



**KENYA VETERINARY BOARD**  
**P.O. BOX 513 - 00605**  
**NAIROBI, KENYA**  
**TEL: +254 722 305 253**  
**[www.kenyavetboard.or.ke](http://www.kenyavetboard.or.ke)**

**REGISTRATION OF SUPPLIERS**  
**FOR THE FINANCIAL YEAR 2017-2019**

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS REGISTRATION  
DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY BID**

**CLOSING DATE: TUESDAY 29<sup>TH</sup> AUGUST 2017 AT 12.00PM**

**KVB/REG2017-2019**

## TABLE OF CONTENTS

<b>1.0 INTRODUCTION .....</b>	<b>3</b>
<b>2.0 NOTICE .....</b>	<b>3</b>
<b>3.0 CATEGORIES FOR REGISTRATION OF SUPPLIES OF GOODS, WORKS &amp; SERVICES .....</b>	<b>3</b>
<b>4.0 REGISTRATION AND DOCUMENT SUBMISSION .....</b>	<b>4</b>
<b>5.0 INSTRUCTIONS.....</b>	<b>5</b>
5.1 INTRODUCTION .....	5
5.2 REGISTRATION OBJECTIVE .....	5
5.3 INVITATION FOR REGISTRATION. ....	5
5.4 EXPERIENCE.....	5
5.5 REGISTRATION DOCUMENT.....	5
5.6 SUBMISSION AND DELIVERY OF REGISTRATION DOCUMENTS. ....	5
5.7 QUESTIONS OR CLARIFICATION ARISING FROM DOCUMENTS. ....	5
5.8 ADDITIONAL INFORMATION .....	5
<b>6.0 REGISTRATION AND DATA INSTRUCTIONS.....</b>	<b>10</b>
6.1 QUESTIONNAIRE FORMS .....	10
6.2 ESSENTIAL CRITERIA FOR REGISTRATION .....	10
6.3 ESSENTIAL EXPERIENCE .....	10
6.4 PERSONNEL.....	10
6.5 FINANCIAL CAPACITY .....	10
6.6 PAST PERFORMANCE.....	10
6.7 LITIGATION HISTORY.....	10
6.8 SWORN STATEMENT .....	10
6.9 SPECIAL GROUP.....	11
6.10 WITHDRAWAL OF REGISTRATION .....	11
<b>7.0 PREQUALIFICATION CRITERIA .....</b>	<b>11</b>
7.1 OPEN CATEGORY PREQUALIFICATION CRITERIA .....	11
7.2 SPECIAL CATEGORY PREQUALIFICATION CRITERIA.....	12
8.1 FORM PQD-2–PRE-QUALIFICATION DATA .....	13
REGISTRATION OF SUPPLIERS APPLICATION FORM.....	14
8.2 FORM PQD-4: FINANCIAL POSITION AND TERMS OF TRADE.....	12
8.3 FORM PQD-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE.....	14
8.4 FORM PQD – 6 PAST EXPERIENCES .....	15
8.5 FORM PQD – 7 LITIGATION HISTORY.....	16
8.6 FORM PQD – 8 SWORN STATEMENT .....	17

## REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS AND PROVISION OF WORKS AND SERVICES (2017 -2019)

### 1.0 INTRODUCTION

Kenya Veterinary Board is a statutory body created by Veterinary Surgeons and Veterinary Paraprofessionals Act, CAP 366. The Board is mandated to regulate veterinary surgeons, veterinary paraprofessionals, training institutions, veterinary laboratories, veterinary inputs, animal welfare and breeding services.

The Board is in the process of registering the suppliers for various goods, works & services for the financial years 2017-2019.

### 2.0 NOTICE

The Kenya Veterinary Board (KVB) invites interested and eligible suppliers to apply for registration of the supply of goods, works and services in the categories below (Section 3.0).

Bid document with conditions may be downloaded from [www.kenyavetboard.or.ke](http://www.kenyavetboard.or.ke) or [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke). Interested candidate may obtain further information from [procurement@kenyavetboard.or.ke](mailto:procurement@kenyavetboard.or.ke) free of charge.

### 3.0 CATEGORIES FOR REGISTRATION OF SUPPLIES OF GOODS, WORKS & SERVICES

The category for the supplier registration is as follows;

REG NO.	CATEGORY/ITEM DESCRIPTION	ELIGIBILITY
KVB/1/2017-2019	Supply of general office stationeries	Youth, Women and PWD
KVB/2/2017-2019	Supply of toners, cartridges , ribbons and other consumables	Open
KVB/3/2017-2019	Supply of assorted office furniture and fittings	Youth, Women and PWD
KVB/4/2017-2019	Supply of computers, servers, laptops, Ipad, tablets, uninterrupted power supply (UPS), and related computer equipment & accessories	Open
KVB/5/2017-2019	Supply and installation of IP based telephone system (IPABX Switch Board)	Open
KVB/6/2017-2019	Supply of licensed and genuine software's	Open
KVB/7/2017-2019	Supply of generators and power back up system	Open
KVB/8/2017-2019	Supply and installation of CCTV surveillance system	Open
KVB/9/2017-2019	Supply of UHT Milk	Open
KVB/10/2017-2019	Supply of 40 feet steel shipping containers	Open
KVB/11/2017-2019	Supply of plastic card printer	Open
KVB/12/2017-2019	Supply of motor vehicle tyres, tubes and batteries	Open
KVB/13/2017-2019	Provision of design and printing Services	Youth, Women and PWD
KVB/14/2017-2019	Provision of design and supply of branded publicity materials e.g. banners, shirts, blouses, branding, posters, etc.	Youth, Women and PWD
KVB/15/2017-2019	Provision of website upgrade	Youth, Women and PWD
KVB/16/2017-2019	Provision of Consultancy Services for Environmental Audit ,Baseline Survey on Alcohol and Drug Abuse,	Youth, Women and PWD

REG NO.	CATEGORY/ITEM DESCRIPTION	ELIGIBILITY
	Baseline Survey on HIV/AIDS & Competency Need Assessment Survey	
KVB/17/2017-2019	Provision of media publicity materials, radio and TV commercial / infomercials, documentaries etc.	Open
KVB/18/2017-2019	Provision of insurance services; medical cover (Inpatient and Outpatient) , GPA/WIBA (Staff and Board Members), General Insurance & Motor Vehicle Insurance	Underwriters/ Brokers
KVB/19/2017-2019	Provision of repairs and maintenance of office furniture and fittings	Open
KVB/20/2017-2019	Provision of repairs and maintenance of computers, laptops, printers and other electronic equipment	Open
KVB/21/2017-2019	Provision of catering services	Open

#### 4.0 REGISTRATION AND DOCUMENT SUBMISSION

**Please note** that each item/category must be submitted in a separate **plain sealed envelope** and marked as follows.

##### **REGISTRATION OF SUPPLIERS 2017-2019**

**REG. NO.** .....

**ITEM /CATEGORY DESCRIPTION**.....

The completed document for each category should be delivered or posted to the following address:-

**THE CHIEF EXECUTIVE OFFICER  
KENYA VETERINARY BOARD  
P.O.BOX 513 - 00605  
NAIROBI.**

Or

**Dropped in the Tender Box at the reception, The Kenya Veterinary Board  
Offices, Located at Veterinary Research Laboratories, Kabete**

**Note** the completed document must be received on or before **29th August 2017 at 12.00PM.**

## **5.0 INSTRUCTIONS**

### **5.1 Introduction**

The Kenya Veterinary Board referred to as the KVB would like to invite interested candidates who qualify by meeting the set criteria as provided by the KVB for supply and delivery of goods or provision works and services to the Board.

### **5.2 Registration Objective**

The main objective is to identify qualified and competent suppliers and consultants to supply and deliver assorted items and also provide services under relevant quotations to KVB as and when required during the stated period.

### **5.3 Invitation for Registration.**

Suppliers registered with Registrar of Companies under the laws of Kenya in respective merchandise or services are invited to submit their Bid documents to the KVB Office, so that they may be registered for submission of quotations. The prospective suppliers are required to provide mandatory information for registration.

### **5.4 Experience**

Prospective suppliers and contractors under open category must have carried out successful supply and delivery of similar items /services to the Government/Corporation/Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

### **5.5 Registration Document**

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for registration, prospective suppliers must submit all the information requested herein.

### **5.6 Submission and delivery of Registration Documents.**

The Registration documents should be dropped in the Tender Box at the Reception, The Kenya Veterinary Board Offices, located at Veterinary Research Laboratories, Kabete, P.O Box 513 – 00605, Nairobi not later than, **29<sup>th</sup> August 2017 at 12.pm.**

### **5.7 Questions or clarification arising from documents.**

Clarification should be sent to: [procurement@kenyavetboard.or.ke](mailto:procurement@kenyavetboard.or.ke)

### **5.8 Additional Information**

Kenya Veterinary Board reserves the right to request submission of additional information from prospective bidders.

## **6.0 REGISTRATION AND DATA INSTRUCTIONS**

### **6.1 Mandatory Requirements and Questionnaire forms**

The mandatory requirement PQD-1 and attached questionnaire forms; PQD-2, PQD-3, PQD-4, PQD-5, PQD-6, PQD-7, and PQD-8 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for specific tender. The Registration application forms which are not filled out completely as required and submitted in the prescribed manner will not be considered. All the documents that form part of this proposal must be written in English and in Indelible Ink.

### **6.2 Essential Criteria for Registration**

It is understood and agreed that the registration data on prospective bidders is to be used by KVB in determining according to its sole judgment and discretion the qualifications of prospective bidders to perform in respect to the category/ item description as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of KVB they possess capability, experience, qualified personnel available, adequate resources and suitability of equipment and net assets or working capital sufficient to satisfactorily execute the contract for goods & Works/services.

### **6.3 Essential Experience**

Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items except for those under AGPO category. In case of potential supplier/contractor should show competence, willingness and capacity to service the contract. Prospective supplier requires special experience and capability to organize supply and delivery of items or services within a short time.

### **6.4 Personnel**

The names, pertinent information, Copy of ID and CV of the key personnel for individual or group to execute the contract must be indicated in form PQD-3.

### **6.5 Financial Capacity**

The supplier's financial capacity will be determined by latest certified financial statement (2015 & 2016) form PQD-4.

### **6.6 Past Performance**

Past performance will be given due consideration in Registering bidders. Letters of reference from past 2016 customers should be included in Form PQD-6.

### **6.7 Litigation History**

Contractor/suppliers should provide information on any history of litigation or arbitration using form PQD-7

### **6.8 Sworn Statement**

Application must include a sworn statement Form PQD-8 by the tenderer ensuring the accuracy

of the information given.

**6.9 Special group**

This group includes Youth, Women and Persons with Disability (PWD) and should submit the following

- A copy of certificate of registration/ Incorporation
- Valid KRA tax compliance /tax exemption certificate.
- KRA PIN certificate
- Requisite certificate with National Treasury
- Company Profile.
- Current single business license from relevant authority
- Filled in Form PQD- 2
- Filled in Form PQD -5
- Filled in Form PQD- 7
- Filled in Form PQD-8

**6.10 Withdrawal of Registration**

Should a condition arise between the time the firm is Registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then KVB reserves the right to reject the tender from such a bidder even though they have been initially registered.

**7.0 PREQUALIFICATION CRETERIA**

The KVB will adopt the following criteria too prequalify suppliers

**7.1 Open Category Prequalification Criteria**

Required Information for the Evaluation Criteria		Points
1. Mandatory Documents- PQD-1	Copies of certificate of registration/ Incorporation.	Mandatory
	Valid KRA PIN Certificate	Mandatory
	Valid Tax compliance /Exemption	Mandatory
	Business/Company Profile	Mandatory
	Current single business license from relevant authority	Mandatory
2. Registration of Suppliers Application Form PQD-2	All sections Completed	15%
3. Supervisory Personnel PQD-3	Dully filled, stamped and signed	10%
4. Financial Position PQD-4	Audited accounts last 2 years	10%
5. Confidential Business Questionnaire PQD-5	Dully filled, stamped and signed	15%
6. Past Experience PQD-6	Evidence of LSO/LPO, Contract/certificate of completion to be	30%
7. Litigation PQD-7	Dully filled, stamped and signed	10%

8. Sworn Statement PQD-8	Dully Stamped and signed by the relevant Institutions	10%
	Total	100%

The qualification is 70% and over

For Official Use Only

Applicant total score.....

Responsive  Yes  No

**7.2 Special Category Prequalification Criteria**

<b>Required Information for the Evaluation Criteria</b>		<b>Points</b>
1. Mandatory Documents- PQD-1	Copies of certificate of registration/ Incorporation.	Mandatory
	Valid KRA PIN Certificate	Mandatory
	Valid Tax compliance /Exemption certificate	Mandatory
	Business/Company Profile	Mandatory
	Requisite AGPO certificate issued by National Treasury	Mandatory
	Current single business license from relevant authority	Mandatory
2. Registration of Suppliers Application Form PQD-2	All sections Completed	15%
3. Confidential Business Questionnaire PQD-5	Dully filled, stamped and signed	15%
4. Litigation PQD-7	Dully filled, stamped and signed	10%
5. Sworn Statement PQD-8	Dully Stamped and signed by the relevant Institutions	10%
	Total	50%

The qualification is 50%

For Official Use Only

Applicant total score.....

Responsive  Yes  No



## **8.0 SUBMISSION REQUIREMENTS AND FORMS**

### **PQD-1 Mandatory Registration Documents**

- a) Copies of certificate of registration/ Incorporation.
- b) Valid KRA PIN Certificate
- c) Valid Tax compliance /Exemption certificate
- d) Business/Company Profile
- e) Current single business license from relevant authority
- f) Requisite AGPO certificate issued by National Treasury (Applies to Special Group only as specified in Section 6.9))

**FORM PQD-1 REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

**Category No.**.....

**Registration as supplier of** .....

*(Category/Item Description)*

Address.....

Town.....

Street.....

Name of Building.....

Room/Office No.....

Telephone Numbers...

Email.....

Registration No.....

PIN No.....

Bank Account No.....

Branch Name.....

Account Number.....

Contact Person.....

Name of the Director.....

Age of the Director.....

ID of the Director.....

Partnership (if applicable).....

Names of Partners.....

Business founded or incorporated on .....

All sections Completed

**15 marks**

FORM PQD-3- SUPERVISORY PERSONNEL

(1) Name.....

Age.....

Academic

Qualification.....

Under Graduate.....

Post Graduate.....

Diploma.....

High School.....

Professional Qualification.....

*(Attach Certificates if any)*

Length of service with Contractors or Supplier position held

.....  
.....

(2)Name.....

Age.....

Academic

Qualification.....

Under Graduate.....

Post Graduate.....

Diploma.....

High School.....

Professional Qualification.....

*(Attach Certificates if any)*

Length of service with Contractors or Supplier position held

.....  
.....

SIGNATURE.....

Name and designation of Signatory

Stamp

(Attach copies of certificate of key personnel in the organization and professional)- 5 marks each

**(10 marks)**

**FORM PQD-4: FINANCIAL POSITION AND TERMS OF TRADE**

Attach a certified copy of audited financial statement for the last two years (2015-2016)  
**(10 marks)**

**FORM PQD-5: 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.

<p><b>Part I-General:</b>                  Business Name..... Location of business premises                  .....                  Plot.....No.....Street/Road.....                  Postal Address.....Tel. /No..... Nature of business.....                  Current Trade License. No.....Expiring date..... Maximum value                  of business which you can handle at any time: Kshs..... Name of your                  bankers.....Branch .....</p>																			
<p><b>Part 2 (a) – Sole Proprietor</b>                  Your name in full.....Age.....                  Nationality.....Country of origin.....                  *Citizenship details.....</p>																			
<p><b>Part 2 (b) –Partnership</b>                  Given details of partners as follows:                  Name Nationality Citizens of origin Shares                  .....                  .....</p>																			
<p><b>Part 2 (c) Registered Company</b>                  Private or Public..... State the nominal and                  issued of company-                  Nominal Kshs.....                  Issued Kshs.....                  Give details of all directors as follows:-  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> </p>				Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....
Name	Nationality	Citizenship details	Shares																
1. ....	.....	.....	.....																
2. ....	.....	.....	.....																
3. ....	.....	.....	.....																
Date.....		Signature of Candidate.....																	

\* If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration. (15 marks)

## FORM PQD – PAST EXPERIENCES

Please provide details of the firms to whom your firm has supplied goods or services relevant to this application in the last two years.

### 1. Client /Organization

- a) Name of Client (organization).....
  - b) Address of Client (organization).....
  - c) Name of Contact Person at the client (organization).....
  - d) Telephone No. of Client .....
  - e) Type of the business.....
  - f) Value of Contract .....
  - g) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract e.g. LPO/LSO/ Recommendation letter, letter of completion)

### 2. Client /Organization

- a) Name of Client (organization).....
  - b) Address of Client (organization).....
  - c) Name of Contact Person at the client (organization).....
  - d) Telephone No. of Client .....
  - e) Type of the business.....
  - f) Value of Contract .....
  - g) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract e.g. LPO/LSO/ Recommendation letter, letter of completion)

### 3. Client /Organization

- a) Name of Client (organization).....
  - b) Address of Client (organization).....
  - c) Name of Contact Person at the client (organization).....
  - d) Telephone No. of Client .....
  - e) Type of the business.....
  - f) Value of Contract .....
  - g) Duration of Contract (date) .....
- (Attach documental evidence of existence of contract e.g. LPO/LSO/ Recommendation letter, letter of completion)

(30 marks)

## FORM PQD – 7 LITIGATION HISTORY

### Name of Contract Supplier

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

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

(10 marks)

## FORM PQD –8 SWORN STATEMENT

Having studied the information for the above Bid Document we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being Registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow and issued from time to time.
- c) We enclose all the required documents and information required for the Bid evaluation.

Date: .....

Applicants Name.....

Represented by.....

Signature: .....

Name of person Signing: .....

Designation of person signing: .....

Stamp/ Seal

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

**(10 marks)**