



REPUBLIC OF KENYA

MINISTRY OF TOURISM AND WILDLIFE  
STATE DEPARTMENT FOR WILDLIFE

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REGISTRATION OF SUPPLIERS FOR REGISTRATION OF SUPPLIERS CONSTRUCTION AND  
RENOVATION OF REST AREAS FOR THE F/Y 2024/2025 & 2026

FOR THE F/Y 2024/2025 & 2026

Ref. No. SDW/ONT/023/2023-2024

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TENDERER'S NAME: .....

CATEGORY NO: .....

ITEM/CATEGORY DESCRIPTION:

.....

**IMPORTANT:**

**THE ENVELOPE(S) CONTAINING THE DOCUMENTS SHOULD BE CLEARLY MARKED  
WITH THE CATEGORY NUMBER AND NAME**

**DEADLINE: 5<sup>TH</sup> June, 2024 AT 10.00 A.M**

**State Department for WILDLIFE**

Block A, NSSF bldg., 15th Floor, Eastern wing

P.O. Box 30430-00100 Nairobi.

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

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REPUBLIC OF KENYA

MINISTRY OF TOURISM & WILDLIFE  
STATE DEPARTMENT FOR WILDLIFE

**TENDER NOTICE**  
**REGISTRATION/PREQUALIFICATION FOR CONSTRUCTION AND RENOVATION OF REST AREAS**  
**FOR THE F/Y 2024/2025 & 2026**

Ref. No.: SDW/ONT/023/2024–2026

The State Department for Wildlife invites applications from interested, eligible candidates for registration/Pre-qualification as Suppliers for works for the years 2024–2026.

The Registration documents containing the submission information, detailed terms and conditions of registration may be viewed and downloaded free of charge from the Ministry website at [www.tourism.go.ke](http://www.tourism.go.ke) or from the Public Procurement Information Portal at <https://tenders.go.ke>.

Completed documents can be deposited in the tender box at the address indicated below or be submitted online to the email address provided below on or before 5<sup>th</sup> June, 2024 at 10.00 a.m. East African Time.

The applications will be opened immediately thereafter in the presence of applicants who choose to attend at 15<sup>TH</sup> Floor Boardroom.

**State Department for Wildlife**

Block A, NSSF bldg., 15th Floor, Eastern wing  
P.O. Box 30430-00100 Nairobi.

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

Principal Secretary  
State Department for Wildlife

**REGISTRATION OF SUPPLIERS FOR CONSTRUCTION AND RENOVATION OF REST AREAS  
FOR THE F/Y 2024/2025 & 2026**

**Ref. No.: SDW/ONT/023/2023 – 2024**

**The State Department for Wildlife invites applications from interested, eligible candidates for registration/prequalification for Suppliers for Construction and renovation of rest areas.**

S/NO.	Reference Number	Category Description	Eligibility	Requirements
1.	SDW/ONT/O18/2023-2024	Civil works and routine maintenance of roads	Open to all	NCA
2.	SDW/ONT/O19/2023-2024	Construction, Installation and refurbishment of fences	Open to all	NCA
3.	SDW/ONT/O20/2023-2024	Supply, Delivery and Installation of water tanks	Open to all	N/A
4.	SDW/ONT/O21/2023-2024	Drilling, equipping, and rehabilitation of boreholes	Open to all	NCA
5.	SDW/ONT/O22/2023-2024	Construction/ rehabilitation of water pans and Sand dams	Open to all	NCA
6.	SDW/ONT/O23/2023-2024	Construction and renovation of rest areas	Open to all	NCA

The Registration documents containing the submission information, detailed terms and conditions of registration may be viewed and downloaded free of charge from the SDW website at [www.tourism.go.ke](http://www.tourism.go.ke) or from the Public Procurement Information Portal at <https://tenders.go.ke> .

Completed documents with serialized pages, must be submitted in sealed envelopes **CLEARLY MARKED WITH THE CATEGORY NUMBER AND NAME** and be deposited in the tender box at the address indicated below or **can be submitted online to the email address provided below** on or before **5<sup>th</sup> June, 2024** at **10.00 a.m.** East African Time.

The applications will be opened immediately thereafter in the presence of applicants who choose to attend at 15<sup>TH</sup> Floor Boardroom.

The submission address referred to above is:

**State Department for Wildlife**

Block A, NSSF bldg., 15th Floor, Eastern wing

P.O. Box 30430-00100 Nairobi.

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

# **FOR: PRINCIPAL SECRETARY STATE DEPARTMENT FOR WILDLIFE REGISTRATION INSTRUCTIONS**

## **1.1. Introduction**

The state department for Wildlife would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply, delivery or provision of rest area to SDW.

## **1.2. Registration Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to SDW as and when required for the period 2024-2026.

## **1.3. Invitation of Registration**

Applicants registered with the registrar of companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to SDW so that they may be registered for submission of quotations. The prospective Suppliers are required to supply mandatory information for registration.

## **1.4. Experience**

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

## **1.5. 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.

## **1.6. Distribution of Registration Documents**

Two copies of the completed registration data and other requested information shall be submitted to reach:

### **Principal Secretary State Department for Wildlife**

Block A, NSSF bldg., 15th Floor, Eastern wing  
P.O. Box 30430-00100 Nairobi.  
Nairobi.

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

**Not later than 5<sup>th</sup> June,2024 at 10.00 a.m. East African Time**

## **ADDITIONAL INSTRUCTIONS**

1. Tendering will be conducted under open competitive method using standardized tender document.
2. Tendering is open to all qualified and interested tenderers.
3. Interested eligible candidates may obtain the tender document from [www.tenders.go.ke](http://www.tenders.go.ke) or [www.tourism.go.ke](http://www.tourism.go.ke) free of charge. Further information can be obtained at Supply
4. Chain Management Unit, NSSF Building Block 'A' 15<sup>th</sup> floor P.O. Box 41394 - 00100 Nairobi, during normal working hours (from 0800hrs and 1700hrs).
5. The tenderer should chronically serialize all pages of the tender documents submitted with one copy.
6. Application in plain sealed envelopes and clearly marked must be sent to the Principal Secretary, State Department for Wildlife, P. O. Box 41394 - 00100, Nairobi or deposited into the Tender Box on the 15<sup>th</sup> floor, NSSF Building Block 'A', so as to reach us on or before Wednesday 5<sup>th</sup> June, 2024 at 10.00 a.m.
7. Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the tender opening on 5<sup>th</sup> June, 2024, 10.00am at the NSSF Building.
8. Tenderers who download the tender document and require clarification must forward their particulars at least 7 days before the tender closing date to the head of procurement to facilitate any further clarification or addendum.
9. Tenders will be opened immediately after the deadline date. The tenders will be publicly opened in the presence of tenderers or designated representatives
10. Late tenders shall be rejected.

## **GENERAL INSTRUCTIONS**

**Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.**

1. Responses to the registration questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. Submission of the documents: The application for Registration should be submitted in sealed envelopes properly labelled with the item code and the item description and the category applied for.
5. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
6. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.
7. The service will retain the suppliers for duration of twenty-four (24) months subject to supplier's satisfactory performance which will be re-evaluated periodically.
8. Registration will be based on meeting the minimum criteria.
9. The applicant shall submit documents that are current and valid.

### EVALUATION CRITERIA PRELIMINARY

**A.** Evaluation criteria for the applicants to this category is marked as “Open to all”

No.	Criteria under Consideration	Form Type	Maximum Score
1.	Registration Documentation ( <b>Certified by a commissioner of oaths</b> )	PQ-1	<b>Mandatory</b>
2.	Registration Data	PQ-2	<b>Mandatory</b>
3.	Confidential Business Questionnaire	PQ-5	<b>Mandatory</b>
4.	CR12 for incorporated firms or ID copy for sole proprietorship		<b>Mandatory</b>
5.	Chronologically Serialized Tender document (One original and 1 copy)		<b>Mandatory</b>
6.	Submit the required number of copies i.e. One (1) original and One (1) copies		<b>Mandatory</b>
7.	a copy of Valid Certificate of Registration for Water Development Contractors and Valid Water License issued by the Ministry of Water Sanitation and Irrigation. ( <b>Certified by a commissioner of oaths</b> )		<b>Mandatory</b>

### EVALUATION CRITERIA TECHNICAL

**B.** Evaluation criteria for this category is marked 'Open to all

No	Criteria under construction	Form Type	Maximum Score
1	Supervisory Personnel	PQ-3	<b>25 Points</b>
2	Financial Position	PQ-4	<b>35 Points</b>
3	Past Experience	PQ-6	<b>25 Points</b>
4	Audit Firm/Auditor's ICPAK Number clearly indicated		<b>15 Points</b>

**NB:** i) All applicants must meet the criteria marked as Mandatory for successful registration For Applicants to be successful in the Invitation to Tender, the minimum score to qualify for registration shall be 70 points. The Evaluation criteria in **Table A** above shall be applied.

- ii) For those interested to be registered under civil works and routine maintenance of roads services will be required to demonstrate their past experience and qualifications.
- iii) For applicants for civil works and routine maintenance of roads services shall indicate areas of expertise and need be available when called on short notice whenever need arises.

## FORM PQ-1-REGISTRATION

ALL FIRMS APPLYING FOR THE **OPEN CATEGORIES** MUST PROVIDE THE FOLLOWING MANDATORY DOCUMENTS: -

1. Copies of Certificate of Registration/Incorporation **(Certified by a commissioner of oaths)**
2. Copy of Current & Valid Tax Compliance Certificate. **(Certified by a commissioner of oaths)**
3. Valid Business permit/license from County Government **(Certified by a commissioner of oaths)**
4. Valid NCA 5 and above for roadworks registration and certificates.
5. Evidence of a Physical registered office (attach copy of lease agreement/ Title for the premises/ utility bill indicating office address). **Certified by a commissioner of oaths**
6. Duly Completed Forms **PQ2** (Registration Data), **Form PQ-5** (Confidential Business Questionnaire) and **Form PQ7** (Sworn Statement)
7. Where applicable, Current Certificates of affiliation to a recognized registered professional body e.g.;  
Registration Certificate from National Construction Authority

**NOTE: Candidates who fail to provide documents 1 to 5 above will be considered non-responsive. Except Diaspora candidates who are registered in countries of residence and there is no similar requirements in doing business**

**FORM PQ-2 - REGISTRATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM**

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 Nos.  
.....

Official email address(es)  
.....

Other branches location .....

**FORM PQ-3-Organization & Business Information**

Management Personnel .....  
President/ (Chief Executive) .....  
General Manager .....  
Other  
.....

**Partnership (if applicable)**

Names of Partners

- 3. Business founded or incorporated .....
- 4. Under present management since .....
- 5. Net worth equivalent Kshs. ....
- 6. Bank Name and address .....
- 7. Enclose copy of organization chart of the firm indicating the main fields of activities  
.....
- 8. State any technological innovations or specific attributes which distinguish you  
from your competitors  
.....  
.....  
.....
- 9. Indicate terms of trade/sale.

## **FORM-PQ-4-FINANCIAL POSITION AND TERMS OF TRADE**

- Attach a copy of the applicant's certified audited financial statements for the last two years giving summary of assets and current liabilities/or any other financial support.
- Attach a letter(s) of reference from your bankers regarding supplier's credit position.
- State Credit period (minimum proposed is 30 days)
- ICPAK registration number for the company or the auditor

(08 Points)

**FORM PQ-5-REPUBLIC OF KENYA**

**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

*Part I- General :*  
 Business Name .....  
 Location of business premises.....  
 Plot No. .... Street/Road.....  
 Postal Address.....Tel. No.....  
 Email address. ....  
 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 .....

<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i> Your name in full.....Age.....                  Nationality.....Country of origin.....                  *Citizenship details.....</p>																
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"><i>Shares</i></th> <th style="text-align: left; width: 30%;"><i>Name</i></th> <th style="text-align: left; width: 30%;"><i>Nationality</i></th> <th style="text-align: left; width: 25%;"><i>Citizenship Details</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Shares</i>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal Kshs.....</p> <p style="padding-left: 40px;">Issued Kshs.....</p> <p>Given details of all directors as follows: -</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 25%; text-align: center;"><i>Name</i></th> <th style="width: 25%; text-align: center;"><i>Nationality</i></th> <th style="width: 25%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 15%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</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.	.....	.....	.....	.....	4.	.....	.....	.....	.....	5.	.....	.....	.....	.....
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4.	.....	.....	.....	.....																											
5.	.....	.....	.....	.....																											
<p>Date .....Signature of Candidate.....</p>																															

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

**NOTE:**

**Copies of Directors’ identity cards / passports must be attached.**

**FORM PQ-6 - PAST EXPERIENCE**

**NAMES OF AT LEAST FIVE (5) CLIENTS AND VALUES OF CONTRACT/ORDERS SERVICED BY THE CLIENT**

Kindly note that the experience quoted must be relevant to the services tendered.

**UNRELATED/IRRELEVANT EXPERIENCE SHALL NOT BE CONSIDERED.**

**I<sup>st</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 documentary evidence of existence of contract or a reference letter from the client)**

**2<sup>nd</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 documentary evidence of existence of contract or a reference letter from the client)**

**3<sup>rd</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 documentary evidence of existence of contract or a reference letter from the client)**

**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.....
- iv) Value of Contract.....
- v) vi) Duration of Contract (date) .....

**(Attach documentary evidence of existence of contract or a reference letter from the client)**

**5<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 documentary evidence of existence of contract or a reference letter from the client)**

**FORM PQ-7 - 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 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.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we come ourselves to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

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