



HIGHER EDUCATION LOANS BOARD

REGISTRATION OF SUPPLIERS FOR FINANCIAL YEARS 2022/24



REGISTRATION OF SUPPLIERS OF GOODS, WORKS AND SERVICES AND UPDATING OF THE SUPPLIERS' LIST

The Higher Education Loans Board intends to update its Register of suppliers for the provision of various goods, works and services for the financial year 2022/2024. 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 HELB's data base who wish to be retained are required to apply and submit up to date information required in the registration of suppliers' document.

Category A- Supplies		
Reference Number	Category	Target Group
HELB/01/2022 – 2024	Supply of drinking water, disposable cups and water dispensers	Open
HELB/02/2022 – 2024	Supply and maintenance of firefighting equipment	AGPO Group
HELB/03/2022 – 2024	Supply and maintenance of carpets, upholstery, curtains, blinds and related items	AGPO Groups
HELB/04/2022 – 2024	Supply of newspapers, journals, periodicals, and magazines	AGPO Groups
HELB/05/2022 – 2024	Supply of Calling airtime	AGPO Groups
HELB/06/2022 – 2024	Supply and repair of assorted electrical fittings and lighting materials	Open
HELB/07/2022 – 2024	Supply of staff uniforms	AGPO Groups
HELB/08/2022 – 2024	Supply of computer software	Open
HELB/09/2022 – 2024	Supply and installation of computer network accessories	AGPO Groups- ICT registered firms
HELB/10/2022 – 2024	Supply of office furniture and fittings	AGPO Groups
HELB/11/2022 – 2024	Supply of office equipment	AGPO Groups
HELB/12/2022 – 2024	Supply and installation of adjustable steel shelving storage bins	Open
Category B- Provision of Services		
HELB/13/2022 – 2024	Provision of professional debt collection services	Open
HELB/14/2022 – 2024	Provision of security printing services	Open

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HELB/15/2022 - 2024	Provision of research and survey services.	Open
HELB/16/2022 - 2024	Provision of car hire and taxi services (saloons, vans, minibuses).	Open
HELB/17/2022 - 2024	Provision of Air travel agency services	AGPO Groups-IATA registered firms only
HELB/18/2022 - 2024	Provision of Decoration services for exhibition/trade fair stands	AGPO
HELB/19/2022 - 2024	General building contractors and building renovators-small works	Open
HELB/20/2022 - 2024	Provision of repair of plumbing works and related maintenance services	Open
HELB/21/2022 - 2024	Provision of HR training	Open
HELB/22/2022 - 2024	Provision of HR Recruitment services	Open
HELB/23/2022 - 2024	Provision of HR Consultancy services	Open
HELB/24/2022 - 2024	Provision of general consultancy services	Open
HELB/25/2022 - 2024	Provision of dry-cleaning services	Open
HELB/26/2022 - 2024	Repair of office furniture	Open
HELB/27/2022 - 2024	Provision of auctioneering services	Open
HELB/28/2022 - 2024	Provision of organization and management of events and promotional services	Open
HELB/29/2022 - 2024	Provision of production and printing Services for Magazines, brochures, Annual Reports publications and other information education communication materials	Open
HELB/31/2022 - 2024	Provision of production services for promotional materials including banners, billboards, tents, and branded apparel including T-shirts, caps among others	Open
HELB/32/2022-2024	Provision of Asset Valuation, scanning and tagging services	Open
HELB/33/2022 - 2024	Provision of Actuarial services	Open
HELB/34/2022 - 2024	Provision of Fundraising (Resource Mobilization) services	Open
HELB/35/2022 - 2024	Provision of legal services	Open
HELB/36/2022 - 2024	Provision of External Audit Quality Assessment Services	Open

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Interested and eligible firms may obtain further information and inspect the registration document at the Procurement office on 18th floor of Anniversary Towers, University Way, Nairobi during normal working hours or view and download the respective **detailed registration advert** and **registration document** from our website www.helb.co.ke/procurement/tenders or <https://tenders.go.ke>.

All bidders interested in participating in the tender must notify HELB of their participation in the tender by emailing their contact details to procurement@helb.co.ke in case of any further tender addendum.

Completed registration documents, in a plain sealed envelope, clearly marked **“REGISTRATION OF SUPPLIERS FOR FINANCIAL YEAR 2022/2024”** and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, should be deposited in the tender box at **Anniversary Towers, 18th floor** lift lobby along **University Way** or sent by post to:

**The C.E.O & Board Secretary
Higher Education Loans Board
P. O. Box 69489 – 00400
Nairobi**

so as to reach not later than **5th July 2022 at 11.00 a.m.**

**C.E.O & Board Secretary
HIGHER EDUCATION LOANS BOARD**

GENERAL INSTRUCTIONS

1. You are requested to provide all the general information as per the prequalification document.
2. The Board 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.
3. The Board reserves the right to visit and inspect business premises of all the applicants to verify the information provided.
4. This document is eligible for one category only.
5. All information provided will be treated as confidential.
6. Your prequalification document should be submitted spiral/velo binded and properly page numbered. The Board shall not be responsible for loss of documents not bound/loose.

REGISTRATION INSTRUCTIONS

1.1 Introduction

The Higher Education Loans Board would like to invite interested candidates who must qualify by meeting the set criteria as provided by HELB to perform the contract for the supply and delivery of goods, works and services.

1.2 Prequalification Objective

The main objective is to supply and deliver assorted items and also provide services and works under relevant tenders/quotations to HELB as and when required during the stated period.

1.3 Invitation of prequalification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective services are invited to submit their prequalification documents to the CEO & Board Secretary so that they may be prequalified for submission of a quotation/tender for the provision of the goods, works and services.

1.4 Experience

Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/Corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

1.5 Additional Information

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

1.6 Request for quotations/tenders will be made available only to those bidders whose qualifications are accepted by HELB after meeting all the

mandatory criteria and scoring 60% and above in the detailed technical evaluation.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Contract price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand within the Procuring Entity. Prices quoted shall be fixed and shall be inclusive of all delivery charges.

2.2 Payments

All deliveries for goods, works or services shall be on a credit of a minimum of thirty (30) days or as may be stipulated in the contract agreement.

3. PREQUALIFICATION DATA INSTRUCTIONS

3.1 The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific tender.

3.1.1 The prequalification 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 indelible.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the prequalification data on prospective bidders is to be used by HELB in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of HELB 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/services.

3.3 ESSENTIAL CRITERIA FOR PREQUALIFICATION

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the provision of the services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective providers should possess special experience and capability to deliver the services at short notice.

3.3.2 Personnel

The suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CV's of the key personnel for individual or group to execute the contract must be indicated.

3.3.3 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

3.3.4 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. Potential bidders shall provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in prequalifying bidders. Letter of reference from past customers should be included.

3.4 Statement

Application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of prequalification

Should a condition arise between the time the firm is prequalified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change of ownership or new commitments, HELB reserves the right to reject the tender from such a bidder even though they have been initially prequalified.

3.6 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.

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

3.6.2 Youth registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of their AGPO registration certificate for the respective category.

PREQUALIFICATION REGISTRATION DOCUMENTATION
(TENDER SUBMISSION REQUIREMENTS)

All firms **should** provide copies of the following:-

1. Submit a copy of the **Certificate of Registration** - mandatory.
2. Submit a copy of the **VAT/ PIN certificate** of the company - mandatory.
3. Submit a copy of a **Valid Tax Compliance Certificate** from KRA - mandatory
4. Submit a copy of the **current trade license/business permit** from local County - Mandatory for open category groups
5. Registration **certificate as a contractor by National Construction Authority** and other relevant authorities for Building works contractors – Mandatory if applicable for category
6. Submit a copy of the **comprehensive PSV insurance covers** for bidders applying for provision of hire of transport services - mandatory
7. Submit a copy of the **AGPO certificate** registration for Reserved Groups category - Mandatory.
8. **Air travel firms** must be registered with **IATA** and any other relevant bodies - Mandatory.
9. Trainer firms should provide proof that they are registered with **NITA** - Mandatory
10. **Professionals** must submit **practicing certificates**
11. Submit **2 Letters of recommendation** from current clients/organizations where the company is providing similar services – At least 2 recommendation letters.
12. Submit your Company's profile and company manpower/staff capacity
13. Fill and submit the confidential business questionnaire.
14. Submit CV's for Senior Staff for consultancy services categories.
15. **Declaration** – All firms must fill and sign the declaration form that they are not barred from participating in a procurement proceeding - Mandatory

CONFIDENTIAL BUSINESS QUESTIONNAIRE

GENERAL INFORMATION

Category applied.....

Company name.....

P. O. Box..... Town..... Post code.....

Telephone number(s).....

Mobile number(s).....

Fax number(s).....

Email address.....

Physical address.....

Building.....Floor.....

Plot number.....Door.....

Street.....

Nature of business.....

Certificate of Registration/Incorporation No.....(attach copy)

Trade license (Mandatory for open category groups)
No.....(attach copy)

VAT/PIN Certificate
No.....(attach copy)

Tax Compliance certificate

No.....(attach copy)

AGPO Certificate

No.....(attach copy)

IATA registration (for Air travel agency firms)

No.....(attach copy)

NITA registration (for training firms)

No.....(attach copy)

Comprehensive PSV insurance (for car hire firms)

No.....(attach copy)

NCA registration (for construction firms)

No.....(attach copy)

Membership to professional bodies (for Air travel agency firms)

No.....(attach certificate)

Contact persons:

Name..... Position.....

Name..... Position.....

Name..... Position.....

COMPANY PROFILE (submit a copy)

A. Names of Directors:

1.....Nationality.....

2.....Nationality.....

3.....Nationality.....

4.....Nationality.....

B. Personnel

Number of staff
employed.....

Qualifications.....

Level of
experience.....

C. Experience

No. of years the company has been in
operation.....

Volume of business transacted in the last 5
years.....

Referees:

Name of company:

Postal address:

Contact person:

Signature:

Company rubber stamp:

Name of company:

Postal address:

Contact person:

Signature:

Company rubber stamp:

Name of company:

Postal address:

Contact person:

Signature:

Company rubber stamp:

Scope of clientele - (attach at least three (2) current letters of recommendation from reputable organizations that you have been providing similar services for the last 2 years.

D. Customer service

Do you have a dedicated customer help desk?.....

Do you carry out customer satisfaction surveys?.....

Do you have a customer technical back up team?.....

NB: You will be required to separately attach a COMPREHENSIVE company profile detailing ALL the requested information.

FINANCIAL

A. Financial position

You will be required to demonstrate that the company’s financial position is healthy enough to enable you transact business with Higher Education Loans Board.

B. Magnitude of business

Please indicate the maximum amount of business (in financial terms) your company can handle at any given time.....

D. Credit period

Please indicate the credit period you are willing to offer HELB.....

E. Annual turnover

What is your annual turnover?.....

PROCLAMATION/SWORN STATEMENT

I / We the undersigned, state that, ALL the information we have provided in this document is correct/accurate to the best of our knowledge and that I / We hereby give Higher Education Loans Board authority to seek any references it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

Name	Designation	Signature
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Name	Designation	Signature
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Name	Designation	Signature
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Official rubber stamp

PREQUALIFICATION EVALUATION CRITERIA

Mandatory prequalification submissions

1. Copy of the Certificate of Registration - mandatory.
2. Copy of the VAT/ PIN certificate of the company - mandatory.
3. Copy of a **Valid** Tax Compliance Certificate from KRA - mandatory
4. Current trade license/business permit from local County for open category group– mandatory
5. Submit a copy of the comprehensive PSV insurance cover for car hire firms. - mandatory
6. Copy of AGPO registration certificate for Reserved groups category – Mandatory
7. Copy of NITA registration certificate for training firms – Mandatory
8. Copy of IATA registration certificate for air travel agency firms – Mandatory
9. Copy of NCA registration certificate for construction firms – Mandatory
10. Copy of practicing certificate for professional bodies – Mandatory
11. Declaration form – must be signed.

Note: Failure to submit all the mandatory documents in the respective categories will lead to automatic disqualification. Firms that meet the above requirements in their respective categories will be subjected to further detailed evaluation in stage 2 as follows;

S/no.	Information required	Responsive/Non-Responsive
1.	Company experience -Number of years in operation -Recommendation letters (At least 2)	
2.	Referees: Submission of filled referee form from your current/past clients	
3.	Company profile -Submission of company profile - indication of Manpower/personnel capacity	
4.	Supplier details	

	- Filling of confidential questionnaire -Confirmation of physical address(Not applicable to AGPO groups)	
5.	Proclamation/sworn statement -Filing, signing and rubber stamping of sworn statement	