



REPUBLIC OF KENYA

MINISTRY OF FOREIGN & DIASPORA AFFAIRS
STATE DEPARTMENT FOR DIASPORA AFFAIRS

RE-ADVERTISEMENT FOR REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS,
PROVISION OF SERVICES & GENERAL CONSULTANCIES FOR THE FINANCIAL YEARS 2024-
2026

Ref. No. SDDA/PQ/REG/2024 – 2026

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: 3rd September, 2024 AT 11.00 A.M

N/B Those who had already applied for the advertised categories as per our advert on 14th May, 2024, need not re-apply

Address for Submission of Tenders.
State Department for Diaspora Affairs
UAP Old Mutual Tower, Upper Hill, Nairobi, 28th Floor
P.O. Box 30551-00100 Nairobi.
Tel: +254 (0)20 318888
Website: www.diaspora.go.ke

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REPUBLIC OF KENYA

**MINISTRY OF FOREIGN & DIASPORA AFFAIRS
STATE DEPARTMENT FOR DIASPORA AFFAIRS**

TENDER NOTICE

**RE-ADVERTISEMENT FOR REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR
SUPPLY OF GOODS, PROVISION OF SERVICES & GENERAL CONSULTANCIES.**

Ref. No.: SDDA/PQ/REG/2024 – 2026

The State Department for Diaspora Affairs invites applications from interested, eligible candidates for registration/Pre-qualification as Suppliers and Service Providers for the years 2024 – 2026. Members of Diaspora are encouraged to apply.

The Registration documents containing the submission information, detailed terms and conditions of registration may be viewed and downloaded free of charge from the SDDA website: www.diaspora.go.ke or from the Public Procurement Information Portal at <https://tenders.go.ke> or from State Department for Diaspora Affairs, Procurement Office, UAP Old Mutual Tower, Upper Hill, Nairobi, 28th Floor upon payment of Kshs.1,000/= only.

Completed documents can be deposited in the tender box at **UAP Old Mutual Tower, Upper Hill, Nairobi, 28th Floor** or be submitted online to the email address provided below on or before **3rd September, 2024 at 11.00 a.m.** East African Time.

The applications will be opened immediately thereafter in the presence of applicants who choose to attend at UAP Old Mutual Tower, Upper Hill, Nairobi, 26TH Floor Boardroom.

N/B Those who had already applied for the advertised categories as per our advert on 14th May, 2024, need not re-apply

Address for Submission of Tenders.

State Department for Diaspora Affairs
UAP Old Mutual Tower, Upper Hill, Nairobi, 28th Floor
P.O. Box 30551- 0100 Nairobi.
Tel: +254 (0)20 318888
Website: www.diaspora.go.ke

OR

Email: scm@diaspora.go.ke

Principal Secretary
State Department for Diaspora Affairs

**RE-ADVERTISEMENT FOR REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS,
PROVISION OF SERVICES & GENERAL CONSULTANCIES.**

Ref. No.: SDDA/PQ/REG/2024 – 2026

The State Department for Diaspora Affairs invites applications from interested, eligible candidates for registration/prequalification as Suppliers and Service Providers for the years 2024 – 2026 in the following categories:

Members of Diaspora are encouraged to apply.

CATEGORY A: GOODS			
NO.	ITEM DESCRIPTION	CATEGORY	ELIGIBILITY
1.	Supply of Media Coverage and Communication Equipment	SDDA/09/24-26	Open

CATEGORY B: SERVICES & CONSULTANCIES

No.	ITEM DESCRIPTION	CATEGORY	ELIGIBILITY
2.	Provision of Hospitality, Catering Supplies & Services	SDDA/18/24-26	AGPO Registered Firms
3.	Provision of evacuation services	SDDA/19/24-26	Open
4.	Provision of HR Consultancy Services a) HR Consultants b) Legal consultants c) Counselling consultants d) Professional Trainers	SDDA/22/24-26	Open
5.	Provision of Team building Services	SDDA/24/23-25	Open
6.	Repair & Maintenance of Computers, Printers & Networking Equipment & PABX	SDDA/26/24-26	Open
7.	Repair & Maintenance of Motor Vehicles approved by the CMTE	SDDA/28/24-26	Open
8.	Provision of Logistics & Courier Services	SDDA/30/24-26	Open
9.	Provision of Event Management Services (Leasing of Tents, Chairs, P.A. Systems, Sound Systems, Display Screens, Décor Services Etc.)	SDDA/32/24-26	AGPO Registered Firms

10.	Provision of Hotel Conference and Conference facility in Nairobi and other Major towns	SDDA/33/24-26	Open
11.	Provision of IT Services and Digital media Services	SDDA/34/24-26	Open

CATEGORY C: SERVICES OFFERED BY KENYANS IN DIASPORA

NO	ITEM DESCRIPTION	CATEGORY	ELIGIBILITY
12.	Provision of event management (including Master of ceremonies)	SDDA/36/24-26	Open
13.	Provision of catering services	SDDA/37/24-26	Open
14.	Provision of repatriation services	SDDA/38/24-26	Open
15.	Hire of motor vehicles abroad	SDDA/39/24-26	Open
16.	Provision of Hotel, Conference and Accommodation Services	SDDA/40/24-26	Open

Completed documents can be deposited in the tender box at UAP Old Mutual Tower, Upper Hill, Nairobi, 28th Floor or be submitted online to the email address provided below on or before **3rd September, 2024** at 11.00 a.m. East African Time.

The applications will be opened immediately thereafter in the presence of applicants who choose to attend at UAP Old Mutual Tower, Upper Hill, Nairobi, 26TH Floor Boardroom.

The submission address:

State Department for Diaspora Affairs
UAP Old Mutual Tower, Upper Hill, Nairobi, 28th Floor
P.O. Box 30551-00100 Nairobi.
Tel: +254 (0)20 318888
Website: www.diaspora.go.ke

OR

Email: scm@diaspora.go.ke

FOR: PRINCIPAL SECRETARY

STATE DEPARTMENT FOR DIASPORA AFFAIRS

REGISTRATION INSTRUCTIONS

1.1. Introduction

The state department for diaspora affairs 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 and delivery or provision of goods and services to SDDA.

1.2. Reserved and Open Categories

Categories marked “**Reserved**” have been specifically set aside for exclusive competition among enterprises owned by the Youth, Women & People with Disabilities (AGPO registered entities). Categories marked “**Open**” are accessible to all interested, eligible candidates.

1.3. Registration Objective

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

1.4. 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 SDDA so that they may be registered for submission of quotations. The prospective Suppliers are required to supply mandatory information for registration.

1.5. 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.

1.6. 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.

1.7. Distribution of Registration Documents

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

State Department for Diaspora Affairs
UAP Old Mutual Tower, Upper Hill, Nairobi, 28th Floor
P.O. Box 30551-00100
Nairobi.
Tel: +254 (0)20 318888
Website: www.diaspora.go.ke

Not later than 3rd September, 2024 at 11.00 a.m. East African Time.

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. In selection of suppliers, The State Department for Diaspora Affairs will register only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Registered service providers, contractors, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. 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.
7. 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. Except companies registered by Kenyans in Diaspora who will be required to submit relevant documents in the country of residence.
8. 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.
9. The State Department for Diaspora Affairs will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
10. Registration will be based on meeting the minimum criteria.
11. The applicants must have registered offices and The State Department for Diaspora Affairs 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.
12. The applicant shall submit documents that are current and valid.
13. Those who had already applied for the advertised categories as per our advert on 14th May 2024, need not re-apply

EVALUATION CRITERIA

A. Evaluation criteria for applicants to categories marked as “Open”

No.	Criteria under Consideration	Form Type	Maximum Score
1.	Registration Documentation	PQ- 1	Mandatory
2.	Registration Data	PQ-2	Mandatory
3.	Confidential Business Questionnaire	PQ-5	Mandatory
4.	Sworn Statement	PQ-7	Mandatory
5.	Supervisory Personnel	PQ-3	20 Points
6.	Financial Position	PQ-4	08 Points
7.	Past Experience	PQ-6	72 Points

NB: i) For Applicants to Categories Marked as “Open” 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 interested members of Diaspora will be exempted from requirements which are not in the country of residence. However, they will be required to indicate the country/ region and demonstrate it is not a requirement.
- iii) For those interested to be registered under consultancy services will be required to demonstrate their past experience and qualifications.
- iv) For applicants for **professional trainers** shall indicate areas of expertise, qualifications and past experience. This are trainers who can be call on short notice whenever need arises.

B. Evaluation criteria for applicants to categories marked as “AGPO Registered Firms”

No.	Criteria under Consideration	Maximum Score
1.	Applicants must submit Duly filled form PQ-2; Registration Data	Mandatory
2.	Applicants must submit Duly filled form PQ5; Confidential Business Questionnaire	Mandatory
3.	Applicants must submit Duly filled form PQ-7; Sworn Statement	Mandatory
4.	Applicants Must Submit a copy of valid AGPO Registration Certificate from National Treasury	Mandatory
5.	Applicants Must Submit a copy of valid & current Tax Compliance Certificate	Mandatory

NB: For applicants to categories marked as “AGPO Registered Firms” the criteria in **Table B** **must** be met for successful registration.

3.8

FORM PQ-1 -REGISTRATION

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

1. Copies of Certificate of Registration/Incorporation
2. Copy of Current & Valid Tax Compliance Certificate.
3. Evidence of a Physical registered office (attach copy of lease agreement/ Title for the premises/ utility bill indicating office address).
4. Duly Completed Forms **PQ2** (Registration Data), **Form PQ-5** (Confidential Business Questionnaire) and **Form PQ7** (Sworn Statement)
5. Where applicable, Current Certificates of affiliation to a recognized registered professional body e.g.;
 - ✚ Registration Certificate from Ministry of Public Works (Civil Works, Plumbing & Electrical works)
 - ✚ Registration with LSK (Legal services)
 - ✚ Registration with IATA (Travel Agencies)

NOTE: Candidates who fail to provide documents 1 to 5 above will be considered unresponsive. 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/Wehereby 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.....

2. 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-2a -
REGISTRATION DATA FOR KENYAN SUPPLIERS IN
DIASPORA APPLICATION FORM

I/Wehereby apply for
registration as supplier(s)
(Name of Company/Firm)

of.....
(Item Description)

.....
(Category No.)

Post Office Address
.....

Town
.....

Street
.....

Country
.....

Name of building
.....

Room/Office No.Floor No.

Telephone Nos.
.....

Official email address(es)
.....

Other branches location
.....

2. Organization & Business Information

Management Personnel
.....

President/ (Chief Executive)

.....

General Manager

.....

Other

.....

Partnership (if applicable)

Names of Partners

10. Business founded or incorporated

.....

11. Under present management since

.....

12. Net worth equivalent Kshs.

.....

13. Bank Name and address

.....

14. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

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

.....

.....

.....

16. Indicate terms of trade/sale.

PQ-3 ~ SUPERVISORY PERSONNEL

Name

.....

Age

.....

Academic Qualification

.....

.....

Professional Qualification

.....

.....

.....

Length of service with Contractor or Supplier position held

.....

.....

.....

(Attach at least 4 copies of profiles/CV, academic & professional certificates of key personnel / senior management in the organization)

(20 Points)

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)

(08 Points)

FORM PQ-5

REPUBLIC OF KENYA

FORM PQ-5 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

<p><i>Part I- General :</i></p> <p>Business Name</p> <p>Location of business premises.....</p> <p>Plot No. Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Email address.</p> <p>Nature of business.....</p> <p>Current Trade License No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Kshs.....</p> <p>Name of your bankers.....Branch</p>
--

<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*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: 25%;"><i>Name</i></th> <th style="text-align: left; width: 25%;"><i>Nationality</i></th> <th style="text-align: left; width: 30%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 20%;"><i>Shares</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> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</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: 20px;">Nominal Kshs.....</p> <p style="padding-left: 20px;">Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;"><i>Name</i></th> <th style="text-align: left; width: 25%;"><i>Nationality</i></th> <th style="text-align: left; width: 30%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 20%;"><i>Shares</i></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> <tr><td>5.</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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1.																						
2.																						
3.																						
4.																						
5.																						
<p>DateSignature 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 EIGHT (3) CLIENTS AND VALUES OF CONTRACT/ORDERS SERVICED BY THE CLIENT

Kindly note that the experience quoted below must be relevant to the category to which you would like to be registered as a supplier.

UNRELATED/IRRELEVANT EXPERIENCE SHALL NOT BE CONSIDERED.

1st 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)

2nd 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) 3rd 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)