



SUNSET HOTEL LIMITED

P.O. BOX 215-40100

KISUMU

procurement@sunsethotel.co.ke

www.sunsethotel.co.ke

**LISTING OF SUPPLIERS FOR THE SUPPLY OF
GOODS, PROVISION OF WORKS AND SERVICES
FOR THE YEARS 2023-2024 & 2024-2025
TENDER REF NO: SHL/PREQ/01/2023-2025**

TENDERER'S NAME:

.....

CATEGORY NO:

ITEM DESCRIPTION:

OCTOBER 2023

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SECTION I- INVITATION FOR REGISTRATION

1. The Sunset Hotel Limited (SHL) intends to register Contractors, Suppliers/Service Providers for supply and provision of various Goods, Works and Services for a period of two (2) years. Interested eligible suppliers are invited to apply for Registration, indicating the category of goods, works or services they wish to apply for.
2. The Registration Documents, containing submission information, detailed terms and conditions of qualification may be viewed and downloaded free of charge from our website on the following link: www.sunsethotel.co.ke
3. Duly filled applications in plain sealed envelopes clearly marked “Reference Code No.....For the Supply/Provision of.....” should be addressed to:

**THE GENERAL MANAGER,
SUNSET HOTEL LIMITED,
P.O BOX 215-40100
KISUMU**

AND BE DEPOSITED IN THE TENDER BOX AT SUNSET HOTEL MAIN RECEPTION MARKED ‘TENDER BOX’ SO AS TO BE RECEIVED ON OR BEFORE 11:00 AM ON MONDAY 23RD OCTOBER 2023.

4. Late applications will be rejected.
5. Youth, Women and Persons with Disability who have been duly registered with the National Treasury should show proof of registration by providing valid certificates of registration.
6. Electronic Tenders will not be permitted.
7. Prequalification documents will be opened immediately thereafter and Tenderers or their Representatives are free to attend the opening exercise. This exercise shall be continuous throughout the supply period and an application to be included in the list may be made at any time after the closing date for consideration during subsequent evaluations.

Note: This is a tender for Registration of suppliers and not for supply of goods/services.

S/No	Reference Code No.	ITEM DESCRIPTION	ELIGIBILITY
1.	SHL/PREQ/2023-2025/1	Supply and Delivery of General Stationery and Office Supplies	Reserved for Youth, Women and PWDs
2.	SHL/PREQ/2023-2025/2	Supply and Delivery of ICT Equipment, Computer Accessories, Software and Internet Services.	Open
3.	SHL/PREQ/2023-2025/3	Supply and Delivery of Furniture, Furnishings and Fittings	Open
4.	SHL/PREQ/2023-2025/4	Supply and delivery of petrol, diesel, oils, lubricant and gas	Open
5.	SHL/PREQ/2023-2025/5	Provision of Public Relation, Advertising Agency and Media Management	Open
6.	SHL/PREQ/2023-2025/6	Supply and Delivery of hardware and building materials	Open
7.	SHL/PREQ/2023-2025/7	Supply and Delivery of Electrical Materials and Fittings	Open
8.	SHL/PREQ/2023-2025/8	Supply and Delivery of Hotel Linen	Open
9.	SHL/PREQ/2023-2025/9	Provision of Pest control, fumigation & other related services	Open
10.	SHL/PREQ/2023-2025/10	Supply, delivery and Maintenance of firefighting equipment and Apparatus	Open
11.	SHL/PREQ/2023-2025/11	Provision of Medical, and General Insurance Services	Open
12.	SHL/PREQ/2023-2025/12	Provision of Garbage Collection Services	Open
13.	SHL/PREQ/2023-2025/13	Provision of Gardening and Landscaping Services	Open
14.	SHL/PREQ/2023-2025/14	Provision of Security services	Open
15.	SHL/PREQ/2023-2025/15	Provision of Building and Maintenance works, Construction, Renovation and Demolition Works	Open

16.	SHL/PREQ/2023-2025/16	Provision of Installation, Repair and Maintenance of I.C.T Equipment	Open
17.	SHL/PREQ/2023-2025/17	Supply and Delivery of Kitchen Materials (crocery, cutlery)	Open
18.	SHL/PREQ/2023-2025/18	Supply and Delivery of Perishable Food Stuff i.e. -Poultry and Poultry products -Fresh fruits and vegetables -Fish and fish products -Other Farm produce (Irish potatoes, arrowroots, cucumber, cassava etc)	Reserved for Youth, Women and PWDs
19.	SHL/PREQ/2023-2025/19	Supply and Delivery of Meat and Dairy Products (Fresh Milk, Beef, Lamb, Mutton, Cheese, Sausages etc.	Open
20.	SHL/PREQ/2023-2025/20	Supply and Delivery of Non-Perishable Food Stuff i.e. -Dry foods e.g. flour, cereals	Open
21.	SHL/PREQ/2023-2025/21	Provision of Mechanical and Plumbing Works	Open
22.	SHL/PREQ/2023-2025/22	Repair and Maintenance of Air Conditioners	Open
23.	SHL/PREQ/2023-2025/23	Provision of Repair and Servicing of Motor Vehicles and motor Cycles	Open
24.	SHL/PREQ/2023-2025/24	Supply and Delivery of Detergents, Disinfectants and Cleaning Materials	Open
25.	SHL/PREQ/2023-2025/25	Supply and Delivery of Beverages, Mineral Water, Soft Drinks and Liquor	Open
26.	SHL/PREQ/2023-2025/26	Design and Printing of Accountable documents and Promotional items e.g. calendars, diaries, T-shirts)	Open

Yours Sincerely

Ag. GENERAL MANAGER
SUNSET HOTEL LIMITED

SECTION II - INSTRUCTIONS TO CANDIDATES

1. General Instructions

You are requested to provide all the general information as per the registration document.

THE SUNSET HOTEL LIMITED (SHL) attaches great importance to the correctness of information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration. The (SHL) reserves the right to visit and inspect business premises of all the applicants to verify the information provided.

All information provided will be treated as confidential.

Your registration document should be submitted as **spiral/vevo bound** and **sequentially paginated**. The (SHL) shall not be responsible for loss of documents not bound/loose.

2. Scope

The Sunset Hotel Limited hereinafter referred to as the Procuring Entity intends to register Suppliers, Contractors and Service providers in various categories as contained in the Invitation for Registration in Section I. It is expected that applications will be submitted to be received by the procuring entity not later than the ***date and time indicated in the Invitation for Registration***. The list of Registered Suppliers generated will be used for alternative procurement methods.

3. Eligible Candidates

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their application documents to SHL so that they may be registered for consideration and submission of quotations. The prospective suppliers are required to supply mandatory information for Registration - Form REG-1.

The procuring entity's employees and their relatives (spouses and children) are not eligible to participate in this registration process.

4. Registration Instructions

Introduction

The Sunset Hotel (SHL) would like to invite interested candidates who must qualify by meeting the set criteria to perform the contract for the supply and delivery of goods, works and services.

Registration Objective

The main objective is to maintain and regularly update lists of registered suppliers, contractors and service providers in the identified categories for a period of two years for purposes of inviting them on **rotational basis** for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing. The applicants are required to submit mandatory information for Registration - Form REG-1

5. Experience

Apart from bidders under the Special group's categories, prospective bidders shall have at least one (1) year experience in the supply of goods, services and allied items.

6. Financial Condition

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

7. Additional Information

SHL reserves the **right** to request submission of additional information from prospective bidders.

Request for quotations/tenders will be made available only to those bidders whose qualifications are accepted by SHL after meeting all the mandatory criteria.

8. Qualifications

Registration will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms REG-1, REG-2, REG-3, REG4, REG-5 and REG-6 are to be completed by prospective suppliers who wish to be registered for submission of tenders. Registration data provided will be used by SHL in determining, according to its sole judgment and discretion, qualifications of applicants to perform in respect to each

category.

9. 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 REG -4* and a sworn statement by the applicant ensuring the accuracy of the information given- *Form REG -6*

10. Confidential Business Questionnaire

The general information, details of nature of business and its location should be included in *Form REG -2*

11. Withdrawal of registration

Should a condition arise during the period of Registration that could substantially change the performance and qualification of the applicant or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, SHL reserves the right to de-register the firm.

11. Clarification of Registration Documents

Prospective applicants requiring any clarification of the registration documents may notify SHL in writing or email at the SHL mailing address indicated in the registration data SHL will respond in writing to any request for clarification that it receives earlier than 3 days prior to the deadline for the submission of applications.

12. Registration Data Forms

This document includes questionnaire forms and documents required of prospective bidders.

All the attached questionnaire forms REG.-1, REG.-2, REG.-3, REG.-4, REG.-5 and REG.-6 are to be completed by applicants who wish to be registered in the specific category.

Application forms that are not **duly completed / filled and submitted in the prescribed manner shall not be considered** and will lead to disqualification. All the documents that form part of the proposal must be written in English and in ink.

13. Qualification Requirements

In order to be considered for the registration, prospective bidders must submit all the information herein requested:

- i.) Mandatory Requirements - REG-1
- ii.) Registration Data – REG-2
- iii.) Confidential Business Questionnaire – REG-3
- iv.) Litigation History – REG-4
- v.) Past Performance/Experience – Form REG-5
- vi.) Sworn Statement – REG-6

14. Submission of Applications

Applications for registration shall be submitted in sealed envelopes clearly marked with the Category number and item Description, and deposited in the tender box as per instructions in the Invitation for Registration.

Electronic submission of documents shall not be accepted. Late submission of tender documents will be rejected.

All information requested for the supplier registration shall be provided in English Language.

15. Opening of Registration Documents

SHL will open the applications in the presence of applicants' designated representatives who choose to attend, at the time, date, and location stipulated in the letter of invitation. The applicants' representatives who are present shall sign a register evidencing their attendance.

SHL shall prepare minutes of the opening of the registration documents, including the information disclosed to those present.

Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

16. Evaluation process to be Confidential

Information relating to the examination, evaluation of applications, and recommendations for the successful candidates 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 SHL processing of

applications or approval decisions may result in the rejection of the applications.

17. Clarification of Applications and Contacting of SHL

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

Subject to Sub-Clause 19, no applicant shall contact SHL 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 SHL, it should do so in writing.

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

18. Evaluation of the Registration documents

Analysis of the applications will be based on meeting the minimum requirements in the qualification forms. Registration will be based on meeting the minimum requirements to pass in the criteria set: -.

S/N ^o	Required Information	Form Type	Points Score	Compliance Requirement
1.	Mandatory Requirements	REG-1	Mandatory	All documents required for the respective categories must be submitted
2.	Registration Data	REG -2	10	The Form must be duly completed, signed and stamped
3.	Confidential Business Questionnaire	REG -3	10	The Form must be duly completed, signed and stamped
4.	Litigation History	REG -4	5	The Form must be duly completed, signed and stamped
5.	Past Experience	REG -5	15	Provide all information and documentation Requested for. <i>Special Groups Exempted from this criterion.</i>
6.	Sworn Statement	REG -6	10	The Form must be duly completed, signed and stamped
7.	Serialization of all pages of the tender document		10	All pages of the tender document, including attachments, shall be sequentially serialized.
TOTAL			60	

Applicants should attain at least 40 out of 60 marks to qualify

19. Notification of Qualified Applicants

Applicants whose applications are determined to be successful in accordance with sub-clause 19 will be notified by SHL within thirty (30) days from the date of opening of prequalification documents by uploading successful names in the Website (www.sunsethotel.co.ke).

Those unsuccessful will be requested to pick debriefing letters through notice in the website.

SECTION III – STANDAND FORMS
FORM REG-1-MANDATORY REQUIRMENTS

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

1. Proof of Registration with Registrar of Companies. Companies Incorporated under the Company's Act must submit Copy of recent Certificate of Confirmation of Directors and Shareholding (CR12).
2. Submit a copy of a **Copy of Valid Tax Compliance Certificate issued by the Kenya Revenue Authority** (*May be verified on the KRA TCC Checker*) - mandatory for all categories.
3. **Businesses owned by Special Groups i.e., Youth, Women and Persons Living with Disabilities (PWDs)** and that intend to be registered and benefit from Opportunities reserved for Special Groups must submit a copy of Valid **AGPO Certificate from National Treasury**.
4. Provide proof of valid relevant registration and/or Licenses from relevant regulatory bodies for categories that require regulatory approvals (e.g., National Construction Authority for works, Insurance Regulatory Authority for Insurance, **IATA** for Air travel firms, **Practicing certificates** for Professionals, ERC License for fuels etc.) where applicable.
5. The firm should not be debarred by the Public Procurement Regulatory Authority (Fill Form REG-6)

**Note: Failure to submit all the mandatory documents
in the respective categories will lead to automatic
disqualification.**

FORM REG-2-REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. Company/Firm Data

I/We.....hereby apply for registration as supplier(s)
(Name of Company/Firm)

For
(Item Description)

.....
(Category No.)

Post Office Address:

E-mail Address:

Office Tel. No..... Mobile No.

Town..... Street

Name of building

Room/Office No. Floor No.

Full Name of Applicant:

Other branches/location (if any)

ORGANIZATION & BUSINESS INFORMATION

.....
.....
(Indicate Nature of Business)

AGPO DETAILS (Applicable for Special Groups Only)

AGPO Category of Registration Number
(Indicate either Youth, Women or PWD)

AGPO Registration No.

I/We confirm availability of financial resources to execute contract(s) once registered
(Indicate Yes/No.)

Signature and Stamp of Applicant

FORM REG -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	
Plot No, Street/Road	
Postal address..... Tel No.	
.....	
Fax No. Email	
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.
Date.....	Signature of Candidate.....

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

NOTE: Attach copies of Directors’ identity cards / passports.

FORM REG-4 - LITIGATION HISTORY

Name of Contract Supplier:

Information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount.

YEAR	AWARD FOR OR AGAINST APPLICANT	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE KSH SEQUIVALENT)

All pending litigation shall in total not represent more than fifty percent (50%) of the Applicant's net worth and shall be treated as resolved against the Applicant.

Signature of Applicant

Stamp

FORM REG-5 - PAST EXPERIENCE
NAMES OF THE APPLICANTSCLIENTS (AT LEAST THREE) IN THE LAST ONE YEAR

(NOT APPLICABLE TO SPECIAL GROUPS)

1. Name of 1st 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) Value of Contract
- vi)Duration of Contract (date).....

(Attach documental evidence of existence of contract)

2. Name of 2nd 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) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

3. Name of 3rd 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) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

FORM REG-6 - SWORN DECLARATION /STATEMENT

Having studied the Registration information provided above I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered, I/We acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes I/We will come ourselves to inform you and acknowledge your right to review the registration made.
- d. I/We enclose all the required documents and information required for the registration evaluation.
- e. I/We hereby give THE SUNSET HOTEL LIMITED (SHL) authority to seek any references it may deem vital while carrying out their evaluation.
- f. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

Date:

Applicant's Name:

Represented by:

Designation: