



**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF
GOODS AND SERVICES FOR THE YEAR 2018-2020**

CLOSING DATE: 31st May, 2018, AT 4:00 PM

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**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FY
2018/2020**

Kenya Association of Manufacturers invites applications for pre-qualification/registration of suppliers for provision of goods and services from interested eligible bidders for the period ending **31st December, 2020**. Current providers of various goods and services are requested to apply afresh. All applicants **must** be registered with Kenya Revenue Authority and Registrar of Companies.

CATEGO RY A	SUPPLY OF GOODS AND EQUIPMENT
1	Supply of Computers, Related Equipment and Software/Upgrades
2	Supply of Furniture, Furnishings and Fittings
3	Supply of Photocopiers & Office Equipment
4	Supply of Hardware and Electrical Items
5	Supply of Staff Uniforms, Promotion T-Shirts, Footwear, fabrics and CMT Charges
6	Supply of Motor Vehicle accessories, Tyres, Tubes and Batteries
7	Supply of Juices, Water and Beverages
8	Supply of Fire Fighting Equipment and refilling
9	Supply of General Office Stationery
10	Provision and fabrication of trophies

CATEGORY B	PROVISION OF SERVICES
1	Provision of Cleaning Services
2	Provision of Outside Catering Services
3	Repair and Maintenance of IT equipment
4	Repair and Maintenance of Generator
5	Provision of Photographic and video graphic Services
6	Exhibition organizers, venue and related services
7	Provision of Travel and Ticketing Services (<i>IATA registered firms</i>)
8	Repair and Servicing of Motor Vehicles
9	Provision of Consultancy Services
10	Provision of Sound, lighting and Public Address System
11	Provision of design work, publishing and Printing Services- Cards, Brochures, Booklets etc.
12	Provision of advertising, PR and media services
13	Provision of courier services
14	Provision of hotel accommodation and conference facilities
15	Provision of event management services
16	Repair and Maintenance of Computer Equipment & Accessories
17	Provision of Landscaping Services
18	Hire of motor vehicle services
19	Provision of repair and maintenance of air conditioners and fridges
20	Servicing of CCTV Cameras and related services
21	Provision of rapporteur and editorial services

Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the KAM website: www.kam.co.ke. Interested bidders will be required to pay a **non-refundable fee of Kshs. 2,500** to the bank and provide original banking slip on top of the bid documents. The payment shall be made to:

Bank: Barclays Bank
Kenya Association of Manufacturer
KAM Collection A/C
A/C NO: 0948598736.
Branch: Queensway House

Pre-qualification documents duly completed should be submitted in plain sealed envelopes bearing appropriate category and the name of the tender. This should be addressed to:

AAM Resources, Management Consultants,
13 Chiromo Lane, Westlands,
P.O. Box 45931-00100, Nairobi,

To reach them by close of business on **31st May 2018 at 4.00 pm.**

Late submissions will not be opened.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Kenya Association of Manufacturers would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the organization.

1.2 Pre-qualification Objective

The main objective is to have a database of approved suppliers to supply and deliver assorted items and provides services under relevant tenders/quotations to Kenya Association of Manufacturers as and when required during the period **ending 30th December, 2020.**

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 PREQUALIFICATION documents to our internal auditor at **AAM Resources, Purshotam House, Chiromo Lane** so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Corporate Organization 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 from prospective suppliers.

1.6 In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

**AAM Resources, Management Consultants,
13 Chiromo Lane, Westlands,
P.O. Box 45931-00100, Nairobi,**

1.8 Additional Information

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

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

2.2 Customs Clearance

The suppliers 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. Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payments

All local purchase orders shall be on credit of a minimum of thirty (30) days

3. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-, PQ-3, PQ-4, PQ-5, PQ-6, are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.

3.1.1 The pre-qualified/registered 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

It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by Kenya Association of Manufacturers 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 KAM 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/Registered

Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated.

3.3.3 Financial Position

The Supplier'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.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-5.

3.4 Statement

Application must include a sworn statement Form PQ-6 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/KAM 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, KAM reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Fixed Business Premises

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

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

3.6.1 Successful firms will be required to sign supplier code of conduct before being engaged by KAM.

3.7 Prequalification Criteria

Required Information	Form Type	Points	Score
Registration Documentation		PQ-1	30
Pre-qualification Data		PQ-2	20
Financial Position		PQ-3	20
Confidential Report		PQ-4	10
Past Experience		PQ-5	20
		TOTAL	100

3.8 The qualification is 75 points and over

FORM PQ-1 Registration Documents

All firms must provide:-

1. Copies of Certificate of Registration.
2. Copy of VAT Registration Certificate.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
4. Copies of Pin Certificate of firm/company/individual.

(30 points)

**FORM PQ-2 - PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

Of Category
No.)..... (Item Description)

Post Office Address Town

..... Street

Name of building.....

Floor No. Room/Office No.
.....

Telephone Nos.
.....

Full Name of applicant
.....

Other branches location
.....

2. Organization & Business Information

Number of Management Personnel

Chief Executive – (full name)

Secretary
.....

General Manager
.....

Treasurer
.....

Other
.....

Partnership (if applicable)

Names of Partners.....

2. Business founded or incorporated
.....

3. Under present management since
.....

4. State any technological innovations or specific attributes which distinguish you
From your competitors
.....
.....
.....

.....
....

(20 Points)

PQ-3 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.

- (2) Attach letters of reference from the bankers regarding supplier's credit position.

(20 Points)

FORM PQ-4 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

You are requested to give the particulars indicated in Part I 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

<p>Part I- General :</p> <p>Business Name</p> <p>Location of business premises..... Plot No. Street/Road.....</p> <p>Postal Address.....Tel. No..... Nature of business.....</p> <p>Current Trade License No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: K£.....</p> <p>Name of your bankers.....Branch</p>																									
	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin..... *Citizenship details.....</p>																								
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Nationality</th> <th style="text-align: center;">Citizenship Details</th> <th style="text-align: center;">Shares</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares				
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	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal K£.....</p> <p>Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Nationality</th> <th style="text-align: center;">Citizenship Details</th> <th style="text-align: center;">Shares</th> </tr> </thead> <tbody> <tr><td>1.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4.</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5.</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.	5.
Name	Nationality	Citizenship Details	Shares																						
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2.																						
3.																						
4.																						
5.																						
<p>DateSignature of Candidate.....</p>																									

**FORM PQ-5 - PAST EXPERIENCE NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

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) Duration of Contract (date)

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) Duration of Contract (date)

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) Duration of Contract (date)

4. Others
.....

(20 Points)

SWORN STATEMENT

Having studied the pre-qualification/registered information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the KAM.
- c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the KAM and acknowledge your right to review the prequalification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in Private/ public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp)