



GEOHERMAL DEVELOPMENT COMPANY LTD

P.O BOX 100746-00101

NAIROBI

TEL: Tel: 0719037000/0719036000

GUIDELINES FOR REGISTRATION OF SUPPLIERS

TENDER NO.GDC/SC/REG/008/2018-2020

CLOSING DATE & TIME: 3rd 4th & 5th October, 2018 at 10.00AM

SUPPLIER REGISTRATION QUESTIONNAIRE

**THIS REGISTRATION QUESTIONNAIRE IS
TO BE COMPLETED BY PROSPECTIVE SUPPLIERS
WHO WISH TO PROVIDE GOODS OR SERVICES TO
GEOHERMAL DEVELOPMENT COMPANY LTD**

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

Company Name-----

Postal Address-----

Tel/Fax-----

E-mail-----

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

Item Category code: -----

Item Description:-----

SECTION A: INVITATION TO SUPPLIER REGISTRATION

REF: GDC/SC/REG/008/2018-2020

SUBJECT: REGISTRATION OF SUPPLIERS

1. Geothermal Development Company Ltd invites applications for **registration of suppliers and service providers for the period 2018-2020.**
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the Office of the Manager Supply Chain at **Kawi House, South C, Off Mombasa Road , Red Cross Road , GDC Nakuru and GDC Naivasha Offices** during normal working hours between 9.00am and 4.00pm during weekdays.
3. To be eligible, the candidate **MUST** prove that they qualify to participate in public Procurement by providing copies of the following **MANDATORY** documents:-

YOUTH, WOMEN AND PERSONS WITH DISABILITY CATERGORY

- a) Certificate of Business registration or Incorporation
- b) Valid Certificate of registration from Treasury (AGPO Certificate)
- c) A copy of PIN certificate
- d) Valid Tax Compliance Certificate at the time of opening.
- 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 PWD - GDC shall verify authenticity)
- g) Dully filled, signed & stamped supplier registration questionnaire.

OTHERS: GENERAL PUBLIC (MANDATORY REQUIREMENTS)

- a) Certificate of business registration/incorporation
- 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.
 - g) For services of professional nature as specified in **part 11** (Air ticketing, legal services & auctioneering services) bidders **MUST** provide certification & registration with relevant authorities.
 - h) Dully filled, signed & stamped supplier registration questionnaire.
4. 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
GEOTHERMAL 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 on or **before 3rd October, 2018 at 10.00am Category A, 4th October, 2018 at 10.00am Category B & 5th October, 2018 at 10.00am Category C & D respectively.**

- 5. Tenders will be opened immediately thereafter in the presence of candidates' Representatives who choose to attend at Kawi House, South C, Off Mombasa Road, Red Cross Road Boardroom on ground floor.
- 6. Interested applicants may download a copy of the prequalification document from the GDC website. www.gdc.co.ke or www.tenders.go.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.
- 7. 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.
- 8. **GDC reserves the right to authenticate any information provided in response here to without notice to the participant by visiting the applicants premise.**
- 9. GDC reserves the right to accept or reject any tender without assigning any reasons for the decision.
- 10. Late applications will NOT be accepted

Ag. MANAGER, SUPPLY CHAIN

SECTION B: GENERAL INSTRUCTIONS

2.1 Eligible Tenderers

- 2.1.1. This Invitation to tender 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.

2.3 Clarification of Documents

- 2.3.1. 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, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers who have received the tender documents"
- 2.3.2. 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.

SECTION C: 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 with the **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.

A) 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 A.

Only bidders who will have complied with the above will qualify for the Next stage of evaluation. I.e. dully filled questionnaires (A-F)

SECTION B:

PART ONE (1): SUPPLIER REGISTRATION QUESTIONNAIRE (TO BE COMPLETETD 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: -----
Fax: -----
Physical location-----
7. E-mail address-----
Website-----

8. 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, youth firms 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/RFP?.....

.....

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, youth firms 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 <ul style="list-style-type: none"> • Citizenship details • 																								
	Part 2 (b) Partnership																								
	Given details of partners as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 20%;">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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1.																						
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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 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship Details</th> <th style="width: 20%;">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>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
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3.																						
4.																						
5.																						
Date Signature of Candidate																									

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

PART II: REGISTRATION CATEGORIES
REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS (FYS 2018-2020) - TENDER NO.GDC/SC/PQ/008/2018-2020.

Geothermal Development Company Ltd invites eligible suppliers and service providers to submit sealed applications for supplier registration for the categories specified below for the Financial Years 2018/2019/2020

CATEGORY A	GOODS (Closing Date: 3/10/2018)
GDC/PQ/01/2018-2020	Supply of fuel and lubricants
GDC/PQ/02/2018-2020	Supply of motor vehicle tyres and tubes car batteries
GDC/PQ/03/2018-2020	Supply of building materials, hardware tools, paints and fittings
GDC/PQ/04/2018-2020	Supply of laundry detergents
GDC/PQ/05/2018-2020	Supply of ICT security products, software and licenses.
GDC/PQ/06/2018-2020	Supply of Cameras and Mobile Phones.
GDC/PQ/07/2018-2020	Supply of connectivity solutions, networking equipment and accessories.
GDC/PQ/08/2018-2020	Supply of Personal Protective Equipment
GDC/PQ/09/2018-2020	Supply of bulk water(bourse water)
GDC/PQ/10/2018-2020	Supply of staff uniforms and shoes
GDC/PQ/11/2018-2020	Supply of laboratory reagents and chemicals
GDC/PQ/12/2018-2020	Supply of pipes, flanges and valves
GDC/PQ/13/2018-2020	Supply of medical consumables
GDC/PQ/14/2018-2020	Supply of tree seedlings for afforestation and farm inputs
GDC/PQ/15/2018-2020	Supply of fish and fish feeds
GDC/PQ/16/2018-2020	Supply of borehole materials
GDC/PQ/17/2018-2020	Supply of Welding machines & generator spare parts
GDC/PQ/18/2018-2020	Supply of Dry Food stuffs & non-food Items
GDC/PQ/19/2018-2020	Supply of Meat and Meat Products
GDC/PQ/20/2018-2020	Supply of Perishable Food Items (Fruits and Vegetables)

CATEGORY B	SERVICES (Closing Date 4/10/2018)
GDC/PQ/21/2018-2020	Provision of maintenance of mechanical handling equipment & prime movers
GDC/PQ/22/2018-2020	Provision of maintenance of firefighting equipment
GDC/PQ/23/2018-2020	Provision of Security printing services
GDC/PQ/24/2018-2020	Provision of Public Relations agency services, Communication audits and customer satisfaction surveys.
GDC/PQ/25/2018-2020	Provision of Advertisement/creative services agency
GDC/PQ/26/2018-2020	Provision of outside catering services
GDC/PQ/27/2018-2020	Provision of conference and accommodation facilities
GDC/PQ/28/2018-2020	Provision of environment impact assessment and audit services

GDC/PQ/29/2018-2020	Hire of services for inspection & servicing of drilling jars, fishing jars and shock tools.
GDC/PQ/30/2018-2020	Provision of Breakdown & Recovery Services
GDC/PQ/31/2018-2020	Provision of Human Resource Management training and other related services.
GDC/PQ/32/2018-2020	Provision of air ticketing services.
GDC/PQ/33/2018-2020	Provision of auctioneering services
GDC/PQ/34/2018-2020	Provision of rewinding & servicing of AC Motors, DC Motors, Transformers, radiators & submersible pumps.
GDC/PQ/35/2018-2020	Provision of Air Conditioning and Refrigeration services
GDC/PQ/36/2018-2020	Provision of wire-line Truck & well intervention services.
GDC/PQ/37/2018-2020	Provision of Website design
GDC/PQ/38/2018-2020	Provision of Ambulatory services
GDC/PQ/39/2018-2020	Provision of Directional Drilling services
GDC/PQ/40/2018-2020	Provision of Drilling Consultancy services
GDC/PQ/41/2018-2020	Hire of Helicopter Services
GDC/PQ/42/2018-2020	Provision of specialized welding services
GDC/PQ/43/2018-2020	Provision of Mechanical Fabrication and maintenance services
GDC/PQ/44/2018-2020	Provision of building & civil works maintenance and repairs
GDC/PQ/45/2018-2020	Provision of Architectural and design services
GDC/PQ/46/2018-2020	Provision of Geo-Scientific lab services
GDC/PQ/47/2018-2020	Provision of Mobile Toilets
GDC/PQ/48/2018-2020	Provision of Septic Tank Exhaust Services
GDC/PQ/49/2015-2017	Provision of Legal Services
GDC/PQ/50/2018-2020	Provision of Transport / Haulage services
GDC/PQ/51/2018-2020	Hire of material handling equipment e.g Cranes, forklift etc
GDC/PQ/52/2018-2020	Provision of Sterilization of personal protective equipment
GDC/PQ/53/2018-2020	Provision of External Health and Safety Audit.
GDC/PQ/54/2018-2020	Provision of Machining services
GDC/PQ/55/2018-2020	Provision of SAP ERP Solutions and services
GDC/PQ/56/2018-2020	Provision of Courier Services
GDC/PQ/57/2018-2020	Provision of Employee customer satisfaction survey
GDC/PQ/58/2018-2020	Provision of Alarm system maintenance & backup services
GDC/PQ/59/2018-2020	Provision of Clearing and Forwarding Services.
GDC/PQ/60/2018-2020	Provision of Asset Tagging Services
GDC/PQ/61/2018-2020	Provision of, Team Building, Team Facilitation and Motivation speaking services.

CATEGORY C	TOOLS AND SPARE PARTS (Closing Date 5/10/2018)
GDC/PQ/62/2018-2020	Supply of engineering tools and Equipment
GDC/PQ/63/2018-2020	Supply of Rig Instrumentation System Spare parts
GDC/PQ/64/2018-2020	Supply of Special Drilling Tools

GDC/PQ/65/2018-2020	Supply of Circuit breakers, contactors, overload relays, electrical timers and electrical panels and associated components.
GDC/PQ/66/2018-2020	Supply of welding tools & consumables, glass explosion proof and windscreens.
GDC/PQ/67/2018-2020	Supply of DC Motor spare parts(ZYD800-4 Series excited DC Motors
GDC/PQ/68/2018-2020	Supply of Power and control cables and plugs
GDC/PQ/69/2018-2020	Supply of programmable logic controller and associated components.
GDC/PQ/70/2018-2020	Supply of Electrical Transformers

CATEGORY D	RESERVED FOR THE YOUTH, WOMEN AND PERSONS WITH DISABILITY (Closing Date 5/10/2018)
GDC/PQ/71/2018-2020	Supply of stationery
GDC/PQ/72/2018-2020	Creative design and layouts of magazines , calendars, promotional materials, brochures, notebooks and dairies
GDC/PQ/73/2018-2020	Provision of Event management/ organization, exhibition and décor services.
GDC/PQ/74/2018-2020	Printing of magazines, annual reports, calendars, diaries, brochures, Christmas cards and booklets
GDC/PQ/75/2018-2020	Design and printing of stationery materials
GDC/PQ/76/2018-2020	Supply of Newspapers, journals and magazines
GDC/PQ/77/2018-2020	Provision of branded promotional /publicity items and give a ways
GDC/PQ/78/2018-2020	Supply of office and ground flowers
GDC/PQ/79/2018-2020	Provision of production of documentaries, photography and videography services PA Systems and related services
GDC/PQ/80/2018-2020	Supply of electrical fittings and lighting materials.
GDC/PQ/81/2018-2020	Supply of Servers, computers, storage equipment, printers and accessories.
GDC/PQ/82/2018-2020	Supply of office furniture furnishings and fittings.
GDC/PQ/83/2018-2020	Supply of mineral bottled water
GDC/PQ/84/2018-2020	Supply of kitchen consumable and cutlery and equipment
GDC/PQ/85/2018-2020	Supply of airtime/scratch cards
GDC/PQ/86/2018-2020	Provision of Solid waste Management and Disposal Services
GDC/PQ/87/2018-2020	Provision of repair services for office equipment and Machines
GDC/PQ/88/2018-2020	Provision of car hire services
GDC/PQ/89/2018-2020	Provision of motor vehicle repair services

1. Interested eligible candidates may obtain further information from and inspect the tender document at the Office of the Ag. Manager Supply Chain at Kawi House South C off Mombasa Road, Red cross road , GDC Nakuru (Generations House) and GDC Naivasha Offices (Lakeview Estate) during normal working hours between 9.00 am and 4.00 P.M during weekdays
2. 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 Supplier Registration document
3. The applicant must comply with all instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted.

Late tenders will not be accepted.

MANAGER, SUPPLY CHAIN