



**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE YEAR 2020/2021**

**CLOSING DATE: 14<sup>th</sup> FEBRUARY 2020 AT 4:00 PM**

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**1.0 PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FY 2020/2021**

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 **2021**. 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.

<b>CATEGORY</b>	<b>SUPPLY OF GOODS AND EQUIPMENT</b>
<b>A</b>	
A1	Supply of Computers, Related Equipment, Hardware and Software/Upgrades
A2	Supply of Furniture, Furnishings and Fittings
A3	Supply of Photocopiers & Office Equipment
A4	Supply of Electrical & Electronics Items
A5	Supply of Staff Uniforms/ T-Shirt, Promotional Materials, Footwear and Cmt Charges
A6	Supply of Motor Vehicle Accessories, Tyres, Tubes and Batteries
A7	Supply of Juices, Water and Beverages
A8	Supply of Firefighting Equipment and Refilling
A9	Supply of General Office Stationery

<b>CATEGORY</b>	<b>PROVISION OF SERVICES</b>
<b>B</b>	
B1	Provision of Cleaning Services
B2	Provision of Outside Catering Services
B3	Provision of Repair And Maintenance Services of IT Equipment
B4	Provision of Repair And Maintenance of Generator
B5	Provision of Photographic and Video Graphic Services
B6	Provision of Exhibition, Venue and Related Services
B7	Provision of Travel and Ticketing Services ( <i>IATA Registered Firms</i> )
B8	Provision of Repair and Servicing of Motor Vehicles
B9	Provision of Consultancy Services
B10	Provision of Sound, Lighting and Public Address System
B11	Provision of Design Work, Publishing and Printing Services- Cards, Brochures, Booklets Etc.
B12	Provision of Advertising and Media Services
B13	Provision of Courier Services
B14	Provision of Hotel Accommodation and Conference Facilities
B15	Provision of Event Management Services
B16	Provision of Repair and Maintenance of Computer Equipment & Accessories
B17	Provision of Landscaping Services
B18	Provision of Transport Services
B19	Provision of Repair And Maintenance of Air Conditioners and Fridges
B20	Servicing Of CCTV Cameras and Related Services
B21	HR Management Services (Recruitment, Staff Vetting, Training, )
B22	Provision of Staff Medical, Group Life, GPA-WIBA Insurance Cover Services
B23	Provision of Staff Retirement Benefit Management Services
B24	Provision of Office Management Services

B25	Provision of Health and Safety Equipment Management and Inspection Services
B26	Provision of Audit Services (Both Internal and External)
B27	Provision Digital Services and Social Media and Graphic Design Services
B28	Provision for Rapporteur Services
B29	Provision of Entertainment Services
B30	Provision of Property Management Services
B31	Provision of Security Services
B32	Provision of Internet Services
B33	Provision of Credit Reference Information Services
B34	Provision of Debt Collection Services

Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the KAM website: [www.kam.co.ke](http://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 at KAM office on the day of submission of the bid(s). The payment shall be made to:**

**Kenya Association of Manufacturer**

**KAM Collection A/C**

**A/C NO: 0948598736.**

**Bank Name: Barclays**

**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:

KAM Procurement  
Kenya Association of Manufacturers  
KAM House, 5<sup>th</sup> floor  
Mwanzi Road, Opposite Westgate Mall  
P.O Box 30225 -00100  
Nairobi

To reach them by close of business on **14<sup>th</sup> February 2020**

**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 **February 2020 to 30<sup>th</sup> December, 2021.**

### **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 at KAM Building in Westland 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. In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

### **1.6 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:

**KAM House,  
15 Mwanzi Road, Westlands,  
P.O. Box 30225-00100, Nairobi,**

## **1.7 Additional Information**

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

## **2. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS**

### **2.1 Pre-qualification data forms**

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

- 2.1.1** 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.

### **2.2 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.

- 2.2.2** 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.

### **2.3 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.

#### **2.3.2 Personnel**

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

#### **2.3.3 Financial Position**

The Supplier's financial condition will be determined a minimum of last three years 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.

### **2.3.5 Past Performance**

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

### **2.4 Statement**

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

### **2.5 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.

### **2.6 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.

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

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

**2.6.1 The firm should have complied to anti -corruption guidelines**

### **2.7 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

**2.8** 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.....

3. Business founded or incorporated .....
  4. Under present management since .....
  5. 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.

**Part I- General :**

Business Name .....

Location of business premises..... Plot No.

..... Street/Road.....

Postal Address.....Tel. No..... Nature of business.....

Current Trade License No.....Expiring date.....

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

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

**Part 2 (a) - Sole Proprietor**

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

Nationality.....Country of origin..... \*Citizenship details.....

**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
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.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**Part 2 (c) - Registered Company:**

Private or Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....

Director/ Partner/ Sole Proprietor

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

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

1. Name of 1<sup>st</sup> 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 (date) and value (Ksh) of Contract .....

2. Name of 2<sup>nd</sup> 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 .....
  - vi) Duration (date) and value (Ksh) of Contract .....

3. Name of 3<sup>rd</sup> 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 .....
  - vii) Duration (date) and value (Ksh) of Contract .....

4. Others .....

(20 Points)

**SWORN STATEMENT**

Having studied the pre-qualification/registered information for the above project I/We 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)