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### **PREQUALIFICATION OF SUPPLIERS TO SUPPLY AND DELIVER VARIOUS GOODS AND SERVICES FOR THE FINANCIAL YEAR 2020 & 2021**

**Background**

**The African Institute for Development Policy (AFIDEP) is a regional non-profit research and policy Institute established in 2010 to help bridge the gaps between research, policy and practice in development efforts in Africa. Our primary purpose is to contribute to sustainable development through using evidence and advocacy to strengthen political commitment and resource allocation for development issues; informing the design and implementation of effective interventions; and strengthening governance and accountability structures for tracking development challenges in Africa. AFIDEP is registered as a Non-Governmental Organization in both Kenya and Malawi (where it has offices) and as a non-profit institution in the USA with 501(c) 3 status. For further details about AFIDEP and its work refer to www.afidep.org.**

**PART A**

**GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS**

(i) AFIDEP is in the process of pre-qualifying suppliers of Goods and Services for the 2020 & 2021 financial years.

(ii) In this connection, AFIDEP invites interested eligible firms to submit applications for pre-qualification of suppliers of the following categories of Goods and services.

**CATEGORY OF GOODS AND SERVICES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **CATEGORY** | **TENDER CATEGORY DESCRIPTION** | **ELIGIBILITY** | **LOCATION**  |
| 1 | AFI/KE 1 | Supply, Installation and maintenance of ICT equipment, systems, software and consumables | OPEN | NAIROBI |
| 2 | AFI/KE 2 | Suppliers for supply of General Office Stationery and Consumables | OPEN | NAIROBI |
| 3 | AFI/KE 3 | Suppliers for provision of air travel and ticketing services. | OPEN  | NAIROBI |
| 4 | AFI/KE 4 | Suppliers for provision of Local Transport Services | OPEN |  NAIROBI |
| 5 | AFI/KE 5 | Suppliers for provision of catering services  | OPEN |  NAIROBI  |
| 6 | AFI/KE 6 | Suppliers for provision of courier/rider services | OPEN | NAIROBI  |

**1.0 PRE-QUALIFICATION INSTRUCTIONS**

**1.1 Introduction**

AFIDEP 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 goods and services.

**1.2 Prequalification Objective**

The main objective is to pre-qualify and register firms for supply and delivery of assorted items and also provide services under relevant tender categories to AFIDEP as and when required during the 2020 and 2021 financial years.

**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 Chairperson,

Procurement Committee,

African Institute for Development Policy (AFIDEP)

P.O Box 14866-0800

Nairobi.

Applicants can apply for one or more categories depending on their competencies and they must not combine different categories under one submission as that will lead to disqualification

AFIDEP requires prospective suppliers/contractors to supply mandatory information for prequalification.

**1.4 Experience**

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar item(s)/services to organizations 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**

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 tender documents should be submitted in plain sealed envelope clearly indicating the tender number and category being applied for and should be deposited in the tender box located at the below address.

**African Institute for Development Policy (AFIDEP)**

**Kenya Office | 6th floor, Block A, Westcom Point Building, Mahiga Mairu Road off Waiyaki Way, Westlands, Nairobi, Kenya**

 **P.O Box 14866-0800**

**Nairobi.**

All applicants should also submit online submissions with the title ‘’PREQUALIFICATION OF SUPPLIERS’’ indicating the category to: **Email:procurement@afidep.org**

All pre-qualification documents should be received on or before mid-day Friday 26th June 2020.

**1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to,

The Chairperson, Procurement committee

Whose address is given in paragraph 1.7 above?

**1.9 Additional Information**

The Organization reserves the right to request submission of additional information from

Prospective bidders and may conduct due diligence to verify information provided.

**1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by AFIDEP after scoring more than 70 points, after the completion of the pre-qualification process during the two (2) financial years.

 **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 expressed authority of AFIDEP.

**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, PQ-8 and PQ-9 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of application for the specific category.

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 AFIDEP 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 AFIDEP they posses’ 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 three (3) 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.

**3.3.1 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.

**3.3.2 Financial Condition**

The Candidate’s financial status 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.

**3.3.3 Special consideration** will be given to the financial resources available as working capital, considering 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.

**3.3.4 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-7 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

 **Points awarded**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Document Description** | **Document Code** | **Score** |
| ***1*** | Registration Documentation | PQ-1 | 25 |
| **2** | Pre-qualification Data | PQ-2 | 10 |
| **3** | Supervisory Personnel | PQ-3 | 5 |
| **4** | Financial Position | PQ-4 | 10 |
| **5** | Confidential Business Questionnaire | PQ-5 | 20 |
| **6** | Past Experience | PQ-6 | 10 |
| **7** | Litigation History | PQ-7 | 10 |
| **8** | Sworn Statement | PQ-8 |  5 |
| **9** | Electronic funds transfer details | PQ-9 |  5 |
| **10** |  | **TOTAL POINTS**  | **100** |

3.8 The qualification shall be **70 points** and above.

**FORM PQ-1 REGISTRATION DOCUMENTS**

All firms MUST provide: -

1. Copies of Certificate of Registration.

2. Copy of PIN/VAT Registration Certificate of firm/company/individual.

3. Valid Tax Compliance Certificate from Kenya Revenue Authority.

4. Valid CR12 from the Registrar of Companies.

5. Copy of Certificate from the relevant Regulatory Body.

**FORM PQ-2**

All firms MUST fill and stamp the following form;

**PRE-QUALIFICATION DATA**

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………………………………………………

**FORM PQ-3**

**SUPERVISORY PERSONNEL**

All firms MUST give the following details;

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**

All bidders MUST attach bank reference letters from the banks where they maintain account.

**FORM PQ-5**

All bidders MUST complete and stamp the confidential business questionnaire;

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2

(b) 0r 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 License No……………………………..Expiry date…………………………

Maximum value of business which you handle at any one time Kes……………………

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 KES…………………………………………………………………………………

Issued KES…………………………………………………………………………………

Give details of all directors as follows: -

Name Nationality Citizenship Details Shares

1. ……………………………………………………………………………………………

2. ……………………………………………………………………………………………

3. ……………………………………………………………………………………………

4. ……………………………………………………………………………………………

5. ……………………………………………………………………………………………

Signature …………………………Date& Stamp of Tenderer…………………………….

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

Registration

**FORM PQ-6: PAST EXPERIENCE**

(THIS SECTION IS MANDATORY ONLY TO NON-AGPO BIDDERS. AGPO REGISTERED

BIDDERS WILL AUTOMATICALLY QUALIFY IN THIS CATEGORY.)

LIST NAMES OF AT LEAST FIVE (5) CLIENTS

(Give the contacts of the organization).

**FORM PQ-7: LITIGATION HISTORY**

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Please indicate if no litigation history to qualify in this section.

Year

Award FOR

or

Name of client, cause of litigation, and Disputed amount

AGAINST matter in dispute

(Current value Kshs)

Applicant

**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).

**FORM PQ-9: ELECTRONIC FUNDS TRANSFER DETAILS**

Physical &Postal Address

Box

No.……………………………………………….

Building………………………………………….

Road /Street…………………………………….

Date:……………………………………………

To: The Secretary/ Executive Director

…………… …………………………………………………………………

……………………………………………………………………………...

……… ………………………………………………………………………

……………………………………………………………………………..

NAIROBI

Dear Sir,

ELECTRONIC FUNDS TRANSFER DETAILS

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier:

……………………………………………………

……………………..

Bank and branch:

……………………………………………………

……………………..

Bank and Branch Code:

……………………………………………………

……………………..

Bank Account Number:

……………………………………………………

……………………..

Pin Number (Tax) :

……………………………………………………

……………………..

VAT Number (Tax):

……………………………………………………

……………………..

Valid Email Address of Supplier:

……………………………………………………

……………………..

Contact

Person……………………………………………………………………………………………………….

Company Registration

No…………………………………………………………………………………………………………….

The following certificates are hereby attached: -

1. Tax Compliance Certificate

2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

 Yours faithfully

Signature……………………………………. Signature…………………………………….

Name of Company Secretary Name of

Director………………………………..

ID/No…………………………………………. ID/No………………