



**MINISTRY OF MINING, BLUE ECONOMY
& MARITIME AFFAIRS**

**STATE DEPARTMENT FOR MINING
P.O. BOX 30009 – 00100
NAIROBI, KENYA**

TENDER NO: MMBE&MA/SDM/007/2022-2023

FOR

**PREQUALIFICATION/REGISTRATION OF AIRTRAVEL AGENTS
(FRAMEWORK AGREEMENT)**

CLOSING/OPENING DATE: WEDNESDAY, 5th APRIL, 2023 AT 10.00A.M.

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TENDER NOTICE

PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

The State Department for Mining invites interested eligible bidders for supply of the under listed Services for a period of two (2) years.

Firms registered under the Youth, Women and Persons with Disability are encouraged to apply.

PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	CATEGORY
MMBE&MA/SDM/007/2022-2023	Provision of Air Ticket & Travel Services (IATA Certificate a MUST and must be IATA Registered firms only)	OPEN

Interested tenderers may obtain a complete set of tender documents from the Ministry of Mining, Blue Economy & Maritime Affairs website, www.mibema.go.ke and the Government tender portal, www.tenders.go.ke free of charge.

This pre-qualification does not amount to any contractual obligation on the part of State Department for Mining and is not obliged to invite tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.

Tenders submitted later than the indicated closing date and time shall automatically be disqualified. Tender opening will take place immediately thereafter on the same date in Works Building 3rd Floor Boardroom.

Tenderers or their representatives who wish to attend are invited to witness the opening.

State Department for Mining reserves the right to accept or reject any or all the tenders either in whole or in part.

A duly completed pre-qualification document in plain sealed envelopes clearly marked.

“MMBE&MA/SDM/007/2022-2023: PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE PREQUALIFICATION OF TRAVEL AGENTS FOR FINANCIAL YEARS 2022-2024”

Should be submitted at the place indicated below before Wednesday, 5th April, 2023, 10.00am.

Address for Submission of Tenders.

The Principal Secretary,
State Department for Mining,
PO Box 30009 – 00100, Nairobi, Kenya

Tenders should be deposited at the tender box provided at Works Building 2nd Floor, Community, Nairobi.

Address for Opening of Tenders.

Works Building 3rd Floor Boardroom, Community, Nairobi

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY**

Date: 28th March, 2023

PRE-QUALIFICATION INSTRUCTIONS

1.1 INTRODUCTION

The State Department for Mining would like to invite interested candidates who must qualify by meeting the set criteria as provided to perform the contract of supply and delivery or provision of goods and services to the State Department.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to the State Department for Mining as and when required for two (2) years.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION document to the State Department for Mining so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity.

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-Qualification Document

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

- Copy of Certificate of Incorporation
- Copy of VAT/PIN certificate
- Copy of Valid KRA Tax compliance certificate
- Duly completed, stamped and signed Business Questionnaire
- Duly completed, stamped and signed Litigation History
- CR12 or Copy of Identity Card (I.D) of Company Director
- Bid document must be serialized on each and every page as well as signing on every page of the bid document.

- All the bid documents returned from prospective bidders must be properly bound. Loose papers/documents will automatically be disqualified.
- Bidders **MUST** return the original bid issued.
- Bidders must return Two (2) Copies Original and Copy.

1.6 Distribution of Pre-qualification Documents

Completed pre-qualification data and other requested information shall be submitted to reach

Principal Secretary
State Department for Mining,
Harambee Avenue, Harambee House,
P.O. Box 30009-00100, Nairobi
NAIROBI – KENYA

Not later than **Wednesday, 5th April, 2023, at 10.00 a.m.**

1.7 Questions Arising from Documents.

Questions that may arise from the pre-qualification documents should be directed to the Head Procurement-State Department for Mining.

1.8 Additional Information

The State Department for Mining 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 custom duty and VAT as applicable of all imported materials to be supplied unless the item(s) is /are donor funded.

2.2 Customs Clearance

The contractor shall be responsible for customs clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand from the State Department for Mining. Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payment

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

3. PREQUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms. 3A, 3B-, 3C, 3D, 3E, 3F, 3G, 3H, are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 The pre-qualified 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 and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by State Department for Mining and all the other departments within it in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of State Department for Mining they possess 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.

3.3 Essential Criteria for Pre-qualification

3.3.1 a) 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.

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

3.3.2 Personnel

The names and pertinent information and CV of the key personnel of individual of group to execute the contract must be indicated in form 3C.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers

regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form 3D. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form 3F

3.4 Statement

Application must include a sworn statement form 3H by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Authority 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 Authority reserves the right to reject the tender from such bidder even though her was initially pre-qualified.

3.6 The firm must have a fixed Business premises 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 is has paid all its statutory obligations and have current Tax Compliance Certificate

3.7 Prequalification Criteria

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

OPEN CATEGORY

	Requirements	Score (30)
1	Certificate of Business Registration/Incorporation	Mandatory
2	A Copy of VAT Certificate	Mandatory
3	A valid copy of the current Business permit	Mandatory
4	Valid Tax Compliance Certificate at the time of opening	Mandatory
5	Certificate of Confirmation of Directors and Shareholding(CR 12) for limited companies(Evidence of identity ton prove Youth and women in the enterprise)/ID Card for Sole Proprietorship & Partnership	Mandatory
6	Provide at least Five (5) letters of recommendation from other ministries other than STATE DEPARTMENT FOR MINING	Mandatory
7	For services of Professional nature as specified (Air ticketing, Hire of Transport Services among others) bidders must provide certification & registration with relevant authorities)	Mandatory

B: OTHER REQUIREMENTS

	Requirements	Score
1	Duly filled Pre-qualification Data	10
2	Supervisory Personnel	
	i) Graduate -10	10
	ii) Professional/Diploma -6	
	iii) Certificate – 4	
	iv) High school -3	
3	Financial Position	
	Firm’s audited accounts/Bank Statements for previous one year.(attach proof)	10
	Letter of reference from the banker regarding supplier’s credit position.	10
4	Duly filled Confidential Business Questionnaire	10
5	Relevant Past Experience	10
	a) 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)	
6	Litigation History (Provide current sworn affidavit)	10

Required Information	Form	Points
1. Registration	3A	30
2. Pre-qualification Data	3B	10
3. Supervisory Personnel	3C	10
4. Financial Position	3D	20
5. Business questionnaire	3E	10
6. Past Experience	3F	20
TOTAL		100

3.8 The Pass mark for the Pre-qualification is 75 points and above.

All firms must provide:-

OPEN CATEGORY

1	Certificate of Business Registration/Incorporation
2	A Copy of VAT Certificate
3	A valid copy of the current Business permit
4	Valid Tax Compliance Certificate at the time of opening
5	Copy of ID for confirmation of directors and Shareholding or (CR 12) for limited companies(Evidence of identity to prove Youth and women in the enterprise)/ID Card for Sole Proprietorship & Partnership
6	Provide at least Five (5) letters of recommendation from your corporate clients other than State Department for Mining.
7	For services of Professional nature as specified (Air ticketing, Hire of Transport Services among others) bidders must provide certification & registration with relevant authorities)

(30 points)

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. General Company Information

I/We.....hereby apply for registration as supplier(s)
(Name of Company/Firm)

Of.....
(Item Description)

.....
(Category No.)

Post Office Address.....

Town.....

Street.....

Name of building.....

Room/Office no.....Floor No.....

Telephone No.

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information

Management Personnel.....

President (chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....
.....
7. Bonding company reference and address.....
8. Enclosed copy of organization chart of the firm indicating the main filed of activities.....
9. State any technological innovations or specific attributes which distinguish you from your competitors.....
10. Indicate terms of trade/sale.....

(10 Points)

FORM 3C- SUPERVISORY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Profession Qualification.....

Length of service with Contractor or Supplier position held.....

(Attached copies of certificate & CV of key personnel in the organization)

(10 Points)

FORM 3D- FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two latest certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attached letters of reference from the bankers regarding supplier's credit position.
- (3) State credit period (minimum proposed is 30days)

(20 Points)

FORM 3E -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

Part I- General :	Phone
Business Name	
Postal Address	Fax
Location of business premises	Plot No.
	Street/Road
Email	
Current Trade Licence No.....	PIN
Expiring date	VAT No.
Nature of Business	
Maximum value of business which you can handle at any one time: Kshs.	
Name of your bankers	Branch

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....</p> <p>.....Age..... Nationality.....</p> <p>Country of origin.....</p> <p>*Citizenship details.....</p> <p>.....</p> <p><i>*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration</i></p>																				
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 5%;"></th> <th style="text-align: left; width: 30%;">Name</th> <th style="text-align: left; width: 20%;">Nationality</th> <th style="text-align: left; width: 20%;">Citizenship Details</th> <th style="text-align: left; width: 25%;">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> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.
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	<p>.....</p> <p>....</p> <p><i>*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration</i></p>
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Part 2 (c) – Registered Company:

Private or

Public.....

.... State the nominal and issued capital of company-

Nominal

Kshs.....

Issued

Kshs.....

Given details of all directors as follows:-

<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
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1.

.....

...

2.

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...

3.

.....

...

**if Kenya Citizen, indicate under "Citizenship Details" whether by Birth,*

Naturalization or Registration

Certification:

I, undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Name.....Title.....

..... Date

.....Signature.....

.....

Stamp.....

(10 points)

FORM 3F

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS. (Attach copies of LPOs and contracts as evidence)

1) Name 1st Client (Organization

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

(Attach documental evidence of existence of contract and recommendation letter)

2) Name 2nd Client (Organization)

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

(Attach documental evidence of existence of contract and recommendation letter)

3) Name 3rd Client (Organization)

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

(Attach documental evidence of existence of contract and recommendation letter)

4) Name 4th Client (Organization)

i) Name of Client (organization).....

ii) Address of Client (Organization).....

iii) Name if Contact Person at the client (Organization).....

iv) Telephone No. of Client.....

v) Value of Contract.....

vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter)

5) Name 5th Client (Organization)

i) Name of Client (organization).....

ii) Address of Client (Organization).....

iii) Name if Contact Person at the client (Organization).....

iv) Telephone No. of Client.....

v) Value of Contract.....

vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter)

(10 points)

FORM 3G - LITIGATION HISTORY

Name of Contract Supplier

Contract/Suppliers should provide information on any history of litigation or arbitration resulting from contract 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, KSHS. EQUIVALENT)

(10 Points)

FORM 3H - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- The information furnished in our application is accurate to the best of our knowledge.
- That in case of being pre-qualified 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 document to follow.
- We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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