

YOUTH ENTERPRISE DEVELOPMENT FUND



REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

FOR FY 2023-2024 & FY 2024 - 2025.

TENDER NO. YEDF/PQ/004/2023-2025

CLOSING DATE 13TH JUNE, 2023 AT 10:00 A.M



REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR FINANCIAL YEARS 2023–2024 AND 2024–2025

1.0 INTRODUCTION

The fund wishes to invite all eligible, competent and qualified firms to submit applications for purposes of registration for supply of goods, works and Services for the period 2023/2024 and 2024/2025 financial years. Suppliers that are currently registered by YEDF are required to register afresh if they wish to participate. The categories for consideration are listed below:

2.0 LIST OF YOUTH ENTERPRISE DEVELOPMENT FUND CATEGORIES

2.1 Instructions to Bidders:

- i. Bidders **MUST** complete the preferred Category as per the Table format provided below.
- ii. Bidders **MUST** provide a substantive response in the format provided.
- iii. Bidders are allowed to register up to a **Maximum of two (2)** Lots in any of the categories (A & B) by indicating **YES** to the preferred category.
- iv. Bidders interested in registering for AGPO opportunities **Must** indicate the Preferred category either with or without Previous experience.
- v. Bidders **MUST** only submit one Tender Document
- vi. Bidders to be considered for registration for the preferred category **MUST** meet the evaluation criteria provided below.

No.	Categories	Must indicate Category
A.	Goods	Maximum of Two (2) lots for all categories
B.	Works / Services	

N/B – Bidders who select more than Two (2) lots will be evaluated on the first two (2) ONLY.

REGISTRATION OF SUPPLIERS

A. SUPPLY OF GOODS			
LOT NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY
1.	YEDF/G1/2023-2025	Supply and Delivery of Office Stationery, consumables and general printing services.	AGPO
2.	YEDF/G2/2023-2025	Supply and Delivery of Computers, Servers, Printers, UPS, Scanners Computer Spare parts, Consumables, Accessories and other computer equipment.	AGPO
3.	YEDF/G3/2023-2025	Design and Branding of Promotional Materials, T- Shirts, Caps, Banners, Posters, Flags and Give Aways.	AGPO
4.	YEDF/G5/2023-2025	Supply and Delivery of Bottled Water and Lease of Water Dispensers	AGPO
5.	YEDF/G6/2023-2025	Supply and Delivery of various Kitchen equipment and supplies	AGPO
6.	YEDF/G7/2023-2025	Supply and Delivery of Office Furniture and related office fittings	AGPO
7.	YEDF/G8/2023-2025	Supply and delivery of staff uniform	OPEN

CATEGORY B- PROVISION OF SERVICES

LOT NO.	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY
1.	YEDF/S1/2023-2025	Repair and Maintenance of Computers, Printers, Photocopiers, Ups and Related Equipment.	OPEN
2.	YEDF/S2/2023-2025	Provision of implementation and support of Wide Area Network and Internet.	OPEN
3.	YEDF/S3/2023-2025	Provision of implementation and support of application software, operating systems and cloud systems.	OPEN
4.	YEDF/S4/2023-2025	Provision of Bulk SMS, USSD & E-commerce services.	OPEN
5.	YEDF/S5/2023-2025	Supply,delivery,installation and maintenance of Air conditioners.	OPEN
6.	YEDF/S6/2023-2025	Supply, delivery, installation, maintenance and implementation of structured cabling, biometrics, CCTV, ICT accessories and ICT security systems.	OPEN
7	YEDF/S7/2023-2025	Provision of ICT consultancy & training services.	OPEN
8.	YEDF/S8/2023-2025	Provision of Credit Reference Bureau Services	OPEN
9.	YEDF/S9/2023-2025	Provision of valuation services for land and landed properties.	OPEN
10.	YEDF/S10/2023-2025	Provision of Legal Services (Conveyancing & Litigation)	OPEN
11.	YEDF/S11/2023-2025	Provision of fitting of car tracking devices and car tracking services.	OPEN

12.	YEDF/S12/2023-2025	Provision of valuation services for Motor vehicles and Motor cycles.	OPEN
13.	YEDF/S13/2023-2025	Provision of real estate Management Services.	AGPO
14.	YEDF/S14/2023-2025	Provision of Debt collection Services	OPEN
15.	YEDF/S15/2023-2025	Provision of repairs and Maintenance of Motorcycles.	OPEN
16.	YEDF/S16/2023-2025	Provision of Taxi and Car hire Services.	OPEN
17.	YEDF/S17/2023-2025	Provision of Auctioneering services of Motor vehicles, Motor cycles, Furniture and general obsolete assets and stores.	OPEN
18.	YEDF/S18/2023-2025	Provision of Auctioneering services of Land and Landed properties.	OPEN
19.	YEDF/S19/2023-2025	Provision of Air ticketing services (IATA registered firms only) Frame work agreement.	OPEN
20.	YEDF/S20/2023-2025	Provision of hotel and conferencing facilities.	OPEN
21.	YEDF/S21/2023-2025	Provision of small building works, office partitioning, interior design, renovation painting and other related works.	OPEN
22.	YEDF/S22/2023-2025	Provision of Event organizing services.	AGPO
23.	YEDF/S23/2023-2025	Provision of Catering services.	OPEN
24.	YEDF/S24/2023-2025	Provision Of Graphic Design / Creative Services.	AGPO
25.	YEDF/S25/2023-2025	Provision of Photography and Video Coverage Services.	AGPO
26.	YEDF/S26/2023-2025	Provision of Translation and Interpreter services.	OPEN
27.	YEDF/S27/2023-2025	Provision of maintenance services for firefighting equipment.	OPEN
28.	YEDF/S27/2023-2025	Provision of Human resource training development / recruitment / HR	OPEN

		consulting services & PR consulting services.	
29.	YEDF/S28/2023-2025	Provision of Employee and customer satisfaction survey.	OPEN

Interested bidders may view and download the above registration documents from Public Procurement Information Portal website www.tenders.go.ke or YEDF website www.youthfund.go.ke . Interested and eligible applicants are required to download and fill the registration documents from the website free of charge.

Completed Registration documents **MUST** be submitted in plain sealed envelopes clearly marked: -

YEDF/PQ/004/2023-2024 FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE PERIOD 2023-2024 & 2024-2025

and addressed to:

The Chief Executive Officer
Youth Enterprise Development Fund
Renaissance Corporate Park 4th floor
Elgon Road
P. O. BOX 48610-00100, Nairobi
info@youthfund.go.ke

Completed Forms should be deposited in the Tender Box located at YEDF located at **Renaissance Corporate Park 4th floor Elgon Road** area so as to be received on or before **13th June, 2023 at 10:00 a.m.**

3.0 GENERAL INSTRUCTIONS

You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.

YEDF attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.

YEDF reserves the right to visit and inspect business premises of all the applicants to verify information provided.



All the information provided would be treated as confidential.

This Registration Document is eligible for one specific lot which should be clearly written at the top of the form.

Your registration documents should be submitted properly book bound, filled and paginated. YEDF shall not be responsible for Loss of documents not bound together.

4.0 REGISTRATION INSTRUCTIONS

4.1 Introduction

The Youth Enterprise Development Fund(YEDF) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the YEDF to perform the contract of supply and delivery or provision of goods, works and services to YEDF.

4.2 Registration Objective

The main objective is to be invited to participate in Procurements for supply and delivery of assorted Goods, Works and services from relevant Request for quotations to YEDF on and as when required during the stated period.

4.3 Invitation of Registration

Suppliers registered under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The CEO YEDF, so that they may be registered under the specific Lots. Bids will be submitted in separate Envelopes for every Lot Singly. The prospective suppliers are required to supply mandatory information for Registration.

4.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the Registration criteria.

4.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

In order to be considered for Registration, prospective suppliers must submit all the information herein requested.



4.6 Distribution of Registration Documents

A copy of the completed Registration data and other requested information shall be submitted to reach:

Chief Executive Officer
Youth Enterprise Development Fund(YEDF)
Renaissance Corporate Park 4th floor
Elgon Road
P. O. BOX 48610-00100, Nairobi
info@youthfund.go.ke

4.7 Additional Information

The Youth Enterprise Development Fund(YEDF) reserves the right to request submission of additional information from prospective bidders.

Invitation to Bid will be made available only to those bidders whose qualifications are accepted by Youth Enterprise Development Fund upon completion of the Registration process.

5.0 REGISTRATION DATA INSTRUCTIONS

5.1 Registration data forms

- a) The attached questionnaire forms described as **PART II, III, IV, V, VI, VII, VIII and IX** are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific Lot.
- b) The registered application forms which are not dully filled and submitted in the prescribed format shall not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

5.2 Qualification

- a) It is understood and agreed that the Registration data on prospective bidders is to be used by YEDF in determining, according to its sole judgment and discretion, the registration of prospective bidders to perform in respect to each tender item/category as described by the client.
- b) Prospective bidders will not be considered qualified unless in the judgment of YEDF 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.

5.3 Essential Criteria for Registration

- a) Experience: Only for Open eligibility categories prospective suppliers shall have at least 2 years' experience in the supply of goods and services, while for Youth, Women and Persons with Disability no previous experience is required. For both eligibilities, potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
- c) YEDF reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.
- d) The firms must be registered in Kenya, with certificate of Registration, Incorporation copies of which must be attached.
- e) The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- f) Firms must submit CR12 issued within the last six (6) months and which must be attached

5.4 Personnel

The Suppliers/Contractors shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in PART V.

5.5 Financial Condition

- a) The Supplier's financial condition will be determined by latest Three (3) months financial statement submitted with the Registration documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be Registered on the satisfactory information given.
- b) However, potential bidders should provide evidence of financial capability to execute the contract.

5.6 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in PART VI.

5.7 Statement

Application must include a sworn statement on PART IX by the Tenderer ensuring the accuracy of the information given.

5.8 Withdrawal of Registration.

- a) Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the YEDF reserves the right to reject the tender from such a bidder even though they have been initially registered.
- b) Any form of Corruption shall lead to deregistration from the list of registered suppliers.

5.9 Invitation to Tender.

The successful firms that will be registered will be issued with Request for Quotation documents from time to time and as and when need arises and all firms invited are expected to quote. Those wishing not to participate are required to indicate reasons for non-participation on the tender/quotation form/email failing which the firm may be deleted from YEDF panel of suppliers.

All suppliers MUST have a valid email address and any change must be communicated to YEDF.

6.0 REGISTRATION EVALUATION

CRITERIA A: OPEN CATEGORY:

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

No	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate	Mandatory
3	Valid Single Business Permit from a County Government	Mandatory
4	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
5	Firm’s audited accounts for previous one year.(attach proof)	Mandatory
6	All the pages of the tender document/attachments must be serialized	Mandatory
7	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

CATEGORY B: YOUTH, WOMEN & PERSONS WITH DISABILITY

PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1	Copy of Certificate of Registration/Incorporation	Mandatory
2	Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
3	A Copy of CR 12 for companies issued within the last 6 months	Mandatory
4	Valid Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)	Mandatory
5	Letter of Reference from the bank regarding credit position	Mandatory
6	All the pages of the tender document/attachments must be serialized	Mandatory
7	Dully Completed Forms in PART II, III, IV, V, VI, VII, VIII & IX	Mandatory

PART I: REGISTRATION DOCUMENTATION

Firms must provide copies of the following applicable to Open & YWPD: -

- a) Copies of Certificate of Incorporation/Partnership deed/Business registration
- b) Copy of Valid AGPO Registration Certificate from The National Treasury (Applicable for firms owned by Youth, Women and Persons with Disability)
- c) Valid Tax Compliance Certificate
- d) Copy of valid Single Business Permit from County Government for non AGPO firms
- e) Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, NCA, AAK, MISK, CA, LSK, ACPAK, ACPSK, ISPAK, PCB etc.
- f) Current letters of recommendation or LPOs/LSOs from previous organizations served (provide at least 2) for Non AGPO.
- g) Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
- h) Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc or tenancy agreements



PART II:

SUPPLIER REGISTRATION DATA

Business Name

Pin No.....

Reg. Certificate No.....

(Attach copy registration certificate)

Address

P.O. Box..... Postal Code.....City/Town.....

Telephone Nos Mobile Nos.....

Email Address:

Website address (If any)

Physical Address

Business Location

Name of building

Plot No.Road/Street NameFloor No.

Room No.

NATURE OF BUSINESS

Please list the goods or services you provide specific to Lot. No, Lot Description applied for:

- 1.....
- 2.....
- 3.....
- 4.....

For Contractors, state your area of specialization specific to Lot. No, Lot Description applied for: -



- 1.....
- 2.....
- 3.....
- 4.....

PART III: FINANCIAL POSITION / INVESTMENT

Provide and attach certified audited financial statements for the previous (latest) One year or Letter of Reference for the AGPO groups certified by the issuing bank as proof of ability to execute the items applied for.

Maximum value of business which you can handle at any time Kshs:

State terms of payment in preference order

- i.....
- ii.....
- iii.....
- iv.....

Note: YEDF prefers payment to be made within 30 days after delivery of goods, Works or services.

PART IV: ELIGIBILITY

Are you related to an Employee or Member of YEDF? Yes/No

If answer in '3' is YES give the relationship.

.....

.....

.....

.....

.....



Does an Employee or Member of YEDF sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes/No

If answer in above is YES give details.

.....
.....
.....
.....

Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by YEDF to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes/No

If answer in above is YES give details.

.....
.....
.....
.....
.....

Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES/No

If answer in above is YES give details:

.....
.....
.....
.....

.....

Have you offered or given anything of value to influence the procurement process? Yes/No

If answer in above is YES give details

.....
.....
.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date.....Signature of candidate

PART V: MANPOWER

Name of Chief Executive Officer/Principal Officer.....

How many staff does your organization have?.....

Indicate the number in each category:

Technical:.....

(Permanent.....Temporary.....)

Semi-Skilled.....

(Permanent.....Temporary.....).

Please describe generally the experience and expertise your organization possesses that will generally enable you to effectively and efficiently undertake the services that you are applying for as required by YEDF.



Attach CV's of key professional / technical personnel in the following format.

Name:

Academic Qualification

Undergraduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach Certificates if any) Length of service with the firm Position held

.....

PART VI: PAST PERFORMANCE & EXPERIENCE

Please provide at least four (4) major supplies / services / projects / assignments you have undertaken relevant to the job you are applying registration performed over the last three (3) years:

Name of 1st Client

i.Name of Client

ii.Address of Client

iii.Name of Contact Person at the client

iv.Telephone Contact.....

v.Value of Contract

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

vii.Signature and Date.....

viii.Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 2nd Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- ix. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 3rd Client

- i. Name of Client
- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Name of 4th Client

- i. Name of Client



- ii. Address of Client
- iii. Name of Contact Person at the client
- iv. Telephone Contact.....
- v. Value of Contract
- vi. Duration of Contract(date).....
- vii. Signature and Date.....
- viii. Company Stamp.....

(Attach documental evidence of existence of contract / Purchase Order)

Trade References

Attach at least two (2) current letters of recommendation / Reference from reputable organizations that you have supplied goods, works/service for the last three years.

Name and address of your Bankers.....

Have you ever had an order/contract issued and cancelled in whole or part by YEDF? Yes/No

If yes give reasons for cancellation

.....

.....

.....

.....

.....

Have you ever been issued with a tender/quotation document by YEDF and you failed respond/submit? Yes/No

If yes give reasons for not submitting:

.....

.....

.....

Do you have any objection in YEDF obtaining a confidential financial report from your bankers?

.....

Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....

PART VII: BUSINESS PROBITY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential YEDF supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	

3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed or member of the of YEDF and who is in a position to influence the award of any supply. For purpose of Registration process close relative refers to parents, siblings' spouse or children	
6	Supplier is directly or indirectly controlled by or is under common control with another Supplier.	

PART VIII: LITIGATION HISTORY

Name of Contractor/Supplier.....

Contractor/Supplier 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 Against	Name of Client cause of Litigation and matter in dispute	Disputer amount (Current Value Kshs. Equivalent)

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this Registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with YEDF.

Having studied the Registration information for the above provision of goods, works or services applied for I hereby state:

The information and answers furnished in this Registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with YEDF.

That in case of being registered 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 documents to follow.

We enclose all the required documents and information required for the Registration evaluation.

We will not engage in corrupt practices with the Service / Members of Staff.
 We have not been debarred from participating in Public Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Designation	
Signature:	
Stamp or seal	



(Full name and designation of the person signing and affix Rubber stamp/seal)

Certification

On behalf of the Supplier, I certify that the information given above is correct.

Full Name_____

Title or Designation_____

(Signature)

(Date)