

REPUBLIC OF KENYA



SUNSET HOTEL LIMITED

TENDER DOCUMENT

FOR

**REGISTRATION OF SUPPLIERS FOR SUPPLY OF
GOODS AND PROVISION OF WORKS & SERVICES
FOR A PERIOD OF THREE (3) YEARS**

TENDERER'S NAME:

.....

CATEGORY NO:

ITEM DESCRIPTION:

(KINDLY USE ONE DOCUMENT PER CATEGORY)

**SUPPLY CHAIN MANAGEMENT
SUNSET HOTEL LIMITED
P.O. BOX 215-40100
KISUMU**

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

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SECTION I- INVITATION FOR REGISTRATION

1. Sunset Hotel Limited intends to register Suppliers, Contractors and Consultants for supply and provision of various Goods, Works and Services for a period of three (3) years. Interested eligible suppliers are invited to apply for Registration, indicating the category of goods, works or services they wish to apply for. Suppliers currently in the Sunset Hotel Limited database who wish to be retained are required to apply and submit up to date information required in the registration of suppliers document as follows:

S/No	CATEGORY No.	ITEM DESCRIPTION	ELIGIBILITY
1.	SHL/REG/2025-2026/2026-2027/2027-2028/1	Supply and Delivery of Office Stationery and Other Office Equipment	AGPO
2.	SHL/REG/2025-2026/2026-2027/2027-2028/2	Supply and Delivery of Computer, Laptops, Software, Printers and accessories	OPEN
3.	SHL/REG/2025-2026/2026-2027/2027-2028/3	Supply and Delivery of Office Equipment and Furniture	AGPO
4.	SHL/REG/2025-2026/2026-2027/2027-2028/4	Supply and delivery of petrol, diesel, oils, lubricant and gas	OPEN
5.	SHL/REG/2025-2026/2026-2027/2027-2028/5	Provision of Public Relation, Advertising Agency and Media Management	OPEN
6.	SHL/REG/2025-2026/2026-2027/2027-2028/6	Supply and Delivery of Guest Amenities	AGPO
7.	SHL/REG/2025-2026/2026-2027/2027-2028/7	Supply and Delivery of Carpets, Curtains and Accessories	AGPO
8.	SHL/REG/2025-2026/2026-2027/2027-2028/8	Supply and Delivery of Promotional Materials, Branded T-Shirts & Caps, Banners, Exhibition Stands and Related Items	AGPO
9.	SHL/REG/2025-2026/2026-2027/2027-2028/9	Provision of Printing, photocopying, binding and Publishing Services	AGPO
10.	SHL/REG/2025-2026/2026-2027/2027-2028/10	Supply and Delivery of Motor Vehicle and Plant and Equipment Spare Parts, Batteries & Accessories	OPEN
11.	SHL/REG/2025-2026/2026-2027/2027-2028/11	Provision of Pest control, fumigation & other related services	OPEN
12.	SHL/REG/2025-2026/2026-2027/2027-2028/12	Supply and delivery of firefighting equipment and Apparatus	OPEN
13.	SHL/REG/2025-2026/2026-2027/2027-2028/13	Maintenance of firefighting equipment's	OPEN
14.	SHL/REG/2025-2026/2026-2027/2027-2028/14	Provision of Medical, and General Insurance Services	OPEN
15.	SHL/REG/2025-2026/2026-2027/2027-2028/15	Provision of Courier Services and transportation	OPEN
16.	SHL/REG/2025-2026/2026-2027/2027-2028/16	Provision of Consultancy Services	OPEN
17.	SHL/REG/2025-2026/2026-2027/2027-2028/17	Provision of Transport Services (Hire of Prados, Saloon Cars, Buses, Lorries and Towing Machines	OPEN
18.	SHL/REG/2025-2026/2026-2027/2027-2028/18	Supply and Delivery of Plants, Motor Vehicles, Motor Cycles, and Bicycles	OPEN
19.	SHL/REG/2025-2026/2026-2027/2027-2028/19	Provision of Legal Services	OPEN
20.	SHL/REG/2025-2026/2026-2027/2027-2028/20	Provision of Building and Maintenance works, Construction, Renovation and Demolition Works	OPEN

21.	SHL/REG/2025-2026/2026-2027/2027-2028/21	Provision of Construction and other Civil Works	OPEN
22.	SHL/REG/2025-2026/2026-2027/2027-2028/22	Provision of Installation, Repair and Maintenance of I.C.T Equipment	OPEN
23.	SHL/REG/2025-2026/2026-2027/2027-2028/23	Provision of Software development and Maintenance Services	OPEN
24.	SHL/REG/2025-2026/2026-2027/2027-2028/24	Provision of Web Hosting and Maintenance Services	OPEN
25.	SHL/REG/2025-2026/2026-2027/2027-2028/25	Supply and Delivery of Medical Equipment, Medical Drugs and Materials	OPEN
26.	SHL/REG/2025-2026/2026-2027/2027-2028/26	Supply and Delivery of Kitchen Materials	AGPO
27.	SHL/REG/2025-2026/2026-2027/2027-2028/27	Provision of Mechanical and Plumbing Works	OPEN
28.	SHL/REG/2025-2026/2026-2027/2027-2028/28	Repair and Maintenance of Air Conditioner	OPEN
29.	SHL/REG/2025-2026/2026-2027/2027-2028/29	Provision of Repair and Servicing of Motor Vehicles and motor Cycles	OPEN
30.	SHL/REG/2025-2026/2026-2027/2027-2028/30	Travel Agency and Air Ticketing (IATA Registration Firms Only)	OPEN

2. Interested and eligible firms may view / inspect / obtain the detailed tender advert, respective registration of suppliers' document free-of-charge from the SHL website www.sunsethotel.co.ke or the Public Procurement Information Portal www.tenders.go.ke.
3. Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Public Procurement) **MUST** show proof of registration by providing valid certificates of registration.
4. Completed Registration documents are to be enclosed in plain sealed envelopes, clearly marked 'Tender No. e.g. SHL/REG/2025-2026/2026-2027/2027-2028, Respective Category and Item Description, and be deposited at **The Office of Supply Chain Management, Sunset Hotel, Aput Lane Milimani** and addressed to:

GENERAL MANAGER
SUNSET HOTEL
P.O. Box 215-40100
KISUMU

So as to be received **on or before 30th December 2025 at 12.00 Am**. Due to the number of category of tenders and expected output, opening of applications shall start immediately thereafter.

Head of Supply Chain Management
For: GENERAL MANAGER

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SECTION II - INSTRUCTIONS TO CANDIDATES

1. General Instructions

- 1.1 You are requested to provide all the general information as per the registration document.
- 1.2 Sunset Hotel Limited attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
- 1.3 The SHL reserves the right to visit and inspect business premises of all the applicants to verify the information provided.
- 1.4 This document is eligible for **ONE CATEGORY ONLY**. *Those who apply using one document for several categories shall be declared ineligible for registration.*
- 1.5 All information provided will be treated as confidential.
- 1.6 Your registration document should be submitted **spiral/vevo bound** and **properly paginated**. The SHL shall not be responsible for loss of documents not bound/loose.

2. Scope

- 2.1 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 1. It is expected that applications will be submitted to be received by the procuring entity not later than ***date and time indicated in the Invitation for Registration.***
- 2.2.1 The lists of Registered Suppliers generated will be used for alternative procurement methods.

3. Eligible Candidates

- 3.1 This invitation for registration is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated under Invitation for Registration.
- 3.2 The procuring entity's employees and their relatives (spouses and children) are not eligible to participate in this registration process

4.0 Registration Instructions

4.1 Introduction

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

4.2 Registration Objective

The main objective is to maintain and regularly update lists of registered suppliers, contractors and consultants 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.

4.3 Invitation for registration

Suppliers, Contractors and Service providers registered with Registrar of Companies under the Laws of Kenya in respective merchandise, works or services are invited to submit their registration documents to enable the County achieve its objective. The applicants are required to submit mandatory information for Registration - Form REG -1

4.4 Experience

It is desirable that Prospective Suppliers, Contractors and Service providers have reasonable experience in respective categories applied for. Those that do not have experience should demonstrate competence, willingness and capacity to service contracts. AGPO Registered Firms are exempted from this criterion

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

4.5 E- Procurement

4.5.1 Electronic-Government Procurement (e-GP) System

Applicants are encouraged to register on the Electronic Government Procurement (e-GP) portal in line with the National Treasury's directive. Suppliers must create and maintain an active account on the e-GP System

4.6 Additional Information

4.6.1 Sunset Hotel Limited reserves the right to request submission of additional information from prospective bidders.

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

5. Qualifications

5.1 Registration data provided will be used by Sunset Hotel Limited in determining, according to its sole judgment and discretion, qualifications of applicants to perform in respect to each category.

6. Personnel

6.1 Candidates shall provide information on qualifications of key staff and shall also submit their CVs.

7. Financial Capability

7.1 Applicants shall submit the latest Audited Financial Statements (for the year 2024) or six (6) months current bank statements with their registration documents as well as letters of reference from their bankers/financial institution regarding the candidate's credit position. Applicants will be registered on the satisfactory information given.

Data on Form **REG-5**.

8. Past Performance

8.1 Past performance is desirable and will be considered favorably in the registration process. Applicant's Letter of reference from past customers should be included in Form **REG -6**. AGPO Registered firms are however exempted from this requirement

9. Litigation History and Sworn Statement

9.1 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 -7**

10. Confidential Business Questionnaire

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

11. Withdrawal of registration

11.1 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, Sunset Hotel Limited reserves the right to de-register the firm.

11.2 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and articles of Association, copies must be attached.

11.3 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance Certificate.

11.4 Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Public Procurement) **MUST** show proof of registration by providing the valid certificate of registration.

12. Clarification of Registration Documents

12.1 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.

12.2 SHL will respond in writing to any request for clarification that it receives earlier than 7 days prior to the deadline for the submission of applications. Copies of SHL response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) shall be uploaded in the websites.

13. Registration Data Forms

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

13.2 All the attached questionnaire forms REG.-1, REG.-2, REG.-3, REG.-4, REG.-5, REG.-6, and REG.-7 are to be completed by applicants who wish to be registered in the specific category.

13.3 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.

14. Qualification Requirements

14.1 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. **Financial Capability – REG-5.**
- vi. **Past Performance/Experience – Form REG-**
- vii. **Sworn Statement – REG-7**

15. Submission of Applications

15.1 Applications for registration shall be submitted in sealed envelopes clearly marked with the Category number and item Description, and deposited with the Receptionist at the Sunset Reception as per instructions in the Invitation for Registration.

15.2 Electronic submission of documents shall not be accepted. Late submission of tender documents will be rejected. All submissions are purely manual.

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

16. Opening of Registration Documents

16.1 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.

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

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

17. Process to be Confidential

17.1 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 SHL processing of applications or approval decisions may result in the rejection of the applications.

18. Clarification of Applications and Contacting of SHL

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

18.2 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.

18.3 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.

19. Evaluation of the Registration documents

19.1 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	Mandatory	The Form must be duly completed, signed and stamped
3.	Confidential Business Questionnaire	REG -3	Mandatory	The Form must be duly completed, signed and stamped
4.	Litigation History	REG -4	10	The Form must be duly completed, signed and stamped
5.	Financial Capability	REG -5	15	Document(s) required must be submitted
6.	Past Experience	REG -6	15	Provide all information and documentation Requested for. <i>Special Groups Exempted from this criterion.</i>
7	Sworn Statement	REG -6	10	The Form must be duly completed, signed and stamped
TOTAL			50	

To Qualify for Registration, applicants must score at least 50% i.e.

- *21 out of 35 for special groups (Women, Youth and PWD); and*
- *25 out of 50 for others*

20. Notification of Qualified Applicants

20.1 Applicants whose applications are determined to be successful in accordance with sub-clause 19 will be notified by the SHL within ninety (90) days from the date of opening of prequalification documents by uploading successful names in the County Website.

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

SECTION III- FORMS

SECTION III - FORMS

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These include: -

1. Proof of Registration with Registrar of Companies. Companies Incorporated under the Company's Act must in addition submit Copy of recent Certificate of Confirmation of Directors and Shareholding (CR12) issued within the last 12 months from the date of opening. *(This may be verified with the Registrar of Companies.* Others (Partnerships and Business names) must submit copies of Directors National Identity Cards – mandatory to all categories.
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. Submit a copy of relevant valid **business permit** from County Government in Area of operation – mandatory for all.
4. Self-Declaration that the firm is Registered in Electronic Government Procurement (e-GP) platform and able to transact through e-GP Portal. The declaration shall include name of the firm and e-GP Registration Details / number.
5. **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.**
6. 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, **VMD** for Vaccines, Pharmacy and Poisons Board for Pharmaceuticals, ERC License for fuels etc.) where applicable.

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 branch's location (if any)

e-GP Registration No.

2. ORGANIZATION & BUSINESS INFORMATION

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

AGPO DETAILS *(Applicable for Special Groups Only)*

AGPO Category of Registration
(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 of Applicant
Stamp

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.			

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 - FINANCIAL CAPABILITY

1. **Financial Capability:** Applicants will be required to demonstrate that the company is stable financially to transact business with Sunset Hotel Limited and shall be expected to: -
 - i) Submit at least one of the following: -
 - Audited Financial Statements for the last financial year (i.e. 2024),
 - Copy of auditor's certificate confirming the candidate is not insolvent, in receivership, bankrupt or in the process of being wound up
 - Certified Bank Statement for the last six Months.

2. For firms in the special group category, a commitment indicating that one has the financial capacity to execute contract(s) once registered.

FORM REG-6 - PAST EXPERIENCE NAMES OF THE APPLICANT'S CLIENTS (AT LEAST THREE) IN THE LAST TWO YEARS

(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 PQ-7 - 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 Sunset Hotel Limited 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:
.....