



**TOURISM FINANCE CORPORATION**

REGISTRATION FOR PROVISION OF AIRTIME

**TENDER NO. TFC/REG/1/2021-2023**

Tourism Finance Corporation  
P. O. Box 42013 - 00100 Nairobi Kenya  
Utalii House, Uhuru Highway  
00100, Nairobi, Kenya.  
Email: [md@tourismfinance.go.ke](mailto:md@tourismfinance.go.ke)  
Pilot Line: +254-20-3224000  
Phone: 0203224107

May, 2021

## Table of Contents

TENDER NOTICE	.....
SECTION I	- Introduction .....
SECTION II	- Instructions to Candidates..... Appendix to Instructions to Candidates.
SECTION III	- Standard Forms  Financial Capability  Litigation History

**TENDER NOTICE**  
**REGISTRATION OF**  
**SUPPLIERS**

The Tourism Finance Corporation (TFC) is a statutory body established through an Act of Parliament in 1975 to steer economic growth through provision of various financial services. The Corporation invites sealed bids from interested firms to register as suppliers for the provision of various goods, works and services for the period 2021 -2023.

Category Number	Description	Eligibility
<b>REGISTRATION FOR PROVISION OF GOODS</b>		
TFC/REG/1/2021-2023	Registration for Provision of Goods	PWDs

Interested firms MUST meet all the requirements as stated in the registration documents.

Interested eligible candidates may obtain the registration documents by downloading free of charge from the Corporation's website: [www.tourismfinance.go.ke](http://www.tourismfinance.go.ke) and the Public Procurement Information Portal at <https://tenders.go.ke/>.

Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to:-

The Managing Director  
Tourism Finance Corporation (TFC)  
11<sup>th</sup> Floor, Utalii House, Uhuru Highway  
P.O. Box 42013-00100, Nairobi

Completed documents shall be deposited in the Tender box located at the reception area on 11<sup>th</sup> Floor, Utalii House Uhuru Highway, Nairobi, so as to be received on or before on 21<sup>st</sup> May 2021 at 10.00 am

## SECTION I - INTRODUCTION

1. The Tourism Finance Corporation hereinafter referred as “Procuring entity” intends to register/ prequalify candidates for the supply of goods, services and works for the financial years 2021-2023
2. Registration/ Prequalification is open to all eligible applicants.
3. Eligible candidates may obtain the registration documents by downloading free of charge from the Corporation’s website: [www.tourismfinance.go.ke](http://www.tourismfinance.go.ke) and IFMIS portal at [supplier.treasury.go.ke](http://supplier.treasury.go.ke)
4. Candidates will only qualify by meeting the set criteria to perform the contract of supply of goods, works and services to the Corporation. Suppliers fail to meet the registration criteria will not be allowed to participate in the Tenders/RFQs/RFPs
5. Completed registration application shall be sealed in a plain envelope, clearly marked as stated in the particular document showing the reference and title of the preferred category and addressed to
6. All candidates whose applications will have been received before the closing date and time will be advised in due course by posting the successful candidates on the Corporation’s website

SECTION II - INSTRUCTIONS TO CANDIDATES

Table of Contents	Page
2.1 Scope of tender .....	
2.2 Submission of Applications.....	
2.3 Eligible candidates .....	
2.4 Qualification criteria.....	
2.5 Public sector companies .....	
2.6 Preferences.....	
2.7 General.....	

## SECTION II - INSTRUCTIONS TO CANDIDATES

### 2.1 Scope of Tender

- 2.1.1 The Tourism Finance Corporation hereinafter referred to as the 'procuring entity' intends to register suppliers for the supply of goods, services and works for the financial years 2021-2023. It is expected that the registration applications will be received by the not later than the date on the invitation letter.
- 2.1.2 Registration is open to eligible firms as shown in paragraph 2.3 herein below.
- 2.1.3 The contract will be a unit price contract where bidders will be invited to quote for items as and when the procuring entity deem necessary

### 2.2 Submission of Application

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and tender number and deposited in the tender box at the reception on 11th floor Utalii House building, Uhuru Highway, Nairobi, or be addressed to Tourism Finance Corporation, P.O. Box 42013-00100 Nairobi, so as to be received on or before **21<sup>st</sup> MAY 2021 at 10.00 am**. The procuring entity reserves the right to reject late applications.
- 2.2.2 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

### 2.3 Eligible Candidates

- 2.3.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under Section 66 (5) of the PPADA, 2015.
- 2.3.3 All candidates found capable of performing the contract satisfactorily in accordance to the set evaluation criteria shall be registered.

## 2.4 Qualification Criteria

2.4.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown in the appendix to instructions to candidates below. The declaration will be either pass or fail regarding the applicant's general and particular experience, capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section III and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 General Experience. The applicant shall meet the following minimum criteria

- (a) Provide a detailed individual/company profile which must include copy of Business registration certificate / Trade license, as well as a copy of the tax clearance certificate.
- (b) Physical address and contact details.

2.4.3 Specific Experience: Details of similar assignments recently undertaken including at least five reference contacts and detailed client list for the last two years.

2.4.4 Financial position.

Applicant shall provide their audited accounts (accounts should be audited by accountants/accounting firms officially and currently registered with ICPAK) for the last two years (AGPO Registered firms to provide Bank Statements up to six months or below and letters of reference from the bank) and must demonstrate soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

For firms owned by individuals and partnerships the applicant shall demonstrate that he/she has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow.

2.4.5 Litigation history; the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last two years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

## 2.5 Public Sector companies

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

## 2.6 Updating registration Information

2.6.1 Prequalified candidates shall be required to update the financial information used for registration at the time of submitting their bids and to confirm their continued compliance with the registration criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.



## APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates. Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates

### CRITERIA OF EVALUTION

A	MANDATORY REQUIREMENTS	YES/NO
1.	Document Conformity/Presented in a required format: The document must be paginated and should clearly show the table of contents and the page numbers for ease of reference during evaluation	
2.	Copy (i.e.) of Identity Card(s)/Passport(s) for the Directors	
3.	Duly filled, signed and stamped confidential business questionnaire	
4.	Valid Tax Compliance/ Exemption Certificate (Copy)	
5.	Certificate of Incorporation/Business Registration (Copy)	
6.	Bank statement and Bank reference of not more than Six months from date of applying (for AGPO Registered)	

B.	TECHNICAL CRITERIA/GENERAL REQUIREMENTS	
B1.	General experience see Paragraph 2.4.2 And to include Company/Business Profile -Disclosure of Directors/ Partners /Sole Proprietor	20

B2.	<p>Specific experience, see paragraph 2.4.3</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Referees (attach proof of at least Five for the open Category.</li> <li><input type="checkbox"/> Demonstration of sufficient technical/operational capability and relevant experience: Experience in details of similar assignments/supplies recently undertaken. Attach list of signed reference letters, award Letters and signed contracts/ LPO.</li> </ul>	<p>25</p> <p>25</p>
B4.	<p>Financial position</p> <p>Proof of stability, strong financial track record and ability to adequately finance the supply and delivery of requirements – see paragraph 2.4.4</p>	20
B5	Litigation History See Paragraph 2.4.2	10
TOTAL		100

NOTE

- Bidders must meet all the mandatory requirements to qualify for evaluation
- Bidder must attain a minimum score of 70% in the Technical evaluation criteria to qualify for registration
- Any information provided by the bidder may be verified by the Corporation.

SECTION III - STANDARD FORMS

APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Firm Name) ..... hereby apply for registration  
as a supplier for..... (Category  
code No.) ..... Postal

Address: .....

.....

Telephone Number (fixed line) ..... Mobile.....

E-mail Address ..... Fax... ..

Town ..... Street .....

Building ..... Floor..... Room/office.....

Other Branches/ Locations .....

.....

.....

Bank Name.....

Bank Branch..... Bank Branch Code.....

Bank Account Name.....

Bank Account Number.....

Mpesa Till/ Paybill Account Number (where applicable).....

Authorized Signature .....

Full name of authorized signatory .....

Designation .....

Official Rubber Stamp and Signature .....

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c)  
 Whichever applies to your type of business

**YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM**

**Part 1: General information**

Business Name	
Physical Location of Business premises (Note that a visit to your office may be made to confirm information provided as part of the Evaluation)	Town..... Street..... Building Name..... Floor.....
Business operations	Year established..... Duration of business operations.....
Principal Contact Person	Name..... Position.....
Postal Address	P.O. Box .....Code .....
Nature of Business	
Maximum value of business which you can handle at any one time	Kshs .....
Name of your bankers	Branch.....

**Part 2(a) – Sole Proprietor**

Your name in full	..... .....
Age	..... .....
Nationality	..... .....
Country of Origin	..... .....
Citizenship details	..... .....

**Part 2(b) – Partnership**

Give details of partners as follows:

No.	Name	Nationality	Citizenship details	Share
1				
2				
3				
4				
5				

Part 2(c) – Registered Company

Private or Public	.....			
State the nominal and issued capital of the company	Nominal Kshs..... Issued Kshs.....			
Give details of all Directors	Name	Nationality	Citizenship details	Share
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....

Date..... Signature of tenderer: .....

If Kenyan citizen, indicate “citizenship details”, whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if space is required. The attachment must be duly signed and stamped)

CLIENTS REFERNCES

Give details of at least 5 (five) Reputable Organizations where you are supplying the category of goods/services applied for. (Attach proof in form of Recommendation Letters, LPO/LSO, Contracts)

1. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person.....Date.....  
Company Stamp

2. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person.....Date.....  
Company Stamp

3. Organization Name .....  
Address .....  
Tel. No .....  
Contact Person .....  
Position in the Organization .....  
E –Mail Address.....  
Signature of contact person.....Date.....  
Company Stamp

4. Organization Name .....  
 Address .....  
 Tel. No .....  
 Contact Person .....  
 Position in the Organization .....  
 E –Mail Address.....  
 Signature of contact person.....Date.....  
 Company Stamp

5. Organization Name .....  
 Address .....  
 Tel. No .....  
 Contact Person .....  
 Position in the Organization .....  
 E –Mail Address.....  
 Signature of contact person.....Date.....  
 Company Stamp

**LITIGATION HISTORY**

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts 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,



DECLARATION FORM

Bidders are required to sign the declaration below:

“The Company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procurements or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experience, resources, equipment and facilities to provide what is being pre-qualified”

Name.....

Signature:.....Position.....

Date:.....

Stamp or Seal

ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE

I/We/Messrs.....

of Street, Building, P O Box.....

.....

Contact/Phone/E mail.....

declare that Public Procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We .....

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with

Tender No .....

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized Signature.....

Name and Title of Signatory.....

Stamp.....