

JANUARY 31, 2019



**PREQUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION OF
GOODS, SERVICES AND WORKS FOR 2019 FINANCIAL YEAR
ENDING DECEMBER 2019**

CATEGORY STP-K/.....2018

DECEMBER 2018

STOP TB KENYA
NAIROBI
KENYA

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SECTION 1

PREQUALIFICATION INSTRUCTIONS

1.1 INTRODUCTION

The **CHIEF NATIONAL COORDINATOR, STOP TB PARTNERSHIP KENYA** 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 or provision of goods and services

1.2 PRE-QUALIFICATION OBJECTIVE

The main objectives of this part is to qualify suppliers to supply and deliver assorted items and also provide services under relevant tenders/quotations as and when required during the period ending December 2019

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 tender documents to the **CHIEF NATIONAL COORDINATOR** so they may be pre-qualified for submission of tenders/quotations. Bids will be submitted in complete lots, singly or in combination. The client requires prospective suppliers to supply mandatory information for tender.

1.4 EXPERIENCE

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size and requirements. Potential suppliers /contractors must demonstrate the willingness and commitment to meet the tender criteria.

1.5 PRE-QUALIFICATION DOCUMENT

This document includes questionnaire forms and documents required of prospective suppliers

1.6 TENDER PROSPECTIVE

In order to be considered for the tender, prospective supplier must submit all the information herein as requested.

1.7 DISTRIBUTION OF PRE-QUALIFICATION DOCUMENTS

One copy of the complete pre-qualification data and other requested information shall be submitted to reach:-

THE CHIEF NATIONAL COORDINATOR,

STOP TB PARTNERSHIP KENYA,

P.O. BOX 29793-00202,

NAIROBI.

Tel; 0705 909 090

Not later than 10:00 a.m (Local time) on 15th February 2019. The downloaded documents should be duly completed as the instructions given and dropped into the tender box at Stop TB Partnership Kenya offices located at KNH Grounds, Afya Annex, 3rd floor on or before the closing date.

Payment of a non-refundable fee of Three Thousand Kenya Shillings Only (KES 3,000) per category shall be applied through a bankers cheque drawn in favor of STOP TB PARTNERSHIP KENYA and obtain an official receipt. The duly completed prequalification documents should be placed in a plain sealed envelope clearly marked with the name of the applicant and the application category

1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the tender documents should be directed to THE CHIEF NATIONAL COORDINATOR whose address is given in 1.7 above

1.9 ADDITIONAL INFORMATION

STOP TB PARTNERSHIP KENYA reserves the right to request submission of additional information from prospective bidders.

2.0 INVITATION TO TENDER/QUOTATION

Bidding documents (Tender/Quotation) will be made available only to those bidders whose qualifications are accepted by **STOP TB PARTNERSHIP KENYA** after scoring 60 points and above soon after the completion of the tender evaluation process.

SECTION 2

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 CUSTOMERS 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 authority of the client's accounting officer or tender committee.

2.4 PAYMENTS

All local purchase shall be on credit of minimum of thirty (30) days or as it may be stipulated in the contract agreement.

SECTION 3

PRE-QUALIFICATION DATA FORM INSTRUCTION

3.1 PRE-QUALIFICATION DATA FORM

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/ contractors who wish to be pre-qualified for the specified tender category.

3.1.1 INCOMPLETE APPLICATION

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English language and in legible ink.

3.2 QUALIFICATION

3.2.1 The Tender data

It is understood and agreed that the tender data on the prospective bidders is to be used by **STOP TB PARTNERSHIP KENYA** in determining, according to its sole judgment and discretion the qualifications of prospective bidders to perform in respect to the tender lots as described by the client.

3.2.2 Qualification requirements

Prospective bidders will not be considered qualified unless in the judgment of **STOP TB PARTNERSHIP KENYA** they possess capability, experience, qualified personnel and sustainability 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

3.3.1 Experience

(a) The prospective bidder shall have at least 5 years' experience in the supply of goods, services and allied items. Potential supplier/contractor should show competence, willingness and capacity to service the contract

(b) Prospective suppliers require special experience and capability to organize supply and deliver items or services at short notice.

3.3.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in form PQ3

3.3.3 Financial condition

The suppliers financial condition will be determined by latest financial statement submitted with the tender documents as well as letters of reference from their bankers regarding supply credit position Potential suppliers/contractors will be pre-qualified on the satisfactory information given

3.3.4 Past performance

Past performance will be given due consideration in qualifying bidders. Letters of reference from past customers should be included in form PQ5 where applicable

3.4 STATEMENT

Application must include a sworn Statement Form PQ-6 by the tender applicant ensuring the accuracy for the information given.

3.5 WITHDRAWAL OF PRE-QUALIFICATION

Should a condition arise between the time the firm has tendered the bid opening date which in the opinion of the Client/ **STOP TB PARTNERSHIP KENYA** 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 commitment STOP TB PARTNERSHIP KENYA reserves the right to reject the tender from such a bidder even though he was initially prequalified.

3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2

3.7 PRE-QUALIFICATION CRITERIA

<i>No.</i>	<i>Information Required</i>	<i>Form Type</i>	<i>Point Score</i>
1.	Registration Document	PQ-1	20
2.	Pre-qualification data	PQ-2	5
3.	Supervisory personnel	PQ-3	5
4.	Financial position and Bank Details	PQ-4	15
5.	Past experience	PQ-5	20
6.	Sworn statement	PQ-6	5
7.	Confidential questionnaire	PQ-7	20
8.	Litigation History	PQ-8	10
TOTAL			100

3.8 QUALIFICATION MARK

The qualification mark is 60 points and over.

FORM PQ-1 PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

- (a) Copies of Certificate of Registration.
- (b) Valid/Current Trade License
- (c) Copy of V.A.T Registration Certificate.

- (d) 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 your application).
- (e) Copies of Pin Certificates of firm/Company/Individual.
- (f) List of ongoing Contracts/Projects (goods, services).
- (g) Bank references.
- (h) Bank details.
- (i) Capacity Statement; CV, academic and professional certificate .Latest Dealership letters(technical/experience/Computers etc).
- (j) Statement to indicate willingness to provide goods and services on credit.
- (k) Applicants should only apply in their areas of expertise.

FORM PQ-2: PRE-QUALIFICATION DATA

Contractor Identification.....

Legal name of firm.....

Post office Address

Street and Address.....

City.....

Country.....

Telephone No.

Person to contact.....

Title

Organization and business information.....

Management personnel

MD.....

Director.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable).....

Name of partners

1 Business founded or incorporated

2 Under present management since.....

3 Net worth equivalent Kshs.....

4 Bank reference and address

5 Bonding company reference and address.....

6 Enclose copy of the organization chart of the firm indicating the main fields of activities.....

FORM PQ-3: SUPERVISORY PERSONNEL

Name.....

Age.....

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held.....

Supply or Service experience

a) Name of client/customer.....

b) Character and nature of contract.....

c) Contract value.....

d) Location of contract.....

e) Title and responsibility in contract.....

f) Other.....

Proposed Technical personnel

a)

- b)
- c)
- d)
- e)
- f)
- g)

Proposed position in this project if contract is awarded.....

Brief statement of supply and service delivery method the supplier plan to use to execute the contract.....

FORM PQ-4: FINANCIAL POSITION AND BANK DETAILS

4.1 Attach a copy of the firm’s two recent audited and certified financial statements giving summary of asset and current liabilities/or any other financial support.

4.2 Provide the firm’s bank details in the STOP TB PARTNERSHIP KENYA bank details template below

Account Name	
Account Number	
Bank Name	
Bank Code	
Branch Name	
Branch Code	
Branch Address	
SWIFT Code	

FORM PQ-5: PAST EXPERIENCE

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS IN THE LAST TWO YEARS

1.

Name of 1st client (organization).....

Address of client (organization).....
 Name of contact person at the client (Organization).....
 Telephone no. of client.....
 Value of contract.....
 Duration of contract.....

2.

Name of 2nd client (organization)

Name of client (organization).....
 Address of client (organization).....
 Name of contact person at the client (organization).....
 Telephone no. of client.....
 Duration of contract (Date).....

3.

Name of 3rd Client (organization)

Name of client (organization).....
 Address of client (organization).....
 Telephone no. of client.....
 Name of contact person at the client (organization).....
 Value of contract.....
 Duration of contract (Date).....

4. Others.....

FORM PQ-6: SWORN STATEMENT

Having studied the tender information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotation s is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we come ourselves to inform you and acknowledge your right to review the tender made.



d) We enclose all the required documents and information required for the prequalification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

Designation.....

(Full name and designation of the person signing and stamp or seal.)

FORM PQ-7: 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 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:.....

Nature of business

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

Maximum value of Business which you can handle at any one time Kshs.....

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

PART 2(A) –Sole Proprietor

Your name in fullAge.....

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

Citizenship details.....

PART 2 (B) –Partnership

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

PART 2(C)-Registered Companies

Private or Public

State the nominal and issued capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

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

If Kenyan Citizen indicate under Citizenship Detail s whether by Birth, Naturalization or Registration.



Date:.....Signature & Stamp of Tender:.....

FORM PQ-8: LITIGATION HISTORY

Provide any litigation or arbitration history resulting from any contractual obligation