



**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE
SUPPLY/PROVISION OF GOODS AND SERVICES FOR THE YEAR 2024/2026**

CLOSING DATE: 15th MARCH 2024

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE
SUPPLY/PROVISION OF GOODS AND SERVICES FY 2024/2026**

Kenya Association of Manufacturers (KAM) invites applications for the pre-qualification/registration of suppliers for the provision of goods and services from interested eligible bidders for the period ending **2026**. Current providers of various goods and services are also requested to apply afresh. All applicants **must** be registered with Kenya Revenue Authority and Registrar of Companies.

The Categories

PART A

CATEGORY NO.	SUPPLY OF GOODS AND SERVICES
A1	Supply of video conferencing and audio-visual solution
A2	Supply of toners and computer consumables
A3	Supply of computer hardware, printers, laptops, cameras, and servers.
A4	Supply of computer software and licenses (Gold Partners and above) e.g Microsoft Office
A5	Supply of computer network hardware/telecommunication equipment - routers, network switches, access points, CCTV, PBAX etc
A6	Supply and maintenance of power back- up systems, UPS, and voltage stabilizers
A7	Supply of office furniture, fittings and furnishings
A8	Supply of office electronic appliances
A9	Supply of electrical fittings
A10	Supply and maintenance of generators
A11	Supply and maintenance of firefighting equipment and fire suppression systems
A12	Supply of office stationery
A13	Supply of drinking water and water dispensers
A14	Supply and maintenance of leased vending machines
A15	Supply of office pastries - birthday cakes, corporate cakes
A16	Supply of personal protective equipment
A17	Supply of Petroleum products - fuel and LPG
A18	Supply, installation and maintenance of branded/non-branded office signages
A19	Supply of printed stationery e.g. staff ID cards, notebooks, letterheads, brochures, stickers, certificates etc
A20	Supply of branded marketing collateral e.g. mail bags, branded t-shirts, banners, etc.

PART B

CATEGORY NO.	PROVISION OF SERVICES
B1	Provision of website design, maintenance, and hosting
B2	Provision of structured cabling works/network installation and maintenance
B3	Provision of services for lease and maintenance of intruder alarm and CCTV system
B4	Provision of preventive maintenance of ICT hardware
B5	Provision of leased printers and copiers
B6	Provision of internet services - fibre, wireless and data links
B7	Provision of ICT security/compliance services
B8	Provision of ICT hardware equipment repairs
B9	Provision of data/mobile line services
B10	Provision of data centre support services
B11	Provision of cloud services
B12	Provision of IT networks and structured cabling
B13	Provision bulk SMS services
B14	Provision of disposal of electronic waste services (Computer hardware, software & telephone equipment)
B15	Provision and maintenance of AC and mechanical ventilation system
B16	Provision of minor construction works paint work, repairs, and office partitioning
B17	Provision of major electrical installation, repair, and maintenance
B18	Provision of upholstery services
B19	Provision of vehicle accessories repairs and maintenance
B20	Provision of car tracking services
B21	Provision of tailoring services
B22	Provision of office cleaning, office relievers and sanitary services
B23	Provision of fumigation and pest control services
B24	Provision of credit reference information services
B25	Provision of recruitment services
B26	Provision of team building services
B27	Provision of courier and delivery services (countrywide)
B28	Provision of background check services
B29	Provision of insurance services (underwriters only)
B30	Provision of insurance brokerage services
B31	Provision of outside catering services

B32	Provision of air travel agency services (IATA registered)
B33	Provision of car hire services including taxis, buses and minibuses - Nairobi, Kisumu, Eldoret, Mombasa, Kilifi, Nakuru, Meru, Nyeri, Garissa, Turkana
B34	Provision of hotel accommodation and conferencing services (Nairobi, Machakos, Makueni, Kisumu, Kitale, Eldoret, Mombasa, Kilifi, Malindi, Voi, Diani, Nakuru, Naivasha, Meru, Embu, Kirinyaga, Nyeri, Muranga, Garissa, Turkana, Nyamira, Elgeyo Marakwet, Karatina, Kericho, Kitui, Kajiado, Nanyuki, Nyandarua, Kisii, Homabay, Thika, Ruiru, Narok, Kakamega
B35	Provision of audit services (both internal and external)
B36	Provision of debt collection services
B37	Provision of legal services
B38	Provision of valuation services for land, building, vehicles
B39	Provision of architectural and interior design consultancy services
B40	Provision of tree seedlings and forestry related services
B41	Provision of rappoteuring services
B42	Provision of AGOA lobby services
B43	Provision of sound, PA system, screen, lighting, confetti and pyrotechs
B44	Provision of photography, videography, and livestreaming services
B45	Provision of corporate MC services
B46	Provision of development of communication materials, particularly infographics
B47	Provision of media monitoring services
B48	Provision of event facilities and exhibition venue - hall/garden
B49	Provision of exhibition booths and tent set up
B50	Provision of events management services
B51	Provision of communications, PR & media management services
B52	Provision of digital and social media management services
B53	Provision of entertainment services - DJ services, Band

PART C

CATEGORY NO.	PROVISION OF TRAINING, AND AUDIT CONSULTANTS
C1	Provision of media training services
C2	Provision of HR consultancy services
C3	Provision of IT consultancy services i.e business continuity and disaster recovery, IT security services, software solutions, ERP support
C4	Provision of business plan training consultancy
C5	Provision of business strategy training consultancy for SMEs

C6	Provision of capacity building for technical training institutions on productivity, governance, engagement with the private sector
C7	Provision of change management leadership & innovation training consultancy
C8	provision of a data protection, AI, robotics, productive analytics consultant
C9	Provision of a management training consultant
C10	Provision of a market development and implementation consultant
C11	Provision of a procurement consultant
C12	Provision of a sales and marketing management training consultant
C13	Provision of assessments, training, and support on industrial training levy consultancy
C14	Provision of a technical consultant - OSHA, fire, first aid
C15	Provision of competition management training consultancy
C16	Provision of consultancy in marketing and communications
C17	Provision of contract manufacturing training consultancy
C18	Provision of corporate governance training consultancy
C19	Provision of customer relations management training consultancy
C20	Provision of Digital Marketing and digital trade strategies Training consultancy
C21	Provision of export market preparedness training consultancy
C22	Provision of exports policy and facilitation services
C23	Provision of finance management training consultancy
C24	Provision of gender mainstreaming for Women Economic Empowerment training consultancy
C25	Provision of Good Manufacturing practices, Lean Manufacturing practices, TPM, operational excellence, Autonomous maintenance and preventive maintenance training consultant
C26	Provision of governance and devolution affairs training consultancy
C27	Provision of investor readiness training consultancy
C28	Provision of knowledge management and peer learning training consultancy
C29	Provision of manual development (entrepreneurship, work readiness, private sector engagement)
C30	Provision of plastic consultancy services
C31	Provision of mentorship and coaching training consultancy
C32	Provision of OSHA audit services
C33	Provision of performance measurement and reporting consultancy
C34	Provision of productivity enhancement & measurement training consultancy
C35	Provision of professional advisory and consultancy services e.g financial, risk, management, human capital, technology etc
C36	Provision of public policy training consultancy
C37	Provision of quality and standards training consultancy
C38	Provision of risk management & mitigation training consultancy

C39	Provision of SME development consultants
C40	Provision of strategic planning training consultancy
C41	Provision of strategic supply chain, finance, lean manufacturing, kaizen training consultant
C42	Provision of strategy & performance management training consultancy
C43	Provision of tax and regulatory services
C44	Provision of tax, finance, audits, cyber security
C45	Provision of trade policy consultancy services
C46	Provision of training - work readiness/entrepreneurship
C47	Provision of value chain analysis training consultancy
C48	Provision of boilers and steam systems training
C49	Provision of circular economy resource mapping (assessment)
C50	Provision of circular economy training
C51	Provision of pneumatic conveying and compressed air systems training
C52	Provision of energy audit services
C53	Provision of energy auditing and management training
C54	Provision of environmental compliance training
C55	Provision of solar T3 training
C56	Provision of water and wastewater audit services
C57	Provision of water efficiency training
C58	Provision of carbon footprint assessments
C59	Provision of process optimization audit services
C60	Provision of a strategy consultant
C61	Provision of a textile and apparels consultant
C62	Provision of HT & Industrial training consultancy
C63	Provision of job evaluation & reengineering training consultancy
C64	Provision of professional services in performance management
C65	Provision of project concept development consultancy
C66	Provision of project management training consultancy
C67	Provision of start up entrepreneurship training consultancy
C68	Provision of sustainability (Environment, Social and Communication) consultancy services
C69	Provision of sustainable trade consultancy services
C70	Provision of textile and apparels training consultancy
C71	Provision of training institutions
C72	Provisions of customer service survey services

Interested bidders will be required to pay a **non-refundable fee of Ksh. 2,000 per category**, to KAM through the bank details provided below. Proof of payment shall be required, as a separate document, whilst submitting prequalification documents.

Account Name: KAM COLLECTION A/C

Bank Name: Absa Bank Kenya PLC

Branch Name: Absa Towers Branch

Branch Code: 094 Bank

Account Number: 0948598736

Swift Code: BARCKENX

Pre-qualification documents duly completed, **for each category**, should be submitted in a plain sealed envelope bearing category number and the name of the tender (For instance, *B1 – Prequalification of suppliers; C4 – Prequalification of suppliers*). This should be addressed to:

Procurement Manager

Kenya Association of Manufacturers (KAM)

P. O. Box 30225–00100

Nairobi

To reach KAM by **Monday 15th March 2024 at 3.00pm EAT** through postal address or below physical address. **Late submissions will not be accepted.**

Kenya Association of Manufacturers (KAM)

P. O. Box 30225–00100

Nairobi

5th Floor, KAM House, 15 Mwanzi Road, directly opposite Westgate Shopping Mall, Westlands

I. PRE-QUALIFICATION INSTRUCTIONS

I.1 Introduction

Kenya Association of Manufacturers (KAM) 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 Association.

I.2 Pre-qualification Objective

The main objective is to have a database of approved suppliers to supply and deliver assorted items and provide services under relevant tenders/quotations to KAM as and when required, during the period from **April 2024 to March 2026**.

I.3 Pre-qualification Invitation

Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their prequalification documents to KAM Office (address provided) so that they may be pre-qualified/registered for submission of tenders. Prospective suppliers are required to supply mandatory information for pre-qualification/registration.

I.4 Experience

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

I.5 Pre-qualification Document

This document includes questionnaire forms and documents required from prospective suppliers. To be considered for pre-qualification/registration, prospective suppliers must submit all the information requested herein.

I.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 KAM on or before **Monday, 15th March 2024 by 3.00pm**, at the address below.

Kenya Association of Manufacturers (KAM)

P. O. Box 30225–00100

Nairobi

5th Floor, KAM House, 15 Mwanzi Road, directly opposite Westgate Shopping Mall, Westlands

1.7 Additional Information

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

2. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

2.1 Pre-qualification data forms

- 2.1.1 The attached questionnaire forms (PQ-1, PQ-2, PQ-3 PQ-4) are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.
- 2.1.2 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 should be in English.

2.2 Qualification

- 2.2.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by KAM 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 be considered qualified, in the judgment of KAM, if they possess capability, experience, qualified personnel available and suitability of equipment sufficient to satisfactorily execute the contract for goods/services.

2.3 Essential Criteria for Pre-Qualification/Registered

- 2.3.1 **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 on 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 **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-4.

2.4 Statement

Application must include a sworn statement, provided herein, 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 a current Tax Compliance Certificate, which is mandatory.
- 2.6.2 Successful firms will be required to sign a Supplier Code of Conduct before being engaged by KAM.
- 2.6.3 The firm should have complied with the provisions of the Bribery Act by putting in place procedures for the prevention of bribery and corruption.

2.7 Prequalification Criteria

Required information	Form type	Point scores
Registration Documentation	PQ-1	40
Pre-qualification Data	PQ-2	15
Confidential Report	PQ-3	10
Past Experience	PQ-4	15
TOTAL MARKS		80

2.8 The qualification is 55 points and over.

3. THE PREQUALIFICATION FORMS

FORM PQ-1: Registration Documents

All firms must provide: -

1. Copy of Certificate of Registration
2. Copy of VAT Registration Certificate
3. Copy of PIN Certificate of firm/company/individual
4. Copy of CRI2
5. 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).
6. A minimum of 3 letters of reference from previous clients.
7. All consultants must provide copies of relevant licenses and certifications related to the category of prequalification.
8. For energy audits, assessments and energy related trainings, after prequalification based on the statutory requirements, a technical assessment will be done to qualify the consultants.

(40 points)

FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s) under Category No. that focuses on

.....

My/Our business details are as follows:

Description	Supplier details
Post Office Address	
Town	
Street	
Name of building	
Floor No.	
Room/Office No.	
Telephone No	
Other branch locations	

Organization & Business Information

Name of Chief Executive Office

Name of Contact person

Contact person email address

Company telephone

Company email address

Partnership (if applicable)

Names of Partners

1.

2.

3.

Year of incorporation

(15 Points)

FORM PQ-3: 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.

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: Ksh.

Name of your bank..... Branch

Part 2 (a) – Sole Proprietor

Your name in full

Nationality..... Country of Origin.....

Part 2 (b) Partnership

Given details of partners as follows:

No.	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				
5				
6				

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Ksh.

Issued Ksh.

Given details of all directors as follows: -

No.	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				
5				
6				

Director/ Partner/ Sole Proprietor signature

Signature Date

(10 Points)

**FORM PQ-4: PAST EXPERIENCE NAMES OF THE APPLICANT'S CLIENTS
IN THE LAST THREE YEARS, NAMES OF OTHER CLIENTS AND VALUES
OF CONTRACT/ORDERS**

I. 1st Client (organization)

- a. Name of Client (organization)
- b. Address of Client (organization)
- c. Name of Contact Person at the client (organization)
- d. Client's/Contact Person's telephone No.
- e. Company email
- f. Duration (date) and value (Ksh) of Contract

II. 2nd Client (organization)

- a. Name of Client (organization)
- b. Address of Client (organization)
- c. Name of Contact Person at the client (organization)
- d. Client's/Contact Person's telephone No.
- e. Company email
- f. Duration (date) and value (Ksh) of Contract

III. 3rd Client (organization)

- a. Name of Client (organization)
- b. Address of Client (organization)

- c. Name of Contact Person at the client (organization)
- d. Client's/Contact Person's telephone No.
- e. Company email
- f. Duration (date) and value (Ksh) of Contract

IV. Others

(15 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 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 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 pending litigation.

Date

Applicant's Name

Represented by

Signature

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