REPUBLIC OF KENYA

INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

EMBU COUNTY

INVITATION FOR REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS, WORKS AND SERVICES FOR A PERIOD OF TWO (2) YEARS ENDING 30TH JUNE, 2027

REGISTRATION NO: IEBC/EMB/REG/2025-2027

COMPANY NAME……

……

CATEGORY NO……

CATEGORY DESCRIPTION……

……

PLEASE INDICATE THE GROUP AS BELOW: (√)

GENERAL CITIZEN----------

AGPO ----------

AGPO ----------

PERSONS WITH DISABILITIES ----------

30TH MAY 2025

IEBC/EMB/REG/2025-2027

INVITATION TO REGISTRATION OF SUPPLIERS

DATE: 30TH MAY 2025

REF: IEBC/EMB/REG/2025-2027

DESCRIPTION: REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS

The Commission hereby invites applications for REGISTRATION of suppliers for the provision of goods, services and works for the period of two (2) years ending 30th June 2027.

Interested eligible suppliers are invited to apply for the REGISTRATION for various categories of interest as indicated below. Applicants are advised to indicate reference number for the category of goods or services they wish to supply or provide.

Interested applicants are requested to obtain/download Supplier Registration forms containing requirements for registration from our website www.iebc.or.ke free of charge.

Completed registration forms must bear respective registration reference number for the category of goods or services and written **"REGISTRATION of Suppliers" – "Category Reference/Description" submitted** on continuous basis and addressed to below address;

County Elections Manager.
Independent Electoral and Boundaries Commission
Embu County
P. O. Box 490-60100, Embu.

Application documents shall be dropped in the tender box at IEBC County Election Manger's office (Next to Slopes Villar Hotel, along Embu-Meru Road) during working hours; **Monday to Friday, 8.00 a.m.-1.00p.m, 2.00 p.m.-4.30 p.m.** on or before **13th June, 2025 11.00 a.m.**

All candidates whose applications received will be subjected to evaluation as proof for eligibility and capability. Only candidates who will qualify under this REGISTRATION process will be included in the list of registered suppliers, and will be invited to bid for various goods and services as and when required.

The County Elections Manager,
Embu County.

CATEGORIES OF GOODS, WORKS & SERVICES

Reference Number	Item Description	Category
IEBC/EMB/REG/01/2025-2027	Supply and Delivery of Stationery and General Office Supplies	AGPO
IEBC/EMB/REG/02/2025-2027	Supply and Delivery of ICT Hardware and Allied Accessories	Open
IEBC/EMB/REG/03/2025-2027	Supply, Delivery and Installation of Computers, Photocopiers, Printers and Consumables	Open
IEBC/EMB/REG/04/2025-2027	Provision of Repair and Maintenance Services of Computers, Printers, Photocopiers and Allied ICT Hardware	Open
IEBC/EMB/REG/05/2025-2027	Provision of General Printing, Bulk Photocopying, Lamination and Binding Services	AGPO
IEBC/EMB/REG/06/2025-2027	Supply and Delivery of Assorted Office Furniture, Furnishings and Fittings	AGPO
IEBC/EMB/REG/07/2025-2027	Supply and Delivery of Newspapers and Periodicals	AGPO
IEBC/EMB/REG/08/2025-2027	Supply and Delivery of Mineral Water	AGPO
IEBC/EMB/REG/09/2025-2027	Supply and Delivery of Dry Meals	Open
IEBC/EMB/REG/10/2025-2027	Provision of Outside Catering Services	Open
IEBC/EMB/REG/11/2025-2027	Provision of Transport Services (5-7 sitter car, 9-14 sitter van, pick-up, canter & lorry)	Open
IEBC/EMB/REG/12/2025-2027	Provision of Hotels, Conference Facilities and Accommodation Services	Open
IEBC/EMB/REG/13/2025-2027	Provision for Hire of Training Venue, Halls and Storage Space	Open
IEBC/EMB/REG/14/2025-2027	Hire of Tents, Podium, Chairs, Tables, Public Address System, Projectors and Display Screens	AGPO
IEBC/EMB/REG/15/2025-2027	Provision of Event Organization and Decoration Services	AGPO
IEBC/EMB/REG/16/2025-2027	Provision of Branding Services, Signage and Exhibitions	Open
IEBC/EMB/REG/17/2025-2027	Provision of Road Show Logistics Services and Entertainment	Open
IEBC/EMB/REG/18/2025-2027	Provision of Local Based Radio and Television Services	Open
IEBC/EMB/REG/19/2025-2027	Supply and Installation of Window Curtains and Provision of Interior Design Services.	AGPO
IEBC/EMB/REG/20/2025-2027	Installation and Servicing of CCTV Systems, and Supply of CCTV Equipment	Open
IEBC/EMB/REG/21/2025-2027	Provision of Office Network Cabling Works.	Open
IEBC/EMB/REG/22/2025-2027	Provision of Installation, Repair and Servicing of Generators	Open
IEBC/EMB/REG/23/2025-2027	Provision of Repairs and Servicing of Motor Vehicles (Approved Dealers/Garages by Ministry of Transport and Infrastructure)	Open
IEBC/EMB/REG/24/2025-2027	Supply and Delivery of Motor Vehicle Tires, Tubes, Batteries.	Open
IEBC/EMB/REG/25/2025-2027	Supply and Delivery of Building and Construction materials	Open
IEBC/EMB/REG/26/2025-2027	Supply and Delivery of Hardware and Electrical Materials	Open
IEBC/EMB/REG/27/2025-2027	Provision of Building and Construction Services Including Repair, Partitioning & Renovations	Open
IEBC/EMB/REG/28/2025-2027	Provision of Cleaning and Fumigation Services	AGPO
IEBC/EMB/REG/29/2025-2027	Supply and Installations of Firefighting Equipment and Provision of Fire Fighting Equipment Maintenance Services	Open
IEBC/EMB/REG/30/2025-2027	Supply and Delivery of PPEs and Sanitary Materials	Open

SECTION 2: INSTRUCTIONS TO CANDIDATES

2.1 INTRODUCTION

2.1.1 Independent Electoral & Boundaries Commission, Embu County would like to invite applications for the Registration of suppliers for the provision of goods, Works and services for the period ending 30th June 2027. Interested eligible suppliers are invited to apply.

2.2 FORMAT AND SIGNING OF APPLICATIONS

2.2.1 The applicants shall prepare one original document comprising the Registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions.

2.2.2 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 document name and reference number and deposited in the tender box at address and location indicated or be addressed to the respective addresses provided in the tender notice so as to be received on or before **13th June, 2025 11.00 a.m.** Applications received after the closing date shall be rejected and returned to the applicant unopened.

2.3.1 Be addressed and delivered to the respective locations at the address provided in the invitation for Registration and the Registration advertisement.

2.3.2 Failure to provide information that is essential for effective evaluation of the applicant's 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 Registration documents to The Head of Procurement, Independent Electoral and Boundaries Commission so that they may be registered for submission of quotations. The prospective suppliers are required to supply mandatory information for registration - Form I

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity 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 I, II, III, IV, V, VI, and Declarations are to be completed by prospective suppliers who wish to be registered for submission of tender for the specific tender.

2.5.3 Experience

Prospective bidders for open citizen shall demonstrate experience in the supply of goods, works and services and allied items.

Prospective suppliers require special experience and capability to organize supply and delivery of services at short notice.

2.5.4 Personnel

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

2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form I

2.5.7 Past Performance

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

2.5.8 Litigation History and Sworn Statement

Application must include information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution and a sworn statement by the Tenderer ensuring the accuracy of the information given.

2.5.9 Registration of Disadvantaged Groups

Applicants that fall under special groups must fill all the required information on Form VI provided.

2.5.10 Self Declaration Forms

All applicants must fill Form VI declaring that they have not been debarred from participating in procurement proceeding under Part IV of the Act

2.6 COST OF APPLICATION

2.6.1 The applicant shall bear all costs associated with the preparation and submission of its tender and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Registration process.

2.7 CLARIFICATION OF REGISTRATION DOCUMENTS

2.7.1 The Procuring Entity will respond in writing to any request for clarification that he receives earlier than 7 days prior to the deadline for the submission of applications. Copies of the Procuring Entity's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the Registration documents.

2.8 AMENDMENT OF REGISTRATION DOCUMENTS

2.8.1 At any time prior to the deadline for submission of applications, the Procuring Entity may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective applicant, modify the Registration documents by issuing subsequent Addenda.

2.9 DEADLINE FOR SUBMISSION OF REGISTRATION DOCUMENTS

2.9.1 Applications must be received by the Procuring Entity at the address specified in Sub- Clause 2.10.1, no later than the time and date stipulated in the notice for prequalification.

2.10 OPENING OF REGISTRATION DOCUMENTS

2.10.1 The Procuring Entity will open the applications in the presence of applicants' designated representatives who choose 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.

2.10.2 The Procuring Entity shall prepare minutes of the opening of the Registration documents, including the information disclosed to those present.

2.11 PROCESS TO BE CONFIDENTIAL

2.11.1 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 the Procuring Entity's processing of applications or approval decisions may result in the rejection of the applications

2.12 CLARIFICATION OF APPLICATIONS AND CONTACTING OF THE PROCURING ENTITY

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

2.12.2 Subject to Sub-Clause 2.11.1, no applicant shall contact the Procuring Entity 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 the Procuring Entity, it should do so in writing.

2.13 EXAMINATION OF REGISTRATION DOCUMENTS AND DETERMINATION OF RESPONSIVENESS

2.13.1 Prior to the detailed evaluation of applications, the Procuring Entity 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 the Procuring Entity may require to determine responsiveness pursuant to Sub-Clause 2.15

IEBC/EMB/REG/2017-2018

EVALUATION CRITERIA

EVALUATION CRITERIA I – (SPECIAL GROUPS REGISTERED UNDER AGPO)

A.	Mandatory Requirements	Compliance (Yes/No)
1.	Copy of Certificate of Incorporation/Business Registration	
2.	Copy of **Valid** Certificate of Registration of Access to Government Procurement Opportunities (AGPO) issued by the National Treasury	
3.	Duly completed form i and the declaration forms	
REMARKS:		

EVALUATION CRITERIA II – GENERAL CITIZEN

B.	Mandatory Requirements	Compliance (Yes/No)
1.	Copy of Certificate of Incorporation/Business Registration	
2.	Copy of Company Personal Identification Number (PIN). Copy of **owner's individual PIN** to be submitted for Business names	
3.	Copy of S12 for limited companies (issued within **6 months** to closing date). For business names, submitted copies of director's ID card	
4.	Copy of Valid Tax Compliance Certificate	
5.	Copy of Current Business Permit/License	
6.	Duly filled forms I, II, III, IV, V, & VI of this document	
7.	All Pages of the tender document/ attachment must be serialized	
8.	For **Transport** category, attach motor vehicle ownership evidence (log book or lease agreement) for at least 2 vehicles	
9.	For **Construction, media & fire services**, attach copy of certificate from respective regulatory bodies.	
REMARKS:		

C.	General Requirements	Provided /Not Provided
1.	Physical location of business premises (See business questionnaire) Fulfillment of Special condition relevant to the category applied for	
2.	Business Ownership: (i) Company/Business Profile & (ii) Disclosure of Directors/Partners /Sole Proprietor	
3.	Experience: Indicate having undertaken similar assignment with at least 3 entities (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)	
REMARKS:		

NB: Bidders must meet all the mandatory requirements to qualify for registration.

SECTION 4: FORMS

FORM I: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 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 ……
Location of business premises. ……..
Plot No…… Street/Road ……..
Postal Address …… Tel No. …… Fax .....
Email ……Room No. ……
Nature of Business ……..
Registration Certificate No. ……..
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 full …….. Age ……Nationality ……
Country of origin…… Citizenship details……

Part 2 (b) Partnership Given details of partners as follows:

Name Nationality Citizenship Details Shares

1. ……..
2. ……..
3. ……..

Part 2 (c) – Registered Company Private or Public

State the nominal and issued capital of company;
Nominal Kshs……
Issued Kshs……

Given details of all directors as follows

Name Nationality Citizenship Details Shares

1. ……
2. ……
3. ……

If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

IEBC/TEMB/RFQ/2025-2027

FORM II: REGISTRATION DATA FOR REGISTRATION OF SUPPLIERS
APPLICATION FORM FOR BUSINESS CONTACT INFORNMATION

1/We …… hereby apply for registration as supplier(s) of……..

(Category No) ……..

Post Office Address…… Town……

Street…… Name of building……..

Room/Office No. …… Floor No. ……Telephone Nos……

Full Name of applicant……

Other branch's location……

Organization & Business Information

Management Personnel……

Chief Executive ……

Secretary……..

General Manager ……

Treasurer……..

Other……

Partnership (if applicable)

Names of Partners

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

IEBC/EMB/REG/2025-2027

FORM III: SUPERVISORY PERSONNEL

Name……

Age…….

Academic Qualification

Undergraduate……

Post graduate……...

Diploma……...

Certificate……

High School……

Professional Qualification……..

……..

IEBC/EMB/REG/2025-2027

FORM IV: PAST EXPERIENCE CLIENTS REFERENCE

1. **1st Client**

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)……

2. **2nd Client**

iii) Name of Client (organization) ……

iv) Address of Client (organization) ……

Iii) Name of Contact Person at the client (organization)……

VI) Telephone No. of Client ……

VII) Value of Contract ……

Vi) Duration of Contract (date)……

3. **3rd Client**

v) Name of Client (organization) ……

vi) Address of Client (organization) ……

Iii) Name of Contact Person at the client (organization)……

VIII) Telephone No. of Client ……

IX) Value of Contract ……

Vi) Duration of Contract (date)……

(Attach documental evidence)

IEBC/EMB/REG/2025-2027

FORM V: ELIGIBILITY & LITIGATION HISTORY

1. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement by the Public Procurement Regulatory Authority or related public bodies?

   .....

   .....

2. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? ..... (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

3. Applicants, including each of the partners, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution in the table below.

Year	Award FOR or AGAINST Applicant	Name of Client, Cause of Litigation and Matter in Dispute	Disputed Amount

The Commission will examine the tenders to determine completeness and responsiveness.

Signature…… Stamp……

For Official Use Only

(Evaluation Team will make comments below based on the findings about the tenderer)

……

……

APPROVAL

Having reviewed the above registration documents, I hereby (Approve / Not Approve) the aforementioned tenderer to be included in the Supplier registration list for the category applied.

……..

Signature: ……Date: ……

Head of Supply Chain Management

IEC/EMB/REG/2025-2027

FORM VI: DECLARATIONS

SELF DECLARATION THAT THE APPLICANT/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ... of Post Office Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows;

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of .....
   (insert name of the Company)
   who is a Bidder in respect of Tender No. .....
   for .....
   (insert tender title/description)
   for.....
   (insert name of the Procuring entity)
   and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

....

(Title) (Signature) (Date)

Bidder Official Stamp:

IEBC/EMP/REG/2025-2027

DECLARATION ON CONFLICT OF INTEREST

For the purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any Commission employee.

Do you have a relationship with any Commission employee that would cause conflict of interest?

.....

.....

(Yes/No. If yes, give details)

I..... declare, for and on behalf of ..... (company/firm) that all the information furnished to IEBC in connection with this registration is true and accurate in all material respect. IEBC is hereby authorized to make such inquiries to the said information including with the firm's/company's clients and bankers as it may deem necessary without prior notice to the firm /company.

Information submitted by.....

Title..... **Signature**.....

Stamp

IEBC/EMB/REC/2025-2027

SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state:
The information furnished in our application is accurate to the best of our knowledge.
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.

When the call for Tenders/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.

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

We also accept liability/penalty arising from Misleading or incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un- knowing relies on it to register our Firm/Company. We are aware that IEBC is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.

We understand that the information submitted for registration will be subjected to verification and this may include visit of our business premises by a team of officers from the IEBC

Applicant's Name…….

Signature……

Date…….

IEBC/EMB/REG/2025-2027