



INSTITUTION OF SURVEYORS OF KENYA

TENDER FOR PROVISION

OF GOOD & SERVICES SEPTEMBER 2017 TO AUGUST 2020

The Institution of Surveyors of Kenya (ISK) is a professional organization of the land sector. The professionals fall within six major disciplines of the surveying profession namely Land Surveying; Valuation and Estate Management Building Surveying, Land Administration Management, Engineering Surveying and Geospatial Information Management Systems. The Institution invites you to express interest to be pre-qualified for the supply of goods & services when required for the period starting 21st September 2017 to 31st August 2020.

I: INFORMATION TO TENDERERS

1. Method of Submission:

The Tenderer should indicate on the outer cover the tender number in such a manner: TENDER NO. ISK/PQ/.../2017 – 20. They should address the tender document to the Chief Executive Officer, Institution of Surveyors of Kenya, P.O. Box 40707-00100 Nairobi or be placed in the tender Box located at 10th Floor, Reinsurance Plaza Building, Taifa Road , Nairobi.

2. Closing Date:

Tender documents should reach the Institution by **18th September 2017**. Any Tender document received after the time stipulated above for whatever reason will be rejected.

3. Pre Qualified Suppliers

Selected companies will be listed as pre qualified suppliers of specific goods or services for period the 21st September 2017 to 31st August 2020. During this period, ISK will request for quotations with the specifications such as quantity, duration, grade, qualification of consultants

4. Procurement:

During the procurement process, ISK shall not be bound to accept the lowest or any quote, and reserves the right to accept any quote from the prequalified suppliers in whole or in part.

5. Successful Tenderer:

ISK will notify the successful pre-qualified firm in writing / or via email of acceptance of their pre-qualification.

6. Communication:

Communication to the Tenderer may be posted to the Tenderer's address given in his/her Tender, and such posting/emailing shall be deemed good service of such notice.

II: SPECIAL CONDITIONS

1. Prices:

The prices stated by the Tenderer in their quotations shall be for the cost of the item(s) inclusive of all taxes and delivered to the ISK and shall remain unaltered during the term of the contract except where, increase is justifiable depending on the market trend.

2. Delivery:

Delivery of goods or services shall be on the day specified on the order and shall be to the specified designation.

3. Payment:

At the end of supply of good or delivery of the service, the supplier shall submit invoices addressed to the Chief Executive Officer, Institution of Surveyors of Kenya, P.O. BOX 40707-00100, Nairobi.

4. List of Reference

List names of organizations/institutions you have recently offered your services to / supplied with similar commodities for the past (2) two years.

5. Liability:

No liability will be admitted nor claim allowed for errors in the tender owing to mistakes in these documents, which should have been rectified in the manner described above.

6. Samples:

ISK reserves the right to CALL FOR SAMPLES of the goods to be procured which could then form part of the specification for the contract.

7. Rejection:

If the tenderer does not comply in any way with the specification given on goods or services being procured, such are be liable to rejection.

8. Break Clause:

Should the supplier at any time during the period of the contract fail to supply any goods or supply part of goods/services in accordance with the conditions and specifications as set out, then ISK reserves the right to demand that such goods/services be replaced and/or terminate the contract forthwith.

III: TENDER ITEMS & DESCRIPTION

ISK is looking to pre-qualify eligible firms / entities for the supply of goods & services when required for the period starting 21st September 2017 to 31st August 2020.

Tender No.	Tender Description
▪ ISK/PQ/1/2017-20	Shuttle Services
▪ ISK/PQ/2/2017-20	Travel Agency & Air Ticketing Services
▪ ISK/PQ/3/2017-20	Internet Services
▪ ISK/PQ/4/2017-20	Web Design & Maintenance
▪ ISK/PQ/5/2017-20	Supply & Repairs of Office Furniture, Cabinets
▪ ISK/PQ/6/2017-20	Supply & Repairs of Computers, Laptops, Copiers and Printers
▪ ISK/PQ/7/2017-20	Supply of Office Stationery
▪ ISK/PQ/8/2017-20	Outside Catering Services
▪ ISK/PQ/9/2017-20	Printing of Magazines, Pamphlets, Banners & Brochures
▪ ISK/PQ/10/2017-20	Provision of Fumigation Services
▪ ISK/PQ/11/2017-20	Supply of bottled water
▪ ISK/PQ/12/2017-20	Staff Medical Cover
▪ ISK/PQ/13/2017-20	Provision of conference facilities
▪ ISK/PQ/14/2017-20	Provision of bulk photocopying services
▪ ISK/PQ/15/2017-20	Calligraphy Services
▪ ISK/PQ/16/2017-20	Bulk sms Services

IV: CONTENTS OF TENDER DOCUMENT

Providing the details indicated below, will assist ISK assess your company capability to supply goods/services. Please provide responses to all items below, your answer will be treated in the strict confidence.

1. Corporate Details:

- Name & Address of Company
- Telephone & Fax Number
- Email address

2. Date established and current registration details

3. Type of Company (Private Limited, Limited, Share, etc)

4. Name of Parent Company (if any)

5. Goods or services that Company intends to supply to ISK

6. Name & Position of Key Personnel

7. Number of permanent staff:

- Management
- Supervisory/Administrative
- Others (please state)

8. Financial Details:

- i) 2 Years audited Accounts
- ii) Name & Address of Firm's bankers or financial institutions

Enclose copies of documentation covering: Annual Practicing Certificate / Business License, latest return to Register of companies, PIN & VAT registration

9. References:

Please provide details of the 3 major current or previous clients that we may approach for references.

INSTITUTION OF SURVEYORS OF KENYA

INTRODUCTION

Completing this questionnaire will help Institution of Surveyors of Kenya assess future working relation with your company.

Instructions for Completion:

- i) Please answer all the questions as fully as possible
- ii) Your answer will be treated in the strictest confidence
- iii) Please answer all questions; printed or typed in the space provided. If there is insufficient space to answer any of the questions, please continue on a separate sheet.
- iv) Please return completed questionnaire to:

The Chief Executive Officer
Institution of Surveyors of Kenya

On or before... **18th September, 2017**

- v) Any vendor who does not properly answer and submit the questionnaire on or before the due date will not be accepted to provide its services to Institution of Surveyors of Kenya

10. CORPORATE DETAILS

Name & Address of Company

Telephone Number

Fax Number

E-mail address

Do you have internet connectivity? -----

Date established and current registration class

Type of Company (Private Limited, Limited, Share, etc)

Name of Parent Company (if any)

List your main business activities

Geographic Span

Name & Position of Key Personnel

Name	Position
-----	-----
-----	-----
-----	-----
-----	-----

Number of permanent staff
Number

- Management -----
- Supervisory/Administrative -----
- Field Staff -----
- Others (please state) -----

2.0 FINANCIAL DETAILS

2.1 Capital employed (Total assets less total liabilities)

2.2 Current annual turnover

2.3 Net current assets (Current asset less current liabilities)

2.4 Please enclose copies of documentation covering: Business License, latest return to Register of companies, PIN & VAT registration

2.5 Please enclose copies of insurance documentation covering: Employers, liability, public/product liability, contract works/materials

2.6 Name & Address of Firm's bankers or financial institutions

3.0 BUSINESS PRINCIPLES

3.1 Institution of Surveyors of Kenya (ISK) insists on Honesty, integrity and fairness in all aspects of the business relationship with your company business. Direct or indirect offer, payment, soliciting and acceptances of bribes in any form are unacceptable practices

Please confirm acceptance to the above

3.2 To avoid conflicts of interests between their private financial activities and their part in the conduct of company business, Institution of Surveyors of Kenya Ltd employees or members of their immediate family or relatives should not acquire financial interests in any company or organization with Institution of Surveyors of Kenya Ltd has commercial relationship.

Is a member of your immediate family or relative an ISK employee?

If yes, please state

4.0 TECHNICAL

4.1 Does the company have experience of working with Institution of Surveyors of Kenya ?

If yes please provide a summary

4.2 Please list current major clients for which you provide goods and services?

4.3 REFERENCES

Please provide details of the current or previous clients that we may approach for references.

Number	1	2	3
Company			
Telephone			
Contact Person			
Position			

DECLARATION

The information given in this questionnaire is to the best of my knowledge correct. I understand that any false statement will preclude further consideration of this application.

Name of person completing this questionnaire:

Position:

Signature & Rubber Stamp:

Date: