



TENDER DOCUMENT

PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND

SERVICES FOR THE YEAR 2014-2016

CATEGORY REF.....

CATEGORY DESCRIPTION

PAYMENT RECEIPT (Attach copy).....

Note: applications may be made for prequalification of more than one Category of goods and services but one tender document can only be used to apply for one category of goods and services.

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TENDER NOTICE

INTRODUCTION

Transparency International - Kenya (TI-Kenya) is a not-for-profit organization that aims to promote a transparent and corruption free Kenya and good governance and social justice initiatives. TI-Kenya is part of the Transparency International global movement that is a non-partisan coalition of individuals with a shared vision of a corruption free world. It is an autonomous Chapter in the Transparency International movement, with which we share knowledge and exchange ideas for the greater good of Kenya and the world at large. Transparency International Kenya is dedicated to gender equality and ensuring equitable and sustainable human development.

PRE-QUALIFICATION OF SUPPLIERS AND CONTRACTORS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2014 -2016

Transparency International- Kenya Chapter (TI-Kenya) invites sealed tenders from interested and eligible candidates for pre-qualification/registration of suppliers for supply of under listed goods, works and services for the years 2014-2016

1. Tender No. TI-K/ 01/September/2014/2016 -Prequalification for supply of stationery
2. Tender No. TI-K /02/September/2014/2016- Prequalification for printing and photocopy Services
3. Tender No. TI-K/ 03/September/2014/2016- Prequalification for accommodation and conference facilities.
4. Tender No. TI-K/ 04/September/2014/2016- Prequalification for supply of drinking water
5. Tender No. TI-K /05/September/2014/2016-Prequalification for professional cleaning services
6. Tender No. TI-K/ 06/September/2014/2016- Prequalification for carriage and conveyance services
7. Tender No. TI-K/ 07/September/2014/2016- Prequalification for supply of computer hardware and software, laptops, cameras and other computer accessories
8. Tender No. TI-K/08/September/2014/2016-Prequalification for Supply of F18 & FR1200 biometric door access
9. Tender No. TI-K/09/September/2014/2016- Prequalification for provision of travel agency and air ticket services
10. Tender No. TI-K/10/September/2014/2016- Prequalification for provision of group transport
11. Tender No. TI-K/11/September/2014/2016- Prequalification for provision of catering services

12. Tender No. TI-K/12/September/2014/2016- Prequalification for supply of furniture, furnishings and fittings

13. Tender No. TI-K/13/September/2014/2016- Prequalification for graphic design services

Prequalification documents with detailed specified conditions are available on the company's website (www.tikenya.org). Interested and eligible candidates may obtain further information and inspect the tender documents at the organization's offices on 3rd Floor, Wing D, ACK Garden House 1st Ngong Avenue, Off Bishops Road during official working hours.

Interested bidders are required to pay a non-refundable fee of Kenya shillings Two Thousand Only (Kshs. 2,000.00) through direct deposit in to the following bank account:

Transparency International Kenya

Standard Chartered Bank

Yaya Centre Branch

Account number 0102069338800

Attach a copy of the deposit slip to your tender documents.

Completed tender documents are to be enclosed in plain sealed envelopes, clearly marked "Prequalification documents for supply of goods and services", Category Ref..... Description and the tenderer's company name should be addressed to

The Tender Committee

Transparency International Kenya

P.O Box 198- 00200, Nairobi

Or be deposited in the Tender Box at 3rd Floor, Wing D, ACK Garden House 1st Ngong Avenue, Off Bishops Road, **together with the payment receipt** to reach us on or before 22nd October 2014 at 11.00a.m

The list of suppliers will be maintained in the Transparency International Kenya database and does not constitute any contractual obligation with any party.

Transparency International Kenya reserves the right to accept or reject any application in part or whole and will give reasons for its decision.

SECTION 2

2. SCOPE OF TENDER

Transparency International Kenya (referred as the Procuring entity) intends to prequalify for supply and provision of various categories of goods and services. All applications are to be submitted not later than 22nd October 2014 at 11:00 AM.

2.1 ELIGIBILITY

Prequalification is open to eligible firms

2.1.1 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.

2.1.2 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.1.3 All bidders found capable of performing the contract satisfactorily in accordance with the set prequalification tender Criteria shall be prequalified.

2.2 COST OF TENDERING

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process

2.2.2 The price to be charged for the tender document shall not exceed Two Thousand Kenya Shillings Only (Kshs.2,000.00)

2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 CLARIFICATION OF DOCUMENTS

2.3.1 A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents.

2.3.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.4. AMENDMENT OF DOCUMENTS

2.4.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.4.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post or email and such amendment will be binding on them.

2.4.3 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in the rejection of its tender.

2.5. LANGUAGE OF TENDER

2.5.1 The Pre-qualification prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.6 SUBMISSION OF APPLICATION

This document includes questionnaire forms and documents required from the Prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialled by the person(s) who signs the pre-qualification document.

The Pre-qualification document should be prepared and submitted as specified in the invitation for Pre-qualification of Suppliers on or before 30th September 2014.

Any tender received after the deadline shall be rejected as a late tender and shall not be considered.

2.7 ELIGIBLE CANDIDATES

2.7.1 Due diligence will be undertaken during prequalification process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

2.7.2 TI-Kenya will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

2.7.3 Tenderers shall not contact TI- Kenya on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Service in the evaluation shall result in the cancellation of their tender.

2.7.4 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses where applicable accordingly.

2.7.5 The applicants must have registered offices and TI-Kenya reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

2.7.6 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for annual rates for the supply of goods, works or services as and when required.

2.7.7 TI-Kenya reserves the right to accept or reject any or all tenders.

2.8 QUALIFICATION CRITERIA.

2.8.1 Prequalification shall be based on meeting the minimum requirements to pass in the criteria in the evaluation conditions template as set in section 3 of this document.

2.8.2 The procuring Entity reserves the right to waive minor deviations if they don't materially affect the capability of an applicant to perform the contract.

SECTION 3

3. LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead of the applicant company and will include full postal address, telephone numbers and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

3.1- LETTER OF APPLICATION

To The Tender Committee
Transparency International- Kenya
P.O Box 198-00200
Nairobi

Date.....

Dear Sir/Madam

I. Being duly authorized to represent and act on behalf of _____ (name of firm) (here in after referred to as ‘the bidder), and having reviewed and fully understand all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as bidder for the following service(s) under (category ref No.and description)

Category Ref. Number	Description

2. Attached to this letter are copies of original documents defining
- (a) The applicant’s legal status
 - (b)The principal place of business and
 - (c)The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
 - (d) Copy of deposit slip for the application non-refundable fees

3.Your Agency and its authorized representatives may contact the following references for further information

General and managerial enquiries	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

Technical enquiries	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

4. This application is made with full understanding that:

(a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed	
Name	Name	
For and on behalf of the applicant (name of applicant)	For and on behalf of the applicant (name of partner)	

4. EVALUATION CRITERIA IMPORTANT PRE-REQUISITES

- 1) Certificate of Incorporation / Registration;
- 2) PIN/VAT Certificate;
- 3) Current Trade License / Business Permit;
- 4) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);
- 5) Current Tax Compliance Certificate;
- 6) Evidence of Physical Location of business premise;
- 7) Three (3) letters of commendation from your corporate/major clients;
- 8) Company profile; and
- 9) Original Receipt as proof that tenderer purchased the pre-qualification document(s).
- 10) Must fill the Tender forms/documents in the format provided

NOTE: Evaluation will be based on meeting the above minimum requirements to pass.

5. COMPLAINTS PROCESS

This call for prequalification of venders does not constitute a solicitation and TI-Kenya reserves the right to change or cancel the requirement at any time during the prequalification process. TI-Kenya also reserves the right to require compliance with additional conditions. Invitations to apply for prequalification of vender or will be made in accordance with TI- Kenya rules and procedures.

Any grievances and or complaints arising from the evaluation process and final prequalification can be addressed in writing to the Executive Director.

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in part1 and ether part 2(a) 2(b) or2 (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 1 GENERAL:

Business Name

.....

Location of business premises.....

Plot No.....

Street/Road.....Postal AddressTel No.

FaxE mail

Nature of Business.....

Registration Certificate No.....

Maximum value of business which you can handle at any one time in

Kshs (where applicable).....

Name of your bankers Branch

PART 1b Name and address of key contact persons

Name

Current position.....

Mobile number.....

Email address.....

Alternative contact person

Name

Current position.....

Mobile number.....

Email address.....

PART 2 (A) – SOLE PROPRIETORS

Your name in fullAge Nationality
..... Country of origin Citizenship
details.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	%shareholding
1.....		
2.....		
3.....		
4.....		

PART 2 (C) – REGISTERED COMPANY

Private or Public

Given details of all directors as follows; Name, Nationality, Citizenship Details and Shares

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

* If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

DECLARATION

Having studied the pre-qualification information for the above tender category We/I hereby state:

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
2. 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.
3. That the pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
4. We/I enclose all the required documents and information required for the pre- qualification evaluation. e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
5. We understand you are not bound to accept either in part or whole any tender you receive.

Date.....

Applicant's Name.....

Represented by.....

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