

SECTION I - INVITATION TO TENDER

November 21, 2022

TENDER NO. ISCOS/OT/03/MAGAZINE/2022-2023

TENDER FOR THE DESIGN, EDITING, ADVERTISING AND PRINTING OF ISCOS MAGAZINE

- 1.1 The Intergovernmental Standing Committee on Shipping (ISCOS) Secretariat invites sealed tenders from eligible candidates for the design, editing, advertising and printing of ISCOS magazine
- 1.2 Interested eligible candidates may view and download the document **free of charge** from the ISCOS website on the following link: -

<https://iscosafricashipping.org/opportunity-2#>

Bidders who download the tender document from the ISCOS Website shall be required to email their detailed contact information and a soft copy of their tender submission in addition to two hard copies of the same to opportunities@iscosafricashipping.org for future communication.

- 1.3 Candidates may also obtain further information at the ISCOS Secretariat offices at ISCOS Secretariat, Links Road, Nyali, Mombasa through the email opportunities@iscosafricashipping.org or the official physical address given below.
- 1.4 Prices quoted shall be exclusive of duty and other taxes and shall remain valid for **150 days** from the closing date of the tenders.
- 1.5 The completed tender documents, shall be submitted in two copies, marked as: -

“ORIGINAL TENDER” and “COPY OF TENDER”.

and shall be placed in one outer envelope and sealed. This outer envelope shall bear the Tender number and name, and marked **“DO NOT OPEN BEFORE Tuesday, December 06, 2022, at 1700hours**, and shall be addressed to: -

The Secretary General,
ISCOS Secretariat
Nyali, Off Links Road, Opposite Nyali Health Care Ltd.
P.O Box 89112-80100 (GPO), Mombasa, Kenya.
Tel: +254 20 2332670 / +254 722 207940

SECTION II- INSTRUCTIONS TO BIDDERS

The following instructions for the registration of bidders shall supplement, complement or amend the provisions of the instructions to bidders.

- (i) Evaluation and Comparison of Applications, the evaluation criteria shall be as follows: -

2 Qualification Criteria

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Certificate of Registration/Incorporation	Mandatory
2.	Certified copy of Valid Tax Compliance Certificate/Exemption certificate	Mandatory
3.	Valid trading license for 2022	Mandatory
4.	Certified Audited Books of Accounts for the previous three years	Mandatory
5.	Mandatory bidder forms -PRQ1, PRQ2, PRQ3, PRQ4, PRQ5	Mandatory

Any applicant who fails to provide **ALL** the mandatory requirements shall **NOT** proceed to the next stage of the technical evaluation.

Evaluation will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached forms PRQ-1, PRQ-2, PRQ-3, PRQ-4, PRQ-5, are to be completed by prospective suppliers who wish to submit for application of the tender.

STANDARD FORMS -MANDATORY BIDDER FORMS

1. Form of tender
2. PRQ1-Registration of Suppliers
3. PRQ2-Confidential Business Questionnaire form
4. PRQ3-Past Experience
5. PRQ4- Litigation history
6. PRQ5- Sworn Statement
7. Price Schedule



FORM OF TENDER

Date_____

Tender No._____

To.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.. *[insert Numbers,*
the of which is hereby duly acknowledged, wed, the undersigned, offer to provide. *[description of services]*
.....
in conformity with the said tender documents for the sum of . *[total tender amount in words and figures]*
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of *[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20

[signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of_____

FORM PRQ-1 - REGISTRATION OF SUPPLIERS

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

as suppliers of
(*Item Description*)

Category No.....

Other branches and location

.....
.....

Organization & Business Information

Management Personnel Job Title.....

1.

2.

3.

Partnership (if applicable)

Names of Partners

.....

.....

.....

Indicate terms of trade/ sale /Payment.....

Enclose copy of profile of the firm indicating the main fields of activities

PRQ-2**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 Tel No.....

Nature of business..... Current Trade License No.....

Expiring date.....

Maximum value of business which you can handle at any one time: Kshs/USD.....

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
.....
.....

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of

company- Nominal Kshs. /USD

.....

Issued Kshs. /USD

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

FORM PRQ-3 - PAST EXPERIENCE

NAMES OF AT LEAST THREE CLIENTS

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) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

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) Duration of Contract (date)
- vi) Signature and stamp of Organization.....

FORM PRQ-4 - LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

ISCOS



FORM PRQ-5 - SWORN STATEMENT

Having studied the Registration information for the above tender and I/we hereby state:

That the information furnished in our/my application is accurate to the best of my/our knowledge.

- a. That in case of being registered, we/I acknowledge that this grants us the right to participate in due time in the submission of tenders or quotations on the basis of provisions in the tender or quotation documents to follow.
- b. When the legal status, financial conditions, technical or contractual capacity of the firm changes such that it affects our/my ability to respond to participate in quotations /tenders, we commit ourselves to inform you and acknowledge your right to review the Registration made. ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
- c. We/I enclose all the required documents and information required for the Registration evaluation.

Date

Applicant's Name / Company's Name

Represented by

Signature & Stamp.....

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

PRICE SCHEDULE

(Quote in both USD and KES – exclusive of tax)

Name of Tenderer _____

Tender Number _____.

Page ____ of ____.

1	2	3	4	5	6	7
Item	Description	Quantity & quality	Duration	Unit Price	Total Price	Unit Price of other

Signature of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.