

**POSTAL CORPORATION OF KENYA**



**PCK/PROC/27/2022/2023**

**REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF  
GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2023-2025**

**POSTAL CORPORATION OF KENYA,  
P.O. BOX 34567 – 00100  
NAIROBI, KENYA.  
tendersecretariat@posta.co.ke**

**TENDER CLOSING DATE: THURSDAY 6<sup>th</sup> JULY 2023 AT 11.00AM**

Postal Corporation of Kenya invites sealed tenders from interested eligible suppliers for registration as indicated below:-

S/no	Reference Number	Description	Eligibility
1.	PCK/PROC/27/2022/2023	Repair and Maintenance of Lifts	OPEN
2.	PCK/PROC/28/2022/2023	Supply of Cleaning materials , detergents and disinfectants	WOMEN
3.	PCK/PROC/29/2022/2023	Provision of Auctioneering services	OPEN
4.	PCK/PROC/30/2022/2023	Supply and delivery of toners, cartridges and computer accessories	WOMEN
5.	PCK/PROC/31/2022/2023	Provision of General building works	OPEN
6.	PCK/PROC/32/2022/2023	Supply and delivery of printed stationeries	OPEN
7.	PCK/PROC/33/2022/2023	Supply and delivery of printed security stationeries	OPEN
8.	PCK/PROC/34/2022/2023	Provision of Promotional & Advertising Materials, Corporate Branding & Signage Services	PWDS
9.	PCK/PROC/35/2022/2023	Provision of cabling and networking services	WOMEN
10.	PCK/PROC/36/2022/2023	Provision of events and outdoor activities	YOUTH
11.	PCK/PROC/37/2022/2023	Supply and delivery of plastic seals and seal fast metallic	OPEN
12.	PCK/PROC/38/2022/2023	Provision of repair and maintenance services for CCTV cameras	OPEN
13.	PCK/PROC/39/2022/2023	Supply and delivery of staff uniforms and protective clothing	YOUTH
14.	PCK/PROC/40/2022/2023	Provision of cleaning(general Cleaning/carpet), fumigation and garbage collection services	OPEN
15.	PCK/PROC/41/2022/2023	Provision of sanitary services	OPEN
16.	PCK/PROC/42/2022/2023	Provision of repair and maintenance of servers, routers, computers, printers and photocopiers	OPEN
17.	PCK/PROC/43/2022/2023	Provision of maintenance and servicing of air conditioners	OPEN
18.	PCK/PROC/44/2022/2023	Supply, Maintenance and servicing of fire extinguishers	OPEN
19.	PCK/PROC/45/2022/2023	Supply and delivery of ICT related items	OPEN
20.	PCK/PROC/46/2022/2023	Supply and delivery of office furniture and related items	OPEN
21.	PCK/PROC/47/2022/2023	Provision of electrical, hardware and water fittings materials	PWDS
22.	PCK/PROC/48/2022/2023	Provision of general stationeries	OPEN
23.	PCK/PROC/49/2022/2023	Supply and delivery of Tyres and Tubes	OPEN
24.	PCK/PROC/50/2022/2023	Design, print and supply various marketing items	PWDS
25.	PCK/PROC/51/2022/2023	Supply of printed thermo rolls (Posta Pesa)	WOMEN
26.	PCK/PROC/52/2022/2023	Supply and delivery of airmail bags	OPEN
27.	PCK/PROC/53/2022/2023	Supply and Delivery of sports uniforms	OPEN
28.	PCK/PROC/54/2022/2023	Provision of Auctioneering Services	OPEN
29.	PCK/PROC/55/2022/2023	Provision of Conferencing facilities and services	OPEN
30.	PCK/PROC/56/2022/2023	Provision of Air travel services	

Complete tender documents can be downloaded FREE OF CHARGE from PCK website: [www.posta.co.ke](http://www.posta.co.ke) or from The [www.tenders.go.ke](http://www.tenders.go.ke)

The Completed tender documents in a plain sealed envelope indicating Tender/Document Number and description as Described in the tender document will be **dropped in the office Manager Supply chain Management 3<sup>rd</sup> floor, City square Post office, Haile Selassie Avenue Nairobi or Posted to;**

**Head of Supply Chain Management,  
Postal Corporation of Kenya,  
P. O. Box 34567-00100,  
Nairobi**

So as to reach us on or before **THURSDAY 6<sup>th</sup> July 2023 AT 11.00 PM.**

**ALL CONTRACTORS AND SUPPLIERS IN OUR DATABASE ARE REQUESTED TO REAPPLY.**

CATEGORY SELECTION FOR REGISTRATION FORM

**Kindly be advised that one document can be used for only one category, if you have interest in more**

**Than one category in the advert use a different document**

No	ITEM NUMBER	ITEM DESCRIPTION

## SECTION A: INVITATION TO TENDER

1. THE POSTAL CORPORATION OF KENYA (hereafter referred to as “PCK”) invites applications for the registration of suppliers for supply and delivery / provision of goods, works and services for financial year 2023/2024 and 2024/2025.

2. Interested eligible candidates should strictly obtain a complete set of the tender documents by downloading it free of charge from the PCK website [www.posta.co.ke](http://www.posta.co.ke) or from the public information portal ([www.tenders.go.ke](http://www.tenders.go.ke)).

3. The completed Tender document in plain sealed envelope indicating the Tender number and Tender Name as described in the tender document should be **dropped in the office Manager Supply chain Management 3<sup>rd</sup> floor, City square Post office, Haile Selassie Avenue Nairobi or Posted to**

THE HEAD,

SUPPLY CHAIN DEPARTMENT POSTAL CORPORATION OF KENYA,

P. O. BOX 34567-00100,

NAIROBI.

So as to reach not later than **THURSDAY 6<sup>th</sup> July 2023 AT 11.00 AM**

4. This registration process does not amount to any contractual obligation on the part of PCK.

5. Registration Documents will be opened immediately and thereafter the communication will be done Through later through emails provided.

6. Special groups comprising of Youth, Women and Persons with Disabilities who are dully registered by the Directorate of Public Procurement at the National Treasury are encouraged to apply.

**HEAD SUPPLY CHAIN DEPARTMENT**

**FOR: THE POSTMASTER GENERAL**

## REGISTRATION INSTRUCTIONS

### 1.1 Introduction

The Postal Corporation of Kenya invites eligible interested candidates who must meet the set criteria as provided by the Corporation.

### 1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the corporation as and when required during the period ending 30<sup>th</sup> June 2022.

### 1.3 Invitation of Registration

Suppliers registered with the Attorney General's Chamber (Registrar of Companies) of the Republic of Kenya under the Laws of Kenya in respective merchandise or services are invited to submit their Registration Documents to the Head of supply chain management so as to be registered for submission of tenders/quotations for supply and delivery/provision of goods/services. Applications will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for registration.

### 1.4 Experience

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

### 1.5 Registration Document

This document includes questionnaire forms and documents which are to be duly filled, stamped/embossed and signed by the candidates or their authorized representative.

### 1.6 In order to be considered for Registration, prospective suppliers must submit all The information herein requested.

### 1.7 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the Head of Supply Chain Management, Postal Corporation of Kenya in writing through the email.

### 1.8 Additional Information

The Head of Supply chain management, Postal Corporation of Kenya reserves the right to request submission of additional information from prospective bidders.

## 2. BRIEF CONTRACT REGULATIONS / GUIDELINES

### 2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied unless the item(s) is/are donor funded.

### 2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

### 2.3 Contract Price

The contract shall be of unit type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

### 2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## 3. REGISTERED DATA INSTRUCTIONS

### 3.1 Registration data forms

The attached forms to be completed by prospective suppliers/contractors who wish to be registered for submission of tender/quotations for the specific category.

3.1.1 The Registered applications 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.

### 3.2 Qualification

3.2.1 It is understood and agreed that the Registration data on prospective bidders is to be used by Postal Corporation of Kenya in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

### 3.3 Essential Criteria for Registration

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

### 3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract may be indicated in your company profile/attachments.

### 3.5 Withdrawal of Registration

Should a condition arise between the time the firm is Registration to bid and the bid opening date which in the opinion of the client of the client/Corporation could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Corporation reserves the right to reject the tender from such a bidder even though he/she was initially Registration.

Page 6 of 11 3.6 The firm must have a fixed Business Premise and must be registered in Kenya, With Certificate of Registration, Incorporation/memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

**3.7 Registration Criteria**

All firms interested for the registration exercise **must** provide the following:

- a) Attach detailed Company profile- Must define the line of category you wish to be registered, the contact person(s), email addresses, telephone number and the Physical address.
- b) Attach a copy of Certificate of Registration
- c) Attach copy of KRA PIN
- d) Valid Kenya Revenue Authority Tax compliance/exemption Certificate.
- e) Serialization of all tender document pages for all the bids submitted including the attachments
- f) Duly filled Confidential Business Questionnaire-attached
- g) Duly filled application form-attached
- h) Certificate of registration in a target group issued by National Treasury (PWD, Youths or Women)
- i) State whether you have any litigation against the Corporation or any History of litigation or arbitration resulting from contracts executed in the last five years.....  
.....  
.....

Responsive bidder/s shall be those who meets all requirements as set out 3.7 above.

REGISTRATION OF SUPPLIERS APPLICATION FORM

Date.....

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. Particulars of the Applicant: -  
 I/We ..... Hereby apply  
 (Name of the Company/Firm)  
 for registration as supplier(s) of .....  
 .....  
 Postal Address .....Fax No.....  
 Tel.....Email Address.....  
 Town .....Street .....Name of Building  
 .....Room/Office No..... Floor No.....  
 Full Name of Applicant.....  
 Other Branches location.....
2. Organization & Business Information  
 Management Personnel.....  
 President (chief executive) .....  
 Secretary .....  
 General Manager .....  
 Any other .....
- Partnership (if Applicable) Name  
 of Partners
3. Business founded or incorporation .....
4. Under present management since .....
5. Bank reference and address.....
6. State any technological innovations or specific attributes which distinguish you  
 from your competitors
7. Indicate terms of trade/sale .....



**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied 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. .... Plot No..... Street/Road ..... Postal Address ..... Tel No. .... Email..... Nature of Business ..... Registration Certificate No. .... Maximum value of business which you can handle at any one time - Kshs. .... Name of your bankers ..... Branch .....																																		
	<b>Part 2 (a) - Sole Proprietor</b> Your name in full ..... Age ..... Nationality ..... Country of origin ..... Citizenship details.....																																	
	<b>Part 2 (b) Partnership</b> Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....					
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	<b>Part 2 (c ) - Registered Company</b> Private or Public ..... State the nominal and issued capital of company- Nominal Kshs. .... Issued Kshs. .... Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>					Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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Date .....		Signature of Candidate																																

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

CERTIFICATE OF YOUTH, WOMEN AND PWDS IF APPLICABLE

INDICATE;

CERTIFICATE NUMBER	
YEAR OF REGISTRATION	
EXPIRY DATE	

Name of Signatory:.....

Signature:.....

Date .....

Stamp:

SWORN STATEMENT

Having studied the Registration information for the above project 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 when invited/requested to do so by the Corporation of Kenya.
- c. When the call for quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the Corporation and acknowledge your right to review the registration qualification made.
- d. We enclose all the required documents and information required for the Registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have litigation procedure in process.

Date .....

Applicants Name .....

Represented by .....

Signature.....

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