



ALLIANCE HIGH SCHOOL

**CONTINUOUS REGISTRATION OF SUPPLIERS
FOR SUPPLY OF GOODS AND SERVICES FOR
FINANCIAL 2024 - 2025**

TENDER NO :AHS/SR/2/2024-2025

August 2024

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SECTION 1: INTRODUCTION

CONTINUOUS REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

FOR FINANCIAL YEARS 2024 - 2025

Alliance High school is in compliance with sections 71 and 44 of the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations 2020 respectively and invites applications for Continuous Registration of Suppliers to be included in the current list of registered suppliers in the school for supply of the Goods and Services as listed below;

ALLIANCE HIGH SCHOOL PROCUREMENT CATEGORIES

Ref No	DESCRIPTION	ELIGIBILITY
AHS/001/2024-2025	Photocopy papers, foolscaps and office stationery	Open for all Bidders
AHS/002/2024-2025	Exercise books	Open for all Bidders
AHS/003/2024-2025	Students and Staff uniforms	Open for all Bidders
AHS/004/2024-2025	Sports equipment and uniform	Open for all bidders
AHS/005/2024-2025	Tonners, and cartridges	Reserved for youth, women and PWDs
AHS/006/2024-2025	Laboratory equipment and chemicals	Open for all Bidders
AHS/007/2024-2025	Beef on bone	Open for all Bidders
AHS/008/2024-2025	Dry cereals(maize, beans and peas)	Reserved for youth, women and PWDs
AHS/009/2024-2025	Sugar, tea leaves	Open for all Bidders

AHS/010/2024-2025	Cooking fat ,croma margarine	Reserved for youth, women and PWDs
AHS/011/2024-2025	Rice	Open for all Bidders
AHS/012/2024-2025	Fresh milk	Reserved for youth, women and PWDs
AHS/013/2024-2025	Fresh vegetable(tomatoes,onions,carrots)	Reserved for youth, women and PWDs
AHS/014/2024-2025	Fresh fruits(assorted)	Reserved for youth, women and PWDs
AHS/015/2024-2025	Potatoes	Reserved for youth, women and PWDs
AHS/016/2024-2025	Supply of Electrical items	Open for all Bidders
AHS/017/2024-2025	Supply of Hardware materials	Open for all Bidders
AHS/018/2024-2025	Supply of Motor fuel and lubricants	Open for all Bidders
AHS/019/2024-2025	Supply of animal feeds and Veterinary drugs	Open for all Bidders
AHS/020/2024-2025	Water treatment and swimming pool chemicals	Open for all Bidders
AHS/021/2024-2025	Copy printer master rolls and ink	Open for all Bidders
AHS/022/2024-2025	Provision of sanitary services	Reserved for youth, women and PWDs
AHS/023/2024-2025	Provision of Insurance services (Property &WIBA)	Open for all Bidders
AHS/024/2024-2025	Supply of Toiletries and Washroom disinfectants	Open for all Bidders

1.1 A complete set of bidding documents in English may be obtained from Alliance High school website **www.alliancehighschool.ac.ke** or the Government Public Procurement Information Portal **www.tenders.go.ke**.

1.2 Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8:00am-5:00pm. Completed Bids **MUST** be submitted in plain sealed envelopes clearly marked:

REF NO:

CATEGORY.....

The registration documents should be deposited in the tender box located in the Administration Block, ground floor next to reception office or addressed to:

The Principal
Alliance High School
P.O BOX 7-00902
KIKUYU

In compliance with section 57(2) of the PPAD ACT 2015, The submission of names shall be continuous and registration list shall be updated periodically.

1.3 The registration list shall be updated every 6 months. Bidders are encouraged to submit their request on or before the respective closing dates as shown below.

S/No	Registration Month	Deadline for submission
1	Aug 2024	28 th August 2024 at 12.00pm
2	Feb 2025	28 th February 2025 at 12.00pm

Registration documents will be opened immediately thereafter at the Resource center ground floor (Audio Visual room) in the presence of candidates or their duly authorized representatives who wish to attend.

1.4 Prospective suppliers shall be required to submit the following **MANDATORY** documents as proof of their eligibility: -

- (a) Copy of Certificate of Registration/Incorporation
- (b) Valid Tax Compliance Certificate
- (c) Company profile

- (d) Statement of declaration that the person/firm is not debarred by public procurement regulatory authority
- (e) Dully filled, signed & stamped confidential business questionnaire in the format provided.
- (f) valid AGPO certificate for the reserved categories
- (g)Current Trade license

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant should be attached.

Yours sincerely,

Chief Principal

SECTION 2: REGISTRATION INSTRUCTIONS

2.1 Registration Objectives

The main objective of this part is to short-list firms for supply and delivery of assorted items and provide services under relevant Tenders/Quotations as and when required in compliance with sections 71 and section 44 of the PPAD ACT 2015 And PPAD Regulations 2020 respectively.

2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked **ORIGINAL**. In addition, the applicant shall submit one copy of the same registration document clearly marked **COPY**. In the event of discrepancy between them, the original shall prevail.

2.2.2 The original and copy of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The person or persons signing the registration document shall initial all pages of the tender where entries or amendments have been made.

The registration document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in which case such corrections shall be initialed by the person or persons signing the registration document.

2.3 Submission of Applications

2.3.1 Applications for registration shall be submitted in sealed envelopes marked with the registration category and reference number and deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notices so as to be received on or before **RESPECTIVE DATES** as indicated on **clause 1.3 page 5**

2.3.2 The Candidate shall seal the original and the copy of the registration document in separate envelopes duly marking the envelopes **ORIGINAL** and **COPY**. The envelopes shall then be sealed in an outer separate envelope. The inner and outer envelopes shall:

- (a) Be addressed and delivered to the location at the address provided in the invitation for registration and the registration advertisement.
- (b) Bear the registration category and reference number of the registration document.

2.3.3 If the outer envelope is not sealed and marked as instructed above, AHS will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity AHS will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.4 Eligible Candidates

2.4.1 Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to AHS so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to AHS as the AHS shall reasonably request.

2.5 Qualification Criteria

2.5.1 Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 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.

2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in form RQ-1

2.5.5 Financial Condition

The Suppliers financial condition will be not form part of the evaluation criteria to determine the Supplier's eligibility at this stage.

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included inForm RQ -2.

2.5.7 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of referencefrom past customers should be included in Form RQ-3.

2.5.8 Registration Criteria

The listed form will form criteria for evaluation. Applicants to duly fill, sign and stamp forms. Where A certain form is not applicable the bidder should indicate "NOT APPLICABLE"

2.5.9 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting fromcontracts executed in the last one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given - Form RQ-5.

2.6 Cost of Application

The registration document shall be availed online (www.alliancehighschool.ac.ke or the Portal www.tenders.go.ke) to the applicant at no cost. The applicant shall however **Pay Kes 1,000 per set if they get it from the School accounts office**. Any other costs associated with the preparation and submission of its application will be borne by the applicant. AHS will in no case be responsible or liable for those costs, regardless of the conduct oroutcome of the registration process

2.7 Clarification of Registration Documents

2.7.1 The prospective applicant requiring any clarification of the registration documents may notify AHS in writing or by email at the AHS's email address indicated in the registrationdata.

2.7.2 AHS will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications.

2.6 Amendment of Registration Documents

2.6.1 At any time prior to the deadline for submission of applications, AHS may, for anyreason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the registration documents by issuing subsequent Addenda.

2.6.2 The Addendum thus issued shall be part of the registration documents and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the AHS.

2.6.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, AHS may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

2.7 Deadline for Submission of Registration Documents

2.7.1 AHS may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of AHS and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.8 Opening of Registration Documents

2.8.1 AHS will open the applications in the presence of applicants' designated representatives who wish to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

2.8.2 AHS shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

2.8.3 Applications sent online shall also be noted down and read out during the opening.

2.9 Process to be Confidential

2.9.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence AHS's processing of applications or approval decisions may result in the rejection of the applications.

2.10 Clarification of Applications and Contacting of AHS

2.10.1 To assist in the examination, evaluation, and comparison of applications, AHS may, at its discretion, ask any applicant for clarification of his/her application.

2.10.2 No applicant shall contact AHS on any matter relating to its application from the time of the opening to the time the registration list is approved. If the applicant wishes to bring additional information to the notice of AHS, he/she should do so in writing.

2.10.3 Any effort by any applicant to influence AHS in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

2.11 Examination of Registration Documents and Determination of Responsiveness

2.11.1 Prior to the detailed evaluation of applications, AHS will determine whether each application:

- (a) has been properly signed and delivered pursuant to clause 2.3;
- (b) is substantially responsive to the requirements of the registration documents; and
- (c) provides any clarification and/or substantiation that AHS may require to determine responsiveness.

2.11.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

A material deviation or reservation is one

(a) Which limits in any substantial way, inconsistent with the registration documents, the AHS's rights or the applicant obligations under the contract; or

(a) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.11.3 If an application is not substantially responsive, it will be rejected AHS and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.11.4 AHS, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the registration document submitted. Bidder document will be subjected to verification of authenticity.

2.12 Notification of Qualified Applicants

2.12.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.15 will be notified by AHS within thirty (30) days from the date of opening of registration documents.

2.12.2 At the same time AHS notifies qualified Applicants that their applications are responsive, AHS shall notify the other Applicants whose applications are not responsive.

2.13 Evaluation and Comparison of Applications

2.13.1 AHS will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.13.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

2.14 AHS's Right to accept any Application and to reject any or all Applications

2.14.1 AHS reserves the right to accept or reject any application, and to annul the registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

2.15 Notification of Approval

2.15.1 Prior to expiration of the period of registration validity prescribed by AHS, AHS will notify successful applicants through a list to be uploaded on AHS website and the Government Public Procurement Information Portal.

2.16 Invitation to tender/quotation

2.16.1 Bidding document (quotation) for the respective categories will be made available to those bidders whose qualification are accepted by AHS.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the registration instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

- (i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit **ONLY ONE ORIGINAL** Registration document and **ONE COPY**. (Unless submitting online)
- (ii) Subject to Evaluation and Comparison of Applications, the evaluation criteria shall be as follows:
-

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/Exemption certificate	Mandatory
3.	Copy of Current Trade License	Mandatory
4.	Company/Business Profile	Mandatory
5.	Declaration statement.(see page 18)	Mandatory
6.	Completed Confidential Business Questionnaire	Mandatory
7.	AGPO Certificate for Reserved categories	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the evaluation.

2.5 Qualification Criteria

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

EVALUATION CRITERIA

	Requirements	Score
1	Duly filled Registration Data	20
2	Duly filled Confidential Business Questionnaire	40
3	Relevant Past Experience	
	Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	10
	ii) Second client Organization (Attach documental evidence)	10
	iii) Third client Organization (Attach documental evidence)	10
4	Litigation History (Provide current sworn affidavit)	10
	TOTAL	100

The minimum pass mark to qualify for registration shall be 70. Applicants who will not meet this minimum pass mark shall be disqualified at this stage.

FORM RQ-1 - REGISTRATION DATA

SUPPLIERS APPLICATION FORM

I/We.....hereby apply for registration
(*Name of Company/Firm*)

as suppliers of
(*Item Description*)

Category No.....

Other branches and location

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners
.....
.....
.....

Indicate terms of trade/ sale /Payment.....
(20 points)

Enclose copy of profile of the firm indicating the main fields of activities

RQ-2 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 1- General:

Business Name.....
Plot No.....;
Location of Business Premises.....
Street/Road..... Email address.....
Postal Address..... Tel No.....
Nature of Business..... Current Trade license.....
Expiring.....
Maximum Value of Business which you can Handle at Any Given Time: Ksh.....
Name of Your Bankers.....Branch.....

Part 2 (a) Sole Proprietor

Your Name in Full.....Age.....
Nationality.....Country of Origin.....
Citizenship D e t a i l s

Part 2 (b) Partnership

Given Details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....
.....
.....
.....
.....

(40 Points)

FORM RQ-3 PAST EXPERIENCE NAMES OF AT LEAST THREE CLIENTS

1. Name of 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) Duration of Contract (date)

2. Name of 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) Duration of Contract (date)

3. Name of 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) Duration of Contract (date)

FORM RQ-4 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

FORM RQ-5 - SWORN STATEMENT

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

- a. That the information furnished in our/my application is accurate to the best of my/our knowledge.
- b. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- c. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made.
- d. We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company

Name.....

Represented

By.....

...

Date.....

Signature &

Stamp.....

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