

PAMOJA TRUST

**PREQUALIFICATION OF SUPPLIERS FOR GOODS AND
SERVICES AND PROVISION OF SMALL
WORKS FOR FINANCIAL YEAR 2018-2020**

TENDER NO:
TENDER NAME/CATEGORY:
.....

1.0 INVITATION FOR PREQUALIFICATION (IFQ)

Tender No: -----

Tender Name: -----

1. PAMOJA TRUST hereinafter referred as “Procuring entity” intends to prequalify candidates for (particulars of the procurement).
2. Prequalification is open to all firms eligible as per the Kenyan procurement law.
3. Eligible candidates may obtain the prequalification document from and inspect the documents at the premises of Pamoja Trust. Documents can also be downloaded by visiting our website at www.pamojatrust.org Bid documents shall be accepted upon payment of a non-refundable fee of KES 2,000.00 (Kenya shillings Two thousand only) to be deposited in **NIC Bank Pamoja Trust A/C No. 100005588 Junction Branch**. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited at the office on or before 11:00 a.m. on 13th November 2018.
4. Tenders will be opened immediately thereafter and bidders’ representatives are invited to attend at Pamoja Trust boardroom.
5. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender/quote.
6. Pamoja Trust reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring liability to the affected tenderer or tenderers.

2.0 INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

PAMOJA TRUST invites applications from interested, eligible, capable individuals and firms for prequalification/Registration as suppliers and service providers for the year 2018-2020 in the following categories;

A: SUPPLY OF GOODS

CATEGORY CODE DESCRIPTION

- I. PT/01/18-20; Supply and delivery of general office stationery.
- II. PT/02/18-20; Supply and delivery of toners and cartridges.
- III. PT/03/18-20 Supply and delivery of computers, printers, projectors & accessories.
- IV. PT/03/18-20 Supply and delivery of office furniture, furnishings and fittings.
- V. PT/04/18-20 Supply and delivery of electrical fittings and material
- VI. PT/05/18-20 Supply and delivery of gas.
- VII. PT/06/18-20 Supply of drinking water

B: PROVISION OF SERVICES AND MINOR WORKS.

- I. PT/7/18-20 Provision of courier and mailing services (Firms Registered by CCK)
- II. PT/8/18-20 Provision of motor vehicles repairs, Carwash, servicing and maintenance services and fuelling
- III. PT/9/18-20 Provision of general printing services:
- IV. PT/10/18-20 Supply and Provision of design, artwork, advertising and branded promotional materials (Notebooks, T-Shirts, Pens, brochures, fliers, calendars, Diaries, banners, Roll-up banners, mugs, key holders, umbrellas, wall clocks, signage, ID
- V. PT/11/18-20 Provision of photographic and video services.
- VI. PT/12/18-20 Provision of Contracted Services for kitchen equipment repairs, electrical repairs, maintenance of Generators, cooling and refrigeration systems
- VII. PT/13/18-20 Repair and maintenance of Computers, Laptops, Printers, LCD Projectors, Scanners, Ups, Servers and other related ICT equipment and hardware
- VIII. PT/14/18-20 Minor Maintenance works, plumbing, electrical works, partitioning and painting of buildings, offices and structures (Firms registered by NCA). :
- IX. PT/15/18-20 provision of sanitary services
- X. PT/16/18-20 Provision of air ticketing services.
- XI. PT/17/18-20 Provision of catering services
- XII. PT/18/18-20 Hotel Conferencing/accommodation Services
- XIII. PT/19/18-20 Motor Vehicle Servicing

NB:

Those wishing to be prequalified in more than one category will be required to download and pay for additional pre-qualification documents for each category.

2.2 Submission of Application

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box as per the advertisement /invitation to tender

2.2.2 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Candidates

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of and applicant to perform the contract.

2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub suppliers, such sub suppliers and their inputs shall be described in the Standard Form 1 (General Information)

- 2.4.3 The applicant shall meet the minimum criteria specified in the IFQ
- (a) Average annual turnover as main supplier over the last years
 - (b) Successful experience as prime supplier in execution of at least three projects (within the last 3 years).

2.4.4. Personnel capabilities. The applicant must have suitably qualified personnel.

2.4.5 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal

2.4.6 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the cash flow for a period of the contract, net of the applicants' commitments for other contracts.

2.4.7 The audited Accounts for the last 3 years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.8 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5. Conflict of Interest

2.5.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.6 Updating Pre-qualification Information

2.6.1 Pre-qualified candidates shall be required to update the financial information used for pre-qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

3.0 PRE-QUALIFICATION EVALUATION CRITERIA

All information provided by the applicant may be subjected to confirmation by the procuring entity. Provision of false information shall lead to disqualification.

3.1 Preliminary/Mandatory Requirements

- a. The applicant shall submit the following mandatory documents and/or information:- Prequalification submission
- b. A copy of certificate of incorporation/registration
- c. Valid Tax Compliance Certificate
- d. Valid PIN Certificate
- e. Duly completed Confidential Business Questionnaire
- f. Attach a valid single business permit for 2018 from the respective county government).
- g. A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the Commencement of procurement proceedings.
- h. A certificate of registration with National Treasury or respective county government youth, women and PWD Groups. This group will not be required to provide three years Financial Statement where applicable.
- i. A valid National construction Authority (NCA 8) for those interested in General building Contractors attach at least owned vehicles logbooks, lease agreements for construction equipment's/machines e.g. dozer, grader, tipper lorry), attach A comprehensive C.V Of the company technical persons e.g. the site manager, project manager, Directors and audited accounts for the last three years.
- j. Must sequentially serialize all pages of the submitted document. Failure to which shall lead to automatic disqualification.
- k. Must provide IATA licenses to undertake air ticketing business

3.2 General Requirements

PAMOJA TRUST will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.

Pre-qualification will be based on meeting the minimum criteria.

- a. The applicants must have registered offices and PAMOJA TRUST reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- b. PAMOJA TRUST does not bind itself to assign services but shall endeavor to ensure that Applicants are treated equitably when opportunities arise.
- c. The applicant shall submit documents that are current and valid. All Documents submitted as copies shall be certified as true copies of originals.

4.0 CONFIDENTIALITY

Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

5.0 LETTER OF APPLICATION

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

6.0 STANDARD FORMS

6.1 PRE-QUALIFICATION SUBMISSION FORM

TO:

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Dear Sir/Madam,

Having examined the Pre-qualification documents including Addenda Nos.
The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.
Our submission is binding to us for 120 days and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
We understand you are not bound to accept any submission you may receive.

Dated this day of 20

[Signature) (In the capacity of]
Duly authorized to sign on behalf of
Tel. No.
Email

6.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give PAMOJA TRUST, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar’s office, bankers etc

Signed

For and on behalf of

In the capacity of

Dated this..... day of20.....

Company’s rubber Stamp

6.3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

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 (a MUST).....

Plot No, (a MUST).....

Street/Road (a MUST).....

Postal address (a MUST)

Tel No(s) (a MUST)

Email (a MUST).....

Nature of Business.....

Registration Certificate No.....

Maximum value of business, which you can handle at any one time – Kshs.....

Name of your bankers.....

Branch.....

Note: (A MUST) is a requirement for every purpose of easy location and all communications.

Part 2 (a) – Sole Proprietor

Your name in full.....

Age.....

Nationality.....

Youth/Woman/Person with Disability (indicate)

.....

Citizen Contractor (Indicate).....

Part 2 (b) – Partnership

Give details of partners as follows

Name Nationality Citizenship details Shares

1.

2.

3.

4.

Youth/Women/Persons with Disability

(indicate).....

Citizen Contractors (Indicate).....

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.

Youth/Women/Persons with Disability

(indicate).....
Citizen Contractors (Indicate).....

Date.....Signature of Candidate.....

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of staff member]

Date;

[Signature of authorized representative of the firm]

Full name of staff member:

Tel. No.

Full Name of authorized representative:

7.0 REFERENCES

Submit details of organizations where you have undertaken similar services in the format given below at least three (3).

Category no:

Contact Information Details

1. Name of company
- Name of contact person
- Designation
- Telephone number
- E-mail address

Ensure you have provided reference letters for ALL the above organizations, duly signed and stamped by the relevant officer and provide details of the assignments in the format provided

The reference letter MUST be on the organization's letterhead and Stamped.

8.0 TECHNICAL EVALUATION FORM – PREQUALIFICATION

The tenderer is expected to complete Part 1 and Part 3 of this form

PART 1: GENERAL INFORMATION

Tenderers Name:

.....

Postal Address:

.....

Telephone (Office): Mobile.....

Email

Physical Address:.....

PART 2: EVALUATION STAGES

Stage 1: Mandatory Requirements

Applicants must qualify in all the below for them to proceed to the Evaluation Stage 2

1. Proper completion of tender/application documents (signed and stamped)
 - Applicant questionnaire
 - Confidential questionnaire
 - Sworn Statement
 - List of Reputable Clients
 - Name of Applicants Contact Person
2. Audited Accounts for the last three years
3. Copy of Current Trade License
4. Copy of PIN Certificate
5. Copy of Current VAT Registration or Exemption Letter from VAT Department
6. Certificate of Tax Compliance
7. Favorable Trade Conditions. Give written commitment clearly indicating the credit and delivery period allowable.
8. Physical, postal, email address, telephone number and location
9. Previous supply effectiveness if dealt with PAMOJA TRUST or strong recommendation from your current clients. (Attach evidence)

Stage 2: Other Requirement

(The Technical Evaluation Team may wish to visit the physical premises of the tenderer to verify Information given above)

PART 3: DECLARATION (FOR THE TENDERER ONLY)

The tenderer is expected to indicate whether he/she will/will not accept to be evaluated on the above criteria)

Q: Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below):

No Yes

Official Stamp **Sign**

PART 4: PRICING

The tenderer is expected to indicate their current prices for Goods in their category (please do provide a substantive list of current goods/products and their indicative prices).

For services please do indicate your general costing model.

FOR OFFICIAL USE ONLY

(The procurement officer will make comments below based on the findings about the tenderer) Total Marks Scored (in words).....

REMARKS

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

Accept the Firm Reject the Firm

Sign..... Date.....