



TENDER FOR PRE-QUALIFICATION OF SUPPLIERS

OF GOODS AND SERVICES FOR 2019 - 2020

CATEGORY REF.....

CATEGORY DESCRIPTION

PAYMENT RECEIPT (Attach copy).....

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 2019 -20120

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 2019-2020

1. Tender No. TI-K 02/03/2019/2020 Pre-qualification for taxi and car hire services (Mombasa, Eldoret, Kwale).
2. Tender No. TI-K 03/03/2019/2020 Pre-qualification for group transport (salon cars, 4*4 & 33-seater)
3. Tender No. TI-K 04/03/2019/2020 Pre-qualification for outside catering services and/ supply of refreshments (Nairobi, Mombasa, Eldoret and Kisumu).
4. Tender No. TI-K 06/03/2019/2020 Prequalification for hotels: accommodation and conference Facility (Nairobi, Kisumu, Machakos, Eldoret, Mombasa, Kwale and Naivasha.
5. Tender No. TI-K 07/03/2019/2020 Pre-qualification for printing and bulk photocopying services (Nairobi).
6. Tender No. TI-K 08/03/2019/2020 Pre-qualification for supply of stationery (Nairobi).
7. Tender No. TI-K 09/03/2019/2020 Pre-qualification for supply of electronics (laptops, cameras, projectors and tablets) and accessories.
8. Tender No. TI-K 10/03/2019/2020 Pre-qualification for Radio Stations offering live talk shows (Kisumu, Eldoret, Mombasa, Nairobi).
9. Tender No. TI-K 11/03/2019/2020 Pre-qualification for theatre groups (Nairobi, Eldoret Mombasa and Kisumu).
10. Tender No. TI-K 12/03/2019/2020 Pre-qualification for events management; provision of public address system, tents and chairs for hire (Eldoret, Nairobi, Mombasa and Kisumu).

Pre-qualification documents with detailed specified conditions are available on the company's website. Interested and eligible candidates may obtain further information and inspect the tender documents at our offices located along Kindaruma Road. Off Ring Road Kilimani next to Commodore office suites, Gate no 713 suite no 4, on weekdays between 8.00am – 4.00pm.

Interested bidders are required to pay a non-refundable fee of Kenya Shilling Three thousand only (Ksh. 3,000) through direct deposit into the following bank account:

Transparency International Kenya
NIC Bank
Prestige Plaza Branch
Account Number 1003862034

Please attach a copy of the deposit slip to your tender documents

Completed tender documents are to be enclosed in plain sealed envelopes, clearly marked “Pre-qualification 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 at our offices on Kindaruma Road, off Ring Road Kilimani next to Commodore office suites, gate no 713 suite no 4, **together with the payment receipt** to reach us on or before **25th September 2019 at 4.00 P.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 applications 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 **25th September 2019 at 4.00 P.M.**

2.1 ELIGIBILITY

Pre-qualification 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 the 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 pre-qualification 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 its 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 shall not exceed Ksh. **3,000**.

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 through procurement@tikenya.org and cc: transparency@tikenya.org. 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 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. **Kindly ensure you attach the payment slip in the tender application form.**

The pre-qualification document should be prepared and submitted as specified in the invitation for Pre- qualification of Suppliers on or before than **25th September 2019 at 4.00 P.M.**

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 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 finalized 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 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 Pre-qualification 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 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 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

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 understand 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:

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 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.

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 recommendation from your corporate/major clients
8. Company profile
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.

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.

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 (a) GENERAL

Business Name

Location of business premises.....

Plot No......

Street/Road..... **Postal Address** **Tel No.**

Fax **E 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 1 (b) 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)