INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

CENTRAL RIFT COUNTIES

CONTINOUS REGISTRATION OF SUPPLIERS FOR THE PROVISION OF GOODS, SERVICES AND WORKS FOR FINANCIAL YEAR 2025/2027

COMPANY NAME.....

CATEGORY NO.....

CATEGORY DESCRIPTION.....

PLEASE INDICATE THE GROUP AS BELOW: (√)

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

WOMEN ----------

YOUTH ----------

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

INVITATION TO CONTINOUS REGISTRATION OF SUPPLIERS

17th JUNE, 2025

TENDER REF: IEBC/CRC/CNTIES/REG/2025-2027

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

The Commission hereby invites applications for continuous Registration of suppliers for the provision of goods, services and works.

Interested eligible suppliers are invited to apply for the continuous registration process respective 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 Supplier Registration soft copy forms containing requirements for registration from **County Elections Manager**s

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

Office	Address
IEBC CENTRAL RIFT COUNTIES	The County Elections Manager. Independent Electoral and Boundaries Commission **NAKURU County** P. O. Box 14238-20100, NAKURU The County Elections Manager. Independent Electoral and Boundaries Commission **BARINGO County** P. O. Box 523-30400, KABARNET The County Elections Manager. Independent Electoral and Boundaries Commission **LAIKIPIA County** P. O. Box 224-10100, NANYUKI

To reach County Elections Manager's, be deposited in the tender box on 23rd JUNE, 2025 by 11:00 AM

All candidates whose applications received will be subjected to evaluation as a proof for eligibility and capability. Only candidates who qualified under this continuous 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.

CHIEF EXECUTIVE OFFICER/COMMISSION SECRETARY

NO.	NUMBER	ITEM	CATEGORY
1	IEBC/CRC/CNTIES/REG/01/2025-2027	Supply of General Office Stationery	Youth, Women & PWD's
2	IEBC/CRC/CNTIES/REG/02/2025-2027	Supply and delivery of computer, printers and copiers accessories including tonners and cartridges	Youth, Women & PWD's
3	IEBC/CRC/CNTIES/REG/03/2025-2027	Provision of transport services	Open to all
4	IEBC/CRC/CNTIES/REG/04/2025-2027	Provision of catering services	Open to all
5	IEBC/CRC/CNTIES/REG/05/2025-2027	Provision for Hotels, Conference Facilities and Accommodation Services	Open to all
6	IEBC/CRC/CNTIES/REG/06/2025-2027	Provision for hire of Training Venue, Hall and Storage Space	Open to all
7	IEBC/CRC/CNTIES/REG/07/2025-2027	Hire of tents, Podium, Chairs and tables	Youth, Women & PWD's
8	IEBC/CRC/CNTIES/REG/08/2025-2027	Provision of Road Show Services	Youth, Women & PWD's
9	IEBC/CRC/CNTIES/REG/09/2025-2027	Provision for hire of Public Address system, projectors and display screen	Youth, Women & PWD's
10	IEBC/CRC/CNTIES/REG/10/2025-2027	Supply and Delivery of PPEs and Covid-19 Sanitary Materials	Open to all
11	IEBC/CRC/CNTIES/REG/11/2025-2027	Provision for Disinfection Services for Venues	Open to all
12	IEBC/CRC/CNTIES/REG/12/2025-2027	Repair and maintenance of computers and printers	Open to all
13	IEBC/CRC/CNTIES/REG/13/2025-2027	Supply and Delivery of ICT Hardware and Allied Accessories	Open to all
14	IEBC/CRC/CNTIES/REG/14/2025-2027	Supply and Delivery Office Furniture, Furnishings and Fittings	Open to all
15	IEBC/CRC/CNTIES/REG/15/2025-2027	Provision of General Printing, Bulk Photocopying, Lamination and Binding Services	Youth, Women & PWD's
16	IEBC/CRC/CNTIES/REG/16/2025-2027	provision of Installation, Repair and Servicing of Generators	Open to all
17	IEBC/CRC/CNTIES/REG/17/2025-2027	Provision of Building and Construction Services Including Repair, Partitioning & Renovations	Open to all
18	IEBC/CRC/CNTIES/REG/18/2025-2027	Provision of Repair and Servicing of Motor vehicles	Open to all
19	IEBC/CRC/CNTIES/REG/19/2025-2027	Supply and delivery of motor vehicle tires, tubes, batteries and other automotive accessories	Open to all

20	IEBC/CRC/CNTIES/REG/20/2025-2027	Provision of local based radio and television services	Open to all
21	IEBC/CRC/CNTIES/REG/21/2025-2027	Supply and delivery of newspapers.	Youth, Women & PWD's
22	IEBC/CRC/CNTIES/REG/22/2025-2027	Supply and installation of window curtains and interior design.	Open
23	IEBC/CRC/CNTIES/REG/23/2025-2027	Provision of structural electrical and metal works.	Open
24	IEBC/CRC/CNTIES/REG/24/2025-2027	Provision of carpentry and wood works.	Open
25	IEBC/CRC/CNTIES/REG/25/2025-2027	Provision of Office Network Cabling works.	Open
26	IEBC/CRC/CNTIES/REG/26/2025-2027	Provision of cleaning services.	Open
27	IEBC/CRC/CNTIES/REG/27/2025-2027	Supply and delivery/ installation and servicing of CCTV cameras and related services	Open
28	IEBC/CRC/CNTIES/REG/28/2025-2027	Supply and delivery of TV and allied equipment	Open
29	IEBC/CRC/CNTIES/REG/29/2025-2027	Provision of security guarding services	Open
30	IEBC/CRC/CNTIES/REG/30/2025-2027	Provision and installations of firefighting equipment	Open
31	IEBC/CRC/CNTIES/REG/31/2025-2027	Provision of warehouse and related services (forklift)	Open
32	IEBC/CRC/CNTIES/REG/32/2025-2027	Provision of branding services, signage and exhibitions	Open
33	IEBC/CRC/CNTIES/REG/33/2025-2027	Provision of event and decoration Services	Youth, Women & PWD's
34	IEBC/CRC/CNTIES/REG/34/2025-2027	Supply and delivery of airtime	Open
35	IEBC/CRC/CNTIES/REG/35/2025-2027	Provision of laundry services	Open
36	IEBC/CRC/CNTIES/REG/36/2025-2027	Provision of signage, branding and exhibition	Youth, Women & PWD's

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 applied 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 ……..
E mail ……..…. 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.	……			
4.	……			
5.	……			

Date …….. Signature of Candidate……..

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

FORM II - CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What category do you want to be considered to Supply……
….
……
…
……
…
2. How many employees do you have……? How many are permanent? ……How many are temporary?.....
3. Which quality standards certification have you attained in the last two years? (Attach copies)
4. Are you a manufacturer/wholesaler/retailer/other? (Please Specify)
……
……
……

5. What is your average response time to a request for quotation/ proposal?
……
……

6. What is your average response to delivery of goods/services? After issuance of an LPO?……

7. Have you at any one time been requested to quote for the supply of goods or services and failed to return the quotation without assigning reason for your action?
……
……
……
……

8. If you are a current or previous supplier of goods and services to IEBC have you at any one time been issued with an LPO and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
……
……

.....
.....

10.State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

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

11. Must confirm that the firm, its servants or agents have not offered and shall not offer inducements to procuring entity

.....
.....

FORM III - EXPERIENCE

Applicant's three (3) reputable clients in the last three (3) years

Applicants attach proof of experience relevant to the category they choose to apply for by attaching any of the following documents:

1. Copies of LPOs
2. Letters of Award
3. Completion certificates
4. Contract documents etc.

Note: **New applicants would also be considered**

FORM IV - 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

EVALUATION CRITERIA

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

EVALUATION CRITERIA 1 – For AGPO Registered Special Groups (Youth, Women & PWD Only)

A	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
A1	Valid Certificate of Incorporation/Business Registration (Attach copy)	
A3	Certificate of registration of youth, women & PWD owned enterprises issued by the National Treasury/Other (Attach copy)	
A4	Current/Valid Tax Compliance Certificate for the group/enterprise from the KRA (Attach copy) or Tax Exception certificate	

EVALUATION CRITERIA II – General Citizen

B.	MANDATORY REQUIREMENTS	COMPLIANCE (YES/NO)
B1	Valid Certificate of Incorporation/Business Registration (Attach copy)	YES/NO
B2	CR12- showing Names of Directors/Owners of company for Limited companies (attach copy)	YES/NO
B3	Personal Identification Number (PIN) certificate (Attach copy)	YES/NO
B4	Valid Tax Compliance Certificate (Attach copy)	YES/NO
B5	Current Business Permit/License (Attach copy)	YES/NO
B6	Physical location of business premises *(See business questionnaire)*	YES/NO
B7	Fulfillment of Special condition relevant to the category applied for *(eg. NCA for construction category)*	YES/NO
C.	**GENERAL REQUIREMENTS**	**Provided /Not Provided**
C1.	**Supplier Availability:** - Postal Address (2) - Telephone Number (2) - Fax Number (2) - Website (2) - Email Address (2)	
C2.	**Business Ownership:** - Company/Business Profile - Disclosure of Directors/Partners /Sole Proprietor	

C3.	**Financial Capability:** - Audited Accounts for the last 2 years.	
C4.	**Experience:** - Indicate having undertaken similar assignment with at least 3 firms **(Attach Proof: copies of LPOs, Letters of Award, Completion Certificates, Contracts)**	
C5	**Supply Capacity:** Maximum Volume of Business handled in the (last two years) - 2 Million and above (12) - 1.5 – 2 Million (9) - 1 – 1.5 Million (6) - 0.5 – 1 Million (3)	
C6	**Credit Period:** Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (9) - 30 Days (6) - Less than 30 days (3)	
C7	Eligibility & Disclosure of litigation history	
	TOTAL MARKS	

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

Official Stamp ……Sign……

For Official Use Only

(The 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 Continuous Supplier registration list for the category applied for;

Signature: …… Date: ……

Head, Supply Chain Management Assistant- Central Rift Counties.

FORM V- 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?

.....

.....

I.....declare, for and on behalf of.....

.....

(company/firm) that all the information furnished Kenya School of Law in connection with this registration is true and accurate in all material respect. Kenya School of Law 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.....

FORM VI: ANTI-CORRUPTION DECLARATION.

I/We……..

of street, Building, P.O Box ……

Contact/phone/ E-Mail ……..

declare that Public Procurement is based on a free and fair competitive tendering process which should not be open to abuse.

1/We……

declare that I /We will not offer or facilitate, directly or indirectly any inducement or reward to any public officer, their relations or business associates in connection with

Tender No……

for or in the subsequent performance of the contract if 1/We am/are successful.

Authorized Signature……

Name and Title of signatory……

Stamp……..

FORM VII: 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 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.

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

e. 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 Kenya School of Law is at liberty to Institute legal proceedings as stipulated in the Public Procurement laws and Regulations.

f. 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 Kenya School of Law.

Date ……

Applicant's Name ……

Signature ……