



GEOHERMAL DEVELOPMENT COMPANY LTD

P.O BOX 100746-00101

NAIROBI

TEL: Tel: 0719037000/0719036000

**CONTINUOUS REGISTRATION OF SUPPLIERS FOR A PERIOD OF
TWO (2) YEARS (F/Y 2020 – 2022)**

SUPPLIER REGISTRATION QUESTIONNAIRE

**THIS CONTINUOUS REGISTRATION QUESTIONNAIRE
IS
TO BE COMPLETED BY PROSPECTIVE SUPPLIERS
WHO WISH TO PROVIDE GOODS OR SERVICES TO
GEOTHERMAL DEVELOPMENT COMPANY LIMITED**

**THE INFORMATION IS STRICTLY CONFIDENTIAL
AND SOLELY FOR GDC USE**

Company Name-----

Postal Address-----

Tel/Fax-----

E-mail-----

All applicants **MUST** indicate the details below:

Item Category code: -----

Item Description:-----

SECTION I: INVITATION TO CONTINUOUS REGISTRATION OF SUPPLIERS FOR A PERIOD OF TWO (2) YEARS.

SUBJECT: REGISTRATION OF SUPPLIERS

1. Geothermal Development Company Ltd invites applications for **continuous Registration of suppliers and service providers for the period 2020-2022. Interested and prospective tenderers MUST download the continuous registration form from GDC website www.gdc.co.ke free of charge. Tenderers should fill and submit One (1) original proposal/application for each category item code tendered for and submit as instructed in this document.**
2. To be eligible, the candidate **MUST** prove that they qualify to participate in public Procurement by providing copies of the following **MANDATORY** documents:-

EVALUATION CRITERIA

No.	Requirements	
1.	Part I	Mandatory Documentations
2.	Part II	Duly filled questionnaires (A-F)

PART ONE - MANDATORY REQUIREMENTS TO BE PROVIDED BY YOUTH, WOMEN AND PERSONS WITH DISABILITY FOR CATERGORY C ONLY

- a) Certificate of Business registration or Incorporation in Kenya
- b) Valid Certificate of registration from The National Treasury (AGPO Certificate) for either Youth, Women or Person living with disability.
- c) A copy of PIN certificate.
- d) Valid Tax Compliance Certificate at the time of opening. This shall be verified with KRA TCC Checker.
- e) Certificate of Confirmation of Directors and Shareholding (CR12) for limited companies (Evidence of identity to prove youth and women in the enterprise)/ID Card for Sole Proprietorship & Partnership
- f) Attach a copy of registration/identification card with National Council of Persons with Disability (NCPWD) for enterprise registered and owned by

Persons Living with Disability.

- g) Dully filled & signed supplier registration questionnaire. **(A-F)**

PART ONE - GENERAL PUBLIC (MANDATORY REQUIREMENTS)
APPLICABLE FOR CATEGORY A & B

- a) Certificate of business registration/incorporation in Kenya
 - b) Valid Tax Compliance certificate at the time of opening
 - c) A copy of PIN certificate.
 - d) A valid Business Permit.
 - e) An abstract of the candidate's audited accounts for the last two years OR bank statements of the company for the last six (6) months.
 - f) Provide at least Three (3) letters of recommendation from your corporate clients for the last five (5) years relevant to the category applied for.
 - g) For services of professional nature as specified in **part 11** (Air ticketing, legal services, auctioneering services & Speed Governors) bidders **MUST** provide certification & registration with relevant authorities.
 - h) Dully filled & signed supplier registration questionnaire (A-F)**
3. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms, questionnaires required are properly completed and submitted to the;

THE MANAGING DIRECTOR
GEOHERMAL DEVELOPMENT COMPANY LTD
P.O BOX 100746 -00101
NAIROBI

And deposited in the Tender Box at Ground Floor GDC Office Kawi House, South C, Off Mombasa Road, Red Cross Road.

4. Interested applicants may download a copy of the continuous registration document from the GDC website www.gdc.co.ke **for free of charge.** This registration does not amount to any contractual obligation on the part of GDC and GDC is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.

5. Any prospective tenderer requiring any clarification of the tender document may notify GDC in writing (email in PDF format or by facsimile) at the following address:

Manager, Supply Chain
Geothermal Development Company Limited,
Kawi House Office
P.O. Box 100746 – 00101
NAIROBI, KENYA
E-mail: dkyaka@gdc.co.ke
Copy to: procurement@gdc.co.ke; pkapto@gdc.co.ke

NB: Any request for clarification must be in the firm's letterhead, signed and must be in reference to the specific parts of the tender document properly numbered. GDC will respond in writing (e-mail in PDF format) to any request for clarification within three (3) days.

6. GDC has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Disposal Act 2015.
7. **GDC reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicants premise.**
8. GDC reserves the right to accept or reject any registration proposal submitted without assigning any reasons for the decision.
9. Late applications will NOT be accepted

MANAGER, SUPPLY CHAIN

SECTION II: GENERAL INSTRUCTIONS

2.1 Eligible Tenderers

- 2.1.1. This Invitation to Continuous registration of suppliers is open to all tenderers eligible as described in the invitation to tender.
- 2.1.2. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3. Tenderers shall not be involved in any litigation issues with the Government of Kenya at present.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

3 Clarification of Documents

- 3.2 A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents within three days.
- 3.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender. The clarification will be posted with the application in the website. All prospective applicants to continuously check GDC website for additional clarifications/addenda.

SECTION III: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the registration questionnaire must be in accordance with the

- requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
 3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
 4. **Submission of tenders: The application for registration should be submitted in sealed envelopes properly labeled continuous Registration of Suppliers for a Period of Two (2) Years, Item Code and the Item Description as applied for.**
 5. In selection of suppliers, GDC will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Registered service providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
 6. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
 7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.

EVALUATION CRITERIA.

MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the **MANDATORY REQUIREMENTS** as provided in **Section I (Part I)**.

Note: Only bidders who will have complied with the mandatory requirement will qualify for the Next stage of evaluation. i.e. dully filled questionnaires (A-F) as detailed below;

PART II - SUPPLIER REGISTRATION QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

A. COMPANY PROFILE

1. Company Name-----

2. Trading Name (if different from above)-----

3. Legal status (partnership/sole proprietor/ Ltd. Company etc)-----

4. Nature of business licensed to operate -----

5. Contact Person: Name-----

Title-----

Tel .No.-----

6. Postal Address: -----

Tel No: -----

Physical location-----

7. E-mail address-----

Names of Directors and their nationality:

i. _____

ii. _____

iii. _____

iv. _____

11. Name of Bank.....Branch.....

12. Name of Insurers.....

(B) ELIGIBILITY

13. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....If Yes, when.....(if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

14. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes.....No.....

15. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?.....

(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS, WORKS OR SERVICES

- 16. What products/services do you want to be considered to supply..... **(indicate relevant category and product code)**
- 17. How many employees do you have?..... How many are permanent?.....How many are temporary?.....
- 18. Are you a manufacturer/wholesaler/retailer/other (please specify).....
- 19. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body? Yes/No..... **(Attach documentary evidence of certification)**
- 20. If you are not a manufacturer, are you an authorized dealer? Yes..... No.....
- 21. Who have been your major corporate clients for the past 3 years? State client's name, Product/service provided Value of goods, works or service and contact person. **Applicable to general suppliers, Special registered groups (youth, women & PWD's) firms are exempted**
- 22. To what extend is your firm/company e-enabled (electronically enable) with your suppliers and clients and how do you intend to carry out business with GDC?
.....
.....
 - i) What is your average response time to a request for quotation?.....
 - ii) What is your average response to delivery of goods/services after issuance of LPO?
- 25. What is the maximum value of business which you can handle at any one time? Kshs.....

26. Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services. Do you accept?

Yes.....No.....

(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

Prospective suppliers are required to demonstrate their experience in the field applied for by providing details of at least 5 previous contracts in the table provided below: **Applicable to general suppliers (Special registered groups i.e. Youth, Women & PWD firms are exempted)**

Serial No.	Name of organization	Item description	Value of contract	Contact person
1.				
2.				
3.				
4.				
5.				

(E) DECLARATIONS

For purpose of transparent and fair dealing, all vendors shall make full disclosure of any past / existing business relationship with any GDC employee.

Do you have a relationship with any GDC employee that would cause any real or perceived conflict of interest?

Yes/No.....(specify).....

I.....declare, for and on behalf
 of.....
(Company/Firm) that all the information furnished to GDC
 in connection with this pre-qualification is true and accurate in all material respect.
 GDC is hereby authorized to make such inquiries relating to the said information

including with the firms/ company`s clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by-----

Title-----

Signature-----

Date and Stamp-----

F) 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
 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.
4.

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.

REGISTRATION CATEGORIES

CONTINUOUS REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS

Geothermal Development Company Ltd invites eligible suppliers and service providers to submit sealed applications for continuous registration of suppliers for the categories specified below for the FY 2020/2021 & 2021/2022.

CATEGORY A ITEM CODE NO.	GOODS
GDC/PQ/01/2020-2022	Supply of fuel and lubricants and LPG gas
GDC/PQ/02/2020-2022	Supply of motor vehicle tyres and tubes, car batteries
GDC/PQ/03/2020-2020	Supply of digital speed governors
GDC/PQ/04/2020-2022	Supply of building materials, hardware tools, paints and fittings
GDC/PQ/05/2020-2022	Supply of electrical materials and accessories
GDC/PQ/06/2020-2022	Supply of personal protective equipment
GDC/PQ/07/2020-2022	Supply of firefighting equipment/materials
GDC/PQ/08/2020-2022	Supply of bulk water (bourse water)
GDC/PQ/09/2020-2022	Supply of staff uniforms and shoes
GDC/PQ/10/2020-2022	Supply of dry food stuffs & non-food Items
GDC/PQ/11/2020-2022	Supply of meat and meat products
GDC/PQ/12/2020-2022	Supply of milk and milk products
GDC/PQ/13/2020-2022	Supply of perishable food items (Fruits and Vegetables)
GDC/PQ/14/2020-2022	Supply of fish and fish feeds
GDC/PQ/15/2020-2022	Supply of Scientific equipment & consumables, Laboratory reagents & chemicals and Industrial gases
GDC/PQ/16/2020-2022	Supply of tree seedlings for afforestation and farm inputs
GDC/PQ/17/2020-2022	Supply of ICT security products, servers, computer Storage, computers, printers, accessories, software and licenses
GDC/PQ/18/2020-2022	Supply of connectivity solutions, network security, networking equipment and accessories.
GDC/PQ/19/2020-2022	Supply of Cameras, Projectors, accessories and consumables
GDC/PQ/20/2020-2022	Supply of computers, tablets, mobile phones and related accessories.
GDC/PQ/21/2020-2022	Supply of printers, printer parts and consumables
GDC/PQ/22/2020-2022	Supply of medical consumables

CATEGORY B ITEM CODE NO.	SERVICES
GDC/PQ/23/2020-2022	Provision of security printing services
GDC/PQ/24/2020-2022	Provision of Public Relations agency services, advertisement, creative service agency, communication audits and customer satisfaction surveys.
GDC/PQ/25/2020-2022	Provision of content translation services from Kiswahili to English
GDC/PQ/26/2020-2022	Branding of DVDs and CDs

GDC/PQ/27/2020-2022	Provision of conference service, outside catering and accommodation facilities
GDC/PQ/28/2020-2022	Provision of car hire and transport services
GDC/PQ/29/2020-2022	Provision of Human Resource Management training, Team building, Human Resource Consultancy and other related services.
GDC/PQ/30/2020-2022	Provision of air ticketing services.
GDC/PQ/31/2020-2022	Hire of Helicopter Services
GDC/PQ/32/2015-2017	Provision of plumbing, electrical and civil works
GDC/PQ/33/2020-2022	Provision of asset tagging services
GDC/PQ/34/2020-2022	Hire of ICT equipment and accessories
GDC/PQ/35/2020-2022	Provision of maintenance for networking and connectivity equipment and accessories.
GDC/PQ/36/2020-2022	Provision, Maintenance/renewal of firewall.
GDC/PQ/37/2020-2022	Maintenance of IPABX system
GDC/PQ/38/2020-2022	Provision of Employee Self Service consultancy services
GDC/PQ/39/2020-2022	Maintenance/Renewal of Microsoft Licenses and services
GDC/PQ/40/2020-2022	Maintenance/Renewal of SAP Licenses
GDC/PQ/41/2020-2022	Provision of auctioneering services
GDC/PQ/42/2020-2022	Hire of fuel trucks to transfer fuel
GDC/PQ/43/2020-2022	Provision of grass cutting/trimming services

CATEGORY C ITEM CODE NUMBER	RESERVED FOR THE YOUTH, WOMEN AND PERSONS WITH DISABILITY
GDC/PQ/44/2020-2022	Provision of event management/ organization, chairs, tents exhibition PA system and décor services.
GDC/PQ/45/2020-2022	Design and printing of magazines, annual reports, stationery materials, calendars, diaries, brochures, Christmas cards and booklets
GDC/PQ/46/2020-2022	Provision of branded promotional /publicity items and give a ways
GDC/PQ/47/2020-2022	Provision of production of documentaries, photography and videography services and related services
GDC/PQ/48/2020-2022	Supply of office furniture, furnishings, storage racks, pallets and fittings.
GDC/PQ/49/2020-2022	Supply of laundry detergents & bathing soap
GDC/PQ/50/2020-2022	Supply of Office Stationery
GDC/PQ/51/2020-2022	Supply of Kitchen Consumables

Note:

1. *The successfully evaluated applicants for each category code shall be included/added in the GDC prequalified suppliers for the financial year 2020/2022.*
2. *The continuous registration shall be done on bi-annual basis*

1. To be eligible, the candidate **MUST** prove that they qualify to participate in public procurement by providing copies of **Mandatory** documents as stated in the registration document

2. The applicant must comply with all instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted.
The firms that will not find their company names in the list as published in the website are encouraged to enquire with GDC on reasons for their disqualification.

SUBMISSION OF BIDS

1. The application for registration should be submitted in sealed envelopes properly labeled **continuous Registration of Suppliers for a Period of two (2) years, Category whether A, B or C, item code and item description as applied for.**
2. Bidders are required to submit **one (1) original per category/code applied** duly marking the inner and outer envelopes as follows;
continuous Registration of Suppliers for a period of two (2) years, Category whether A, B or C, the Item Code and Item Description as applied for.
3. If the outer envelope is not sealed and properly marked as above, GDC will assume no responsibility for the tender's misplacement or premature opening. Bidders that submit one (1) document/form for many code/categories will be declared non-responsive and will not be considered for evaluation.

MANAGER, SUPPLY CHAIN