



**MICRO AND SMALL ENTERPRISES  
AUTHORITY**

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**REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR THE YEAR  
ENDING 30<sup>TH</sup> JUNE 2025.**

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To be completed by the Tenderer. Indicate the following information.

1. Category Nos.....

2. Item Description .....

3. Closing date **28<sup>th</sup> July 2023 at 11.00am**

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# MICRO AND SMALL ENTERPRISES AUTHORITY

## REGISTRATION NOTICE

Micro and Small Enterprises Authority (MSEA) is a state agency domiciled in the Ministry of Co-operatives and Micro, Small and Medium Enterprises Development. It is mandated to facilitate the MSE sector in terms of physical infrastructure, basic amenities and equipment, among others.

The Authority now invites applications for continuous registration from interested eligible bidders for supply of the under listed goods, works and services “as and when required basis” for the period ending 30<sup>th</sup> June 2025.

| Category No       | Description   | Status   |
|-------------------|---|----------|
| MSEA/01/2023-2025 | Supply and delivery of office stationery, computer consumables and accessories.   | Reserved |
| MSEA/02/2023-2025 | Supply and delivery of office Furniture, Equipments, furnishings and fittings.  | Open     |
| MSEA/03/2023-2025 | Supply and delivery of computers, Laptops, UPS, printers, photocopiers, scanners, servers, software and licenses and other related ICT equipment.   | Reserved |
| MSEA/04/2023-2025 | Supply and delivery of newspapers, magazines and periodicals  | Open     |
| MSEA/05/2023-2025 | Supply and delivery of cleaning materials, detergents, soap disinfectants, toiletries and sanitary services.  | Reserved |
| MSEA/06/2023-2025 | Supply and delivery of petroleum products   | Open     |
| MSEA/07/2023-2025 | Supply and delivery of motor vehicles and motorcycle spare parts, tyres and tubes.  | Open     |
| MSEA/08/2023-2025 | Supply and delivery of motor vehicles.  | Open     |
| MSEA/09/2023-2025 | Supply and delivery of drinking water.  | Open     |
| MSEA/10/2023-2025 | Supply, servicing and maintenance of telephone and other telecommunication equipment.   | Open     |
| MSEA/11/2023-2025 | Supply & Installation of CCTV, ICT Networking systems (LAN), Configuration and Firewalls.   | Open     |
| MSEA/12/2023-2025 | Supply, delivery and maintenance of power tools and equipments.   | Open     |
| MSEA/13/2023-2025 | Supply, delivery, repair and maintenance of firefighting and safety equipment.  | Open     |
| MSEA/14/2023-2025 | Design and printing of communication materials including cards, booklets, corporate newsletters, brochures, magazines, fliers, calendars, diaries, banners, stickers, signage, tear drops, etc. | Reserved |
| MSEA/15/2023-2025 | Servicing of servers, computers, printers and office equipment  | Open     |
| MSEA/16/2023-2025 | Provision of guarding /security services  | Open     |
| MSEA/17/2023-2025 | Repair and maintenance of office equipment and furniture  | Open     |
| MSEA/18/2023-2025 | Repair and servicing of motor vehicles <b>(GOK Approved)</b>  | Open     |

|                   |  |      |
|-------------------|--|------|
| MSEA/19/2023-2025 | Provision of catering services   | Open |
| MSEA/20/2023-2025 | Provision of accommodation and conference facilities   | Open |
| MSEA/21/2023-2025 | Provision of Internet, bulk sms and support services   | Open |
| MSEA/22/2023-2025 | Provision of air travel, reservations, ticketing and visa services   | Open |
| MSEA/23/2023-2025 | Provision of transport and towing services   | Open |
| MSEA/24/2023-2025 | Provision of vehicle tracking/ fleet management services.  | Open |
| MSEA/25/2023-2025 | Provision of event management services   | Open |
| MSEA/26/2023-2025 | Provision of media publicity services  | Open |
| MSEA/27/2023-2025 | Provision of debt collection services  | Open |
| MSEA/28/2023-2025 | Provision of development, hosting and maintenance of website   | Open |
| MSEA/29/2023-2025 | Provision of asset valuation, Asset tagging and auctioneers services   | Open |
| MSEA/30/2023-2025 | Provision of small works ( <b>National Construction Authority Approved</b> )   | Open |
| MSEA/31/2023-2025 | Provision of legal services  | Open |
| MSEA/32/2023-2025 | Provision of training services in business, Credit, performance contracting including monitoring & evaluation, Board evaluation and corporate governance.                    | Open |
| MSEA/33/2023-2025 | Provision of training services on ISO certification process  | Open |
| MSEA/34/2023-2025 | Provision of consultancy services on Business development, customer satisfaction survey, strategic planning, baseline survey, Human resource management and related services | Open |
| MSEA/35/2023-2025 | Supply of face mask, Hand sanitizers, soaps and other Covid-19 preventive and curative items.  | Open |
| MSEA/36/2023-2025 | Provision of insurances services   | Open |
| MSEA/37/2023-2025 | Provision of fumigation, cleaning and garbage collection services  | Open |
| MSEA/38/2023-2025 | Supply and delivery of calling card/airtime  | Open |
| MSEA/39/2023-2025 | Provision car hire services  | Open |

Prequalification/Registration documents may be downloaded from [www.msea.go.ke](http://www.msea.go.ke) at no cost. Completed registration documents in plain sealed envelope, clearly marked with Category name and Reference number should be addressed to:

**THE DIRECTOR GENERAL/CEO.  
MICRO AND SMALL ENTERPRISES AUTHORITY  
P O BOX 48823-00100  
NAIROBI**

**On or before 28<sup>th</sup> July 2023 at 11.00am** and be deposited in the tender box at Utalii House, mezzanine floor, along Utalii lane.

**Youth, women and persons with disability who are duly registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply.**

Results of the registration process will be posted on MSEA website i.e. [www.msea.go.ke](http://www.msea.go.ke)

**DIRECTOR GENERAL/CEO**

## **REGISTRATION INSTRUCTIONS**

**1.1 Introduction** The Micro and Small Enterprises Authority would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver or provision of goods, works and services to the Authority.

**1.2 Registration Objective.** The main objective is to supply and deliver assorted items and also provide works services under relevant tenders/quotations to the Director General/CEO, Micro and Small Enterprises Authority as and when required during the period ending 30<sup>th</sup> June, 2025.

**1.3 Invitation of Registration.** Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to the Director General, Micro and Small Enterprises Authority so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for registration.

**1.4 Experience.** Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria. Special groups comprising youth, women and persons with disability who are dully registered with the Directorate of Public Procurement at the National Treasury are encouraged to apply.

**1.5 Registration Document** This document includes questionnaire forms and documents required of prospective suppliers.

**1.6** In order to be considered for registration, prospective suppliers must submit all the information herein requested. Bidders may bid for more than one category.

**1.7 Distribution of Registration Documents** Copies of the completed registration data and other requested information shall be submitted to reach:

**THE DIRECTOR GENERAL/CEO  
MICRO AND SMALL ENTERPRISES AUTHORITY  
P. O. Box 48823-00200  
NAIROBI.  
UTALII HOUSE 10<sup>TH</sup> FLOOR, UTALII LANE**

Not later than **28<sup>th</sup> July, 2023 at 11.00am**

**1.8 Questions Arising from Documents** Questions that may arise from the registration documents should be directed to the Procurement office, Micro and Small Enterprises Authority

**1.9 Additional Information** The Micro and Small Enterprises Authority reserves the right to request submission of additional information from prospective bidders.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

**2.1 Taxes on Imported Materials:** The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

**2.2 Customs Clearance:** The contractors shall be responsible for custom clearance of their imported goods and materials.

**2.3 Contract Price** The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

**2.4 Payments** All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

## **REGISTRATION DATA INSTRUCTIONS**

**2.5 Registration data forms.** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

**2.5.1** The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### **2.6 Qualification**

**2.6.1** It is understood and agreed that the registration data on prospective bidders is to be used by Authority in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

**2.6.2** Prospective bidders will not be considered qualified unless in the judgment of Authority they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods, work and services.

### **2.7 Essential Criteria for Registration**

**2.7.1 Experience:** Prospective bidders shall have experience in the supply of goods, works services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

**2.7.2 Personnel:** The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

**2.7.3 Financial Condition:** The Supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

**2.7.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

**2.7.5 Past Performance:** Past performance will be given due consideration in registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6

**2.8 Statement:** Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

**2.9 Withdrawal of Registration.** should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Authority could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Authority reserves the right to reject the tender from such a bidder even though he was initially registered.

**2.10** The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration InAuthority/Memorandum and Article of Association, copies of which must be attached.

**2.10.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.



## FORM PQ-1 REGISTRATION DOCUMENTS

### 2.11 Registration Criteria

All firms must meet mandatory requirement for them to be registered as follows;

#### 1. Mandatory requirements

#### PQ-1

|       |   |  |
|-------|---|--|
| i.    | A copy of certificate of inAuthority/registration           |  |
| ii.   | A copy of valid tax compliance certificate                  |  |
| iii.  | A copy of PIN certificate/ VAT certificate                  |  |
| iv.   | Valid Business Permit                                       |  |
| v.    | Registration with a relevant body <b>where applicable</b>   |  |
| vi.   | CR12 for companies/ ID copy for sole proprietor             |  |
| vii.  | AGPO certificate for special groups (Women, Youth and PWDS) |  |
| viii. | Tape bound and serialized tender document                   |  |
| ix.   | Duly filled Declaration not to engage in corruption form    |  |
| x.    | Duly filled Non- debarment declaration form                 |  |

Y-YES

N-NO

2. Registration data duly filled

PQ-2

3. Supervisory Personnel

PQ-3

4. Financial Position

PQ-4

5. Confidential Questionnaire

PQ-5

6. Past Experience

PQ-6

7. Sworn Statement

PQ-7

**FORM PQ-2 - REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

Of.....  
**(Item Description)**

.....  
**(Category No.)**

Post Office Address .....

Town .....

Street .....

Name of building .....

Room/Office No. ....

Floor No.....

Mobile Nos. ....

Email address.....

Full Name of applicant .....

Other branches location .....

**Organization & Business Information**

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer ..... Other

.....

**Partnership (if applicable)**

Names of Partners

2. Business founded or incorporated .....
3. Under present management since .....
4. Net worth equivalent Kshs.....
5. Bank reference and address .....
- .....
6. Bonding company reference and address .....
7. Enclose copy of organization chart of the firm indicating the main fields of activities .....
8. State any technological innovations or specific attributes which distinguish you from your competitors .....
- .....
- .....
- .....
9. Indicate terms of trade/sale. ....

**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

.....

Professional Qualification .....

.....

Length of service with Contractor or Supplier position held .....

.....

(Attach copies of certificates of key personnel in the organization)

**PQ-4 FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach letters of reference from the bankers regarding supplier's credit position.
- (2) Six current months certified bank statements.

**FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

*Part I- General :*

Business Name .....

Location of business premises.....

Plot No. ....

Street/Road.....

Postal Address.....

Mobile No.....

Email address.....

Nature of business.....

Current Trade License No.....

Expiring date.....

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.....

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***Part 2 (b) Partnership***

Given details of partners as follows:

| <i>Name</i>         | <i>Nationality</i> | <i>Citizenship Details</i> |
|---------------------|--------------------|----------------------------|
| <i>Shares</i> ..... |                    |                            |
| .....               |                    |                            |
| .....               |                    |                            |
| .....               |                    |                            |
| .....               |                    |                            |

|  | <p><i>Part 2 ( c) – Registered Company:</i></p> <p>Private                    or</p> <p>Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 25%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 15%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> |                    | <i>Name</i>                | <i>Nationality</i> | <i>Citizenship Details</i> | <i>Shares</i> | 1. | ..... | ..... | ..... | ..... | 2. | ..... | ..... | ..... | ..... | 3. | ..... | ..... | ..... | ..... | 4. | ..... | ..... | ..... | ..... | 5. | ..... | ..... | ..... | ..... |
|--|---|--------------------|----------------------------|--------------------|----------------------------|---------------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|
|  | <i>Name</i>   | <i>Nationality</i> | <i>Citizenship Details</i> | <i>Shares</i>      |                            |               |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 1.   | .....   | .....              | .....                      | .....              |                            |               |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 2.   | .....   | .....              | .....                      | .....              |                            |               |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 3.   | .....   | .....              | .....                      | .....              |                            |               |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 4.   | .....   | .....              | .....                      | .....              |                            |               |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| 5.   | .....   | .....              | .....                      | .....              |                            |               |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |
| <p>Name ..... Signature ..... Date .....</p> |   |                    |                            |                    |                            |               |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |    |       |       |       |       |

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



**FORM PQ-6: PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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)**

4. Others .....



**FORM PQ-8 - SWORN STATEMENT**

Having studied the registration /registered information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the Authority.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify the Authority and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.
- e. We confirm that we have not been debarred from participation in Public Procurement and have no litigation procedure in process.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

**(Full name and designation of the person signing and stamp or seal)**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I..... of P. O. Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: -

THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of Tender No..... for..... for MSEA and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of the MSEA which is the procuring entity.

THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

THAT what is deponed to hereinabove is true to the best of my knowledge information and belief. .... (Title) (Signature) (Date)

Bidder's Official Stamp

**NON-DEBARMENT DECLARATION FORM**

We (insert the name of the company/ supplier).....  
.....declares and guarantees that no director or any  
person who has any controlling interest in our organization has been debarred from  
participating in a procurement proceeding.

Name.....Signature.....Date.....