



REQUEST FOR PREQUALIFICATION

27TH OCTOBER, 2020 TO 23RD NOVEMBER, 2020

Kesho Kenya wishes to invite all interested, eligible and qualified firms to submit sealed applications for purposes of prequalifying suppliers/ service providers for provision of goods, works and services under the listed categories for the period 2021-2022.

CATEGORY: PRE-QUALIFICATION FOR PROVISION OF GOODS, WORKS & SERVICES

Reference No	CATEGORY A: SUPPLY OF GOODS
KK/01/2021-22	Supply of stationery
KK/02/2021-22	General office supplies (e.g. soda, milk, water, sugar, etc)
KK/03/2021-22	Supply and maintenance of photocopiers, scanners, computers, printers, uninterruptible power supply (UPS), laptops, software, toners and accessories
KK/04/2021-22	Supply of branded items and promotional materials
KK/05/2021-22	Supply, installation and maintenance of fire and security alarms equipment and systems
KK/06/2021-22	Supply of motor vehicle/ cycle parts
KK/07/2021-22	Supply of office furniture, fittings and fixtures
KK/08/2021-22	Supply of PPEs (sanitizers, face masks, handwashing detergents, etc.)
KK/09/2021-22	Supply of school uniforms
KK/10/2021-22	Supply of school packs and dignity packs
	CATEGORY B: PROVISION OF SERVICES
KK/11/2021-22	Provision of catering services
KK/12/2021-22	Provision of air travel, reservation and ticketing services
KK/13/2021-22	Provision of sanitary, fumigation, pest control and cleaning service
KK/14/2021-22	Provision of courier and mail delivery services
KK/15/2021-22	Provision of hotel accommodation and conference facilities
KK/16/2021-22	Servicing, repair and maintenance of vehicles
KK/17/2021-22	Provision of car hire and taxi services
KK/18/2021-22	Provision of events equipment (tents, chairs, public address and DJ services)
KK/19/2021-22	Provision of video and photography, animation clips and illustrations
KK/20/2021-22	Provision of team building services e.g. animators, capacity builders



The bidder may download detailed information from the website <http://keshokenya.org/>. Completed pre-qualification documents must be submitted in plain sealed envelope clearly marked with the **category reference number and title**. The documents can be delivered and deposited in the tender boxes at either of our offices in Kilifi and Kwale. Detailed submission instructions will be in the prequalification document.

All application documents **MUST** be received **on or before 11:00 am on Monday 23rd November 2020**.

Kesho Kenya reserves the right to accept or reject any application and is not bound to give reason for its decision

GENERAL INSTRUCTIONS

1. You requested to provide all the general information as per the prequalification document.
2. Kesho Kenya 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. Kesho Kenya 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 pre-qualification document should be submitted **spiral/bound** and properly page numbered. Kesho Kenya shall not be responsible for loss of documents not bound/loose.

1. PRE- QUALIFICATION INSTRUCTIONS

Introduction

Kesho Kenya would like to invite interested firms who must qualify by meeting the set criteria as provided to perform the contract for supply and delivery of various goods, works and services.

Pre- qualification Objectives

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

Invitation of Pre- qualification

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



Experience

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

Additional Information

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

Request for Quotation/Tenders

These will be made available only to those bidders whose qualification are accepted by Kesho Kenya after meeting all the mandatory criteria and scoring 80% and above in the detailed technical evaluation.

Right Reserved

This pre-qualification does not obligate Kesho Kenya to complete the prequalification process. Kesho Kenya reserves the right to amend any segment of the prequalification prior to announcement of a selected Company. In case of such amendment, all respondents will be afforded the opportunity to revise their documents to accommodate the pre-qualification amendment. Kesho Kenya also reserves the right to remove one or more of the services from consideration for this contract should the evaluation show that it is in Kesho Kenya best interested to do so.

Submission Instruction

Completed prequalification documents in plain sealed envelope clearly marked with the **category reference number and title** should be addressed to:

THE SECRETARY,

KESHO KENYA TENDER COMMITTEE,

P.O BOX 997-80108,

KILIFI, KENYA.

and delivered to the Tender Box at the reception of the below Kesho Kenya offices on or before **11:00am on Monday 23rd November 2020.**

- Kesho Kenya Kilifi Offices (Jacob's Building 2nd Floor next to Khairat Medical Clinic)
- Kesho Kenya Kwale Offices (Daraad Area, behind Nyumba ya Watoto, Ukunda)

“Kesho Kenya reserves the right to accept or reject any bid and is not bound to give reasons for its decision “



Pre-Qualification Data Instructions

The attached questionnaire forms described are to be completed by prospective suppliers/contractors who wish to be prequalified.

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.

Qualification

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

Prospective bidders will not be considered qualified unless in the judgement of Kesho Kenya 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.

2. ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

Experience

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

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

Personnel

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

Past Performance

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

Statement

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



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, Kesho Kenya reserve the right to reject the tender from such a bidder even though they have been initially prequalified

Registration

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

3. PRE - QUALIFICATION REGISTRATION

Documentation (Tender Submission Requirements)

All the 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 the **Valid Tax Compliance Certificate** from KRA (Mandatory)
4. Submit a copy of the **Current Trade License/Business Permit** from local county (Mandatory)
5. Submit a copy of **Comprehensive PSV Insurance Covers** for bidders for provision of hire of transport services (Mandatory)
6. Trainer firm should provide proof that they are registered with **NITA** (Mandatory)
7. Professionals must submit **Practicing Certificates and Certificate of goods standing from the professional bodies.**
8. Submit at least **2 Letters of Recommendation** from current clients/ organizations where the company is providing similar services (At least 2 recommendation letters).
9. Submit your **Company's Profile** and company manpower/staff capacity.
10. Fill and submit the confidential business questionnaire.
11. Submit CVs for senior staff.
12. Declaration- All firms must fill and sign the declaration form that they are not barred from participating in a procurement proceeding (Mandatory)
13. The latest audited financial statements.
14. Bank statement for the last 6 months.



CONFIDENTIAL BUSINESS QUESTIONNAIRE

1. GENERAL INFORMATION:

Category Applied: _____

Company Name: _____

P.O. Box: _____ Town: _____ Postcode: _____

Telephone/ Mobile Number(s): _____

Email Address: _____

Physical Address: _____

Building: _____ Floor: _____

Plot Number: _____ Door: _____ Street: _____

Nature of Business: _____

Certificate of Registration/ Incorporation Number: _____ (Attach copy)

Trade License (mandatory) Number: _____ (Attach copy)

VAT/ Pin Certificate Number: _____ (Attach copy)

Tax Compliance Certificate Number: _____ (Attach copy)

NITA Registration (for training firms) Number: _____ (Attach copy)

NACOSTI Authorization (for research firms) Number: _____ (Attach copy)

Comprehensive PSV Insurance (for car hire firms) Number: _____ (Attach copy)

NCA Registration (for construction firms) Number: _____ (Attach copy)

Membership to professional bodies (for air travel agency): _____ (Attach copy)

Contact Persons:

Name: _____ Position: _____

Email: _____ Mobile No: _____

Name: _____ Position: _____

Email: _____ Mobile No: _____



Kesho Kenya

2. COMPANY PROFILE (Submit a copy)

A. Name 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 2 years _____

D. Referees

Name of company _____

Postal address _____

Contact person _____

Signature _____

Name of company _____

Postal address _____

Contact person _____

Signature _____



Name of company _____

Postal address _____

Contact person _____

Signature _____

Scope of clientele – (Attach at least two current letters of recommendation from reputable organizations that you have been providing similar services for the last two years).

E. Customer Service

Do you have a dedicated customer helpdesk? _____

Do you carry out customer satisfaction surveys? _____

Do you have a customer technical back up team? _____

N/B: You will be required to separately attach a COMPREHENSIVE COMPANY PROFILE detailing ALL the requested information.

3. 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 Kesho Kenya.

B. Magnitude of Business

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

C. Credit Period

Please indicate the credit period you are willing to offer Kesho Kenya

D. Annual Turnover

What is your annual turnover _____?



4. DECLARATION STATEMENT/ FORM

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 Kesho Kenya 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 practicing in any procurement proceeding

Name _____ Designation _____

Signature _____

Name _____ Designation _____

Signature _____

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–Mandatory
5. Submit a copy of the **comprehensive PSV insurance cover** for car hire firms – Mandatory
6. Copy of **NITA registration certificate** for training firms –Mandatory
7. Copy of **NCA registration certificate** for construction firms –Mandatory
8. Copy of **practicing certificate and certificate of good standing** for professional bodies – Mandatory
9. Declaration form – **MUST BESIGNED**

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	Points/Marks
1.	Company experience <ul style="list-style-type: none">• Number of years in operation• Recommendation letters (At least 2)	
2.	Referees <ul style="list-style-type: none">• Submission of filled referee form from your current/past clients	
3.	Company Profile <ul style="list-style-type: none">• Submission of company profile• Indication of manpower/personnel capacity	
4.	Supplier details <ul style="list-style-type: none">• Filling of confidential questionnaire• Confirmation of physical address	
5.	Declaration statement <ul style="list-style-type: none">• Filing, signing and rubber stamping of declaration statement	
Total marks		100

N/B: The qualification points / marks is 80 and above

Child Protection:

As a child focused organization, we take extra precautions regarding the engagement of associates and suppliers. All associated will be requested to confirm conformance with the Kesho Kenya Child Protection Policy during the period of engagement.