



**KENYA NATIONAL ENTREPRENEURS SAVINGS TRUST (KNEST) PLC
KNEST REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS
FOR
FINANCIAL YEAR 2024-2025 AND 2025-2026**

LOCATED:

**KENYA NATIONAL ENTERPRENEURS SAVINGS TRUST (KNEST) PLC
P.O. BOX 30007- 00100,
NATIONAL BANK BUILDING.
HARAMBEE AVENUE,
NAIROBI.**

**Email- info@knest.go.ke.
Website- www.knest.go.ke**

ATTENTION: Ag. MANAGER, SUPPLY CHAIN MANAGEMENT

TENDER NOTICE

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS

Kenya National Entrepreneurs Savings Trust (KNEST) PLC invites applications from interested, eligible, capable individuals and firms for Registration as Suppliers and Service Providers in the following categories: _

CATEGORY A: SUPPLY AND DELIVERY OF GOODS

SUPPLY AND DELIVERY OF GOODS			
No.	Category Reference	Category Description	Eligibility
1.	KNEST/A/01/2024-2025	Supply and Delivery of General Office Stationery	Youth Women People with Disability
2.	KNEST/A/02/2024-2025	Supply and Delivery of Tonners and Cartridges	Youth Women People with Disability
3.	KNEST/A/03/2024-2025	Supply and Delivery of Newspapers and Magazines	Youth Women People with Disability
4.	KNEST/A/04/2024-2025	Supply, Delivery and Installation of Computer Software and Networking Materials	Youth Women People with Disability
5.	KNEST/A/05/2024-2025	Supply and Delivery, Installation, Corporate Branding and Design of Billboards, Business Cards, Banners and Signage	Youth Women People with Disability
6.	KNEST/A/06/2024-2025	Supply and Delivery of Computers, Laptops and related Hardware	Open to All
7.	KNEST/A/07/2024-2025	Supply and Delivery of Office Furniture and Accessories	Open to All
8.	KNEST/A/08/2024-2025	Supply and Delivery of Electrical and Electronics Materials	Open to All
9.	KNEST/A/09/2024-2025	Supply and Delivery of Telecommunication materials	Open to All
10.	KNEST/A/10/2024-2025	Supply and Delivery of office cleaning materials and detergents	Youth Women People with Disability
11.	KNEST/A/11/2024-2025	Supply and delivery of vehicle tyres, batteries and other spares	Open to All
12.	KNEST/A/12/2024-2025	Supply and delivery of Airtime	Youth Women People with Disability

CATEGORY B: PROVISION OF WORKS AND OR SERVICES

PROVISION OF WORKS AND OR SERVICES			
No.	Category Reference	Category Description	Eligibility
1.	KNEST/B/01/2024-2025	Provision of Internet Connectivity Services	Open to All
2.	KNEST/B/02/2024-2025	Provision of courier services	Open to All
3.	KNEST/B/03/2024-2025	Provision of cleaning, landscaping services	Youth Women People with Disability
4.	KNEST/B/04/2024-2025	Provision of team building, counseling and change management services.	Open to All
5.	KNEST/B/05/2024-2025	Provision of Assets Identification, Tagging & Coding	Open to All
6.	KNEST/B/06/2024-2025	Provision of a Legal and Governance Advisor services	Open to All
7.	KNEST/B/07/2024-2025	Provision of Consultancy/Agency Services to develop an Integrated Marketing/ Communication strategy	Open to All
8.	KNEST/B/08/2024-2025	Provision of Consultancy/Agency Services to Develop Awareness Campaign Content	Open to All
9.	KNEST/B/09/2024-2025	Provision of consultancy Services to Develop and Review of Strategic Plan	Open to All
10.	KNEST/B/09/2024-2025	Provision of office Catering services	Open to All
11.	KNEST/B/10/2024-2025	Provision of Conferences services and Accommodation	Open to All
12.	KNEST/B/11/2024-2025	Provision of Air ticketing and Car hire services	Open to All
13.	KNEST/B/12/2024-2025	Repairs & Maintenance (Office, furniture & Equipment)	Open to All
14.	KNEST/B/13/2024-2025	Repairs & Maintenance (Motor Vehicles)	Open to All
15.	KNEST/B/14/2024-2025	Preparation of Events	Open to All
16.	KNEST/B/15/2024-2025	Provision of Fumigation and Pest control services	Open to All
17.	KNEST/B/16/2024-2025	Repair and Servicing of Servers, Printers, Scanners, Laptops, Desktops and other ICT related Equipments.	Open to All

18.	KNEST/B/17/2024-2025	Provision of Website developing, Maintenance and Hosting	Open to All
19.	KNEST/B/18/2024-2025	Supply of office window blinder and curtains, office partitioning and Repairs	Open to All
20.	KNEST/B/19/2024-2025	Provision of general, group life, group personal accident and Wiba insurance services	Open to All

The registration documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from the KNEST website www.knest.go.ke . The Registration closing date is Tuesday, 21st May, 2024 at 10.00am.

Applications for Registration will be opened immediately thereafter in the KNEST Board Room, National Bank Building, 17th Floor, Along Harambee Avenue, Nairobi, the presence of bidders / representatives, who choose to attend.

CHIEF EXECUTIVE OFFICER

SECTION 1: INSTRUCTION TO APPLICANTS

- 1.1 Suppliers are invited to apply to be registered for various categories for provision of Goods, works or services in accordance to the Organization needs. The Kenya National Entrepreneurs Savings Trust (KNEST) PLC will register and enlist suppliers from among those who will have submitted applications, in accordance with the tender requirements.
- 1.2 The tender Document and the Applicants response thereof shall be the basis of supplier registration. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.3 KNEST does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- 1.4 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.

- 1.5 Applicants will meet all costs associated with preparation and submission of their applications.
- 1.6 It is KNEST's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, KNEST:
- a) defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) **“Corrupt practice”** means the offering, giving, receiving or soliciting of Anything of value to influence the action of an officer of the Procuring Entity in the registration process; and
 - (ii) **“Fraudulent practice”** means a misrepresentation of facts in order to influence the registration process to the detriment of KNEST, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive KNEST of the benefits of free and open competition.
 - (b) The Organization will reject an application for registration if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
 - (c) The Organization will declare an application ineligible, for registration if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
 - (d) The Organization will have the right to examine financial records relating to the performance of such services to determine capability;
 - (e) The Organization will have the right to inspect the business premises of the Applicant.
- 1.7 Applicants shall furnish information as described in the registration document

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of registration of supplier's/service providers is to maintain and update lists of the Organization registered lists of suppliers, contractors and

consultants in the categories of goods, works or service according to its procurement needs.

3. CLARIFICATIONS

- 3.1 Applicants may request for clarification on the tender document up to **three (3) days** before the submission date. Any request for clarification must be sent in writing by mail, or hard copy to **Chief Executive Officer**, Kenya National Entrepreneurs Savings Trust (KNEST) PLC address. KNEST will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

4. PREPARATION OF REGISTRATION DOCUMENTS

- 4.1 Applicants are requested to submit an application written in English language.
- 4.2 Applicants are expected to examine the documents comprising this Request for registration in detail. Material deficiencies in providing the information requested will result in rejection of the application.
- 4.3 Applicants are required to meet the qualification criteria stipulated in clause **7** of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be registered.
- 4.4 The registration documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

4.5 Period of Validity

The request for registration must remain valid for not less than **120 days from** the date of submission and the list will be updated periodically as prescribed in the regulation and in accordance with PPADA 2015.

KNEST will make the best effort to complete the evaluation and communicate within this period.

5 SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

- 5.1 The original tender Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialed by the person who sign(s) the tender Document.
- 5.2 The tender documents should be prepared and submitted in **one original** and **one (1) copy** in a plain sealed envelope clearly marked:

REGISTRATION NO. AND NAME OF CATEGORY (ITEM DESCRIPTION)

DO NOT OPEN BEFORE TUESDAY, 21st MAY 2024 AT 10.00 AM.

Completed tender Documents should be deposited in the tender box provided at The Kenya National Entrepreneurs Savings Trust (KNEST) PLC, National Bank Building, Harambee Avenue, Nairobi Kenya or be addressed and posted to:

**The Chief Executive officer
Kenya National Entrepreneurs Savings Trust
(KNEST) PLC. P.O. Box 30007-00100
NAIROBI.**

6.0 Deadline for Submission

The closing date and time for submission of the tender document shall be **21st MAY 2024 at 10.00 Am.**

6.1 Late Applications

Any tender document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

6.2 Opening of Applications

6.2.1 A Committee of officials from KNEST shall open the applications immediately after the closing time for submissions of the tender Documents' in the presence of applicants' representatives who choose to attend.

6.2.3 KNEST will prepare a record of the tender opening minutes.

7.0 REGISTRATION EVALUATION CRITERIA

7.1 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information: -

- (i) Registration submission Form duly filled
- (ii) Declaration Form duly filled
- (ii) A copy of certificate of incorporation/registration
- (iii) Valid Tax Compliance Certificate
- (iv) Duly completed Confidential Business Questionnaire
- (v) Evidence of Physical Address and premises. (Attach copies of utility bills e.g. electricity/water or lease agreement/title deed). KNEST may visit the premises to ascertain physical address.
- (vi) A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings
- (vii) PIN Certificate;
- (viii) VAT Registration Certificate;
- (ix) E-Citizen Linked
- (x) Valid AGPO Certificate for either Youth, Women or Pwds depending on the category you would have applied for.

7.3 General Requirements

- (a) KNEST will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Registration will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices and KNEST reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) KNEST does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

8 CONFIDENTIALITY

- 8.1 Information relating to evaluation and recommendations concerning the tender shall not be disclosed to the applicants until the specific firms have been advised accordingly.

SECTION 2 - STANDARD FORMS

2.1 REGISTRATION SUBMISSION FORM

TO: Chief Executive Officer
Kenya National Entrepreneurs Savings Trust
(KNEST) PLC
National Bank Building, Harambee Avenue.
P. O. Box 30007-00100
NAIROBI.

Dear Sir/Madam,

1. Having examined the registration documents including addenda Nos.
The receipt of which is hereby duly acknowledged, we, the undersigned, do
hereby submit our registration document.

Name the category your applying for
(Description)..... Reference Number
..... (AGPO)Give the AGPO No.....

2. Our submission is binding to us for **120 days** and if found acceptable we shall
be pleased to be included in the list of KNEST Registered/Service Providers.

3. We understand you are not bound to accept any submission you may
receive.

Dated this _____ day of _____ 2020

[Signature)
(in the capacity of]

Duly authorized to sign on behalf of _____

Tel. No. _____

Email _____

2.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the Kenya National Entrepreneurs Savings Trust (KNEST) PLC, to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed

.....

For and on behalf of

..... In

the capacity of

.....

Dated this day of.....2020

Company's rubber Stamp

.....

2.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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	(a	MUST)
.....			Plot No,	(a	MUST)
.....Street/Road			(a	MUST)
Postal address	(MUST)	Tel No(s)	(a	MUST) ..
.....					
Fax		Email	(a	MUST)
..... Nature of Business					
.....					

Registration Certificate No.

.....
 Maximum value of business which you can handle at any one time – Kshs.
 Name of your
 bankers.....
 Branch

 Note: (A MUST) is a requirement for every purpose of easy location
 and all communications.

Part 2 (a) – Sole Proprietor	
Your name in full.....	Age.....
..... Nationality.....	Country of Origin
..... Citizenship details	
.....	
Youth/Woman/Person (indicate).....	with Disability Citizen Contractor
(Indicate).....	

	<p style="text-align: center;">Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">.....</td> </tr> <tr> <td colspan="4">..... Youth/Women/Persons with Disability</td> </tr> <tr> <td colspan="4">(indicate) Citizen Contractors</td> </tr> <tr> <td colspan="4">(Indicate).....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.				2.				3.				4. Youth/Women/Persons with Disability				(indicate) Citizen Contractors				(Indicate).....			
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(indicate) Citizen Contractors																																					
(Indicate).....																																					
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.				2.				3.				4.																			
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	<p>Date.....Signature of Candidate.....</p>																																				

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date: _____
[Signature of authorized representative of the firm]

Full name of staffmember: _____

Tel. No. _____

Full name of authorized representative: _____

2.3 REFERENCES

Submit details of organizations where you have undertaken similar services in the format given below.

No		
1	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	
2	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	
3	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	
4	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	
5	Name of company	
	Name of contact	
	Designation	
	Telephone number	
	e-mail address	

Ensure you have provided reference letters for **ALL** the above organizations, duly **signed** and **stamped** by the relevant officer and **provide details of the assignments in the format provided in 2.7.**

The reference letter **MUST** be on the organization's letterheads.

2.4 FIRM'S REFERENCES

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

Tel. No. _____