



KENYA FILM CLASSIFICATION BOARD

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**REGISTRATION OF SUPPLIERS
FOR THE FINANCIAL YEARS 2022-2025**

TENDER REF: KFCB/REG/2022-2025

Please indicate the item applied for as follows (fill one document per category):

NAME OF THE SUPPLIER:.....

ITEM REF. No.....

ITEM DESCRIPTION.....

Issuing Date: Tuesday 28th February, 2023

Closing/Opening Date: Wednesday 22nd March, 2023 at 11.00A.M.

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INVITATION FOR REGISTRATION

TENDER REF: KFCB/REG/2022-2025

TENDER NAME: REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2022-2025

The Kenya Film Classification Board (KFCB) is established by statute to regulate the local film sector with the aim of creating an enabling environment as well as to protect children from exposure to inappropriate content.

KFCB intends to update its register for suppliers for supply and provision of goods, works and services for financial years 2022/2023- 2024/2025.

Interested and eligible suppliers are invited to apply for registration for the under listed goods/services, indicating the Category and Reference No they wish to apply for. Suppliers that are currently in the KFCB database and wish to be retained are required to apply and submit up to date information required in the registration document.

NO	REF NO.	ITEM DESCRIPTION	TARGET GROUP
CATEGORY A - SUPPLY OF GOODS			
1.	KFCB/A1/2022-2025	Supply and Delivery of General Office Stationery and Computer Consumables	AGPO
2.	KFCB/A2/2022-2025	Supply and Delivery of ICT Equipment - Computers, Laptops, Printers, Photocopier, Scanners, UPS and Related software, applications and licenses	Open
3.	KFCB/A3/2022-2025	Supply and Delivery of Office Furniture and General Office Equipment	Open
4.	KFCB/A4/2022-2025	Design and Supply of Promotional Materials/Branded Items	AGPO
5.	KFCB/A5/2022-2025	Design and Printing of Materials – Brochures, Newsletter, Fliers, Posters, Catalogues, Annual reports etc	AGPO
6.	KFCB/A6/2022-2025	Design and Printing of specialized security printing	Open
7.	KFCB/A7/2022-2025	Supply of Staff Uniform and Protective Clothing	Open

NO	REF NO.	ITEM DESCRIPTION	TARGET GROUP
8.	KFCB/A8/2022-2025	Supply and Delivery of Film Equipment and Accessories	Open
9.	KFCB/A9/2022-2025	Supply of Motor Vehicles Tyres, Tubes, Batteries and Related Accessories	Open
10.	KFCB/A10/2022-2025	Supply of fuel and lubricants	Open
11.	KFCB/A11/2022-2025	Supply and delivery of Drinking Water and Kitchen Supplies	AGPO
12.	KFCB/A12/2022-2025	Supply, Delivery and Fitting of Office Window Curtains/Blinds/Drapery	AGPO
13.	KFCB/A13/2022-2025	Supply of Newspapers, Periodicals and Magazines	Open
CATEGORY B - PROVISION OF SERVICES			
14.	KFCB/B1/2022-2025	Repair and Maintenance of ICT Equipment, Computers, Printers, Servers, Photocopiers, UPS and Other Related ICT Network Equipment/Infrastructure	Open
15.	KFCB/B2/2022-2025	Repair and Maintenance of Office Furniture	AGPO
16.	KFCB/B3/2022-2025	Supply, Installation and Maintenance of Air Conditioning Equipment	Open
17.	KFCB/B4/2022-2025	Supply/Repair and Maintenance of Power Inverter	Open
18.	KFCB/B5/2022-2025	Maintenance of Local Area Network (LAN)	Open
19.	KFCB/B6/2022-2025	Supply, Installation, Maintenance and Repair of Telephones, PABX and Other Telecommunication Equipment	Open
20.	KFCB/B7/2022-2025	Supply and Fitting of Assorted Electrical Fittings and Lighting Materials	AGPO
21.	KFCB/B8/2022-2025	Repair and Servicing/Maintenance of Motor Vehicles (CMTE Registered Garages only)	Open
22.	KFCB/B9/2022-2025	Provision of Air Travel Ticketing Services (IATA Registered Firms Only)	AGPO

NO	REF NO.	ITEM DESCRIPTION	TARGET GROUP
23.	KFCB/B10/2022-2025	Provision of Transport (Taxi Services, Car Hire Etc)	Open
24.	KFCB/B11/2022-2025	Provision of Asset Tagging and Labelling Services	Open
25.	KFCB/B12/2022-2025	Provision of Insurance Services – Medical, Life, Property and Motor Vehicle	Open
26.	KFCB/B13/2022-2025	Provision of Legal Services	Open
27.	KFCB/B14/2022-2025	Provision of Cleaning and Fumigation Services	AGPO
28.	KFCB/B15/2022-2025	Provision of Security and Guarding Services	Open
29.	KFCB/B16/2022-2025	Provision of Internet Services	Open
30.	KFCB/B17/2022-2025	Website Design, Hosting and Maintenance	AGPO
31.	KFCB/B18/2022-2025	Provision of Photography and Video Coverage Services	AGPO
32.	KFCB/B19/2022-2025	Production of Radio and TV Infomercials/Documentary	AGPO
33.	KFCB/B20/2022-2025	Provision of Advertising and Marketing Communication Services	Open
34.	KFCB/B21/2022-2025	Provision of Event Management Services	Open
35.	KFCB/B22/2022-2025	Provision of Catering Services	Open
36.	KFCB/B23/2022-2025	Provision of Conference Facilities and Accommodation (Across the Country)	Open
CATEGORY C – CONSULTANCY SERVICES			
37.	KFCB/C1/2022-2025	Provision of Surveys and Consultancy Services - Work Environment, Employee Satisfaction, Customer Satisfaction, Research and Related Consultancies	Open
38.	KFCB/C2/2022-2025	Provision of HR Consultancy Services, Training and Capacity Building	Open
39.	KFCB/C3/2022-2025	Provision of Consultancy Services for Legal, Compliance and Governance Audit	Open
CATEGORY D - WORKS			

NO	REF NO.	ITEM DESCRIPTION	TARGET GROUP
40.	KFCB/D1/2022-2025	Repair and Maintenance of Building, Office Partitioning and Small Construction Work	Open

Interested bidders may view and download the above registration documents from KFCB website <https://kfcg.go.ke/tenders/>, Public Procurement Information Portal (www.tenders.go.ke) or visit the Supply Chain Management office, Kenya Film Classification Board, Aga Khan Walk, Uchumi house 15th floor during normal office working hours or reach the Board through email address kfcgprocurement@kfcg.go.ke.

Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular registration document showing Category, Reference number and Item Description - clearly marked "Category No.....For the Supply/Provision of....." should be addressed to:

**Ag. CHIEF EXECUTIVE OFFICER,
KENYA FILM CLASSIFICATION BOARD,
P.O. BOX 44226- 00100
NAIROBI**

and be deposited in the tender box provided at Uchumi House 15th Floor, Aga Khan Walk, Nairobi, so as to be received on or before **Wednesday 22nd March, 2023 at 11:00am.**

Large documents that cannot fit in the Tender Box shall be received and registered at the **Supply Chain Management office, 15th floor, Uchumi House.**

Applications will be opened immediately, thereafter, at the KFCB Boardroom Uchumi House **14th Floor Aga Khan Walk** in the presence of the tenderers or their representatives who choose to attend the opening.

Submission of registration documents shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations with the register being updated biannually.

**Ag. CHIEF EXECUTIVE OFFICER
KENYA FILM CLASSIFICATION BOARD**

1.0 REGISTRATION INFORMATION

1.1 Introduction

The Kenya Film Classification Board (KFCB) invites all interested and eligible firms that comply with the set criteria as provided in this tender document to apply for registration as suppliers, Contractors or Consultants for the goods, works or services in various specific categories of goods, works or services on as and when required basis.

Firms that are in the current list of suppliers and those that have submitted their company profiles and letters of introductions over the period should apply afresh in order to be subjected to this uniform/equal/transparent evaluation criterion alongside others and allow for verification of their eligibility with regard to payment of taxes and their current legal status.

1.2 Registration of suppliers Objective

a) The main objective of the registration of suppliers exercise is to identify eligible, reliable and competent suppliers as per section 57 and 71 of the PPADA, 2015 through an open and transparent process that shall constitute a list of registered suppliers for use by KFCB according to its procurement needs on as and when required basis.

b) The identified suppliers will be subjected to quote competitively (in the respective categories applied) for supply and delivery/provide goods, services or works to the Board on 'as and when required' during the Financial Year 2022-2023 and 2024-2025. By being registered, a supplier has the advantage of being invited to quote competitively for available opportunities for supply/provision of goods, works or services.

c) The registered firms will be invited to submit bids in complete lots singly or in combination and in some categories, suppliers will be contracted to supply or provide the goods/services for longer period of twelve (12No.) months or as may be stipulated in the bid documents or in a framework contract arrangement based on the needs of the Board.

d) The actual specifications and quantities of items will be as per the bid documents.

1.3 Registration Document

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

1.4 Submission of Registration Documents

One (1) Original of the completed document clearly marked as prescribed under the tender notice and enclosed in a sealed envelope shall be submitted to reach:

**Ag. CHIEF EXECUTIVE OFFICER,
KENYA FILM CLASSIFICATION BOARD,
P.O. BOX 44226- 00100
NAIROBI**

Not later than **Wednesday, 22nd March, 2023 at 11.00am Kenyan time.**
(NB: Should be one (1) separate document for each category).

1.5 Questions Arising from Documents

Bidders who download the registration document must register their contact details with the Board at kfcbprocurement@kfcb.go.ke at least three (3) days before the closing date for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Questions that may arise from the Registration documents should be directed to the email address above.

1.6 Additional Information/inspection visit

KFCB reserves the right to request for submission of additional information from prospective bidders. The Board may also conduct an inspection visit to establish/verify information or contact references provided by the prospective bidders.

2.0 REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4 and PQ-5 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tenders/quotations for the specific tender.

2.1.1 The application 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.

2.2 Qualification

2.2.1 The registration data on prospective bidders is to be used by KFCB in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of KFCB they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services and have met the set criteria.

2.3 Essential Criteria for Registration

The prospective bidder should comply with all the mandatory requirements as specified in the evaluation criteria by providing the required information under each of the key areas and the fully filled confidential business questionnaire especially on debarment and conflict of interest.

2.3.1 (a) Experience: Prospective bidders shall have experience in the supply of goods, works and services. Consultants shall be required to have professional indemnity cover with reputable insurance Company.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

(c) KFCB reserves the right to request for additional qualification information at the tender/quotation stage to suit particular procurement.

2.3.2 Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff in their establishment, where applicable.

2.3.3 Past Performance

Past performance will be given due consideration in registering bidders.

2.4 Statement

Application must include a sworn statement by the Tenderer ensuring the accuracy of the information given.

2.5 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, KFCB reserves the right to reject the tender from such a bidder even though they have been initially registered.

2.6 Notification

After evaluation of the received applications, The Board will notify all applicants (both successful and unsuccessful) of the results of registration exercise.

3.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Invitation to Bid

The successful firms that will be registered with the Board will be issued with tender/RFP/Quotation documents and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email, failing which the firm may be deleted from KFCB panel of suppliers. All suppliers MUST have a valid email address and telephone contact. Any change in address must be communicated to the Board in writing.

3.2 Contract Price

- o The successful suppliers identified through the procurement process shall be issued with a system generated Purchase/Service Order for them to deliver/provide the specified goods, services or works.
- o Prices quoted should be inclusive of all delivery charges and taxes including all applicable duties and levies.

3.3 Delivery Period

- o The successful bidder should deliver/provide the goods, works or services within the stipulated timelines. Failure to deliver within the Board's stipulated timelines may lead to the supplier being struck off from the registration list, debarment or denial of future engagements with the Board.
- o The delivery of goods, works or services should be accompanied by a duplicate copy of the order issued by the Board, certified delivery notes or job cards/worksheets, invoice and any other supporting document.

3.4 Inspection of the goods, services or works

It is the supplier's duty to ensure the goods, services and works delivered meet the Board's quality standards/specification requirements as outlined in the Request for Quotation/tender document. KFCB shall not accept substandard goods, works or services regardless of their cheap/low cost. The supplier shall bear the cost of delivery and return of rejected goods, services and works.

3.5 Payments

- KFCB shall only pay for the goods, works or services after their delivery. No advance payment is allowed.
- All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
- Prospective suppliers should ensure they have a reliable line of credit with their financiers to service orders and avoid delays or interruptions in service delivery.
- Suppliers should ensure they submit certified invoices, delivery notes/job cards/worksheets to the Procurement Office after being awarded a supply contract.

3.5 Rights of KFCB

KFCB reserves the right to: -

- a) Invite open tenders or engage in other methods of procurement in categories it determines there will offer value for money in terms of logistics, enhanced competition and ease of delivery of goods or provision of services.
- b) Update periodically the list of registered suppliers as per the provisions of the Public Procurement and Asset Disposal Act, 2015 taking into consideration, the interests of special groups, the limited number of suppliers in a certain category, lack of competition or acquisition of dealership rights by a supplier that are advantageous to the Board. However, the firms in the list of registered suppliers as identified through this invitation for registration shall always be given priority to submit bids for available procurement opportunities.
- c) Recommend for debarment a supplier who does not respond to invitations to submit quotations or restricted tenders on a number of occasions or if there is evidence a supplier has provided false, inaccurate or incomplete information or if it is determined a supplier is engaging in collusive activities or a supplier has conflict of interest or has been debarred by any Government regulatory body.

4.0 REGISTRATION EVALUATION CRITERIA

The Procuring Entity will start by examining all the tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

MANDATORY PRELIMINARY REQUIREMENTS

Must submit and fulfil the following: -

No.	REQUIREMENT	YES/NO
1.	Copy of Certificate of Registration/Incorporation	
2.	Valid Tax Compliance Certificate	
3.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)	
4.	Copy of Valid business permit from Local County of operation.	
5.	Company profile	
6.	Copy of Valid AGPO Registration Certificate from the National Treasury for the reserved groups	
7.	Duly Completed Confidential Business Questionnaire	
8.	CR 12 showing the shareholding / Directorship of the company	
9.	Where applicable, Copies of Current Certificates of affiliation to a recognized registered professional/accreditation body e.g. NCA, IATA, TRA, Health/Food handling, CMTE, LSK, IHRM, CA, ICTA etc	

The suppliers must qualify at preliminary stage to progress to detailed evaluation stage.

DETAILED EVALUATION

	Requirements	PASS/FAIL
1	Form PQ – 1: Duly filled Registration Data	
2	Form PQ – 2: Duly filled Confidential Business Questionnaire	
3	Form PQ – 3: Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	
	ii) Second client Organization (Attach documental evidence)	
	iii) Third client Organization (Attach documental evidence)	
4	Form PQ – 4: Litigation History (Provide current sworn affidavit)	
5	Form PQ – 5: Sworn Statement	
	PASS/FAIL	

Note:-

- a) Firms that pass all the above requirements will be added to the list of registered suppliers under the mentioned category.
- b) The list will be used to source tenders/quotations on competitive basis as and when need arises.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a separate document for each category for those firms that intend to apply in different categories.

PART I: REGISTRATION DOCUMENTATION

The applications **MUST** include the following **MANDATORY** documents as proof of their eligibility:

1. Copy of Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to Produce this certificate to prove compliance will lead to automatic Disqualification thus no further evaluation of your application).
3. The person/firm **MUST NOT** be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)
4. Copy of Valid business permit from Local County of operation.
5. Company profile
6. Copy of Valid AGPO Registration Certificate from the National Treasury for the reserved groups (Applicable for firms owned by Youth, Women and Persons with Disability)
7. Duly Completed Confidential Business Questionnaire
8. Attach CR 12 showing the shareholding / Directorship of the company
9. Where applicable, Copies of Current Certificates of affiliation to a recognized registered professional body e.g.
 - i. Registration Certificate from National Construction Authority (NCA) for works
 - ii. Ministry of Public Works Chief mechanical engineer for the maintenance of vehicles category
 - iii. Registration with LSK (Legal services)
 - iv. Registration with IATA for provision of Ticketing Services
 - v. Valid license from Tourism Regulatory Authority (TRA) (valid at the date of tender closing/opening) for Hotels
 - vi. For provision of Outside Catering Services- bidders **MUST** avail a certificate of health for food handling issued by County Government
 - vii. ICTA, CA registration/accreditation for ICT and Telecommunication installations
 - viii. For Repair & Maintenance works Firms **MUST** be registered with National Construction Authority (NCA)

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and Proof of membership to a professional body where relevant should be attached.

PART II:

FORM PQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

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

as suppliers of

(Item Description)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners
.....
.....
.....

Indicate terms of trade/ sale /Payment.....

Enclose copy of profile of the firm indicating the main fields of activities

FORM PQ-3 PAST EXPERIENCE - NAMES OF AT LEAST THREE CLIENTS

1. Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the Client (organization)
- iv) Telephone No. of Client
- v) Duration of Contract (date)
- vi) Signature and Stamp of Organization.....

FORM PQ-4 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution and disclose other relevant information required.

NO	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings , indicating the value of the claim	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative (parents, siblings spouse or children) who is employed by KFCB and who is in a position to influence the award of any supply.	

FORM PQ-5 - SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company Name.....

Represented By.....

Date.....

Signature & Stamp.....

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