



TENDER NO: KYEB/1/2024/25 – 2025/2026

**KENYA YEARBOOK EDITORIAL
BOARD**

NHIF BUILDING

P.O.BOX 34035-00100 NAIROBI

**REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS AND
PROVISION OF SERVICES FOR**

THE FINANCIAL YEARS 2024/25 - 2025/26

CLOSING DATE: 22nd AUGUST 2024 AT 10.30 A.M.

Table of Contents

	Page
1. Tender Notice	3
2. REGISTRATION INSTRUCTIONS	7
(a) BRIEF CONTRACT REGULATIONS/GUIDELINES	
(b) REGISTRATION DATA INSTRUCTIONS	
(c) REGISTRATION CRITERIA	
5. FORM RG-1 MANDATORY REQUIREMENTS	10
6. FORM RG-2 REGISTRATION APPLICATION FORM	11
7. FORM RG-3 FINANCIAL POSITION AND TERMS OF TRADE	14
8. FORM RG-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE	15
9. FORM RG-5 PAST EXPERIENCE / REFERENCES	18
10. SWORN STATEMENT	20

INVITATION TO TENDER

The Kenya Yearbook Editorial Board (KYEB) is a State Corporation under the Ministry of Information, Communication and the Digital Economy under Legal Notice 187 of 2007.

We are mandated to: -

1. Periodically compile, edit and publish the Yearbook;
2. Document and detail the work of Government of Kenya in the Yearbook in partnership with its people;
3. Explain in the Yearbook the programme of action to sustain the speed up progress towards the kind of society Kenyans desire
4. Convey in the Yearbook the immense resources in Kenya and the potential still to be tapped.

In addition, KYEB also compiles and disseminates sectoral publications, which are designed to focus on topical issues in the socio-economic and political spheres as well as showcase achievements of the Government of Kenya.

The Kenya Yearbook Editorial Board wishes to invite interested and eligible Individuals/bidders for the registration of suppliers for the supply and delivery of goods, works and services for the financial years 2024/25-2025/26

Category No.	Category Description	Target Group	Tick where appropriate
KYEB/A	Goods		
KYEB/A/01	General office supplies (e.g. Stationery)	Special Group	
KYEB/A/02	Supply and Delivery of office furniture, furnishings & fittings	Open	
KYEB/A/03	Supply, Delivery and Installation of Office Equipment e.g. Computers, Printers, Telephone, PABX, etc	Open	
KYEB/A/04	Supply and Delivery of Motor Vehicle Tyres, Tubes and Batteries	Open	
KYEB/A/05	Supply and Delivery of Kitchen Consumables e.g. Milk, Water, Sugar, Serviettes, Drinking Chocolate, Coffee etc.	Open	
KYEB/A/06	Supply and Delivery of Newspapers /Magazines, Enewspaper	Open	
KYEB/A/07	Supply and delivery of personal protective equipment and medical supplies	Open	
KYEB/A/08	Supply and Delivery of uniforms and protective gears	Open	
KYEB/A/09	Supply of Fuel and Lubricants (Electronic cards)	Open	

KYEB/B	Services		
KYEB/B/01	Development and Maintenance of Websites Services	Open	
KYEB/B/02	Development of portals and mobile Apps Services	Open	
KYEB/B/03	Provision of Platform as a Service, Infrastructure as a Service and other Software Subscription Services	Open	
KYEB/B/04	Supply, Repair and Maintenance of CCTV, Servers, Access Control, PABX and Telephone Systems	Open	
KYEB/B/05	Supply of Computer Software and Licenses	Open	
KYEB/B/06	Provision of Cyber Security Penetration Tester Service	Open	
KYEB/B/07	Provision of Event Management, Shows and Exhibitions Services	Open	
KYEB/B/08	Provision of Communication Services: Public Relations, Advertising, Podcasting, Digital Content Management, Baseline Survey, Content Strategy, Social Media Engagement, Sentiment Analysis, Search Engine Optimization and Share of Voice, IEC Materials, Editing Services, Writing Services and Content Creation Services	Open	
KYEB/B/09	Provision of Branding and Brand Positioning Services	Open	
KYEB/B/10	Provision of Media Monitoring Services	Open	
KYEB/B/11	Provision of Media Analysis Services	Open	
KYEB/B/12	Provision of Communication Auditing Services	Open	
KYEB/B/13	Provision of Copy Typing Services	Open	
KYEB/B/14	Provision of Videography and Photography Services	Open	
KYEB/B/15	Provision of Blogging Services	Open	
KYEB/B/16	Provision of Animation Services	Open	
KYEB/B/17	Provision of Digital Content services	Open	
KYEB/B/18	Provision of UX/IX Designing Services	Open	
KYEB/B/19	Provision of Broadcasting Services	Open	
KYEB/B/20	Provision of Public Relations Services	Open	
KYEB/B/21	Provision of Product Development Services	Open	
KYEB/B/22	Provision of Media Relations Services	Open	
KYEB/B/23	Provision of Training on Personal and Leadership Branding	Open	
KYEB/B/24	Provision of Graphic Design Services	Open	
KYEB/B/25	Provision of digitizing and audio-visual books	Open	

KYEB/B/26	Provision of conferencing and outside catering services	Open	
KYEB/B/27	Provision of Printing, Bulk Photocopying, Binding and Document Management Services	Open	
KYEB/B/28	Provision of comprehensive office cleaning, fumigation & Pest control services	Special Group	
KYEB/B/29	Provision of Travel and Air ticketing Services (IATA REGISTERED FIRMS)	Special Group	
KYEB/B/30	Provision of transportation services (taxi and car hire services)	Open	
KYEB/B/31	Provision of customized/in-house /group training services	Open	
KYEB/B/32	Provision of Legal Services (Registered and Licensed firms)	Open	
KYEB/B/33	Provision of braille services and sign language services	Open	
KYEB/B/34	Provision of Asset tagging services	Special group	
KYEB/B/35	Provision of Insurance services (Underwriters and Brokers)	Open	
KYEB/B/36	Provision of courier services	Open	
KYEB/B/37	Provision of Security services	Open	
KYEB/B/38	Provision of research and survey services	Open	
KYEB/B/39	Provision of governance audit services	Open	
KYEB/B/40	Provision of audit services	Open	
KYEB/B/41	Provision of Enterprise Risk Management (ERM) consultancy	Open	
KYEB/B/42	Provision of Business development consultancy services	Open	
KYEB/B/43	Provision of rate card and product pricing consultancy services	Open	
KYEB/B/44	Provision of management consultancy and motivational services	Open	
KYEB/C	Small Works (Repairs and Maintenance)		
KYEB/C/01	Repair of Office Furniture and Fittings	Open	
KYEB/C/02	Repair and Maintenance of Electrical and Electronic Appliances	Open	

Interested eligible candidates may obtain bid documents from Supply Chain Management Office Kenya Yearbook Editorial Board NHIF building 4th floor or download free of charge from Kenya Yearbook Editorial Board **website: www.kenyayearbook.co.ke**. Completed tender documents should be submitted in plain sealed envelopes clearly indicating **Tender Number** being applied for and deposited in the tender box located at **NHIF BUILDING 4TH FLOOR** on or before 22nd August 2024 at 10.30 A.M and be addressed to:

**THE CHIEF EXECUTIVE OFFICER
KENYA YEARBOOK EDITORIAL BOARD
P.O BOX 34035-00100
NHIF 4TH FLOOR
[TEL:020-2715390](tel:020-2715390) MOBILE 0711-944538**

Opening of the tenders will take place immediately thereafter in the presence of the tenderers or their representatives who choose to attend.

NB: Bidders are required to sign each page of their bid documents.

CHIEF EXECUTIVE OFFICER

1.1 Introduction

Kenya Yearbook Editorial Board (KYEB) would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contracts for supply and delivery of goods /provision of services to the Board.

The registration of suppliers applies to non-AGPO registered firms who are required to meet the eligibility requirements to bid as provided for under the Section 55 of the Public Procurement and Asset Disposal Act 2015. The KYEB will continue receiving application for registration of suppliers for goods, works and services even after the closing date. However, the suppliers whose application will be received afterwards will be evaluated and the list updated after every six months for a period of two years.

For AGPO registered firms, Section 157 (17) of the Act and Regulation 146, mandates the National Treasury to register a small, micro and medium enterprise groups or disadvantaged groups registered by The National Treasury shall automatically be included in the list of registered suppliers of a procuring entity upon submission of The National Treasury registration certificate. The KYEB will continue to receive AGPO certificates even after closing date and update the list of registered suppliers immediately.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Board as and when required during the period ending 30th June, 2026.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to THE CHIEF EXECUTIVE so as to be registered for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for registration.

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/contractor must demonstrate the willingness and commitment

1.5 Registration Document

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

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

1.7 Distribution of Registration Documents

One copy of the completed registration data and other requested information shall be submitted to reach:

**THE CHIEF EXECUTIVE OFFICER
KENYA YEARBOOK EDITORIAL BOARD
P.O BOX 34035-00100
NHIF 4TH FLOOR**

Not later than **22nd August 2024 at 10.30 am**

1.8 Questions arising from Documents

Questions that may arise from the registration documents should be directed to the Chief Executive Officer whose address is given in par 1.7. nine (9) days prior to closing date of the submission of the registration documents.

1.9 Additional Information

Kenya Yearbook Editorial Board 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 all taxes payable as applicable for all materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs Clearance

The contractor shall be responsible for custom clearance of the imported goods and materials.

2.3 Contract Price

The contract price shall be of unit type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer. Prices quotes should be inclusive of all delivery charges including delivery in Nairobi, Headquarter office.

2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration Data Forms

The attached questionnaire forms RG-1, RG-2, RG-3, RG-4, RG-5 and RG-6 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific category.

3.1.1 The registration 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 registration data on prospective bidders is to be used by Kenya Yearbook Editorial Board 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 Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital 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 Registration

3.3.1 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 on short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position Form RG-3. Potential suppliers/contractors will be registered 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 number of uncompleted orders on contract and now in progress data. However, potential bidders should provide evidence of capability to execute the contract

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contract from past customers should be included in Form RG-5

3.4 Statement

Application must include a sworn statement Form RG-6 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Registration

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 client of the client/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 The firm must have a fixed Business Premise 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 which is mandatory.

3.7 Registration Criteria

Required information	Form type	Point Score
1. Mandatory Requirements	RG-1	Mandatory documents
2. Registration	RG-2	
3. Financial Position and Terms of Trade	RG-3	
4. Confidential Business Questionnaire	RG-4	
5. Past Experience / References	RG-5	
6. Sworn Statement	RG-6	

FORM RG 1 – MANDATORY REQUIREMENTS

All firms must provide: -

S/NO	REQUIREMENT	SCORE
1.	A copy of certificate of registration/ incorporation	Y/N
2.	A copy of PIN registration certificate	Y/N
3.	A copy of valid Tax Compliance Certificate from the Kenya Revenue Authority	Y/N
4.	A copy of CR 12 for companies	Y/N
5.	A copy of current valid trade license	Y/N
6.	A copy of detailed company profile	Y/N
7.	A completely filled registration of suppliers' application form	Y/N
8.	A completely filled confidential business questionnaire	Y/N
9.	A copy of valid AGPO Certificate (if applicable)	
10.	A copy of valid Buy Kenya Build Kenya registration certificate- Made in Kenya (added advantage)	

To note: **Special groups should provide an AGPO certificate from the National Treasury.**

Bidders are highly encouraged to register and provide a copy of a valid Buy Kenya Build Kenya certificates. Preference will be given to those registered.

NB: These are mandatory documents and a bidder MUST attach to proceed to next level (Technical Evaluation)

FORM RG-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. I/We.....hereby apply

(Name of the Company/Firm)

For registration as supplier(s) of

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

Postal address

Fax number

Tel.....

Email Address.....

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

Name of Building

Room/Office No..... Floor No.....

Full name of applicant

Other branch location

2. Organization & Business Information of personnel at various levels:

Name

Position

i.

ii.

iii.

iv.

v.

Partnership (if Applicable)

Name of Partners

i.

ii.

iii.

iv.

v.

3. Business founded or incorporation (Year).....

4. Under present Management since

5. Net worth equivalent Kshs

6. Enclose copy of organizational chart of the firm indicating the main fields of activities.

.....

7. State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

.....

8. Indicate terms of trade/sale (credit period)

.....

RG-3 FINANCIAL POSITION AND TERMS OF TRADE

1. Attach copies of firm's latest two years audited accounts and financial statements giving summary of assets and current liabilities/ or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position

FORM RG-4 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this form.

Part One General:

Business name.....

Location of business premises

Plot No Street/ Road

Postal Address.....

Tel No

Nature of business.....

Current Trade License No.....

Expiring Date.....

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 fullAge:.....

Nationality..... Country of origin

Give details of partners as follows:-

Name	Nationality/Citizenship Details	Shares
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 as follows:

Name	Nationality/Citizenship Details	Shares
1.		
2.		
3.		

4.

5.

DateSignature of Tendered.....

If citizen indicate under Citizenship details whether by birth or Registration

.....

FORM RG- 5 PAST EXPERIENCE / REFERENCES

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS IN THE LAST TWO YEARS

1. Name of 1st Client (organization)

Name of Client (organization)

.....

Address of client (organization)

.....

Name of Contact person at the client/organization

.....

Telephone No. of client

.....

Value of contract (Kshs.)

.....

Duration of contract (date)

.....

(Attach documental evidence of existence of contract)

2. Name of 2nd Client(organization)

Name of client (organization)

.....

Address of client (organization)

.....

Name of contact person at the client (organization)

.....

Tel No. of client

.....

Value of Contact

.....

Duration of contract (Date)

.....

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

Name of client (organization)

.....

Address of client

.....

Name of contact person at the client (organization)

.....

Tel No. of client

.....

Value of Contract

.....

Duration of contract (Date)

.....

(Attach documental evidence of existence of contract)

FORM RG-6 SWORN STATEMENT

Having studied the registration information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That incase 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.
- c. We enclose all the required documents and information required for the registration evaluation.

Date.....

Applicants Name.....

Represented by

Signature.....

(Full names and designation of the person signing and stamp or seal)