

TOURISM REGULATORY AUTHORITY

PREQUALIFICATION NOTICE

FOR THE

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2017\_2019

(THIS DOCUMENT IS FOR TENDERS NOS. TRA/PQ/01/2017-19 - TRA/PQ/30/2017-19)

TENDER NO.....

FOR SUPPLY OF.....

**CLOSING DATE: 25th JULY 2017**

**TIME: 10.00 A.M**

**NOTE: The prequalification category the bidder is applying for MUST be specified in this first page. Those wishing to apply for different categories must submit them in separate envelopes clearly marked with category name and category number.**

UTALII HOUSE

P.O. BOX 30027-- 00100

TEL: +254 02 33 31 3011

NAIROBI, KENYA.

E-mail: [info@tourismauthority.go.ke](mailto:info@tourismauthority.go.ke)

Website: [www.tourismauthority.go.ke](http://www.tourismauthority.go.ke)

## PRE-QUALIFICATION NOTICE

Tourism Regulatory Authority invites applications from interested, eligible, capable individuals and firms for Prequalification/ Registration as Suppliers and Service Providers for the years 2017-2019 in the following categories:

### REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS 2017–2019

ITEM NO.	PREQUALIFICATION NO.	ITEM DESCRIPTION	TARGET GROUP
1.	TRA/PQ/01/2017-19	Supply and delivery of Computers, servers, laptops, printers, scanners and other related ICT Equipments	Citizen Contractors
2.	TRA/PQ/02/2017-19	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipments	Reserved Groups
3.	TRA/PQ/03/2017-19	Supply and delivery of general office Stationery	Reserved Groups
4.	TRA/PQ/04/2017-19	Supply and delivery of general office equipments (Metal filing cabinets, etc)	Citizen Contractors
5.	TRA/PQ/05/2017-19	Supply of Air time	Reserved Groups
6.	TRA/PQ/06/2017-19	Supply and Delivery of Assorted Electrical Fittings and Lighting Materials	Reserved Groups
7.	TRA/PQ/07/2017-19	Supply and Delivery of Assorted Electronic Materials, and accessories	Reserved Groups
8.	TRA/PQ/08/2017-19	Supply/Repair and Servicing of Air condition equipments	Citizen Contractors
9.	TRA/PQ/09/2017-19	Supply of Branded Bottled Mineral Water	Citizen Contractors
10.	TRA/PQ/10/2017-19	Supply of Staff Uniforms and protective Clothing	Citizen Contractors
11.	TRA/PQ/11/2017-19	Provision of Air Travel Ticketing Services	Citizen contractors
12.	TRA/PQ/12/2017-19	Provision of Medical & Group Personal Accident Insurance Services (underwriters only)	Citizen Contractors
13.	TRA/PQ/13/2017-19	Provision of General Insurance Services (underwriters only)	Citizen Contractors
14.	TRA/PQ/14/2017-19	Provision of Videography & Photography Services	Reserved Groups
15.	TRA/PQ/15/2017-19	Provision of Baseline Survey and related Consultancy Services on Employee satisfaction, work environment, customer satisfaction and other Performance Contract related consultancies	Citizen Contractors
16.	TRA/PQ/17/2017-19	Provision of Group Life Insurance Services (underwriters only)	Citizen Contractors

17.	TRA/PQ/18/2017-19	Provision of documentary production Services	Citizen Contractors
18.	TRA/PQ/19/2017-19	Provision of Security and Guarding Services	Citizen Contractors
19.	TRA/PQ/20/2017-19	Provision of ICT training and consultancy services	Citizen Contractors
20	TRA/PQ/21/2017-19	Provision of Cleaning Services, Detergents, Soaps, Disinfectants & Toiletries	Reserved Groups
21	TRA/PQ/22/2017-19	Supply of Motor Vehicles Tyres, Batteries & other accessories	Citizen Contractors
22	TRA/PQ/23/2017-19	Supply of Newspapers, Periodicals, legal Materials	Reserved Groups
23	TRA/PQ/24/2017-19	Supply of Promotional Material and Branded items (T-Shirts, caps, vests, bags, umbrellas, pens, mugs, key holders, clocks, Banners etc)	Reserved Groups
24	TRA/PQ/25/2017-19	Design and Printing of Cards, Diaries, Corporate Newsletter, Stickers, Signage, Fliers, Brochures, Booklets etc)	Reserved Groups
25	TRA/PQ/26/2017-19	Provision of Event Management and Entertainment Services	Reserved Groups
26	TRA/PQ/27/2017-19	Provision of Advertising Services ( Bill Boards, radio,Tv etc)	Citizen Contractors
27	TRA/PQ/28/2017-19	Maintenance and Repair of Office Furniture	Reserved Groups
28	TRA/PQ/29/2017-19	Provision of Legal Services	Citizen Contractors
29	TRA/PQ/30/2017-19	Supply and Delivery of Office Furniture	Citizen Contractors
30	TRA/PQ/31/2017-19	Supply and Delivery of Toners and cartridges	Reserved Groups
31	TRA/PQ/32/2017-19	General building Contractors & Building Renovators	Citizen Contractors
32	TRA/PQ/33/2017-19	Provision of repair, servicing, maintenance of motor vehicles ( Chevrolet trailblazers etc)	Citizen Contractors
33	TRA/PQ/34/2017-19	Supply, Delivery & Maintenance of Fire Fighting Equipments	Citizen Contractors
34	TRA/PQ/34/2017-19	Provision of courier services	Citizen Contractors
35	TRA/PQ/35/2017-19	Provision of fumigation and pest control services	Citizen Contractors

The Pre-qualification documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from the TRA website [www.tourismauthority.go.ke](http://www.tourismauthority.go.ke). The Pre-qualification closing date is **25<sup>th</sup> JULY 2017 at 10.00 a.m.**

DIRECTOR GENERAL

## PRE-QUALIFICATION NOTICE

Tourism Regulatory Authority invites sealed applications from eligible candidates for purposes of prequalifying suppliers for registration for the year 2017-2019 financial year.

A complete set of pre-qualification documents may be viewed and downloaded from the Tourism Regulatory Authority's website: [www.tourismauthority.go.ke](http://www.tourismauthority.go.ke) free of charge.

Interested eligible firms may obtain further information from the Tourism Regulatory Authority's Supply Chain Management Office, Utalii House, 4th Floor, Utalii Street, Off Uhuru Highway.

Completed Pre-qualification documents are to be enclosed in plain sealed envelopes, marked with the respective pre-qualification number and category name and be deposited in the Tender box provided at The Tourism Regulatory Authority's Offices, Utalii House, 5<sup>th</sup> floor, Utalii Street, Off Uhuru Highway, Nairobi or be addressed to:

The Director-General  
Tourism Regulatory Authority,  
P. O. Box 30027 - 00100  
NAIROBI

so as to be received on or before 25<sup>th</sup> JULY 2017 AT 10.00 AM.

Applications for Registration will be opened immediately thereafter in the Board Room, Utalii House, 5<sup>th</sup> floor, Utalii Street, Off Uhuru Highway, Nairobi in the presence of candidates'/ representatives, who choose to attend.

Any canvassing or giving of false information will lead to automatic disqualification.

DIRECTOR-GENERAL

## SECTION 1 - INFORMATION TO APPLICANTS

### 1 INTRODUCTION

- 1.1 Tourism Regulatory Authority (TRA) is a corporate body established under section 4 of the Tourism Act No.28 of 2011 and is mandated to regulate the tourism sector in Kenya. This entails developing regulations, standards and guidelines that are necessary to ensure an all-round quality service delivery in the tourism sector.

The regulatory functions of the Authority as provided by the Act are:

1. Formulate guidelines and prescribe measures for sustainable tourism throughout the country;
2. Regulate tourism activities and services countrywide, in accordance with the national tourism strategy;
3. Register, license and grade all sustainable tourism and tourist- related activities and services including cottages and private residences engaged in guest house services;
4. Develop and implement, in consultation with relevant stakeholders, criteria for standardization and classification of tourism facilities and services;
5. Develop and regulate, in consultation with the Ministry for the time being responsible for matters relating to education, tourism and hospitality curriculum, examination and certification;
6. Develop and implement a code of practice for the tourism sector;
7. Ensure the development and implementation of high quality tourism sector;
8. Vet and recommend expatriates seeking employment in the tourism and hospitality sector.
9. Monitor and assess tourist activities and services to enhance continuous improvement and adherence to sound principles and practices of sustainable tourism;
10. Undertake annually, an assessment and audit of tourism activities and services, measures and initiatives at national level, and prepare and publish an annual national tourism sector status report, in consultation with the minister and relevant lead agencies; and
11. Perform any other functions that are ancillary to the object and purpose for which the Authority is established.

#### **Vision**

A valued and trusted lead regulator in a competitive tourism sector.

#### **Mission**

To develop and promote a conducive regulatory environment for a dynamic sustainable tourism sector.

#### **Our values are:**

Integrity  
Collaboration  
Teamwork  
Professionalism  
Innovation

- 1.2 Suppliers are invited to apply to be pre-qualified for various categories for provision of Goods, works and services. The Tourism Regulatory Authority (TRA) will pre-qualify and enlist suppliers from among those who will have submitted applications, in accordance with the pre-qualification requirements.
- 1.3 The Pre-qualification Document and the Applicants response thereof shall be the basis of pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.4 TRA does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- 1.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.
- 1.6 Applicants will meet all costs associated with preparation and submission of their applications.
- 1.7 It is TRA's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, TRA:
  - a) defines, for the purpose of this provision, the terms set forth below as follows:
    - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procuring Entity in the pre-qualification process; and
    - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of TRA, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive TRA of the benefits of free and open competition.
  - (b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
  - (c) Will declare an application ineligible, for pre-qualification if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
  - (d) Will have the right to examine financial records relating to the performance of such services to determine capability;

(e) Will have the right to inspect the business premises of the Applicant.

1.8 Applicants shall furnish information as described in the prequalification document.

## 2. OBJECTIVE OF THE ASSIGNMENT

The main objective of prequalifying suppliers is to have a standby list of suppliers for the year 2017\_2019 for provision of Goods, Services and Works for the operations of TRA activities.

## 4. CLARIFICATIONS

4.1 Applicants may request for clarification on the prequalification document up to **three (3) days** before the submission at Tourism Regulatory Authority . Any request for clarification must be sent in writing by mail, facsimile to the address. TRA will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

## 5. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

5.1 A single application **MUST** be submitted for each category. Those wishing to be considered for prequalification in more than one category should submit separate applications per category.

5.2 Applicants are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application. Applicants must prove that they are eligible for the categories applied for by attaching all relevant supporting documents.

5.3 Applicants are required to meet the qualification criteria stipulated in **clause 7** of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be pre-qualified.

5.4 The pre-qualification documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

### 5.5 Period of Validity

The request for pre-qualification must remain valid for not less than **120 days** from the date of submission and candidates shall be pre-qualified for a period of two years.

TRA will make the best effort to complete the evaluation and communicate within this period.

## 6. SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

6.1 The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialed by the person who sign(s) the Pre-qualification Document.

6.2 The pre-qualification documents should be prepared and submitted in **one original** in a plain sealed envelope clearly marked:

“WITH THE RESPECTIVE PREQUALIFICATION NO. TRA/PQ/.../2017\_2019

“DO NOT OPEN BEFORE 25<sup>th</sup> JULY 2017

Completed Pre-qualification Documents should be deposited in the tender box provided at The Tourism Regulatory Authority’s Offices, Utalii House, 5th floor, Utalii street, Nairobi, Kenya or be addressed and posted to:

The Director General,  
Tourism Regulatory Authority,  
P. O. Box 30027 – 00100,  
NAIROBI, KENYA.

### 6.3 Deadline for Submission

The closing date and time for submission of the Pre-qualification Document shall be **25<sup>TH</sup> JULY, 2017 at 10.00 AM**

### 6.4 Late Applications

Any Pre-qualification Document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

### 6.5 Opening of Applications

6.5.1 A Committee of officials from TRA shall open the applications immediately after the closing time for submissions of the Pre-qualification Documents’ in the presence of applicants’ representatives who choose to attend.

6.5.2 TRA will prepare a record of the Pre-Qualification Opening

## 7.0 PRE-QUALIFICATION EVALUATION CRITERIA



## 7.1 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information:-

- (i) Prequalification submission Form
- (ii) Declaration Form
- (ii) A copy of certificate of incorporation/registration
- (iii) Valid Tax Compliance Certificate
- (iv) Duly completed Confidential Business Questionnaire
- (v) Evidence of Physical Address and premises. (Attach copies of utility bills e.g. electricity/water or lease agreement/title deed). TRA may visit the premises to ascertain physical address.
- (vi) A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings

## 7.3 General Requirements

- (a) TRA will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Pre-qualification will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices and TRA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) TRA does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

## 8 CONFIDENTIALITY

- 8.1 Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

## SECTION 2 - STANDARD FORMS

### 2.1 PRE-QUALIFICATION SUBMISSION FORM

TO: Director General  
Tourism Regulatory Authority  
Utalii House, Utalii Street, OFF Uhuru  
Highway  
P. O. Box 30027-00100  
NAIROBI

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos. .... The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.
2. Our submission is binding to us for **120 days** and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand you are not bound to accept any submission you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[Signature) (in the capacity of]

Duly authorized to sign on behalf of \_\_\_\_\_

Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

## 2.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the Tourism Regulatory Authority, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed .....

For and on behalf of .....

In the capacity of .....

Dated this ..... day of .....2017

Company's rubber Stamp .....

## 2.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 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 1 General

Business Name..... Location of Business Premises ..... Plot No, ..... Street/Road ..... Postal address ..... Tel No(s) .. ..... 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 ..... <i>Note: it is a requirement to <b>duly fill this section</b> for the purpose of easy location and all communications.</i>
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	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details ..... Youth/Woman/Person with Disability (indicate)..... Citizen Contractor (Indicate).....																				
	<p style="text-align: center;">Part 2 (b) – Partnership</p> Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 35%;">Citizenship details</th> <th style="width: 25%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> Youth/Women/Persons with Disability (indicate)..... Citizen Contractors (Indicate).....	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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. ....	.....	.....	.....
Youth/Women/Persons with Disability (indicate).....			
Citizen Contractors (Indicate).....			
Date.....		Signature of Candidate.....	

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorized representative of the firm]*

Full name of staff member: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

## 2.3 REFERENCES

Submit details of organisations where you have undertaken similar services in the format given below.

No	Contact Information	Details
1	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
2	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
3	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
4	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
5	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	

Ensure you have provided reference letters for **ALL** the above organizations, duly **signed** and **stamped** by the relevant officer and **provide details of the assignments in the format provided in 2.7.**

The reference letter **MUST** be on the organization's letterheads.

## 2.4 FIRM'S REFERENCES

### Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_

Name and title of signatory; \_\_\_\_\_

Tel. No. \_\_\_\_\_

*(May be amended as necessary)*