

NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD



TENDER DOCUMENT FOR EXPRESSION OF INTEREST FOR PROVISION OF ADVERTISING SERVICES

**EOI REFERENCE NO.
NCCASB/EOI/03/08/2023/2024**

**CLOSING DATE:
04TH SEPTEMBER, 2023 12:00, NOON**

CLERK'S CHAMBERS
Telegraphic Address
Telephone 020 2216151

Email: clerk@nairobiassembly.go.ke
Web: www.nairobiassembly.go.ke
Nairobi, Kenya

County Assembly
City Hall Buildings
P O Box 45844-
00100

TENDER NOTICE FOR EXPRESSION OF INTEREST

The Nairobi City County Assembly intends to register interested and eligible agency firms providing advertising services on print media, periodicals and magazines through the expression of interest;

No	EOI Reference No.	EOI Description /Name
1.	NCCASB/EOI/01/08/2023/2024	Expression of interest for Provision of Advertising services

Interested service providers may download the expression of interest document containing the terms of reference from the Assembly website; www.nairobiassembly.go.ke or from the Public Procurement Information portal, www.tenders.go.ke free of charge. Consultants who download the document must arrange to register with Assembly their contact details at procurement@nairobiassembly.go.ke for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Completed expression of interest document enclosed in plain sealed envelope, marked with the tender number and name be deposited in the tender box located at City Hall Building – Assembly Wing, Wabera Street, 2nd Floor, outside Room 277 and be addressed to:

**The Clerk,
Nairobi City County Assembly,
P. O. Box 45844-00100
NAIROBI**

So as to be received on or before **Monday, 04th September, 2023** at **12.00Noon** Kenyan time.

The expression of interests will be opened immediately thereafter in the presence of tenderers or their representatives who choose to attend at **Charter Hall in City Hall Building, Wabera street, Nairobi.**

**CLERK,
NAIROBI CITY COUNTY ASSEMBLY.**

TERMS OF REFERENCE

EXPRESSION OF INTEREST FOR PROVISION OF ADVERTISING SERVICES

1. INTRODUCTION

The Nairobi County Assembly in line with its mission of facilitating Members of County Assembly to efficiently and effectively discharge their constitutional mandate of representation, legislation and Oversight intends to register agency firms to provide advertising services.

2. OBJECTIVE

The objective of this Expression of Interest (**EOI**) is for The County Assembly to receive information from experienced agency firms that demonstrate capability and experience to provide high quality advertising services.

3. BIDDING TIMELINE

This Expression of interest will result in short listing of interested agency firms providing advertising services who will be invited to submit financial bids. Eligibility to participate in the bid process will be determined on the basis of submission of the minimum required documents stated in this Expression of Interest.

After the deadline for submission of responses, Evaluation process will be conducted to determine responsive bids as per the evaluation criteria provided in the Expression of Interest document. The bidders who participate will be notified of the outcome of the evaluation.

4. EVALUATION CRITERIA

The Expression on Interest received will be evaluated in accordance with the set criteria in the provided Table as follows: -

Table A: Mandatory Requirements for Evaluation

No.	Criteria	Requirement Yes/No
1.	Valid Tax Compliance Certificate from Kenya Revenue Authority	
2.	Certificate of Incorporation/ Business Registration	
3.	CR12 for Limited companies issued within the last one year	
4.	Duly filled, signed and stamped Self- Declaration letter that the firm has not been debarred from participating in Public Procurement and Asset Disposal Act,2015- SD 1	
5.	Duly filled, signed and stamped Self- Declaration that the firm/tenderer will not engage in any corrupt or fraudulent practice- SD 2	
6.	Company Profile of the firm indicating the contact details including physical address, telephone number, email and contact person on behalf of the bidder	

7.	Duly filled, signed and stamped Declaration and commitment to the code of ethics	
8.	Provide brief description of advertising services offered including advert sizes.	
9.	Provide proof of agency contracts executed between the firm and at least three media houses of Nationwide circulation.	
10	Provide proof (certificates) that at least one of the company directors has requisite qualification in communication with a bias in Public Relations or Media Management.	
11.	Provide One original and One copy of tender document properly bound and sequentially serialized/paginated in the form of i.e. 1, 2, 3, 4....on each page including all the attachments	

Note: Service providers have to meet all the mandatory requirements to proceed for Registration in the category of provision of Advertising services.

SUPPLIER REGISTRATION FORM- CONFIDENTIAL BUSINESS QUESTIONNAIRE

a) Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one form for each entity if Tender is a JV. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	

General and Specific Details

b) Sole Proprietor to provide the following details.

Name in full _____

Age _____ Nationality _____

Country of Origin _____ Citizenship _____

c) Partnership to provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company to provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

No.	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in (Name of Procuring Entity) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

No.	Names of Person	Designation in the Procuring Entity	Interest Relationship or with Tenderer
1			

2			
3			

(ii) Conflict of interest disclosure

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a service provider/consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly		

No	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name_____

Title or Designation_____

(Signature)_____(Date) _____

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

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

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of(insert name of the Company) who is a Bidder in respect of **Tender No.**..... for.....(insert tender title/description) for.....(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Date)

.....

(Signature)

Bidder Official Stamp.....

FORM SD2

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:-

1. 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..... (Insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. 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(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp.....

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I.....(Person on behalf of (**Name of the Business/Company/ Firm**)).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized.....

signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....