



**PF/PRQ/2019-2021**

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE FINANCIAL YEARS 2019/2020 & 2020/2021**

**CLOSING DATE: WEDNESDAY, 13<sup>TH</sup> SEPTEMBER 2019, AT 11:00 A.M.**

## TABLE OF CONTENTS

### Contents Page

1. Prequalification Instructions	2
2. Brief Contract Regulations	4
3. Pre-qualification Data Instructions	7
4. Form PQ-1 Prequalification Documentation	8
Form PQ-2 Prequalification Data	8
Form PQ-3 Supervisory Personnel	9
Form PQ-4 Financial Position	10
Form PQ-5 Past Experience	10
Form PQ-6 Sworn Statement	11
Form PQ-7 Confidential Questionnaires	12
Form PQ-8 Litigation History	14

### **1.0 Pre-qualification Instructions 1.1 Introduction**

The Presbyterian Foundation would like to invite interested candidates who must qualify by meeting the set of criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods and services

### **1.2 Objective**

The main objective of this part is to supply and deliver assorted items and also provide services under relevant tenders in P.C.E.A and its Institutions as and when required during the period 2019-2021.

### **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 **PREQUALIFICATION** documents to the **Company Secretary, The Presbyterian Foundation** so that they may be pre-qualified for submission of **Tenders/Quotations**.

Tender Documents are available **FREE OF CHARGE** from the website link listed in the newspaper. A single application is required per category. Those willing to be considered for pre-qualification in more than one category should submit separate applications per category.

### **Experience**

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

### **1.4 pre-qualification Document**

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

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

### **1.6 Submission and Receipt of Pre-qualification Documents**

One copy of the completed prequalification data and other requested information shall be submitted to reach: -Applicants shall submit the completed pre- qualification documents in plain sealed envelopes clearly marked with the relevant **category number** and description only and addressed to:

***Company Secretary,  
The Presbyterian Foundation  
P.O. BOX 27573-00506, NAIROBI***

Completed pre-qualification documents should be deposited in the Tender Box located at the PCEA Head office on or before **13<sup>th</sup> September, 2019 at 11.00am**. Tenders will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend.

### **1.7 Questions arising from documents**

Questions that may arise from the pre-qualification documents should be directed to the Company Secretary, The Presbyterian Foundation whose address is given in paragraph 1.6

### **1.8 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by The Presbyterian Foundation after scoring **50 points** and above soon after the completion of the prequalification process.

### **2.0 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 Custom 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.

#### **2.5 Overseas Purchase**

All overseas purchase shall be by Irrevocable Letter of Credit (ILC) or as it may be stipulated in the Contract Agreement.

### **3.0 Pre-qualification data instructions**

#### **3.1 Pre-qualification data Forms**

**3.1.1** The attached questionnaire PQ-1, PQ-2, PQ-3, PQ-4, PQ-4, PQ-6, PQ-7 and PQ-8 are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the **Specified Category**.

**3.1.2** 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 The Presbyterian Foundation in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the tender lot as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of The Presbyterian Foundation 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 or works.

#### **3.3 Essential criteria for Pre-qualification**

**3.3.1** (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 he 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 on short notice.

##### **3.3.3 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.

**3.3.4** 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 capacity to executive 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-5 where applicable. Examples are the final completion certificates and copies of delivery notes.

### **3.4 Statement**

Application must include a sworn statement form PQ-6 by the Bidder ensuring the accuracy of the information given.

### **3.5 Withdrawal of pre-qualification**

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

### **3.6 Outlined supply and delivery procedures**

The pre-qualified applicant should also submit a brief statement of supply and services delivery methods and procedures he plans to use to execute the contract from **PQ-2**.

### **3.7 Pre-qualification Criteria Required information Score Form Type Point**

1. Registration Documentation	PQ-1	8
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	20
5. Past experience	PQ-5	15
6. Sworn Statement	PQ-6	10
7. Confidential Questionnaire	PQ-7	18
8. Litigation History	PQ-8	9
9. KRA Tax Compliance Certificate		10
<b>TOTAL</b>		<b>100</b>

### **3.7 Qualification Mark**

The Qualification Mark is **50 points** and over.

#### **FormPQ–Pre-qualification documentation**

All firms must provide:

- a) Copies of Certificate of Registration
- b) Copy of V.A.T Registration Certificate
- c) Copies of Pin Certificate of Firm/Company/Individual
- d) List of ongoing Contracts/Projects (goods/services)
- e) Bank references
- f) Registration Certificates with relevant institutions

#### **Form PQ 2 Pre-qualification data**

##### **1. Category No.....**

Item Identification.....

Legal Name of Firm.....

Post Office Address.....

Street and Address.....

City/Town .....

Country.....

Telephone No.....

Person to contact.....

Title.....

##### **2. Organization & Business Information.....**

Management Personnel.....

Director.....

Secretary.....

General Manager.....

Finance Manager.....

Others.....

Partnership (if applicable).....

Business Founded or Incorporated.....

Under present management since.....

Net worth Equivalent Kshs.....

Bank reference and address.....

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

**Form PQ-3 Supervisory personnel**

Name.....

Age..... Academic

Qualification.....

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

Construction Supplying or Services experience

a) Name of project.....

b) Character and nature of project.....

c) Contract value.....

d) Location of project.....

e) Period of project.....

f) Title and responsibility in project.....

g) Other.....

Proposal Technical Personnel

a).....

b).....

c).....

d).....

e).....

**Form PQ-4 Financial position**

Attach a copy of firm's two recent certified financial statements giving summary of quick assets and current liabilities/or any other financial support.



**Form PQ-5 Past experience**

Names of at three (3) applicant’s clients in the last two years.

**1<sup>st</sup> 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).....

**2<sup>nd</sup> 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).....

**3<sup>rd</sup> 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).....

**Form PQ-6 sworn statement**

Having studied the pre-qualification information for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of our knowledge.
2. 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 provision in the tender or quotation documents to follow.
3. When the call for Tender/Quotations 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 prequalification made.
4. We enclose all the required documents and information required for the prequalification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(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 indicted 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 No.....

Nature of Business.....

Current Trade License No.....

Expiring Date.....

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

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

**PART 2(A) – Sole Proprietor:**

Your name in full.....

Nationality.....Country of origin.....

Citizenship details.....

**Part 2(b) – Partnership: -**

Name	Nationality	Citizenship	Details	Shares
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1.....

2.....

3.....

4.....

**Part 2 (c) - Registered Company**

Private or Public

State the nominal and issued capital of the company

Nominal Kshs.....

Issue Kshs .....

Give details of all directors as follows:

Name Nationality Citizenship Details Shares

1.....

2.....

3.....

4.....

5.....

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

## SECTION I -INVITATION FOR PRE-QUALIFICATION (IFP)

### Tender No. PF/PRQ/01/19-21 & 20-21

### **Tender Name: PRE-QUALIFICATION OF SUPPLIERS FOR VARIOUS CATEGORIES OF GOODS AND SERVICES FOR THE FINANCIAL YEARS 2019/2020 & 2020/2021**

**PRESBYTERIAN FOUNDATION** intends to pre-qualify candidates for the supply of the following goods and services.

<b>CODE</b>	<b>CATEGORY NAME</b>
<b>GOODS</b>	
PF/PRQ/01/19-21	Supply & Delivery of Printed Accountable Stationery, Teaching Booklets & General Printing Services
PF/PRQ/02/19-21	Supply & Delivery of General Office Stationery, Computer Stationery and Consumables
PF/PRQ/04/19-21	Supply & Delivery of Office Furniture, Furnishings, Blinds, Partitioning and Related Fittings
PF/PRQ/05/19-21	Supply, Delivery, Installation, Commissioning & Maintenance of Telecommunication Equipment, PABX Systems, 2-Way Communication radios, Repeaters, lattice masts and related equipment
PF/PRQ/08/19-21	Supply, delivery, commissioning & maintenance of Copier printers, Machine spare parts and related consumables
PF/PRQ/09/19-21	Supply, delivery, commissioning, servicing & maintenance of Air Condition Equipment and Cold Room Equipment
PF/PRQ/11/19-21	Supply and Delivery of Hardware, Building Materials and Paints
PF/PRQ/12/19-21	Supply and Delivery of Basic Electrical materials and Related Components

PF/PRQ/14/19-21	Supply and Delivery of Protective Clothing, Equipment and Tailored Staff Clothing
PF/PRQ/15/19-21	Supply, delivery, Installation & Commissioning of Audio Visual, Electronic and Electrical Equipment
PF/PRQ/16/19-21	Supply, delivery, Installation & Commissioning of ICT Hardware and Related Equipment
PF/PRQ/17/19-21	Supply, delivery, Installation & Commissioning of ICT Related Software
PF/PRQ/18/19-21	Supply, delivery, Installation & Maintenance of Fire Fighting Equipment
PF/PRQ/19/19-21	Supply and delivery of Dry Food Stuffs and Assorted Beverage Products
PF/PRQ/20/19-21	Supply and delivery of Fresh Fruits and Vegetables
PF/PRQ/21/19-21	Supply and delivery of Fresh Meat, Fish and Related Products
PF/PRQ/22/19-21	Supply and delivery of Fresh Bread
PF/PRQ/26/19-21	Supply and delivery of Newspapers
PF/PRQ/29/19-21	Supply and Delivery of Cleaning Materials, Toiletries and Detergents
PF/PRQ/30/19-21	Supply and Delivery of Stainless Steel Catering Equipment & related Kitchen wares
PF/PRQ/31/19-21	Supply, Delivery, Installation, commissioning and Maintenance of CCTV Equipment and Security Related Devices
PF/PRQ/32/19-21	Supply and Delivery of Spare parts, Batteries, Tyres and all related accessories for Motor Vehicles and Motorcycles
<b>SERVICES</b>	
PF/PRQ/34/19-21	Provision of Security Services

PF/PRQ/35/19-21	Provision of Courier Services
PF/PRQ/36/19-21	Provision of Sanitary and Fumigation Services
PF/PRQ/37/19-21	Provision of Air Ticketing Services (IATA Registered)
PF/PRQ/39/19-21	Provision of Servicing and Repairs to Motor Vehicle and Motorcycles
PF/PRQ/43/19-21	Provision of Legal Services
PF/PRQ/44/19-21	Provision of Insurance Services for Motor Vehicles & Motor Cycles
PF/PRQ/45/19-21	Provision of Insurance Services for Buildings and Equipment
PF/PRQ/46/19-21	Provision of Insurance Services for Life, GPA, WIBA & Public Liability
PF/PRQ/47/19-21	Provision of Comprehensive Medical Insurance Services
<b>REPAIR WORKS</b>	
PF/PRQ/50/19-21	Provision of minor work repairs of Buildings & Roads

Interested eligible candidates may inspect and download the Pre-qualification Documents by visiting PCEA Website [www.pcea.or.ke](http://www.pcea.or.ke). Check under **downloads-tenders**. Completed pre-qualification documents in plain sealed envelopes clearly marked with the relevant **category number** and description only should be addressed as indicated in **paragraph 1.6** Tender Documents are available **FREE OF CHARGE** from the website link listed above. A single application is required per category. Those willing to be considered for pre-qualification in more than one category should submit separate applications per category.

Completed Tender documents should be deposited in the Tender Box located at the Office of the Governor on or before **13<sup>th</sup> September, 2019 at 11.00am**. Tenders will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend at ***Jitegemea House PCEA Head Office along Muhoho Avenue South C.***

**NB: *Business enterprises within each presbytery or parish areas are encouraged to apply.***