



**MINISTRY OF INTERIOR AND NATIONAL  
ADMINISTRATION**

**NATIONAL POLICE SERVICE  
P.O. BOX 44249 – 00100  
NAIROBI, KENYA**

**TENDER NO: MINA/NPS/KPS/010/2023-2025**

**FOR**

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR  
PROVISION OF AIRTICKETS AND TRAVEL SERVICES.  
(FRAMEWORK AGREEMENT)**

**OPEN TO ALL**

**CLOSING DATE: WEDNESDAY, 12<sup>TH</sup> APRIL, 2023 AT 10.00A.M.**

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## TENDER NOTICE

### PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

1. The National Police Service invites interested eligible bidders for the Provision of the under listed Services for a period of two (2No.) years.

TENDER NO.	ITEM DESCRIPTION	CATEGORY
MINA/NPS/KPS/010/2023-2025	Provision of Air Tickets & Travel Services	OPEN TO ALL

2. Interested tenderers may obtain a complete set of tender documents from the National Police Service website, [www.nationalpolice.go.ke](http://www.nationalpolice.go.ke) and PPIP portal, [www.tenders.go.ke](http://www.tenders.go.ke) free of charge.
3. This pre-qualification does not amount to any contractual obligation on the part of NATIONAL POLICE SERVICE and the Service is not obliged to invite tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
4. Tenders submitted later than the indicated closing date and time shall automatically be disqualified.
5. Tender opening will take place immediately thereafter on the same date in the specified conference room.
6. Tenderers or their representatives who wish to attend are invited to witness the opening.
7. NATIONAL POLICE SERVICE reserves the right to accept or reject any or all the tenders either in whole or in part and is not bound to give reasons thereof.
8. A duly completed pre-qualification documents in plain sealed envelopes clearly marked.

**“MINA/NPS/KPS/010/2023-2025: PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR PROVISION OF AIRTICKETS AND TRAVEL SERVICES FOR A PERIOD OF TWO (2NO.) YEARS”**

Should be submitted at the place indicated below before **Wednesday, 12<sup>th</sup> April, 2023, 10.00am.**

**A. Address for obtaining further information.**

Head of Supply Chain Management Services, National Police Service,  
Jogoo House ‘A’ along Taifa Road, off – Harambee Avenue  
Third (3<sup>rd</sup>) Floor, Room No. 354

**B. Address for Submission of Tenders.**

The Inspector General  
National Police Service  
PO Box 44249 – 00100,  
Nairobi, Kenya

Tenders shall be deposited in the **TENDER BOX** situated at Ground Floor, Kenya Police Service Headquarters, vigilance House, Ground Floor, Harambee Avenue, Nairobi.

**C. Address for Opening of Tenders.**

(i) Name of Procuring Entity: **National Police Service**

(ii) Physical address for the location: **Vigilance House, Harambee Avenue, 6th Floor  
Conference Room Harambee Avenue, Nairobi**

**HEAD SUPPLY CHAIN MANAGEMENT SERVICES  
FOR: INSPECTOR GENERAL  
NATIONAL POLICE SERVICE**

**DATE: Wednesday, 29<sup>th</sup> March, 2023**

# PRE-QUALIFICATION INSTRUCTIONS

## 1.1 INTRODUCTION

The NATIONAL POLICE SERVICE would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Authority to perform the contract of supply and delivery or provision of goods and services to the Authority.

## 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 NATIONAL POLICE SERVICE as and when required for two (2No.) 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 NATIONAL POLICE SERVICE 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. The preliminary evaluation shall adopt **YES/NO** approach and it shall include:

1. Must attach a copy of Certificate of Incorporation/Business Registration
2. Must attach a copy of Valid Tax Compliance Certificate
3. Must attach a copy of Valid County Business Permit
4. Must attach a copy of CR12 and National Identity Cards for all directors for Incorporated Companies or copies of National Identity Cards for Business Registration
5. Must attach a copy of IATA Certificate of Registration
6. Duly completed, Signed and Stamped Confidential Business Questionnaire in the format provided.
7. Duly completed, Signed and Stamped Litigation History Form

8. Tender document must be properly bound and all pages sequentially serialized or paginated
9. No substitution, modification, alteration to the issued standard document is allowed. The bidders are required to fill the required forms in the standard documents and attach to the standard document all other documents, letters, catalogues, brochures, reports among others required in bidding.
10. Bidders must submit two copies (One Original and a Copy)

### **1.6 Distribution of Pre-Qualification Documents**

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

**The Inspector General  
National Police Service  
PO Box 44249 – 00100,  
Nairobi, Kenya**

Not later than **Wednesday, 12<sup>th</sup> April, 2023, at 10.00 a.m.**

### **1.7 Questions Arising from Documents.**

- (a) Address where to send enquiries is Head of Supply Chain Management Services, National Police Service, Jogoo House 'A' along Taifa Road, off -Harambee Avenue at Third (3<sup>rd</sup>) Floor Room No. 354 within Seven (7No.) days from the date of advertising
- (b) The Procuring Entity will publish its response at the website: [www.tenders.go.ke](http://www.tenders.go.ke) and [www.nationalpolice.go.ke](http://www.nationalpolice.go.ke)

### **1.8 Additional Information**

The NATIONAL POLICE SERVICE 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 NATIONAL POLICE SERVICE. 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, 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 NATIONAL POLICE SERVICE 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 NATIONAL POLICE SERVICE 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 require 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 3B.

#### **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 3C. 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 3E

### **3.4 Statement**

Application must include a sworn statement form 3G 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 he 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 it has paid all its statutory obligations and have current Tax Compliance Certificate.



### 3.7 Prequalification Criteria

#### A. PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS) OPEN CATEGORY

The preliminary evaluation shall adopt YES/NO approach and it shall include:

S/No.	Requirements	YES/NO
1.	Must attach a copy of Certificate of Incorporation/Business Registration	<b>Mandatory</b>
2.	Must attach a copy of Valid Tax compliance certificate	<b>Mandatory</b>
3.	Must attach a copy of valid County Business Permit	<b>Mandatory</b>
4.	Must attach a copy of CR12 and National Identity Cards for all directors for Incorporated Companies or copies of National Identity Cards for Business Registration	<b>Mandatory</b>
5.	Must attach a copy of IATA Certificate of Registration	<b>Mandatory</b>
6.	Duly completed, Signed and Stamped Confidential Business Questionnaire in the format provided	<b>Mandatory</b>
7.	Duly completed, Signed and Stamped Litigation History Form	<b>Mandatory</b>
8.	Tender document must be properly bound and all pages sequentially serialized or paginated	<b>Mandatory</b>
9.	No substitution, modification, alteration to the issued standard document is allowed. The bidders are required to fill the required forms in the standard documents and attach to the standard document all other documents, letters, catalogues, brochures, reports among others required in bidding.	<b>Mandatory</b>
10.	Bidders must submit two copies (One Original and a copy)	<b>Mandatory</b>

**NOTE: Tenders that do not pass the Preliminary Evaluation will be considered Non-responsive and shall not be considered for further evaluation.**

#### B. OTHER REQUIREMENTS

S/No.	Requirement	Score Maximum Marks 100
1.	Dully filled Pre-Qualification Data	10
2.	Supervisory Personnel	20
	i) Graduate – 20mks	
	ii) Professional/Diploma - 12mks	
	iii) Certificate - 8mks	
	iv) High School - 4mks	
3.	Financial Position	20
	i) Firm’s audited accounts/Bank statements for previous one year (attach copy) - 10mks	

	ii) Letter of reference from the bank regarding supplier's credit position – 10mks	
4.	Relevant past experience; Provide names of Four clients (organizations)	40
	i) First client organization (attach documental evidence) 10mks	
	ii) Second client organization (attach documental evidence)10mks	
	iii) Third client organization (attach documental evidence) 10mks	
	iv) Forth client organization (attach documental evidence) 10mks	
5.	Current sworn affidavit	10
<b>TOTAL MARKS</b>		<b>100 MARKS</b>

**NOTE: The Pass Mark for the Pre-qualification is 75 Marks and above.**

**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 Marks)**

**FORM 3B- 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)

**(20 Marks)**

**FORM 3C- 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 Marks)**

**FORM 3D -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

<b>Part I- General :</b>	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><b>Part 2 (a) – Sole Proprietor</b></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><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 20%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 10%; text-align: center;"><i>Shares</i></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>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....
	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>																	
1.	.....	.....	.....	.....																	
2.	.....	.....	.....	.....																	
3.	.....	.....	.....	.....																	

	<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>
1.....			
2.....			
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.....

**FORM 3E**

**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 1<sup>st</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> 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) Value of Contract.....
- vi) Duration of Contract (date).....

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

**(40 Marks)**

**FORM 3F - 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.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

**FORM 3G - 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)**

**(10 Marks)**