



**TENDER FOR PRE-QUALIFICATION OF SUPPLIERS**

**OF GOODS AND SERVICES FOR 2020-2021**

**CATEGORY REF.....**

**CATEGORY DESCRIPTION .....**

**Note: Applications may be made for pre-qualification 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

### PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR 2020-2021

Transparency International Kenya (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 year 2020-2022.

No.	Category	Tender Description	Category	Region	Eligibility
1	TI-K 01/06/2020/2021	Taxi and car hire services		Mombasa, Kisumu, Eldoret, Nairobi	Open
2	TI-K 02/06/2020/2021	Travel agency and group transport		Country wide	Open
3	TI-K 03/06/2020/2021	Printing and bulk photocopying services		Nairobi, Mombasa, Eldoret and Kisumu	Open
4	TI-K 04/06/2020/2021	Supply of stationery		Nairobi, Mombasa, Eldoret, Kisumu	Open
5	TI-K 05/06/2020/2021	Supply of electronics (laptops, cameras, projectors, and tablets) and other accessories.		Nairobi	Open
6	TI-K 06/06/2020/2021	Hotels offering both accommodation and conference facilities		Uasin Gishu, Elgeyo Marakwet, Trans-Nzoia, Kisumu, Mombasa, Kwale, Kitui, Nairobi, Kiambu, Nyeri, Machakos, Siaya, Bungoma, Kakamega, and Busia Counties	Open
7	TI-K 07/06/2020/2021	Conference Facilities (Over 50 pax) with catering services		As in above category (hotels)	Open
8	TI-K 08/06/2020/2021	Open Spaces that can hold meetings/conferences		As in above category (hotels)	Open

		with or without catering services  <b>NB:</b> Must have Covid-19 Clearance as per MoH guidelines		
9	TI-K 09/06/2020/2021	Outside Catering	Nairobi	Open
10	TI-K 10/06/2020/2021	Consultants in the following areas; <ul style="list-style-type: none"> <li>• Communication (editors, translators, graphic design, illustrators)</li> <li>• Information technology (web)</li> <li>• Legal experts in governance matters</li> <li>• Policy analysts and researchers in public finance management</li> <li>• Data Analysts</li> <li>• Videography &amp; Photography</li> </ul>		Open

Completed tender documents are to be to be uploaded online <https://tikenya.org/supplier-needed/>

## SECTION 2

### 2. SCOPE OF TENDER

Transparency International Kenya (referred to 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 **8<sup>th</sup> September 2020**.

#### 2.1 ELIGIBILITY

Pre-qualification is open to eligible firms, sole proprietorships, and individuals (consultants).

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 eligible for pre-qualification.

## **2.2 COST OF TENDERING**

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of the tender. 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 has been waived.

## **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 working days of receiving the request to enable the tenderer to make timely submission of the 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 tenderers 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 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 have a signature of 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 than **8<sup>th</sup> September 2020**.

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 the pre-qualification 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 finalised and official communication sent to them. Any effort by the tenderer to influence the service in the evaluation shall result in cancellation of their tender.

2.7.4 Pre-qualification 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 may be required.

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

## **2.8 QUALIFICATION CRITERIA**

2.8.1 Pre-qualification shall be based on meeting the minimum requirements to pass in the criteria in the evaluation conditions template as set in section three of this document.

2.8.2 The Procuring Entity reserves the right to waive minor deviations if they do not 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 paper of the applicant company and will include full postal address, telephone numbers and email address.

The letter of application will be signed by duly authorised 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**

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

Date.....

Dear Sir/Madam,

1. 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 understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualification 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).

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

<b>General and managerial enquiries</b>	
Contact person	
Organisation	
Telephone	
Signature and official stamp	

<b>Technical enquiries</b>	
Contacts person	
Organisation	
Telephone	
Signature and official stamp	

4. This application is made with full understanding that:

- (a) Bids by pre-qualification applicants will be subject to verification of all information submitted for pre-qualification 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.

<b>SIGNED</b>	<b>SIGNED</b>
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. Kenya Revenue Authority 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. Company profile
7. Must fill the tender forms/documents in the format provided
8. Covid-19 Clearance as per Ministry of Health guidelines (Mandatory for hotels, caterers, conference facilities & open spaces categories)

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

## 5. COMPLAINTS PROCESS

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

Any grievances and/ or complaints arising from the evaluation process and final pre-qualification can be addressed in writing to.

The Executive Director,  
Transparency International Kenya,  
Kindaruma Road, Off Ring Road Kilimani,  
Gate 713, House No. 4,  
P.O. Box 198- 00200, Nairobi

Or Email,  
complaints@tikenya.org

## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in tables below.

Whichever applies to your type of business. Be advised that it is a serious offence to give false information on this form.

1	Name of Organisation	
2	Postal Address	P. O Box.....Code.....
3	Physical location of Business Premises	Town..... Street..... ..... Building Name..... Floor.....

4	General Office Contacts	Telephone..... Mobile Number..... Email..... Website.....
5	Nature of Organisation (e.g. Sole Proprietorship, Public Limited Company, Partnership etc.)	
6	Names of the Proprietor, Directors or Partners - Proprietor	1. ....
	- Partnership	1. .... 2. .... 3. ....

7	<p>Age group of directors running the company</p> <p>Please tick applicable age group.</p>	<p>18-25 <input type="checkbox"/></p> <p>25-35 <input type="checkbox"/></p> <p>35-50 <input type="checkbox"/></p> <p>50-60 <input type="checkbox"/></p> <p>Above 60 <input type="checkbox"/></p>
8	<p>Please tick if categories indicated apply to your main directors of the company</p>	<p>Women <input type="checkbox"/></p> <p>Youth-(18-35) <input type="checkbox"/></p> <p>Persons with Disability <input type="checkbox"/></p> <p>Persons with special needs <input type="checkbox"/></p>
9	<p>Public Limited Company</p>	<p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p>
10	<p>Business Operations</p>	<p>Year established.....</p> <p>Duration of Business Operation.....</p>

11	Company Registration No. (Attach Copy)	Number..... .....
12	VAT Registration No. (Attach Copy)  PIN	Number .....  Number.....
13	Public Health Certificate (Attach Copy)  Food handler's Health Certificate (Attach Copy)	Number.....  Number.....
14	Registration with Regulatory relevant bodies	Number..... ....  Registration..... .....

**NB: If any of the Directors/ Partners is not a Kenyan, kindly attach their work permits**

**TRADE REFERENCES**

<p>Have you previously been contracted by Transparency International Kenya? (Tick one)</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">YES</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">NO</div> </div> <p>If yes, describe the service.....          ....          ..... For how long.....</p>
<p><b>Other Organisations</b></p> <p>Organisation Name</p> <p>Contact Name &amp; position</p> <p>Mobile number</p> <p>Email Address</p> <p>Service Provided</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Organisation Name</p> <p>Contact Name &amp; position</p> <p>Mobile number</p> <p>Email Address</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Service Provided	
Organisation Name ..... Contact Name & position ..... Mobile number ..... Email Address ..... Service Provided	

Does any of the following apply to your Organisation, or to / any of the Director(s)/Partners/ Proprietor(s)

Have any of your directors been subject of legal proceedings for insolvency, bankruptcy, receivership, or your organisation activities been suspended for any of the reasons listed?	Yes/No	If yes, give details

Has been convicted for a criminal offence related to business or professional misconduct	Yes/No	If yes, give details
Has been convicted or is under investigation for activities relating to terrorism?	Yes/No	If yes, give details
Have you had any contracts terminated for poor performance in the last three years?	Yes/No	If yes, give details

**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. 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)