



**CENTRE FOR MATHEMATICS, SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA (CEMASTE A)**

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2021-2023**

**TENDERER'S NAME:** .....

**CATEGORY:** .....

**CATEGORY DESCRIPTION:** .....

**Note:**

1. For each category description and number, a **separate application** should be submitted if interested in more than one.

**Karen-Bogani road Junction**

**P.O. Box 24214-00502**

**NAIROBI, KENYA.**

**TEL: +254 0202044406**

**Email: [director@cemastea.ac.ke](mailto:director@cemastea.ac.ke)**

**Website: [www.cemastea.ac.ke](http://www.cemastea.ac.ke)**

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## TENDER NOTICE

### REGISTRATION OF SUPPLIERS

The Centre for Mathematics, Science and Technology Education in Africa (CEMASTE) is a public institution under the Ministry of Education. The institution invites sealed bids from interested firms to register as suppliers for the provision of various goods, works and services for the period 2021 - 2023.

Category Number	Description	Eligibility
<b>CATEGORY A: SUPPLY OF GOODS</b>		
A1	Supply and delivery of Promotional Materials	Disadvantaged Groups
A2	Supply and delivery of Assorted Books, and Library Materials	Open
A3	Supply, delivery and maintenance of office furniture, fittings and Office Equipment	Open
A4	Supply and delivery of General Computer Consumables.	Disadvantaged Groups
A5	Supply and delivery of Assorted Hardware material	Disadvantaged Groups
A6	Supply and delivery of Fresh Fruits and Vegetables	Disadvantaged Groups
A7	Supply and delivery of Laboratory Materials and Equipment	Open
<b>CATEGORY B: PROVISION OF SERVICES</b>		
B1	Provision of Maintenance Services for Firefighting equipment	Open
B2	Provision of Repair and Maintenance Services for Kitchen and Laundry Equipment	Open
B3	Provision of Printing Services	Disadvantaged Groups
B4	Provision of Air Travel, Reservations and Ticketing Services (IATA Registered Firms only).	Open
B5	Provision of event Organizing Services, Décor, Tents and Chairs	Open
B6	Provision of Fumigation and Pest Control Services.	Open
B7	Repairs and Maintenance of ICT equipment i.e projectors, laptops etc	
<b>CATEGORY C: PROVISION OF CONSULTANCY SERVICES</b>		
C1	Provision of training Services on Drug Abuse and HIV/AIDS	Open
C2	Provision of Human Resource Consultancy Services, Training and Capacity Building	Open
C3	Provision Customer Survey Services- Service Delivery	Open
C4	Provision of Training Services on Disability and Gender Mainstreaming	Open
C5	Provision of Training Services on safety measures Work Environment and Environmental Sustainability	Open
<b>CATEGORY D: PROVISION OF WORKS</b>		

D1	Provision of Various Small Works including Repair	
	and Maintenance of Building Carpentry, Masonry, Electrical and Plumbing Services (NCA registered firms only)	Open
D2	Repair, Services & maintenance of motor vehicles (Registered garages only AA Kenya)	Open

**The disadvantaged groups are Women, Youth and Persons Living with Disabilities who have registered (AGPO Certificate).**

Interested firms MUST meet all the requirements as stated in the registration documents.

Interested eligible candidates may obtain the registration documents by downloading free of charge from the Corporation's website: [www.cemastea.ac.ke](http://www.cemastea.ac.ke)

Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to:-

**The Director**  
**Centre for Mathematics, Science and Technology Education in Africa**  
**(CEMASTEА)**  
**Karen-Bogani road Junction**  
**P.O. Box 24214-00502**  
**NAIROBI, KENYA.**

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the **Tender Box at the Administration block, CEMASTEА**, located at the junction of Karen-Bogani Road or be addressed to CEMASTEА, P.O BOX 24214-00502 .

## **SECTION I - INTRODUCTION**

1. The Centre for Mathematics, Science and Technology Education in Africa (CEMASTEА) hereinafter referred as “Procuring entity” intends to register/ prequalify candidates for the supply of goods, services and works for the financial years 2021-2023
2. Registration/ Prequalification is open to all eligible applicants.
3. Eligible candidates may obtain the registration documents by downloading free of charge from the Corporation’s website: [www.cemastea.ac.ke](http://www.cemastea.ac.ke)
4. Candidates will only qualify by meeting the set criteria to perform the contract of supply of goods, works and services to the Corporation. Suppliers fail to meet the registration criteria will not be allowed to participate in the Tenders/RFQs/RFPs
5. Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to
6. All candidates whose applications will have been received before the closing date and time will be advised in due course by posting the successful candidates on the Corporation’s website

**SECTION II                    -INSTRUCTIONS TO CANDIDATES**

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## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### 2.1 Scope of Tender

2.1.1 The Centre for Mathematics, Science and Technology Education in Africa (CEMASTEА) hereinafter referred to as the 'procuring entity' intends to register suppliers for the supply of goods, services and works for the financial years 2021-2022. It is expected that the registration applications will be received by the not later than the date on the invitation letter.

2.1.2 Registration is open to eligible firms as shown in paragraph 2.3 herein below.

2.1.3 The contract will be a unit price contract where bidders will be invited to quote for items as and when the procuring entity deem necessary

### 2.2 Submission of Application

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and tender number and deposited in the Tender Box at the Administration block, CEMASTEА, located at the junction of Karen-Bogani Road or be addressed to CEMASTEА, P.O BOX 24214-00502 so as to be received on or before Tuesday, 30th March 2021 at 11.00 a.m. The procuring entity reserves the right to reject late applications.

2.2.2 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.

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

### 2.3 Eligible Candidates

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

2.3.2 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 66 (5) of the PPADA, 2015.

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

## 2.4 Qualification Criteria

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown in the appendix to instructions to candidates below. The declaration will be either pass or fail regarding the applicant's general and particular experience, capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section III and submitted with the letter of application. 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.

2.4.2 General Experience. The applicant shall meet the following minimum criteria

- (a) Provide a detailed individual/company profile which must include copy of Business registration certificate / Trade license, as well as a copy of the tax clearance certificate.
- (b) Physical address and contact details.

2.4.3 Specific Experience: Details of similar assignments recently undertaken including at least five reference contacts and detailed client list for the last two years.

2.4.4 Financial position.

Applicant shall provide their audited accounts (accounts should be audited by accountants/accounting firms officially and currently registered with ICPAK) for the last two years (AGPO Registered firms to provide Bank Statements up to six months or below and letters of reference from the bank) and must demonstrate soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

For firms owned by individuals and partnerships the applicant shall demonstrate that he/she has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow.

2.4.5 Litigation history; the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last two years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5 Public Sector companies

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## 2.6 Updating registration Information

2.6.1 Prequalified candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the registration criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## **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.

### **CRITERIA OF EVALUATION**

<b>M.R</b>	<b>MANDATORY REQUIREMENTS</b>	<b>YES/NO</b>
1.	Document Conformity/Presented in a required format: The document must be hard bound well paginated eg 1,2,3,and should clearly show the table of contents and the page numbers for ease of reference during evaluation	
2.	Copy of Identity Card/Passport for the Directors	
3.	Duly filled, signed and stamped confidential business questionnaire	
4.	For reserved categories, a valid copy of AGPO Certificate of registration	
5.	Valid Tax Compliance/ Exemption Certificate Copy	
6.	PIN Certificate	
7.	Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);	
8.	Business/Company profile	
9.	Certificate of Incorporation/Business Registration copy	
10.	Audited Accounts for the last two years (for open category) and Original Bank Statement/Bank reference of not more than three months from date of applying; (for AGPO Registered)	
11.	Where indicated, Current Certificates of affiliation to be recognized registered professional/ regulatory body e.g. Provision of Various Small Works: Registration Certificate from National Construction Authority (NCA) Provision of Air Travel: Registration with IATA (Travel Agencies) Provision of consultancy services : Registration from National Industrial Training Authority(NITA) Repair, Services & maintenance of motor vehicles; Registered garages by AA Kenya Provision of Maintenance Services for Firefighting equipment; attach legal document	

### **NOTE**

Bidders must meet all the mandatory requirements to qualify for evaluation  
Any information provided by the bidder may be verified by the Corporation.

**SECTION III - STANDARD FORMS**

APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm Name).....hereby apply for  
registration as a supplier for.....

(Category code No.) .....

Postal Address: .....

Telephone Number (fixed line) ..... Mobile.....

E-mail Address ..... Fax.....

Town ..... Street .....

Building ..... Floor..... Room/office.....

Other Branches/ Locations .....

Bank Name.....

Bank Branch..... Bank Branch Code.....

Bank Account Name.....

Bank Account Number.....

Mpesa Till/ Paybill Account Number (where applicable).....

Authorized Signature .....

Full name of authorized signatory .....

Designation .....

Official Rubber Stamp and Signature .....

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

Part 1: General information

Business Name	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town.....  Street..... Building  Name.....  Floor.....

Business operations

Year established.....

Duration of business operations.....

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Principal Contact Person

Name.....

Position.....

---

Postal Address

P.O. Box .....Code .....

---

Nature of Business

---

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

Give details of partners as follows:

No.	Name	Nationality	Citizenship details	Share
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	Name	Nationality	Citizenship details	Share
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....

Date..... Signature of tenderer: .....

If Kenyan citizen, indicate “citizenship details”, whether by Birth, Naturalization or Registration.(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

**CLIENTS REFERNCES**

Give details of at least 5 (five) Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof in form of Recommendation Letters, LPO/LSO, Contracts)

1. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E-Mail Address..... Signature of  
contact person.....Date..... Company  
Stamp

2. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E-Mail Address... Signature  
of contact person.....Date.....  
Company Stamp

3. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E-Mail Address... Signature  
of contact person.....Date.....  
Company Stamp

4. Organization Name .....  
 Address .....  
 Tel. No .....  
 Contact Person .....  
 Position in the Organization .....  
 E-Mail Address..... Signature of contact  
 person..... Date..... Company Stamp

5. Organization Name .....  
 Address .....  
 Tel. No .....  
 Contact Person .....  
 Position in the Organization .....  
 E ..... -Mail  
 Address.....  
 Signature ..... of ..... contact  
 person..... Date..... Company Stamp

**LITIGATION HISTORY**

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

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

**DECLARATION FORM**

Bidders are required to sign the declaration below:

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

Name.....

Signature:.....Position.....

Date:.....

Stamp or Seal

**ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE**

I/We/Messrs. ? .....

Of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

Stamp.....