PREQUALIFICATION OF SUPPLIERS FOR
SUPPLY OF GOODS & SERVICES FOR THE
YEARS 2019 & 2020
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1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction
Christian Aid Kenya invites interested and eligible suppliers to apply for pre-qualification indicating the category of goods and services as they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

TENDER NAME: PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEARS 2019 – 2020

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>REFERENCE</th>
<th>ITEM DESCRIPTION</th>
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<tbody>
<tr>
<td>1.</td>
<td>CA -1/2019</td>
<td>Provision of Security/Guarding Services in Nakuru, Meru &amp; Machakos</td>
</tr>
<tr>
<td>3.</td>
<td>CA -3/2019</td>
<td>Supply and Delivery of General Office Stationeries in Nairobi, Nakuru, Meru and Machakos</td>
</tr>
<tr>
<td>4.</td>
<td>CA -4/2019</td>
<td>Provision of Air Ticketing &amp; Other Travel Agency Services</td>
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</table>
| 5.      | CA -5/2019| Provision of hotel accommodation & Conference Facilities in the following locations;  
- Nairobi, Nakuru, Kiambu, Turkana, Muranga, Machakos, Narok, Makuenei, Meru, Kajiado, Nyeri, Kitui, Nyandarua, Kirinyaga, Embu, Baringo, Laikipia, Tharaka Nithi, Marsabit, Lodwar, Samburu, Kisumu, Kakamega & Bomet |
| 6.      | CA -6/2019| Provision of Catering Services in Nairobi, Nakuru, Meru and Machakos |
| 7.      | CA -7/2019| Provision of Office Cleaning Services in Nakuru, Meru, Machakos & Nairobi |
| 8.      | CA -8/2019| Provision of Transport – Car Hire and Taxi Services in Nairobi, Meru, Nakuru and Machakos |
| 9.      | CA -9/2019| Provision of bulk photocopying and binding services in Nairobi, Nakuru, Meru and Machakos |
| 10.     | CA -10/2019| Provision of Sanitary Services in Meru and Machakos |
| 11.     | CA -11/2019| Provision of Pest Control & Fumigation Services in Nairobi, Nakuru, Meru and Machakos |
| 12.     | CA -12/2019| Provision of Photography and Videography Services |
| 13.     | CA -13/2019| Provision of Creative Design & Production of Materials such as branded stationery, folders, banners, general branding and printing services like printing of letterheads etc |
| 14.     | CA -14/2019| Provision of Fire Equipment Maintenance Services |
| 15.     | CA -15/2019| Provision of Courier Services Countrywide |
| 16.     | CA -16/2019| Provision of Legal Services |
| 17.     | CA -17/2019| Provision of Asset Tagging Services |
Completed pre-qualification documents should be sent on or before 30th November 2018 at 5.00pm to kenya-tenders@christian-aid.org

1.2 Pre-qualification Objective
The main objective of prequalification is to maintain a register of suppliers and service providers for Christian Aid Kenya on as and when required basis through quotations for the Financial Years 2019 & 2020.

1.3 Registration of Suppliers/Service Providers
Christian Aid Kenya will only register those suppliers/service providers who meet the criteria as spelt out in this document.

1.4 Invitation of Pre-qualification
Suppliers/service providers registered with the Registrar of Companies under the Laws of Kenya in respect to merchandise or services are invited to submit the pre-qualification documents to the email address provided to be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

1.5 Experience
Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

1.6 Pre-qualification Document & Tender Fee
This document includes questionnaire forms and documents required of prospective Suppliers/service providers. To be considered for pre-qualification:

1.6.1 Suppliers/service providers must provide all information herein requested.
1.6.2 The suppliers must pay a non-refundable fee of **Kshs 2000** per tender. Payments should be done to Christian Aid bank account provided below and the deposit slip attached to the prequalification document.

**Bank Details:**
- **Account Name:** CHRISTIAN AID
- **Account Number:** 010442229100
- **Bank Name:** STANDARD CHARTERED BANK
- **Bank Address:** KENYATTA AVENUE NAIROBI
- **SWIFT or Intermediate Bank:** SCBLKENXXX
- **Bank Account Currency:** KES

1.7 **Distribution of Pre-qualification Document**
A copy of the completed pre-qualification data and other required information shall be submitted to reach: kenya-tenders@christian-aid.org not later than 30th November 2018 at 5.00pm

1.8 **Additional Information**
Christian Aid Kenya reserves the right to request submission of additional information from prospective bidders.

1.9 Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by Christian Aid Kenya after scoring at least 70 points on completion of the pre-qualification evaluation process.

2. **BRIEF CONTRACT REGULATIONS**

2.1 **Contract Price**
The contract shall be of unit price type or cumulative unit price and quantities required. Quantities may increase or decrease as determined by demand.

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

3. **PRE-QUALIFICATION AND DATA INSTRUCTIONS**

3.1 **Pre-qualification Data Forms**
The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

3.1.1 Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.
3.2 Qualification
3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Christian Aid Kenya in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Christian Aid Kenya, they possess capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

3.3 Essential Criteria for Pre-qualification
3.3.1 (a) Prospective bidders must have at least 2 years’ experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contract.

(b) Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice

3.3.2 Personnel
The names and pertinent information of the personnel to execute the contract must be indicated in form PQ-3.

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 letter of reference from their bankers regarding suppliers/service providers credit position. Potential suppliers/service providers will be pre-qualified on the basis of information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and work in progress. These should be provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance Contract
Past performance will be given due consideration in pre—qualifying of bidders. Letters of reference from past customers must be included in Form PQ-6

3.4 Statement Application
Statement Application must include a sworn statement (Form PQ-8) by the tenderer vouching for the accuracy of the information provided.
3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre—qualified 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 in ownership or new commitments, Christian Aid Kenya reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.6

The firm must have a fixed Business Premise and be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.

3.6.1 The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate.

3.7 Pre-qualification Criteria

Suppliers shall be qualified based on information and data as scored per the following forms:

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Form Type</th>
<th>Points Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Registration Document</td>
<td>PQ-1</td>
<td>20</td>
</tr>
<tr>
<td>2 Pre-qualification Data</td>
<td>PQ-2</td>
<td>10</td>
</tr>
<tr>
<td>3 Financial Position</td>
<td>PQ-3</td>
<td>15</td>
</tr>
<tr>
<td>4 Past Experience</td>
<td>PQ-4</td>
<td>20</td>
</tr>
<tr>
<td>5 Sworn Statement</td>
<td>PQ-5</td>
<td>5</td>
</tr>
<tr>
<td>6 Confidential Questionnaire</td>
<td>PQ-6</td>
<td>20</td>
</tr>
<tr>
<td>7 Tax Compliance</td>
<td>PQ-7</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

3.8 Qualification Mark

The qualification mark is **70 points** and above.

The preliminary evaluation of the suppliers in 3.7 will be scored out of 100. The pass mark for the preliminary evaluation shall be 70/100 and above. Any supplier who scores 70 marks and above will be successful.
4. **FORM PQ-1 PREQUALIFICATION DOCUMENTATION**

All firms must provide:

a) Copies of Certificate of Registration or Incorporation
b) Copy of VAT Registration Certificate
c) Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
d) Copies of PIN Certificates of Firm/Company
e) List of ongoing contracts (goods/services)
f) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number
g) Bank references
h) Company profile that shall include details of the management team
i) Transport firms must attach evidence of having taken all the insurance covers
j) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities
k) Air Ticketing firms must be IATA registered

**N/B:** Prospective suppliers must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof.
5. FORM PQ-2 PREQUALIFICATION DATA

1. Service Provider Identification

   Legal Name of Firm

   Post Office Address

   Legal Office Address

   City ___________________    Country ___________________

   Telephone Number

   Contact Person

   Title

2. Organization & Business Information

   Management Personnel

3. Net Worth Equivalent

4. Bank Reference and Address

   ______________________________________________
6. FORM PQ-3 FINANCIAL POSITION
Attach a copy of firm’s two recent and certified financial statements giving summary of assets and current liabilities/or any other financial support.

7. FORM PQ-4 PAST EXPERIENCE
Names of the Applicants Clients in the last two years

1. Name of 1st Client (Organization)
   i) Name of Organization ______________________________
   ii) Address of Organization ______________________________
   iii) Name of Contact Person at the Organization ______________
   iv) Telephone Number of Organization ________________________
   v) Value of Contract ____________________________________
   vi) Date of Contract (Date) ________________________________

2. Name of 2nd Client (Organization)
   i) Name of Organization ________________________________
   ii) Address of Organization ________________________________
   iii) Name of Contact Person at the Organization ______________
   iv) Telephone Number of Organization ________________________
   v) Value of Contract ____________________________________
   vi) Date of Contract (Date) ________________________________
3. Name of 3rd Client (Organization)
   i) Name of Organization ________________________________
   
   ii) Address of Organization ______________________________
   
   iii) Name of Contact Person at the Organization _________________
   
   iv) Telephone Number of Organization ____________________________
   
   v) Value of Contract ________________________________
   
   vii) Date of Contract (Date) ________________________________
8. FORM PQ-5 SWORN STATEMENT

SWORN STATEMENT

Having studied the pre-qualification information 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 we acknowledge that this grants us the right to participate in due time in submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.

d) We enclose all the required documents and information required for the prequalification evaluation.

Date _________________________________

Applicant’s Name ________________________________

Represented By ________________________________

Signature ________________________________

(Full name and designation of the person signing and stamp or seal)
9. FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE
You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in 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 Premises ___________________________________________

Plot No ___________ Street/Road _________________________________

Postal Address ___________________ Telephone No ______________

Nature if Business _____________________________________________

Current Trade License No ___________ Expiring Date _______________

Maximum value of business which you can handle at one time in Kshs _________

Name of your Bankers ____________________ Branch ________________

PART 2 (A) – SOLE PROPRIETOR

Full Name _____________________________ Age _________

Nationality _______________ Country of Origin ________________

Citizenship Details ___________________________________________
**PART 2 (B) – PARTNERSHIP**

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality Citizenship</th>
<th>Details</th>
<th>Shares</th>
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<td>1)</td>
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**PART 2 (C) – REGISTERED COMPANY**

Private or Public

State the nominal and issue capital of the company

Nominal Kshs

Issued Kshs

Give details of all directors as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality Citizenship</th>
<th>Details</th>
<th>Shares</th>
</tr>
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4) 

5) 

Date 

Signature & Stamp of Tenderer 

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.
10. FORM PQ-7 LITIGATION HISTORY

Name of Supplier/Service Provider should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<table>
<thead>
<tr>
<th>Year</th>
<th>Award for or Against</th>
<th>Name of Client, Cause of Litigation and Matter in Dispute</th>
<th>Disputed Amount (Current Value, Kshs Equivalent)</th>
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