilities) certificate as per the respective category applied for. In addition, the youths must submit copy of certified ID and must be 35 years of age and below.

Persons living with disabilities (PWDs) must attach a certified copy of registration card from National Council for *Persons with Disabilities*

Tenderers have to provide all the mandatory requirements to qualify for detailed Technical Evaluation

NB: Giving false information on this form will constitutes a serious offence and will form basis for disqualification

I. SOLE PROPRIETOR

Name.....

Nationality.....

Country of Origin.....

Citizenship details

Date.....Business Name.....

Nature of Business.....

Location of Business Premises.....

City/Town.....

.Tel No:..... Physical location.....

E-mail address Website.....

II. COMPANY

Company Name

Trading Name (if different from above)

Legal status (partnership Ltd. Company).....

Nature of business licensed to operate.....

.....

Person:

Name..... Title.....

.....Tel. No. Postal Address.....

Names of Directors of the Company and their nationality:

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

Name of Bank.....

Branch.....

2.2 Capability and competence to deliver goods, works or services

1. What products/services do you want to supply? (Indicate the relevant category, Tender No. and the Tender Title)
.....
.....
2. 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.....
3. 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?

.....
4. Are you a manufacturer/wholesaler/retailer/other? (Please specify)
.....

5. 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)

6. What is your average response to delivery (Lead time) of goods/services after issuance of an LPO?
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7. What is the maximum value of business you can handle at any given time? Kshs.

8. Who has been your major corporate clients for the past 2 years? State client's name, Product/service provided, Value of goods, works or service and contact person Applicable to general suppliers; (fill in part F)

9. What is your average response time to a request for quotation/Proposal?
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12. Our Payment Terms are 30 working days from the date of invoice/deliver on receipt and acceptance of goods/services.

Do you accept? Yes..... No..... If No, what are your payment terms
.....

13. Declaration of conflict of interest: Do you have any relationship with any member of staff/director at The Action Foundation? Yes..... No.....

If yes, what is the position of the above person at The Action Foundation
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2.3 Past and current contract awarded

Bidders are required to demonstrate their experience in the field applied for by Listing (and provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided, value of goods/service and the contract person.

No.	Name of organization	Item Description	Value of contract	Contact person & phone number
1				
2				
3				

SECTION 3: DECLARATION

Having studied the pre-qualification information for the above tender category, We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That, pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We / I enclose all the required documents and information required for the pre- qualification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender/quotation you receive.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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