



NEPAD KENYA SECRETARIAT

TENDER NO: NEPAD/PQ/01/2015-2017

FOR

**PREQUALIFICATION FOR SUPPLY/PROVISION OF GOODS & SERVICES FOR
THE FINANCIAL YEAR 2015/2016 & 2016/2017**

MAY, 2015

CATEGORY APPLIED FOR:

REFERENCE CODE

CATEGORY DESCRIPTION

PRE-QUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE FINANCIAL YEARS 2015-2017

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SECTION I: INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS

The **NEPAD Kenya Secretariat** is a semi-autonomous body established in 2003 under the Ministry of Devolution and Planning. The **NEPAD Kenya Secretariat** serves as an operational coordinating secretariat for implementation of the NEPAD priority programmes and APRM. It serves to intensify national institutions participation in the activities of NEPAD and oversees regional projects that have a direct link with national priorities.

The Secretariat hereby invites applications for prequalification of suppliers for the provision of goods and services for the period ending 30th June 2017. Interested eligible suppliers are invited to apply indicating the code number and category of goods or services they wish to supply.

REFERENCE CODE	CATEGORY DESCRIPTION	TARGET GROUP
PART A: TENDER CATEGORY		
NEPAD/P/001/2015-2017	Provision of Insurance Cover	Open

PART B: PREQUALIFICATION CATEGORY		
NEPAD/P/1/2015-2017	Supply and delivery of General Office Stationery, Computer stationery and Computer related consumables.	Special Groups
NEPAD/P/2/2015-2017	Supply and delivery of Branded items such as Umbrellas, shirts, flash disks, banners, etc.	Special Groups
NEPAD/P/3/2015-2017	Supply of Staff Uniforms, Protective Clothing, Footwear and Curtains	Special Groups
NEPAD/P/4/2015-2017	Supply and delivery of Computers, laptops, ipad/tablets, shredders, server and related accessories	Open
NEPAD/P/5/2015-2017	Supply, delivery and installation of Computers Software's and systems.	Open
NEPAD/P/6/2015-2017	Supply of PABX, telephone heads and other telecommunication equipment and accessories.	Special Groups
NEPAD/P/7/2015-2017	Supply of Dispensers, Drinking Water And Disposables	Special Groups
NEPAD/P/8/2015-2017	Supply and delivery of Office Furniture, furnishings and fittings and equipment	Open

NEPAD/P/9/2015-2017	Supply and delivery of Motor Vehicle Tyres, Tubes and Batteries	Open
NEPAD/P/10/2015-2017	Supply and delivery of Computer and Photocopier Consumables.	Special Groups
NEPAD/P/11/2015-2017	Supply of Newspapers , Magazines and Periodicals	Special Groups
NEPAD/P/12/2015-2017	Supply and delivery of office utilities(Kitchen supplies e.g. milk, sugar)	Special Groups
NEPAD/P/13/2015-2017	Supply of Electronic/Electrical items & equipment(mobile phones, calculators)	Special Groups

PROVISION OF WORKS/SERVICES		
NEPAD/P/14/2015-2017	Provision of Design, Artwork and Printing Services for brochures and promotional material	Special Groups
NEPAD/P/15/2015-2017	Provision of Cleaning, Sanitary and Fumigation services	Open
NEPAD/P/16/2015-2017	Provision of Catering Services	Open
NEPAD/P/17/2015-2017	Provision of Courier/Mail Services	Open
NEPAD/P/18/2015-2017	Provision of Events Management & Organization Services	Special Groups
NEPAD/P/19/2015-2017	Provision of Internet Services	Open
NEPAD/P/20/2015-2017	Provision of Repair and Maintenance of Computer Hardware & IT related services	Open
NEPAD/P/21/2015-2017	Provision of Air Ticket and Tours & Travel Services	Open
NEPAD/P/22/2015-2017	Provision of Transport/Car Hire services (Tour Vans, Salon cars, 4-Wheel Drive, as and when required)	Open
NEPAD/P/23/2015-2017	Provision of Branding and Communication Services/ Agencies	Open
NEPAD/P/24/2015-2017	Supply of Floral arrangements and maintenance of indoor plants	Open
NEPAD/P/25/2015-2017	Small Building works e.g. Renovations, Partitioning, Painting, Plumbing and related services.	Open
NEPAD/P/26/2015-2017	Provision of Hospitality Services (Hotel accommodation and Conference facilities)	Open
NEPAD/P/27/2015-2017	Repairs and Servicing of Motor vehicles	Open

Note: Special groups represent Youth, Women and People living with Disabilities as described in the Public Procurement and Disposal (Amendment) Regulation 2013.

The prequalification documents containing the qualification requirements may be downloaded from the NEPAD website: www.nepadkenya.org and the Kenya government official website: www.supplier.treasury.go.ke.

The shortlisted/prequalified firms will also be posted on the same website.

Completed prequalification/tender documents enclosed in plain sealed envelope, clearly marked with the reference code and category description should be addressed and be delivered to;

THE CHIEF EXECUTIVE OFFICER,

NEPAD KENYA SECRETARIAT

LIAISON HOUSE, 4TH FLOOR,

STATE HOUSE AVENUE.

P.O.BOX 46270-00100

NAIROBI, KENYA

Or be deposited in the Tender Box provided on **4th floor, Liaison House, State House Avenue** so as to reach on or before **10.00 am** on the closing date **12TH JUNE, 2015**

Bids submitted later than this date and time shall be immediately returned unopened. Opening of bids will take place immediately thereafter in the presence of bidders/their representatives who choose to attend.

Note that each category must be submitted in a separate envelope.

SECTION II: INFORMATION TO CANDIDATES

1. Introduction

- 1.1 The NEPAD Kenya Secretariat will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their bids/tenders in accordance with the tender requirements to undertake the assignments described herein.
- 1.2 Bidders are invited to submit a prequalification tender for the supply of goods, and services in the categories.
- 1.3 The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.4 The Secretariat does not bind itself to assign supply of goods and services but shall endeavor to ensure tenders for specific goods and services will be treated equitably.
- 1.5 Applicants will be informed through the website (www.nepadkenya.org) of the results of the application.
- 1.6 Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7 It is the Secretariat's policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, the Secretariat:
 - a) Defines for the purpose of this provision, the terms set forth below as follows:
 - i) "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and
 - ii) "**Fraudulent practice**" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (NEPAD) of the benefits of free and open competition.
 - b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;

- c) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;
- d) Will have the right to examine financial records relating to the performance of such services to determine capability;
- e) Will have the right to inspect the business premises of the tenderer;
- f) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;
- g) Will declare a Tender ineligible for prequalification if at any time the Board determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
- h) Will declare a Tender ineligible for pre-qualification if at any time the Secretariat determines that the tenderer is related to an employee of the organization or a Member of Tender/Procurement committees of the Secretariat unless otherwise pre-declared to avoid conflict of interest.
- i) Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.

1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

1.9 Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2005 and the Public Procurement and Disposal Regulations, 2006.

2. Clarification of Documents

2.1 A prospective tenderer making inquiries of the tender document may notify the Secretariat by post or by email at the Secretariat's address indicated in the Invitation to Tender.

The Secretariat will respond in writing to any request for clarification of the tender Document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the Secretariat.

2.2 The Secretariat shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

3. Language of Tender

3.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Secretariat shall be written in English language.

4. Documents Comprising the Tender

4.1 This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

5. Submission of Application

5.1 The Pre-qualification document shall be prepared in indelible ink. It shall contain no Interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the pre-qualification document.

5.2 The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **12TH JUNE, 2015, 10.00a.m.**

5.3 Any tender received after the deadline in clause 5.2 shall be rejected as a late tender and shall not be considered.

6. Eligible Candidates

6.1 This prequalification document is open to all candidates who are eligible including Youth, Women and Persons with Disability (PWD) as defined in Kenya's Public Procurement Law and Regulations. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

7. Tender Evaluation

7.1 The Secretariat will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

7.2 Tenderers shall not contact the Secretariat on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Secretariat in the evaluation shall result in the cancellation of their tender.

7.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's Legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

7.4 The applicants must have registered offices and the Secretariat reserves the discretion of

visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

7.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, or services as and when required.

7.6 The Secretariat reserves the right to accept or reject any or all tenders.

7.7 There shall be two phases of carrying out the evaluation of pre-qualification applications:

- a) Preliminary Evaluation
- b) Technical Evaluation.

7.7.1 Preliminary Evaluation

a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- 1) Certificate of Incorporation / Registration ;(**All bidders**)
- 2) PIN/VAT Certificate ;(**All bidders**)
- 3) Current Tax Compliance Certificate ;(**All bidders**)
- 4) Three (3) letters of commendation from your corporate/major clients; (**All bidders**)
- 5) Completed Confidential Business Questionnaire ;(**All bidders**)
- 6) Audited accounts for the last two years and 6 months Bank Statements; (**Open Group**)
- 7) Company profile (**All bidders**)

c) Incomplete submissions shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.

d) A list shall be compiled for those Tenderers who pass the preliminary evaluation to be evaluated in detail.

7.7.2 Technical Evaluation

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list;

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Details of the applicants' organizational structure, financial capability, annual turnover for the last two years, experience in the relevant field, available resources

and references will be assessed as follows: ((**Excluding Women, Youth & Persons With Disability group**)).

7.8. Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre- qualification results is made to all applicants.

7.9 Once the list of those who succeeded to be prequalified has been approved and ratified by the Tender Committee, the Secretariat shall notify in writing all those applicants who have been pre-qualified.

Evaluation Criteria	Max. Score	Score Awarded	Remarks
<p>Company Profile:</p> <p>a) Provide company profile showing names of Directors, management team and general structure of the company.</p> <p>b) Certification by regulatory/affiliation bodies (attach copy)</p> <p>c) State number of Permanent and Temporary employees</p> <p>d) Any quality standards certifications?</p>	<p>10</p> <p>5</p> <p>5</p> <p>5</p>		
<p>Experience:</p> <p>a) Number of years in the business (maximum score for five years and above);</p> <p>b) List (and provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided and value of goods/service.</p>	<p>10</p> <p>15</p>		
<p>Physical Facilities:</p> <p>a) Provide evidence of availability of office premise (copy of title deed, lease/tenancy agreement or utility bill);</p>	10		
<p>Financial Capacity:</p>	15		

a) Provide audited accounts for the last 2 years and 6 months bank statements; b) Demonstrate access to credit facilities;	10		
Provide qualifications and experience of 3 key personnel (attach CVs)	15		
TOTAL SCORE	100		

NB Pass mark is 70% and above

8. Confidentiality

8.1 Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the Tenderers until the pre-qualified firms have been advised accordingly

SECTION III: STANDARD FORMS

Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 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 1 – General:

Business Name

Location of business premises.....

Plot No..... Street/Road.....

Postal Address Tel: No.....

Fax..... E-mail.....

Nature of Business

Registration Certificate No.....

PIN No..... VAT Reg.No

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.....

Part 2 (b) Partnership

Give details of partners as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

Part 2 (c) – Registered Company

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

Name Nationality Citizenship Details Shares

1.....

2.....

3.

4.

5.

* If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

PAST PERFORMANCE & EXPERIENCE

a) Please provide at least four (4) major supplies/projects/assignments you have undertaken relevant to the job you are bidding for performed over the last three (3) years,

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) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

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) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

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) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Name of 4th 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 documentary evidence of existence of contract)

b) Trade References

Attach at least four (4) current letters of recommendation from reputable organizations that you have supplied goods, works/service for the last three years.

c) Name and address of your Bankers

.....
.....
.....

d) Have you ever had an order/contract issued and cancelled in whole or part by NEPAD
Yes/No

If yes give reasons for cancellation

.....

e) Do you have any objection in NEPAD obtaining a confidential financial report from your
bankers?.....

f) Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....
.....
.....

BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential NEPAD Kenya Secretariat supplier.

PARTICULARS	RESPONSE
Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission or similar authority in the country in which your organization is established?	
Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	

SWORN STATEMENT

I/We declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaires (and any supporting documentation) are correct. We understand that any misrepresentation will render my organization ineligible to participate in any future business activities with NEPAD Kenya Secretariat. Having studied the pre-qualification information for the above provision of goods, works or services applied for I/We hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I/We understand that any misrepresentation will render my/our organization ineligible to participate in any future business activities with NEPAD Kenya Secretariat
2. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with the Secretariat/Members of Staff.
5. We understand you are not bound to accept either in part or whole any tender you receive.
6. We have not been debarred from participating in Public Procurement Proceedings.

Applicant's Name.....

Represented by

Signature.....

Date: