



**REPUBLIC OF KENYA  
FINANCIAL REPORTING CENTRE  
OLD MUTUAL TOWER, UPPER HILL  
PRIVATE BAG 00200, NAIROBI. Tel: +254 0709858000  
Email Address: info@frc.go.ke/dg@frc.go.ke/procurement@frc.go.ke**

## **REGISTRATION DOCUMENT**

**REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS  
FOR PROVISION OF GOODS, SERVICES & WORKS,  
FOR THE PERIOD STARTING JULY, 2023 & ENDING JUNE 2025.**

**INVITATION NO.: FRC/RS/006/ 2022 – 2023**

**INDICATE ACCORDINGLY:**

**CATEGORY**

**CLOSING DATE: FRIDAY 16<sup>th</sup> JUNE, 2023 ,12.00NOON.**

**REGISTRATION PERIOD 2023-2025**

**DIRECTOR GENERAL  
FINANCIAL REPORTING CENTRE  
PRIVATE BAG 00200  
NAIROBI**

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## INVITATION TO APPLY FOR REGISTRATION

Name of Contract: **Registration of Supplier Service Providers for Provision of Goods, Services & Works for the Period Starting July, 2023 & Ending June 2025** Contract No: Registration Reference No: **FRC/RS/006/2022-2023**

1. **The Financial Reporting Centre** intends to Register Supplier, Service Providers and Contractors for **The Following categories of Registration of Suppliers, Service Providers and Contractors for Provision of Goods, Services & Work for the Period Starting July, 2023 & Ending June 2025, as Listed Below.**
1. It is expected that the Invitation for registration will be made in **The Financial Period Starting July, 2023 and Ending June, 2025.** Tendering will be conducted through **National** procedures using a standardized tender document and will be open to all applicants who register.
2. Qualified and interested applicants may obtain further information and inspect the Registration Document during office hours *0900 to 1500 hours* at the address given below. Registration documents may be viewed and/or downloaded from the website [www.frc.go.ke](http://www.frc.go.ke).
3. A complete set of Registration Document in English may be obtained electronically free of charge.
4. Registration Document may be viewed and downloaded for free from the website ([www.frc.go.ke](http://www.frc.go.ke)). Applicants who download the Registration Document must forward their particulars immediately to Email: **procurement@frc.go.ke, info@frc.go.ke or dg@frc.go.ke, Private Bag 00200 Nairobi**, to facilitate any further clarification or addendum.
5. Applications for Registration should be submitted by hand or /courier delivery, clearly marked envelopes and delivered to the address given below by **Friday 16<sup>th</sup> June, 2023 at 12.00Noon.**
6. Late applications a reliable to be rejected.
7. Address where to submit Applications as per schedule below:
8. Registration Documents will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Registration Documents will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. The addresses referred to above are:

**10. Address for obtaining further information**

The Director General,  
Financial Reporting Centre,  
Old Mutual Tower, Upper Hill,  
Private Bag 00200 Nairobi, Kenya.

**11. Address for Submission of Tenders.**

Director General,  
Financial Reporting Centre,  
13<sup>th</sup> Floor, Old Mutual Tower, Upper Hill,  
Private Bag 00200, Nairobi.

**Director General  
Financial Reporting Centre**

## **SECTION A; CATEGORY TO BE REGISTERD**

### **1. DESCRIPTION AND SCOPE OF WORKS/ SERVICE.**

Financial Reporting Centre(FRC) hereinafter referred to as the "Procuring Entity" intends to register Suppliers, Service Providers for Provision of Goods, Services and Works for the period starting **July, 2023 and ending 30<sup>th</sup> June, 2025.**

The FRC invites sealed application for Registration of Suppliers/Service providers as indicated below:

#### **REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2023-2024 AND 2024/2025 - FRC/RS/006/2022-2023**

**Note: Suppliers that are currently registered by the Centre are required to register afresh if they wish to participate.**

#### **A - SUPPLY OF GOODS**

<b>Category Number</b>	<b>Description</b>	<b>Remarks</b>	<b>Closing Date</b>
Category 1	Supply of General Office Stationeries, Stationery and other office Consumables	Special	Friday 16 <sup>th</sup> June, 2023 at 12.00 Noon
Category 2	Supply and Delivery of Toners and Cartridges	Special	
Category 3	Supply and Delivery of Application Software, Accessories & Assorted Licenses (Windows, Microsoft Office, Anti-virus, DMS Memory)	Open	
Category 4	Supply and Delivery of Office Equipment (Computers, Laptops, Notepads, Tablets, Phones, Modems, Projectors, Video Conferencing and related items)	Open	
Category 5	Supply and Delivery of Printed, Branded Merchandise/Staff ID Cards and Staff Uniforms	Special	
Category 6	Supply and Delivery of Assorted Office Furniture and Fittings	Special	
Category 7	Supply and Delivery of Drinking Mineral Water/Disposable Cups	Special	
Category 8	Supply and Delivery of Motor Vehicle Tyres, Batteries and Accessories	Open	
Category 9	Supply and Delivery Newspapers, Periodicals and Magazines	Special	
Category 10	Supply and Delivery of Telephone airtime	Special	
Category 11	Supply and Delivery of Text Books	Special	
Category 12	Supply and Delivery of Fuel for Motor Vehicles and related Lubricants	Open	
Category 13	Supply Fit and Maintenance of Window Blinds and Curtains	Open	

#### **B - PROVISION OF SERVICES**

<b>Category Number</b>	<b>Description</b>	<b>Remarks</b>	<b>Closing Date</b>
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Category 14	Provision of Cleaning Services	Special	Friday 16 <sup>th</sup> June, 2023 at 12.00 Noon
Category 15	Provision of Event Management Services	Special	
Category 16	Provision of Catering Services	Special	
Category 17	Provision of Legal Services	Open	
Category 18	Provision of Cab, Transport and Car Hire Services	Special	
Category 19	Provision of Auctioneering Services	Open	
Category 20	Provision of Office Movers services	Open	
Category 21	Provision of Assets Tagging, Assets Verification and Assets Reconciliation Services	Open	
Category 22	Provision of Computer Repairs and Maintenance Services	Open	
Category 23	Provision of Air Ticketing Services (IATA, KATA registered firms only)	Special	
Category 24	Provision of Vehicle Maintenances Services	Open	
Category 25	Provision of Car Parking Space at Upper Hill Area	Open	
Category 26	Provision of Print Production and Graphic Arts Services	Special	
Category 27	Provision of Building Repairs and Maintenance Services (Painting, Wood repairs & Related)	Open	
Category 28	Provision of Security/Guard Services	Open	
<b>C - PROVISION OF SMALL WORKS</b>			
<b>Category Number</b>	<b>Description</b>	<b>Remarks</b>	<b>Closing Date</b>
Category 29	Supply, Installation and Maintenance of CCTV, Access Control, Intruder alarms, Structured Cabling and Support Services	Open	Friday 16 <sup>th</sup> June, 2023 at 12.00 Noon
Category 30	Provision of Building Works, Civil, Electrical, Mechanical and Related Works	Open	

Interested bidders may view and download the registration documents from FRC website: [www.frc.go.ke](http://www.frc.go.ke).

Completed registration documents Must be submitted in plain sealed envelopes clearly marked **"REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEAR 2023-2024 AND 2024/2025 - FRC/RS/006/2022-2023"**

**Category:**.....

**Item Description:**.....

**And addressed to:**

The Director General,  
Financial Reporting Centre,  
Old Mutual Tower, Upper Hill,  
Private Bag 00200  
Nairobi.

**SECTION B: APPLICANTS ELIGIBILITY**

**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 .....

Location of Business .....

Plot No.....Street/Road.....

Postal Address: .....

Email Address: .....

Tel. No..... Nature of Business.....

Current Trade License No.....Expiring Date.....

Maximum value of Business which you can handle at any one time.....

Name of your Banker.....

Branch.....

**Part 2: (a) Sole Proprietor:**

Your Name in full .....Age.....

Nationality .....Country of Origin.....

**Part 2: (b) Give details of partners as follows:**

	Name	Nationality	Citizenship Details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....



3. ....
4. ....
5. ....

**Part 2: (C) Registered Company:**

Private or Public .....

State the nominal and issued capital of the company

Nominal K.....

Issued K.....

Give details of all directors as follows:

1. ....
2. ....
3. ....
4. ....

**Part 2 (d) - Interest in the Firm:**

Is there any person / persons in the Kenya Rural Roads Authority who has interest in this firm? Yes/No\*\*

Date ..... Signature of Tenderer.....

Stamp .....

Key

\* Attach proof of citizenship (Compulsory)

\*\* Delete as necessary

**N.B: Indicate under "Citizen Details" whether by Birth, Naturalization or Registration:**

**SECTION C: SUPPLIERS APPLICATION FORM:**

**3. REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/WE.....

(Name of the Company/Firm)

Do apply for registration as supplier(s)/ Contractor (s)/ Service Providers of the following categories and item description as follows: *(Please tick appropriately)*

<b>A - SUPPLY OF GOODS</b>			
<b>Category Number</b>	<b>Description</b>	<b>Remarks</b>	<i>Please tick appropriately</i>
Category 1	Supply of General Office Stationeries, Stationery and other office Consumables	Special	
Category 2	Supply and Delivery of Toners and Cartridges	Special	
Category 3	Supply and Delivery of Application Software, Accessories & Assorted Licenses (Windows, Microsoft Office, Anti-virus, DMS Memory)	Open	
Category 4	Supply and Delivery of Office Equipment (Computers, Laptops, Notepads, Tablets, Phones, Modems, Projectors, Video Conferencing and related items)	Open	
Category 5	Supply and Delivery of Printed, Branded Merchandise/Staff ID Cards and Staff Uniforms	Special	
Category 6	Supply and Delivery of Assorted Office Furniture and Fittings	Special	
Category 7	Supply and Delivery of Drinking Mineral Water/Disposable Cups	Special	
Category 8	Supply and Delivery of Motor Vehicle Tyres, Batteries and Accessories	Open	
Category 9	Supply and Delivery Newspapers, Periodicals and Magazines	Special	
Category 10	Supply and Delivery of Telephone airtime	Special	
Category 11	Supply and Delivery of Text Books	Special	
Category 12	Supply and Delivery of Fuel for Motor Vehicles and related Lubricants	Open	
Category 13	Supply Fit and Maintenance of Window Blinds and Curtains	Open	
<b>B - PROVISION OF SERVICES</b>			
<b>Category Number</b>	<b>Description</b>	<b>Remarks</b>	<i>Please tick appropriately</i>
Category 14	Provision of Cleaning Services	Special	
Category 15	Provision of Event Management Services	Special	
Category 16	Provision of Catering Services	Special	
Category 17	Provision of Legal Services	Open	

Category 18	Provision of Cab, Transport and Car Hire Services	Special	
Category 19	Provision of Auctioneering Services	Open	
Category 20	Provision of Office Movers services	Open	
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Category 23	Provision of Air Ticketing Services (IATA, KATA registered firms only)	Special	
Category 24	Provision of Vehicle Maintenances Services	Open	
Category 25	Provision of Car Parking Space at Upper Hill Area	Open	
Category 26	Provision of Print Production and Graphic Arts Services	Special	
Category 27	Provision of Building Repairs and Maintenance Services (Painting, Wood repairs & Related)	Open	
Category 28	Provision of Security/Guard Services	Open	
<b>C - PROVISION OF SMALL WORKS</b>			
<b>Category Number</b>	<b>Description</b>	<b>Remarks</b>	<i>Please tick appropriately</i>
Category 29	Supply, Installation and Maintenance of CCTV, Access Control, Intruder alarms, Structured Cabling and Support Services	Open	
Category 30	Provision of Building Works, Civil, Electrical, Mechanical and Related Works	Open	

Postal Address ..... Email Address.....

Tel.....Street.....

Name of Building.....Room/Office No..... Floor No.....

Full Name of Applicant.....

Name of Firm.....

Date ..... Signature of Tenderer.....

Stamp .....

**SECTION D: QUALIFICATION CRITERIA**

**4. STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS:**

**Applicants Must provide the following: -**

1. Copy of Certificate of Incorporation/Registration
2. Valid Tax Compliance Certificate
3. A copy of CR 12
4. Registration Certificate and Practicing License from Professional Regulator/body e.g., IATA, KATA, EBK, LSK, EPRA, NEMA, NCA etc. where applicable.
5. Duly filled and Signed Confidential Business Questionnaire
6. Proof of having a Bank Account
7. A copy of Valid Current Trade License/ Single Business
8. Valid Registration Certificate (AGPO) from the National Treasury for those participating in the Special Categories.

**Other Requirements**

- 1) Provide Physical Registered office address, Mobile Number and Email address.
- 2) Certificate from relevant professional body (Where applicable)
- 3) Proof of past performance and experience (Provide LPO/LSO/CONTRACT, COMPLETION CERTIFICATES ETC)
- 4) Key Professional and Technical Personnel (Provide CVs and Certificates).
- 5) Serialization of all the pages (this should be sequential in the format of 1,2,3,4,5.....) from the first page to the last page.

**5. IN ADDITION: OTHER QUALIFICATION REQUIREMENTS**

(i) State any technological innovations or specific attributes which distinguishes you from and your competitors.

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

(ii) 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: .....

(iii) Referees: -

1. Name of Company: .....

Address: .....

Name of Contact Person: .....

Designation: .....

Signature: ..... Date: .....

Company Stamp: .....

2. Name of Company: .....

Address: .....

Name of Contact Person: .....

Designation: .....

Signature: ..... Date: .....

Company Stamp: .....

**SECTION E: OTHER IMPORTANT PRE-REQUISITES:**

- Must confirm that the firm, it's servants or agents have not offered and shall not offer any inducements to the procuring entity.
- Attach company profile indicating qualification of key personnel. Attach copies of their certificates.
- Must have fixed Business premises
- Provide a list of clients (previous and current)
- Past litigation and arbitration incidences encountered if any by the firms in the last one year must be enumerated.

**DECLARATION**

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

Having studied the pre-qualification information for the above tender, I/We state:

1. the information furnished, in our application is accurate to the best of our knowledge,
2. 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 the provision in the tender or quotation documents to follow,
3. when the call for tenders/quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall come ourselves to inform you and acknowledge your right to review the registration made,
4. we enclose all the required documents and information required for the registration evaluation

Signed on behalf of the Firm: .....

Name:.....

Designation: .....

Signature:.....

Date:.....

Stamp: .....