

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

PREQUALIFICATION OF BIDDERS FOR

SUPPLY/PROVISION OF GOODS AND SERVICES

FOR 2018-2019 FINANCIAL YEAR

ENDING 30TH JUNE, 2019

REGISTRATION No.....

CATEGORY

ITEM DESCRIPTION

**PREQUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION OF GOODS
AND SERVICES FOR 2018-2019
FINANCIAL YEAR ENDING 30TH JUNE, 2019**

TABLE OF CONTENTS

CONTENTS	PAGE
1. Pre-qualification Instructions	1-3
2. Brief Contract Regulations	3- 4
3. Pre-qualification Data Instructions	5-7
4. Form PQ - 1 Pre-qualification Documents	8
5. Form PQ - 2 Pre-qualification Data	9-10
6. Form PQ - 3 Supervisory Personnel	11
7. Form PQ - 4 Financial Position	12
8. Form PQ - 5 Confidential Business Questionnaire	13
9. Form PQ - 6 Past Experience	14
10. Form PQ - 7 Litigation History	15
11. Form PQ - 8 Sworn Statement	16

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Public Service Commission 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 to the government.

1.2 Pre-qualification Objective

The main objective of this part is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Secretary, Public Service Commission as and when required during the period ending 30th June, 2019

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the SECRETARY, PUBLIC SERVICE COMMISSION so that 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 pre-qualification.

1.4 Experience

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

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification prospective supplier must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted so as to reach:-

**Secretary
Public Service Commission
P.O. Box 30095-00100
NAIROBI
Tel: (020) 2223901**

Not later than 10.30 am on **6th August, 2018**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualifications documents should be directed to the Secretary, Public Service Commission whose address is given in par 1.

1.9 Additional Information

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

1.10 Invitation to Tenders/quotations) will be made available only to those bidders whose qualifications are accepted by Government after scoring 70 points and above or such score as may be determined by the evaluation committee soon after the completion of the pre-qualification process.

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. Customs 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 a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

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 provision of goods and services for the specific category.

3.1.1 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2. QUALIFICATION

3.2.1 It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Government they possess capability, experience, qualified personnel available and suitability 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

(a) Experience: Prospective bidder shall have at least 3 years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of 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 PQ.3.

3.3.3 Financial Condition

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

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in Form PQ- 6 where applicable.

3.4 STATEMENT

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF PREQUALIFICATION

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Government 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, the Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 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.

3.7 PREQUALIFICATION CRITERIA

Required Information	Form type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	20
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	10
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	15
7. Litigation History	PQ-7	<u>5</u>
	TOTAL	100 ===

3.8 The qualification is 70 points and over or as may be determined by the Evaluation team.

FORM PQ-1 PRE-QUALIFICATION

All firms must provide:-

1. Copies of Certificate of registration
2. Copy of VAT Registration Certificate.
3. Tax compliance certificate from Kenya Revenue Authority (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copies of Pin Certificate of firm/company/individual.
5. Copy of current Trade license.
6. Copy of Income Tax returns.

(30 points)

FORM PQ -2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM:

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of

Item Description

.....

(Category No.)

1. Post Office Address.....

Town.....

Street

Name of building

Room/office No..... Floor No.....

Telephone Nos.....

Full Name of applicant

Other branches location

2. Organization & Business Information

Management Personnel

Director (Chief Executive).....

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent Kshs.
6. Bank reference and address.
7. Company Profile
8. Enclose copy of the organization chart of the firm indicating the main fields of
Activities
9. State any technological innovations or specific attributes which distinguish you from
your competitors.
10. Indicate terms of trade/sale
 - (a) Cash on delivery
 - (b) Credit period yes/no. Delete as appropriate, if yes indicate number of
days
 - (c) Upfront payment/down payment yes/no. Delete as appropriate if yes state
percentage.

(20 Points)

PQ 3 - SUPERVISORY PERSONNEL

Name

Age

Academic Qualifications

.....

Professional Qualifications

.....

Length of Service with Contractor or Supplier position held

(Attach copies of certificates of academic and professional qualifications for the key personnel in the organization)

Attach organization chart of the firm

(10 Points)

PQ - 4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two recent certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position.
- (3) Attach bank statement of the firm for the last two years.

(10 Points)

Q - 5 REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part (2), 2(b) or 2(c) which ever 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 Address Tel. No.....

Nature of business

Current Trade Licence No Expiring date

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

Name of your bankers Branch

Are your agent of Kenya national Trading Corporation YES/NO

Part 2 (a)- Sole proprietor:

Your name in full Age

Nationality Country of origin

Part 2 (b) – Partnership

Give details of partners as follows:-

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2 (c) - Registered Company:

Private or Public

State the nominal and issued capital of the company –

Nominal Ksh.

Issued Ksh.

Give details of all directors as follows:

1.
2.
3.
4.
5.

Date Signature of Tenderer.....

If the citizen, indicate the "Citizenship Details" whether by Birth, Naturalization or Registration

(10 Points)

FORM PQ – 6 PAST EXPERIENCES

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS FOR THE RELEVANT CATEGORY

- 1. i) Name of client (Organization)
- ii) Address of Client (Organization)
- iii) Name of contact person at the client (organization)
- iv) Telephone No. of client
- v) Value of contract
- vi) Duration of contract (date)
- (Attach documental evidence of existence of contract)

2. Name of 2nd client (Organization)

- i) Name of client (Organization)
- ii) Address of client (Organization)
- iii) Name of contact person at the client (Organization)
- iv) Telephone No. of client
- v) Value of contract
- vi) Duration of contract (date)
- (Attach documental evidence)

3. Name or 3rd Client (Organization)

- i) Name of client (Organization)
- ii) Address of Client (Organization)
- iii) Telephone of Client
- iv) Name of contact person at the client (Organization)
- v) Value of contract
- vi) Duration of contract (date)
- (Attach documental evidence)

4. Others

(15 Points)

PQ - 7 LITIGATION HISTORY

Name of Contract/Supplier.

Contractors/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

(5 Points)

FORM PQ – 8

SWORN STATEMENT

Having studied the pre-qualification information for the above prequalification we/I 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 we acknowledge that this grants 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/Quotations is issued the legal technical or financial Conditions or the contractual capacity of the firm changes we come inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

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