



REGISTRATION OF SUPPLIERS

TENDER NO.KNEB/DPROC/REG/31/18/19

ALL POTENTIAL SUPPLIERS

The Kenya Nuclear Electricity Board intends to update its list of registered suppliers and also register new suppliers in additional categories of Goods, Works and Services. Those already registered with us need not apply.

The various categories of Goods, Works and Services are as indicated in the attached category schedule and candidates are expected to study and thereafter apply, indicating their area of interest.

Firms registered under Persons with disability (PWD), Youth and Women are encouraged to apply

Supplier Registration Documents.

Completed supplier registration responses and documents are to be submitted to KNEB offices. Candidates are expected to prepare and submit the documents and fulfil the requirements as outlined here below.

Suppliers are encouraged to visit our website from time to time in case of revised closing dates and/or addendum / clarifications.

Obtaining tender document

The Registration Tender document shall be posted to KNEB website (www.nuclear.co.ke) on **30/10/2018** and eligible candidates may view download, prepare and submit the completed document as instructed here below.



Submission of tender and closing date

Completed tender documents should be enclosed in plain sealed envelopes bearing no identification of the Tenderer and marked only:-

TENDER NO. **TENDER NO.KNEB/DPROC/REG/31/18/19** – REGISTRATION OF SUPPLIERS

and should be addressed to:-

*The Supply Chain Manager
Kenya Nuclear Electricity Board.,
Kawi complex, off Red Cross road
P O Box 26374-00100
NAIROBI – KENYA.*

and dropped into the Tender Box on 2nd Floor Kawi Complex , wing “C” so as to reach the office on or before the closing date on **22.11.2018 at 10.00a.m.** The tenders will be opened shortly after the deadline.

Any Queries ad clarification should be directed to:

THE PROCUREMENT MANAGER
THE KENYA NUCLEAR ELECTRICITY BOARD
KAWI COMPLEX, OFF REDCROSS ROAD
P. O. Box 26374-00100
NAIROBI

Telephones: +254-20-5138300

E-mail 1: Hotieno@nuclear.co.ke

E-mail 2: Mmwangi@nuclear.co.ke

E-mail 3: Eochieng@nuclear.co.ke

Website: www.nuclear.co.ke



INTRODUCTION

Dear Prospective Candidate,

Introduction

The Kenya Nuclear Electricity Board (KNEB) was established through Legal Notice No. 131 of 16th November, 2012 under the State Corporations Act (Cap 446). The Board is a successor to the Nuclear Electricity Project Committee that was established through Legal Notice No. 14188 of 26th November 2010.

1.1 Mandate of the Board

The mandate of KNEB is to:-

- a) Promote and expedite the development of Nuclear Electricity in Kenya.
- b) Develop policies and propose legislation necessary for the successful implementation of Kenya's Nuclear Power Programme.
- c) Undertake Public Education and awareness of Kenya's Nuclear Power Programme.
- d) Identify, prepare and facilitate implementation of a roadmap for Kenya's Nuclear Power Programme.
- e) In collaboration with relevant Government agencies, develop a Comprehensive Legal and Regulatory Framework for Nuclear Electricity Generation in Kenya.
- f) Develop Human Resources Capacity to ensure that Kenya has the requisite manpower to successfully establish and maintain a Nuclear Power Programme.
- g) Identify appropriate sites in Kenya for construction of Nuclear Power Plants and related amenities.
- h) Enter into collaborative programmes related to Nuclear Electricity Research and Development with other international and national Boards.
- i) Establish a Library and Information Center on Nuclear Science and Technology.
- j) Perform any other duties which may be necessary for the execution of its mandate.

1.2 Our Vision

To provide safe, efficient and reliable nuclear technology for electricity generation.

1.3 Our Mission

To promote safe and secure application of nuclear technology for sustainable electricity generation and distribution in Kenya.

1.4 Our Values

- a) Safety and security
- b) Clean Environment
- c) Integrity
- d) Professionalism
- e) Transparency and Accountability
- f) Innovation
- g) Efficiency

2. *Nature and Scope of Registration*

"Registration of suppliers" means the process of identifying and obtaining a list of prospective providers of a specified category of goods, works or services by a procuring entity for a specified period of time but not exceeding more than two years, and maintaining them for the purpose of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing;

DISCLAIMER: In no event is the registration a confirmation of guarantee of award of contract, order or tender



SECTION I - SUBMISSION CHECKLIST & EVALUATION CRITERIA

The following are mandatory requirements and shall thus shall form part of the evaluation criteria

No.	Item	Tick Where Applicable
1.	Company Profile	
2.	A firm's registration Certificate with the national treasury or the respective County treasury within which they operate (This applies to disadvantaged group only)	
3.	Company or Firm's Registration Certificate to include copy of certificate No.	
4.	Submission of Business permit/license No.	
5.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.	
6.	PIN Certificate	
7.	Valid Tax Compliance Certificate	
8.	In case of Limited companies, certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent for foreign tenderers	
9	Submission of Confidential Business Questionnaire duly filled, signed and stamped.	
10.	List of names with full contact as well as physical addresses of at least 4 (four) previous customers of similar goods/ works/services (Not mandatory for disadvantaged groups)	
11.	Reference letters from at least four (4) previous customers of similar goods/ works/services (The youth, persons with disabilities and women to provide the four referees from their manufacturer/supplier). Not mandatory for disadvantaged groups	
12.	Audited Financial Statements. The audited financial statements required must be those that are reported within	



	eighteen (18) calendar months of the date of the tender document. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).	
13	For Professional Services: Submission of valid Professional certificates from relevant statutory / registering body	
14	For Construction firms & works services: Submission of NCA Certificate	
15	For Computers and Electronic repairs: Submission of relevant accreditation / Authorization / dealership / competency certificate	
16.	Any other document that may deem necessary for the registration	

NB:

- For Youth Women and Persons with disability number 2 is Mandatory.
- KNEB shall endeavor to verify authenticity of the submitted documents. Submission of fake documents is an offence punishable by law
- KNEB at its discretion may carry out due diligence to verify existence of a business enterprise in the location as indicated on the business license and CBQ



SECTION II – REGISTRATION AREAS OF INTEREST (Tick as Appropriate)

- *It is advisable that you chose area(s) of interest in which you have experience & capacity to perform*
- *Candidates who fail to indicate their area of interest shall be diasqualified*

CATEGORY	AREA OF INTEREST (TICK APPROPRIATELY)
CATEGORY 1: GENERAL HARDWARE MATERIALS , TOOLS & EQUIPMENT	
CATEGORY 2: ELECTRICAL MATERIALS, TOOLS AND EQUIPMENT	
CATEGORY 3: BUILDING & CONSTRUCTION MATERIALS	
CATEGORY 4: OFFICE STATIONERY & PRINTED MATERIALS	
CATEGORY 5: TONERS & CARTRIDGES	
CATEGORY 6: GROCERIES (INCLUDING MILK, WATER, BEVERAGES)	
CATEGORY 7: SUPPLY OF FURNITURE & FITTINGS	
CATEGORY 8: SOAPS/DETERGENTS	
CATEGORY 9: SUPPLY OF COMPUTERS & ACCESSORIES	
CATEGORY 10: SUPPLY OF ICT SOFTWARE & ASSOCIATED LICENSES	
CATEGORY 11. SUPPLY OF GENERAL OFFICE EQUIPMENT	
CATEGORY 12. REPAIR AND MAINTENANCE OF CISCO IP PHONES	
CATEGORY 13: SUPPLY OF UPS	
CATEGORY 14: REPAIR AND MAINTENANCE OF UPS	
CATEGORY 15: PROVISION AND MAINTENANCE OF LAN/WAN	
CATEGORY 16: REPAIR AND MAINTENANCE OF ELECTRONIC EQUIPMENT	
CATEGORY 17: SUPPLY AND INSTALLATION OF PRINTER/ PHOTOCOPY	



MACHINE	
CATEGORY 18: REPAIR AND MAINTENANCE OF PRINTER / PHOTOCOPIER MACHINE	
CATEGORY 19: PROVISION OF ROADSHOW TRUCK SERVICES	
CATEGORY 20. PROVISION OF MEDIA SERVICES	
CATEGORY 21.REPAIR MAINTENANCE OF GENERATOR	
CATEGORY 22. PROVISION OF REPAIR & MAINTENANCE OF PLUMBING AND SEWAGE SYSTEMS	
CATEGORY 23:PROVISION OF REPAIR AND MAINTENANCE OF ELECTRICAL FITTINGS AND APPLIANCES	
CATEGORY 24. PROVISION OF SECURITY GUARDING SERVICES	
CATEGORY 25. PROVISION OF SMALL WORKS , BUILDING REPAIR & MAINTENANCE SERVICES	
CATEGORY 26: PROVISION OF CATERING SERVICES	
CATEGORY 27: EVENT DÉCOR & MANAGEMENT SERVICES, INCLUDING SUPPLY OF TENTS, CHAIRS & PUBLIC-ADDRESS SYSTEM	
CATEGORY 28: PRODUCTION OF GIVE AWAYS/BRANDED PROMOTIONAL MATERIALS (Caps, Umbrellas, T-shirts)	
CATEGORY 29: PRINTING SERVICES (ANNUAL REPORTS, CORPORATE NEWS)	
CATEGORY 30: PROVISION OF CREATIVE PRODUCTION SERVICES	
CATEGORY 31: PROVISION OF TEAM BUILDING SERVICES	
CATEGORY 32: PROVISION OF STAFF TRAINING & SENSITIZATION SERVICES	
CATEGORY 33: PROVISION OF LANDSCAPING SERVICES	
CATEGORY 34: SUPPLY OF FRESH OFFICE FLOWERS AND POTTED PLANTS	
CATEGORY 35: SUPPLY OF TELECOMMUNICATION EQUIPMENT, SPARES & ACCESSORIES	
CATEGORY 36: SUPPLY OF LIBRARY BOOKS & PERIODICALS	
CATEGORY 37: PROVISION OF DOCUMENTARIES, TV & RADIO INFORMERCIALS	



CATEGORY 38: PROVISION OF EMPLOYEE & WORK RELATED SURVEYS	
CATEGORY 39: ENGINEERING CONSULTING CONSULTANCY SERVICES	
CATEGORY 40: PROVISION OF HOTEL,CONFERENCE AND ACCOMMODATION SERVICES	
CATEGORY 41: PROVISION OF CAR HIRE SERVICES (TAXI ,VANS AND BUSES)	
CATEGORY 42: REPAIR AND MAINTENANCE OF COMPUTER HARDWARE AND SOFT WARE	
CATEGORY 43: PROVISION OF LEGAL SERVICES	

SECTION III - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

All Tenderers are requested to give the particulars indicated in Part 1 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.....

Location of business premises.....

County.....

Plot No.Street/ Road

Postal Address Postal Code

Tel No.....

Facsimile.....

Mobile and/ or CDMA No.....



E-mail:.....

Nature of your business

Registration Certificate No.....(attach copy)

Company Business Permit/License No.....attach copy).....

Maximum value of business which you can handle at any time KSh.....

Name of your BankersBranch... ..

*Names of Tenderer's contact person(s)

Designation of the Tenderer's contact person(s)

Address, Tel, Fax and E-mail of the Tenderer's contact person(s)
.....
.....



Part 2 (a) Sole Proprietor

Your name in full
NationalityCountry of origin
*Citizenship details.....

Part 2 (b) Partnership

Give details of partners as follows: -

Names	Nationality	*Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2 (c) Registered Company

Private or Public

State the nominal and issued capital of company-

Nominal KSh.....

Issued KSh.....

Give details of all directors as follows

Name	Nationality	*Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Name of duly authorized person to sign for and on behalf of the Tenderer
.....

Designation of the duly authorized person.....



Signature of the duly authorized person.....

***NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

1. *The address and contact person of the Tenderer provided above shall at all times be used for purposes of this tender.*
2. *If a Kenyan citizen, please indicate under “Citizenship Details” whether by birth, naturalization or registration.*
3. *The details on this Form are essential and compulsory for all Tenderers. **Failure to provide all the information requested shall lead to the Tenderer’s disqualification.***
4. *For foreign Tenderers please give the details of nominal and issued share capital in the currency of the country of origin of the Tenderer.*

