



WRC SAFARI RALLY
PROJECT



REPUBLIC OF KENYA

APPLICATION DOCUMENT FOR

**REGISTRATION OF
SUPPLIERS FOR GOODS,
SERVICES AND WORKS**

REGISTRATION NO. 1



CATEGORY

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SECTION A

REGISTRATION NO. 1: REGISTRATION AND UPDATING OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD ENDING 30TH JUNE 2020

The WRC Safari Rally intends to register suppliers from interested eligible prospective providers of specific categories for the supply of the under listed goods works and services for the period ending 30th June 2020.

CATEGORY NO.	CATEGORY DESCRIPTION	REMARKS
CATEGORY 1	Supply of general office stationary and computer consumables	Reserved for AGPO
CATEGORY 2	Supply of computer equipment & accessories	Reserved for AGPO
CATEGORY 3	Supply of furniture, office equipment and furnishings	Open
CATEGORY 4	Supply of motor vehicles tyres tubes and batteries	Open
CATEGORY 5	Supply of newspapers and magazines	Reserved for AGPO
CATEGORY 6	Provision of graphic designs and printing	Open
CATEGORY 7	Supply of fumigation and pest control services	Open
CATEGORY 8	Provision of telephone airtime cards	Reserved for AGPO
CATEGORY 9	Repair and maintenance of telephone equipment and PABX	Reserved for AGPO
CATEGORY 10	Repair and maintenance of office equipment i.e. photocopiers, scanners, shredders, calculator and printers	Open
CATEGORY 11	Repair and maintenance of office servers, desktop computers, local area networks (LAN) printers and UPS	Reserved for AGPO
CATEGORY 12	Repair and servicing of motor vehicles- only Ministry of Roads and Public Works approved garages/ dealers	Open
CATEGORY 13	Provision of air ticket services (IATA Registered firms only)	Open
CATEGORY 14	Provision of catering services	Open
CATEGORY 15	Supply and delivery of plumbing and electrical materials	Reserved for AGPO
CATEGORY 16	Provision of bulk printing and photocopying services	Reserved for AGPO
CATEGORY 17	Provision of event organizing services	Open
CATEGORY 18	Supply of cleaning materials and detergents	Reserved for AGPO

CATEGORY 19	Supply and fitting of curtains and rappers and carpets.	Reserved for AGPO
CATEGORY 20	Supply of staff uniform and protective clothing.	Reserved for AGPO
CATEGORY 21	Supply of fuel and lubricants.	Open
CATEGORY 22	Cleaning of curtains, carpets and sofa sets	Reserved for AGPO
CATEGORY 23	Supply of mineral water	Reserved for AGPO
CATEGORY 24	Provision of internet services	Open
CATEGORY 25	Provision of car hire services	Open
CATEGORY 26	Provision of helicopters and aircraft services	Open
CATEGORY 27	Provision of crowd control barriers/directional signs and signage	Open
CATEGORY 28	Hire of ambulances and medical equipment	Open
CATEGORY 29	Provision of security(during event)	Open
CATEGORY 30	Hire of event ground/land for use	Open
CATEGORY 31	Hire of specialized rally equipment	Open
CATEGORY 32	Printing and supply of security access cards	Open
CATEGORY 33	Hire of car satellite tracking and timing system	Open
CATEGORY 34	Hire of generators	Open
CATEGORY 35	Provision of security guards	Open
CATEGORY 36	Provision of cleaning services	Open
CATEGORY 37	Public relations and media monitoring	Open
CATEGORY 38	Hire of earth moving and road construction equipment	Open
CATEGORY 39	Hire of Training and conferencing	Open
CATEGORY 40	Provision of filming and Photography services	Open
CATEGORY 41	ICT Consultancy Services	Open

The application documents containing detailed terms and conditions of qualification may be downloaded from **www.safarirally.co.ke**

Completed application documents in plain sealed envelopes clearly marked "REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES CATEGORY NO.....AND CATEGORY DESCRIPTION....." and addressed to:

Chief Executive Officer
WRC Safari Rally Project
P.O. BOX Private Bag
KASARANI

ALL Documents should be deposited in the tender box situated at the WRC Safari Rally Offices Kasarani Main Stadium Number 9 to be received on or before 26th February 2019 at 10.00am.

Applications will be opened immediately thereafter in the boardroom at Kasarani in the presence of the bidders/ representatives, who may wish to attend.

Chief Executive Officer

SECTION B

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

Part 2 (a) –Sole Proprietor

Your name in full Age

Nationality Country of origin

• Citizenship details

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1			
2			
3			
4			

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

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5.			

Date Signature of Candidate

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

SECTION C

SUPPLIERS APPLICATION FORMS

Please fill in block letters.

1. Full names of tenderer;

.....

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below);

.....

3. Telephone number (s) of tenderer;

.....

4. Email address for tenderer;

.....

5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;

.....

6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, email address);

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.....

.....

Signature of Tenderer

Make copy and deliver to :.....(Name of Employer)

SECTION D

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS:

NO.	STATUTORY DOCUMENT	DOCUMENT NO	REMARKS
1.	Certificate of registration or certificate of incorporation		Attach copy
2.	VAT registration Certificate		Attach copy
3.	Current Business Permit from respective Local Authority		Attach copy
4.	P.I.N. certificate		Attach copy
5.	Valid AGPO Certificate		Attach Copy
6.	Certificate from the relevant body (category 12&13)		Attach copy
7.	Valid tax compliance certificate		Attach copy
8.	A detailed Company profile		Attach copy

In addition:

1. State any technological innovations or specific attributes which distinguishes you from your competitors

.....

2. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership or any other form of liquidation as defined by the applicable law

.....

3. Referees:

Name of company.....

Address

Name of contact person.....

Signature and date.....

Company stamp

Declaration

I/we have completed this form(s) accurately and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information of the filled herein will be used as grounds for removal from or termination of the qualification process.

Having studied the prequalification information for the above tender, I/we state that:

1. The information furnished in our application is accurate to the best of our knowledge,
2. In case of being prequalified, 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 the provision in the tender or quotation documents to follow,
3. When the call for tenders/ quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall come ourselves to inform you and acknowledge your right to review the prequalification made,
4. We enclose all the required documents and information required for the prequalification evaluation.

SECTION E

OTHER IMPORTANT PRE-REQUISITES:

- Must confirm that the firm, its servants or agents have not offered and shall not offer any inducement to the procuring entity.
- Attach company profile indicating qualification of key personnel. Attach copies of their certificates.
- Must have fixed business premises
- Provide a list of clients (previous and current)
- Past litigation and arbitration incidences encountered if any by the firms in the last one year must be enumerated.