



ADDENDUM TO TENDER DOCUMENT

REGISTRATION/PREQUALIFICATION OF SUPPLIERS FOR
SUPPLY AND DELIVERY OF GOODS, WORKS AND SERVICES FOR
YEARS 2024-2026

AFGM/REG/2024-2026

CLOSING DATE EXTENDED TO 28TH MARCH 2024

10:00 AM

ANTI-FEMALE GENITAL MUTILATION BOARD
KENYA RAILWAYS RETIREMENT BENEFITS SCHEME

2ND FLOOR BLOCK D,

P.O. Box 54760 – 00200 NAIROBI, KENYA

Web site :<http://www.antifgmboard.go.ke>

Email: info@antifgmboard.go.ke

REGISTRATION REFERENCE NO.: AFGM/REG/2024-2026

1. The application for registration in plain sealed envelope clearly marked **Tender No. AFGM/REG/2024-2026**, respective Category number and Item Description addressed to
**The Chief Executive Officer
Anti-Female Genital Mutilation Board,
P.O. Box 54760-00200
NAIROBI**
2. The Registration Applications should be deposited in the Tender Box situated on **2nd Floor Kenya Railways Retirement Benefit Scheme Block D at Anti-FGM board offices**. To be received **on or before 10.00 am on Thursday 28th March 2024**.
3. Applications shall be opened immediately thereafter in the presence of candidates or their representatives who may wish to attend at the above address.

QUALIFICATION CRITERIA AND REQUIREMENTS

This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications.

MANDATORY / PRELIMINARY REQUIREMENTS/CONDITIONS

All firms applying for the **AGPO** reserved categories (Youth, Women and Persons with Disabilities Owned Enterprises) must submit and fulfill the following requirements for verification of their eligibility: -

	REQUIREMENT
1.	Certificate of registration or incorporation
2.	KRA PIN Certificate
3.	A Valid Tax Compliance Certificate
4.	A valid Certificate of registration from the National Treasury either as Youth, Women & Person with Disability Owned enterprise; The Anti-FGM Board shall ascertain the authenticity of the AGPO Registration document from the National Treasury Website
5.	Valid registration / membership certificate with regulatory bodies where applicable i.e., IATA, CAK, IHRM etc

Firms applying under **OPEN** categories must submit and fulfill the following: -

	REQUIREMENT
1.	Certificate of registration or incorporation
2.	KRA PIN Certificate
3.	A Valid Tax Compliance Certificate
4.	Provide the latest CR12 or Identification Documents (ID's) of directors for business name
5.	Valid county trade/business license/permit
6.	Valid registration / membership certificate with regulatory bodies where applicable i.e., IRA, AKI, NCA, LSK, PSRA PIA, KSIA, CAK etc.

7.	Professional service providers are required to provide current practicing certificates from their professional bodies and to be of good standing without any disciplinary cases e.g. Legal services (<i>The Board reserves the right to carry out due diligence before registration of the service providers</i>).
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Please note:

- i. Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- ii. Anti-FGM Board Secretariat at its discretion shall authenticate all the documents provided by the Applicants
- iii. AGPO Registered firm may participate in the open categories but will be required to fulfill requirements under the open categories level.
- iv. For Provision of Services please provide proof of 3 completed contracts.

a) Category B and C

Demonstration of sufficient technical/operational capability and relevant experience: Experience in details of similar assignments/supplies recently undertaken. Attach a list of 3 copies of reference letters/ award letters or signed contracts

b) Category B/015- Repair and Maintenance of Motor Vehicle

Firms must provide proof of existence for the past three years and

c) Category B/017, Air Ticketing Services

Firms must provide proof of membership with **IATA & KATA**. The firms should demonstrate that they have 24 hour dedicated personnel/call line to cater for emergency requirements.

d) Category B/019 and B/033

Valid CAK or ICT Authority Accreditation certificate relevant to the category of application

e) Category B/023- Provision of Consultancy Services.

Consultancy Services - The bidders Must indicate specialized area of consultancy e.g. Integrity Surveys, Monitoring & Evaluation, Governance audit, Development and review of Strategic Planning, trainings, employee satisfaction survey, policy development and review, competency baseline survey, Energy Audit, Environmental Audit, Feasibility study.

Consultancy for Legal services

The legal firm will be should to perform the following,

- i. Certified copy of current practicing certificates for all partners and associates;
- ii. Senior Partner(s) must have a minimum experience of 10 years
- iii. Evidence of the firm's Professional Insurance Indemnity of at least KES.1,000,000.00 but capable of being reviewed depending on the brief at hand.
- iv. A signed statement by the senior counsel that the bidder is not debarred from participating in public procurement.

f) Category B/024- Provision of Valuation Services

Certificate of Registration by Valuers Registration Board for Registration of Valuation services

g) Category B/034 Provision of Comprehensive cleaning and Sanitary Bin Services

- i. Firms must provide valid compliance certificates from NHIF and NSSF and proof of compliance with minimum wage requirements under Kenya Labor law.
- ii. Firms must provide waste disposal and transportation license from National Environment Management Authority (NEMA)

h) Category B/035 -Provision of Hotel Accommodation and Conference Facility

- i. Valid and current accreditation certificate for hospitality sector or membership of a recognized or accredited organization
- ii. The Hotels should state their geographical locations and be (4) star rated and above in Mombasa, Malindi, Machakos, Nairobi, Embu, Nyeri, Nanyuki, Naivasha, Nakuru, Eldoret, Kakamega and Kisumu. (Hotels in other towns other than the ones mentioned can apply and be considered based on provision of quality standards)
- iii. Anti-FGM Board Secretariat may undertake an inspection visit to the hotels that have applied with view to conducting due diligence on the facilities and establish whether they meet the quality standards.

i) Category C3 Minor building, repair, maintenance, plumbing and electrical works

Firms must provide valid registration certificate from NCA.

TECHNICAL EVALUATION REQUIREMENTS

S/No	Requirements	Score	YES/NO
1.	Duly filled Registration of Suppliers Application Form –PQ-1(Application)	Mandatory	
2.	Duly filled confidential business questionnaire-Form PQ 2	Mandatory	
3.	Duly filled Applicant Key Personnel-Form PQ-3	Mandatory	
4.	Duly filled Applicant Past Experience-Form PQ 4	Mandatory	
5.	Duly filled Applicant Litigation History -Form PQ 5	Mandatory	

6.	Duly filled Sworn Statements PQ 6	Mandatory	
7.	Duly filled Applicant Declaration Statement- Form PQ 7	Mandatory	
8.	Duly filled Registration of Suppliers Application Form –PQ- 1(Application)	Mandatory	