



NEPAD / APRM KENYA SECRETARIAT

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PRQ. NEPAD/2021-2022

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/ CONTRACTORS FOR
SUPPLY/PROVISION OF GOODS, WORKS & SERVICES FOR 2021/2022 AND 2022-
2023 FINANCIAL YEAR**

FIRM'S NAME:

CATEGORY NO. :

ITEM DESCRIPTION:.....

TARGET GROUP:.....

If AGPO registered firm, please specify the category:-

YOUTH.....

WOMEN.....

PWD.....

CLOSING DATE: TUESDAY, 25TH MAY, 2021 AT 10.00A.M

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/ CONTRACTORS FOR SUPPLY/PROVISION OF GOODS, WORKS & SERVICES FOR 2021/2022 AND 2022-2023 FINANCIAL YEAR

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TENDER NOTICE

PREQUALIFICATION OF SUPPLIERS/ CONTRACTORS FOR THE SUPPLY OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2021/2022 AND 2022-2023: TENDER NO. NEPAD/PRE/001/2021-2022

The NEPAD/APRM Kenya Secretariat is in the process of pre-qualifying Suppliers/Contractors for the supply/provision of various Goods, Works and Services for a two year period ending 30th June 2023. Interested and eligible Suppliers/Contractors specializing in the various categories of supply/provision of goods and services mentioned here below are invited to apply for prequalification:-

1.SUPPLY OF GOODS	
CATEGORY NO.	ITEM DESCRIPTION
NEPAD/PRE/001/2021-2022	Supply of General Office Stationery(This category is reserved for the disadvantaged groups)
NEPAD/PRE/002/2021-2022	Supply and delivery of Office Furniture, Furnishings ,Fittings and Equipment
NEPAD/PRE/003/2021-2022	Supply and delivery of Motor Vehicle Tyres, Tubes and Batteries
NEPAD/PRE/004/2021-2022	Supply of Staff uniforms, foot wear , Protective clothing and CMT Charges (This category is reserved for the disadvantaged groups)
NEPAD/PRE/005/2021-2022	Supply of Newspapers, Magazines and Periodicals(This category is reserved for the disadvantaged groups)
NEPAD/PRE/006/2021-2022	Supply of Airtime/Pre-paid Telephone Cards(This category is reserved for the disadvantaged groups)
NEPAD/PRE/007/2021-2022	Supply of Computer [hardware, software, firewall and consumables] and Photocopier/Printer Consumables (This category is reserved for the disadvantaged groups)
NEPAD/PRE/008/2021-2022	Supply of Mobile phones
NEPAD/PRE/009/2021-2022	Supply of Fuel, Oil and Lubricants
NEPAD/PRE/010/2021-2022	Supply of Video conferencing equipment
2.PROVISION OF SERVICES	
NEPAD/PRE/011/2021-2022	Provision of Air travel and ticketing services – both Local and International Travel (IATA Registered Firms Only)
NEPAD/PRE/012/2021-2022	Provision of Outside catering services
NEPAD/PRE/013/2021-2022	Supply and Provision of Design, Artwork, Colour separation and Printing of Accountable documents, Promotional and Publicity materials. (This category is reserved for the disadvantaged groups)

NEPAD/PRE/014/2021-2022	Provision of General Printing Services
NEPAD/PRE/015/2021-2022	Provision of engraving and marking of Secretariat's Assets (This category is reserved for the disadvantaged groups)
NEPAD/PRE/016/2021-2022	Repair and maintenance of ICT equipment, servers, Desktops Computers, Local Area Network, Printers, UPS etc
NEPAD/PRE/017/2021-2022	Provision of cleaning services for curtains, carpets, sofa sets and other related upholstery (This category is reserved for the disadvantaged groups)
NEPAD/PRE/018/2021-2022	Provision of Cleaning Services-Office building
NEPAD/PRE/019/2021-2022	Repair, Maintenance and Servicing of Motor vehicles (CM & TE Registered Firms Only)
NEPAD/PRE/020/2021-2022	Provision of Pest Control and fumigation services (This category is reserved for the disadvantaged groups)
NEPAD/PRE/021/2021-2022	Repair, Servicing and maintenance of Photocopiers and other related office equipment, other than where there is dealership contract(s)
NEPAD/PRE/022/2021-2022	Repair and Maintenance of CCTV, Air conditioners and Access Control Equipment [Biometrics]
NEPAD/PRE/023/2021-2022	Provision of internet services
NEPAD/PRE/024/2021-2022	Provision of Transport/Car Hire services (Tour Vans, Salon cars, 4-Wheel Drive)
NEPAD/PRE/025/2021-2022	Provision of Hospitality Services (Hotel Accommodation and Conference facilities)
NEPAD/PRE/026/2021-2022	Provision of Translation and Interpretation Services
NEPAD/PRE/027/2021-2022	Supply and Maintenance of indoor plants
NEPAD/PRE/028/2021-2022	Provision of Courier/Mail Services
NEPAD/PRE/029/2021-2022	Provision of Assets Branding and Coding Services
NEPAD/PRE/030/2021-2022	Provision of Documentary Production, Videography & Photography
NEPAD/PRE/031/2021-2022	Provision of installation and commissioning of video conferencing equipment
3. PROVISION OF CONSULTANCY SERVICES	
NEPAD/PRE/032/2021-2022	Provision of Event Management Consultancy services (This category is reserved for the disadvantaged groups)
NEPAD/PRE/033/2021-2022	Provision of Public Relations and Branding and Communication Consultancy services

NEPAD/PRE/034/2021-2022	Consultancy on Customer Satisfaction Surveys, Employee Satisfaction, ISO, Work Environment, Training Needs Assessment and Baseline Surveys
NEPAD/PRE/035/2021-2022	Provision of Training and Capacity Building Services
NEPAD/PRE/036/2021-2022	Provision of Asset Valuation Services
NEPAD/PRE/037/2021-2022	Provision of Team building activities
4.PROVISION OF MINOR WORKS	
NEPAD/PRE/038/2021-2022	Small Building works e.g. Renovations, Partitioning, Painting, Plumbing and related services

The Pre-qualification/Registration of suppliers/contractors documents detailing relevant terms and conditions may be obtained at No cost from the Secretariat's website www.nepadaprmkenya.go.ke

Duly completed Pre-qualification/Registration documents in plain sealed envelopes clearly marked with the Tender Number and/or Pre-qualification Category No. should be addressed as indicated below;

**The Chief Executive Officer,
NEPAD/APRM Kenya Secretariat,
Liaison House, 4th Floor,
State House Avenue
P. O. Box 46270-00100,
Nairobi.**

And deposited in the **Tender Box** at the 4th floor Liaison House Building, State House Avenue, Nairobi, so as to be received on or before **25th May, 2021 at 10.00 a.m** (date and time provided here above.) Applications/tenders will be opened immediately thereafter at the Boardroom on the 4th floor Liaison House, in the presence of candidates or their representatives who may wish to attend.

Any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

Late bids shall not be accepted

1.0 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

NEPAD/APRM Kenya Secretariat would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring entity to perform the contract of supply and delivery of goods and provision of services to the government.

1.2 Project Object

The main objective of this part is to pre-qualify for supply and delivery of assorted items and also provide services under relevant tender categories in the NEPAD/APRM Kenya Secretariat as and when required during the financial period ending 30th June, 2023.

1.3 Invitation of Pre-Qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Chief Executive Officer, NEPAD/APRM Kenya Secretariat so that they may be pre-qualified for submission of tenders. Applications will be submitted, singly as per category. The Client requires prospective suppliers/contractors to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-Qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification prospective suppliers must submit all the information herein requested and as per Public Procurement and Disposal Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

1.7 Distribution of Pre-qualification Documents

Completed pre-qualification data and other requested information shall be submitted so as to reach:-

**The Chief Executive Officer,
NEPAD/APRM Kenya Secretariat,
P. O. Box 46270-00100,
Nairobi.**

Not later than 10.00 a.m. (Local time) on 25TH MAY, 2021

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Chief Executive Officer, attention to the Head, Supply Chain Management, whose address is given in paragraph 1.7 above.

1.9 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations Bidding documents

(Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Government after scoring more than **70 points**, soon after the completion of the pre-qualification process.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

2.3 Contract price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer or tender.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the agreement.

3.0 PRE-QUALIFICATION 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, PQ8, are to be duly stamped, signed and completed by prospective suppliers/contractors who wish to be prequalified for submission of application for the specific tender.

3.1.1 The pre-qualified 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 in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the NEPAD/APRM Kenya Secretariat in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender category as described by the Client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of the NEPAD/APRM Kenya Secretariat 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.

3.3 Essential Criteria for Pre-qualification

(a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective candidates require 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 and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Candidate's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

3.4 Statement

Applicants must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/Government could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

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

Mandatory - Copy of current business license and Registration (by registrar of companies) in fields applied for.

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

3.7 Prequalification Criteria

Required Information	Form Type	Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Confidential Business Questionnaire	PQ-5	20
6. Past Experience	PQ-6	10
7. Sworn Statement	PQ-8	10
TOTAL		100

3.8 The qualification shall be 70 points and above.

FORM PQ-1 PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration.
2. Copy of PIN/VAT Registration Certificate of firm/company/individual.
3. Tax Compliance Certificate from Kenya Revenue Authority
4. AGPO/YOUTH/WOMEN/PWD Certificates for Specialized groups categories)

1. Types of Businesses.....

Legal name of firm.....

Post office address.....

Street and Address.....

City.....

Country

Telephone No.....

Person to contact.....

Title.....

2. Organization & Business Information.....

General Manager.....

Directors.....

Others.....

Partnership (if applicable).....

Names of Partners.....

3. Year of Business Registration.....

4. Under present management since.....

5. Net worth equivalent Kshs.....

6. Bank reference and address.....

Name of director/manager

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held

Construction/or service experience

a) Name of project.....

b) Character and nature of project.....

c) Contract value.....

d) Location of project.....

e) Period of project.....

f) Title and responsibility in project.....

g) Other.....

Proposed Technical Personnel

(a)

(b)

(c)

(d)

(e)

(f)

(g)

Proposed position in this project if contract is awarded.....

FORM PQ-4

FINANCIAL POSITION

Attach Audited Reports or

Attach bank statement for at least six months

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 Business premises.....

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

Postal Address.....Tel No.....

Nature of Business.....

Current Trade Licence No.....Expiry date.....

Maximum value of business which you handle at any one time K£.....

Name of your bankers.....Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Partnerships:

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capita of the company

Nominal K£.....

Issued K£.....

Give details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5.			

SignatureDate& Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration

FORM PQ-6: PAST EXPERIENCE

LIST NAMES OF AT LEAST FIVE (5) CLIENTS

(Give the contacts of the organization).

FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above tender category We/I hereby state: a.

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

b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.

c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.

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

Date:.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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