



**GROWTH. HERE NOW.**

REPUBLIC OF KENYA

## GROWTHPAD DIGITAL CONSULTING

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TENDER DOCUMENT FOR PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR  
PROCUREMENT OF WORKS, SUPPLY OF GOODS AND PROVISION OF CONSULTANCY AND  
NON – CONSULTANCY SERVICES

TENDER NO. GDC/ 16 /2024 - 2025

CLOSING DATE 16<sup>th</sup> APRIL 2024

TENDERER'S (COMPANY) NAME.....

CATEGORY REF. NO.....

CATEGORY NAME.....

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## INVITATION TO APPLY FOR PREQUALIFICATION/REGISTRATION

Name of Contract: \_\_\_\_\_

Contract No: \_\_\_\_\_

Prequalification Reference No.: \_\_\_\_\_

1. **GROWTHPAD DIGITAL CONSULTING (GDC)** intends to prequalify contractors/Suppliers/Service Providers for Supply and Delivery of Works, Goods, Non-Consulting and Consultancy Services.
2. It is expected that the Invitation to Tender will be made in the Month of May 2024. Tendering will be conducted through *National tendering* procedures using a standardized tender document and will be open to all applicants who prequalify.
3. Qualified and interested applicants may obtain further information and inspect the Prequalification Document during office hours [ *i.e. 0800 to 1700 hours*] at the address given below.
4. Prequalification Document may be viewed and downloaded for free from the website [www.growthpad.co.ke/tenders](http://www.growthpad.co.ke/tenders) Applicants who download the Prequalification Document must forward their particulars immediately to [strategic@growthpad.co.ke](mailto:strategic@growthpad.co.ke) to facilitate any further clarification or addendum.
5. Applications for prequalification should be submitted by postal service, or hand/courier delivery, clearly marked envelopes and delivered to the address given below by **26<sup>th</sup> April 2024** at 1100hrs.
6. Late applications are liable to be rejected.
7. Duly completed Registration Documents in plain sealed envelopes should be clearly marked

“Category No... For the Supply/Provision of ” should be addressed to:

The C.E.O  
Growthpad Digital Consulting  
P.O. Box 856 -00606 Nairobi  
Mitsumi Business Park, 7<sup>th</sup> floor  
Muthithi Road, Westlands  
Tel: 0701 850850 / 0721 314242,  
E-mail: [strategic@growthpad.co.ke](mailto:strategic@growthpad.co.ke)

or be deposited in the Tender Box situated at the Growthpad Digital Consulting  
Offices

**CATEGORIES FOR PREQUALIFICATION/REGISTRATION**

<b>Serial No.</b>	<b>Category No.</b>	<b>Category description</b>	<b>Reservation</b>
1	GDC/16/2024-2025/1	Events (tents, chairs, drapery e.t.c)	OPEN
2	GDC/16/2024-2025/2	Corporate branding services, LED signage and billboards	OPEN
3	GDC/16/2024-2025/3	Modeling and talent agency	OPEN
4	GDC/16/2024-2025/4	Research, survey or market study services	OPEN
5	GDC/16/2024-2025/5	Experiential marketing services	OPEN
6	GDC/16/2024-2025/6	Cloud services	OPEN
7	GDC/16/2024-2025/7	Rapporteur services	OPEN
8	GDC/16/2024-2025/8	Cleaning and fumigation services	OPEN
9	GDC/16/2024-2025/9	Translation and interpretation services	OPEN
10	GDC/16/2024-2025/10	HR consultancy services	OPEN
11	GDC/16/2024-2025/11	Provision of Pre-employment Screening and Background Check Services	OPEN
12	GDC/16/2024-2025/12	Car hire services	OPEN
13	GDC/16/2024-2025/13	Conference facilities	OPEN
14	GDC/16/2024-2025/14	Security Services	OPEN
15	GDC/16/2024-2025/15	Insurance Services	OPEN
16	GDC/16/2024-2025/16	Supply of Quality Audiovisual (AV) equipment with adequate power back-up	OPEN
17	GDC/16/2024-2025/17	Accommodation Services	OPEN
18	GDC/16/2024-2025/18	Supply of Assorted Office Stationery	OPEN
19	GDC/16/2024-2025/19	Supply of Computers, Printers & Photocopiers	OPEN
20	GDC/16/2024-2025/20	Internet Supply	OPEN
21	GDC/16/2024-2025/21	Air ticketing Service	OPEN
22	GDC/16/2024-2025/22	Booths (design and Building)	OPEN
23	GDC/16/2024-2025/23	Provision of outside Catering and canteen Services	OPEN
24	GDC/16/2024-2025/24	Event emergency services	OPEN
25	GDC/16/2024-2025/25	Supply of computer software and computer accessories	OPEN

26	GDC/16/2024-2025/26	Event decor	OPEN
27	GDC/16/2024-2025/27	Exhibition venue	OPEN

## REQUIREMENTS

Prospective suppliers shall be required to submit the following MANDATORY documents as proof of their eligibility: -

1. Copy of Certificate of Registration/Incorporation- All OPEN Categories
2. Valid Tax Compliance Certificate- All OPEN categories
3. The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement/Declaration)- All categories.
4. Company profile - All OPEN categories.
5. Valid AGPO Certificate for the AGPO groups.
6. Duly filled signed and stamped Confidential Business Questionnaire - All OPEN categories.
7. For Repair & Maintenance works Firms MUST be registered by NCA- where applicable.
8. Valid Food Handling Certificate- where applicable.
9. Valid IATA Certification for Air Tickets- where applicable.
10. Current CR12 showing the shareholding of the firm (not older than 12 months)- All categories.
12. Litigation history to be provided – All categories
13. Self-Declaration Forms – All categories
14. At least 3 years of experience for supply and delivery of similar goods, services or works. Attach at least three (3) orders or contracts or reference letters -

Additionally, suppliers shall be expected to provide documentary proof of their capability in the respective areas of application. In this case, documents detailing the necessary qualifications, experience, resources, equipment, facilities and proof of membership to a professional body where relevant / applicable should be attached.

## PART 1: TENDERING PROCEDURES

### SECTION 2: INSTRUCTIONS TO CANDIDATES

#### 2.1 Introduction

We would like to invite interested candidates who must qualify by meeting the set criteria as provided in this document to perform the contract of provision of goods, services and works to the Commission.

#### 2.2. Format and Signing of Applications

2.2.1 The applicant shall prepare one original document comprising the registration document, as described in Instructions to Candidates, bound with the section containing the Appendix to instructions and clearly marked ORIGINAL.

2.2.2 The original of the registration document shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by a person duly authorized to sign on behalf of the applicant pursuant to Sub- Clause 2.2.1. The person signing the registration document shall initial all pages of the tender where entries or amendments have been made.

2.2.3 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 category, item description and reference number and deposited in the tender box at the address and location indicated under the section 'Requirements' so as to be received on or before Tuesday, April 16<sup>th</sup>, 2024, at 1100hours. Applications received after the closing date and time shall be rejected and returned to the applicant unopened.

2.3.2 The Candidate shall seal the original registration document. The envelopes shall then be sealed and bare the following details: -

(a) Be addressed and delivered to the location at the address provided in the Section 'Requirements' or in the registration advertisement.

(b) Bear the registration category, item description and reference number of the registration document, enable the application to be returned unopened in case it is declared late pursuant to Clause 2.3.1.

2.3.3 If the outer envelope is not sealed and marked as instructed above, GDC will assume no responsibility for the misplacement or premature opening of the registration document. If the outer envelope discloses the Candidates identity, the Commission will not guarantee the anonymity of the registration submission, but this shall not constitute grounds for rejection of the registration document.

2.3.4 All the information requested for registration shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a

translation

Of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.3.5 Failure to provide information that is essential for effective evaluation of the applicant 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 application documents to GDC so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration – Form RQ-1.

2.4.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the Commission as shall be reasonably requested.

## 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 RQ-1, RQ2, RQ-3, RQ4, RQ-5, are to be completed by prospective suppliers who wish to be registered for submission of tenders.

2.5.2 The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### 2.5.3 Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least three (3) years' experience in the supply of goods, services, works and allied items.

### 2.5.4 Personnel

The names and any other pertinent information of the key personnel for individuals or groups to execute the contract must be indicated in FORM RQ-1

### 2.5.5 Financial Condition

The Suppliers financial condition will be not form part of the evaluation criteria to determine the supplier's eligibility at this stage.

### 2.5.6 Confidential Business Questionnaire

The general information and details of nature of business and location should be included in Form RQ -2.

### 2.5.7 Past Performance



Past performance will be given due consideration in registering bidders. Letters of reference from past customers and or copies of previous contracts or orders should be included in Form RQ-3.

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 one year or currently under execution Form RQ-4 and a sworn statement by the Tenderer ensuring the accuracy of the information given – Form RQ-5.

## 2.6 Cost of Application

The registration document shall be availed online to the applicant at no cost. The applicant shall however bear any other costs associated with the preparation and submission of its application and GDC 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 prospective applicant requiring any clarification of the registration documents may notify GDC in writing or by email at the Commission's email address indicated in the Section 'Requirements'

2.7.2 GDC will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of GDC'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 picked the registration documents.

## 2.8 Amendment of Registration Documents

2.8.1 At any time prior to the deadline for submission of applications, GDC 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.

2.8.2 The Addendum thus issued shall be part of the registration documents pursuant to Sub- Clause 2.7.2 and shall be communicated in writing or email to all who shall have picked the registration documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by email to the Commission.

2.8.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, GDC may, at his discretion, extend the deadline for the submission of applications in accordance with Clause 2.8.1.

## 2.9 Deadline for Submission of Registration Documents

2.9.1 Applications must be received by GDC at the address specified in Sub Clause 2.10.1, no later than the time and date stipulated in this document.

2.9.2 GDC may, at its discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all

rights and obligations of GDC and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## 2.10 Process to be Confidential.

2.10.1 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 GSC's processing of applications or approval decisions may result in the rejection of the applications.

## 2.11 Clarification of Applications and Contacting of GDC

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

2.11.2 Subject to Sub-Clause 2.11.1, no applicant shall contact GDC 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 Commission, he/she should do so in writing.

2.11.3 Any effort by any applicant to influence GDC in its registration evaluation, or registration approval decisions may result in the rejection of the candidate's application.

## 2.12 Examination of Registration Documents and Determination of Responsiveness

2.12.1 Prior to the detailed evaluation of applications, GDC 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 provides any clarification and/or substantiation that GDC may require to determine responsiveness pursuant to Sub-Clause

## 2.15.

2.12.2 A substantially responsive application is one that conforms to all the terms, conditions, and specifications of the registration documents without material deviation or reservation.

2.12.3 A material deviation or reservation is one: -

(a) Which limits in any substantial way, inconsistent with the registration documents, GDC's rights or the applicant obligations under the contract; or

(b) Whose rectification would affect unfairly the competitive position of other applicants presenting substantially responsive applications.

2.12.4 If an application is not substantially responsive, it will be rejected by GDC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

2.12.5 GDC, prior to the approval of the registration may confirm the qualification of each applicant who shall have passed the technical stage of the registration process in order to determine whether the applicant possesses all the requirements in the application for the

registration document submitted.

## 2.13 Notification of Qualified Applicants

2.13.1 Applicants whose applications are determined to be successful in accordance with sub-clause 2.16 will be notified by GDC within two (2) months from the date of opening of registration documents.

2.13.2 At the same time GDC will notify qualified Applicants that their applications are responsive, GDC shall notify the other Applicants whose applications are not responsive.

## 2.14 Evaluation and Comparison of Applications

2.14.1 GDC will evaluate and compare only the applications determined to be substantially responsive in accordance with Clause 2.13

2.14.2 Registration will be based on meeting the minimum requirements to pass in the criteria set.

## 2.15 GDC's Right to accept any Application and to reject any or all Applications

2.15.1 GDC reserves the right to accept or reject any application, and to annul. The registration process and reject all applications, at any time prior to approval of contact, without thereby incurring any liability to the affected applicant.

## 2.16 Notification of Approval

2.16.1 Prior to expiration of the period of registration validity prescribed by GDC, GDC will notify successful applicants through a list to be uploaded on GDC's website.

## 2.17 Registration of current GDC's suppliers / service providers / contractors

2.17.1 All current suppliers / service providers / contractors SHALL be required to apply for registration as per the criteria provided in this document so as to be on-boarded afresh and be registered by GDC.

## APPENDIX INSTRUCTIONS TO CANDIDATES

The following instructions for the registration of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

(i) Subject to Clause 2.2.1 and 2.3.2 on Format & signing of applications and Submission of Applications respectively, Bidders are requested to submit ONLY ONE ORIGINAL document.

(ii) Subject to Clause 2.14 on Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

**A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

No.	Requirements	Required: - Yes/No
1.	Copy of Certificate of Registration Incorporation	
2.	Copy of Valid Tax Compliance Certificate	
3.	The person/firm MUST NOT be debarred by the Public Procurement Regulatory Authority (Provide Statement / Declaration)-	
4.	Company profile	
5.	Valid AGPO Certificate for the AGPO groups (For reserved categories)	
6.	Duly filled signed and stamped Confidential Business Questionnaire	
7.	For Repair & Maintenance works Firms MUST be registered by NCA – where applicable	
8.	Valid Food Handling Certificate – where applicable	
9.	Valid IATA Certification for Air Tickets – where applicable	
10.	Proof of membership to a professional body where relevant / applicable to be attached	
11.	Current CR12 showing the shareholding of the firm (not older than 12 months)	
12.	Litigation History (To be submitted for all categories) - Provide details on FORM RQ-4.	
13.	Sworn Statement (To be submitted for all categories) - Provide details on FORM RQ-5	
14	Filled Self Declaration Form – (To be submitted for all categories) - Provide details FORM RQ-6	
15.	At least 3 years of experience for supply and delivery of similar goods, services or works. Attach orders or contracts or reference letters for at least Five (5)- where Eligibility is open.	

FORM RQ-1 - REGISTRATION DATA SUPPLIERS

APPLICATION FORM

I/We  
registration.  
(Name of Company/Firm)  
as suppliers  
of:.....

hereby apply for

(Item Description)

Category

No.....

Other branches and location

.....

Organization & Business Information

Management Personnel ..... Job Title.....

1.

.....

.....

2.

.....

.....

3.

.....

.....

Partnership (if  
applicable) Names of  
Partners

.....

.....

.....

.....

.....

.....

.....

Indicate terms of trade/ sale

/Payment.....

Enclose copy of profile of the firm indicating the main field of activities.

FORM RQ-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.....

Plot No.....

Location of Business

Premises.....

Street/Road.....

Postal Address .....Tel No.....

Nature of Business..... Current Trade license.....

Expiring.....

Maximum Value of Business which you can Handle at Any Given 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

.....  
.....

FORM RQ-3 - PAST EXPERIENCE NAMES OF AT LEAST FIVE CLIENTS (for open categories only) Name of 1<sup>st</sup> Client (organization)

- 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. Duration of Contract (date) .....
- vi. Signature and Stamp of Organization.....

Name of 2<sup>nd</sup> Client (organization)

- 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. Duration of Contract (date) .....
- vi. Signature and Stamp of Organization.....

Name of 3<sup>rd</sup> Client (organization)

- 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) Duration of Contract (date)  
.....
- vi) Signature and Stamp of  
Organization.....

Name of 4<sup>th</sup> Client (organization)

- i) Name of Client (organization) .....
- vii) Address of Client (organization)  
.....
- viii) Name of Contact Person at the Client  
(organization).....
- ix) Telephone No. of Client  
.....
- x) Duration of Contract (date)  
.....
- xi) Signature and Stamp of  
Organization.....

Name of 5<sup>th</sup> Client (organization)

- i) Name of Client (organization) .....
- xii) Address of Client (organization)  
.....
- xiii) Name of Contact Person at the Client  
(organization).....



xiv) Telephone No. of Client  
.....

xv) Duration of Contract (date)  
.....

xvi) Signature and Stamp of  
Organization.....

FORM RQ-4- LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution. Litigation History (Provide current sworn affidavit)

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

Note: Where there is no litigation history bidders to indicate N/A

FORM RQ-5- SWORN STATEMENT

Having studied the Registration information for the above project we/I hereby state: a). That the information furnished in our/my application is accurate to the best of my/our knowledge. b). That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of a tenders or quotations on the basis of provisions in the tender or quotation documents to follow. c). When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made. d). We/I enclose all the required documents and information required for the Registration evaluation.

Applicant's Name/Company Name.....

Represented By..... Date.....

Signature & Stamp: .....

(Full name and designation of the person signing and stamp or seal)

FORM RQ-6 - SELF-DECLARATION FORM

We, the Tenderer\_(insert name) submitting our Quotation in respect of Quotation No

\_\_\_\_\_  
(insert quotation Title Description) for  
\_\_\_\_\_ for

(insert Name of Procuring Entity)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the registration of suppliers exercise as defined and/or described in the following:
  - i) Kenya's Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations; ii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and iii) any such other Acts or Regulations of Government of

Kenya;

- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of *name of the procuring entity*);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject exercise;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer *[Insert complete name of tenderer signing the application for registration]*

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:  
..... *[Insert complete name of person duly authorized to sign the application for registration]*

Title of the person signing the application for registration *[Insert complete title of the person signing the quotation]*

Signature of the person named above *[Insert signature of person whose name and capacity are shown above]*