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**PRE-QUALIFICATION OF SUPPLIERS  
OF  
GOODS, WORKS AND SERVICES  
FOR  
THE 2020/2021 AND 2021/2022 FINANCIAL YEARS**

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**CATEGORY**

**KAS : .....**

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**CLOSING DATE AND TIME**

**Wednesday, 18 MARCH 2020 AT 11.00 A.M**

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## PART A

### GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS

- (i) kasneb is in the process of pre-qualifying suppliers of Goods, Works and Services for the 2020/2021 and 2021/2022 financial years.
- (ii) In this connection, kasneb invites interested eligible firms to submit applications for pre-qualification of suppliers of the following categories of Goods, Works and Services.

### CATEGORY OF GOODS, WORKS AND SERVICES

No.	Category	Tender Category Description	Eligibility
1.	KAS 4	Provision of passenger transport services.	open
2.	KAS 8	Provision of Specialized Security Documents Printing – with <b>KBA certification.</b>	open
3.	KAS 11	Supply of office furniture, furnishings and fittings including office window blinds.	open
4.	KAS 13	Design, branding and production of promotional materials including banners, billboards, tents, T-shirts, caps among others.	Special Groups
5.	KAS 19	Renovation, partitioning, repairs, interior fit outs and improvement of office premises, including plumbing, electrical, carpentry and masonry works.	open
6.	KAS 37	Provision of team building, change and performance management consultancy services.	open
7.	KAS 43	Supply, installation and maintenance of signage.	Special Groups
8.	KAS 58	Provision of Agency/Digital Marketing Services	open
9.	KAS 59	Provision of Event Management Services	Special Groups
10.	KAS 60	Provision of Legal Services	open
11.	KAS 61	Provision of Tax Consultancy Services	Open

#### Note:

- (1) Kindly state your geographical location on the outer envelope as we shall also require suppliers with reasonable proximity to our prospective branches in **Nakuru, Mombasa, Kisumu, Kisii, Nyeri and Eldoret.**
- (2) The special groups firms are firms owned Women, Youth and Persons with Disabilities who have registered with the **National Treasury.**
- (3) Applicants for special category shall clearly mark the letter “**S**” on the top right of the Envelope.
- (4) Specify the tender category you are applying for on the cover page.

## **1.0 PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

**kasneb** 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 of goods and provision of goods, works and services.

### **1.2 Prequalification Objective**

The main objective is to pre-qualify and register firms for supply and delivery of assorted items and also provide services under relevant tender categories to **kasneb** as and when required during the 2020/2021 and 2021/2022 financial years.

### **1.3 Invitation of Pre-Qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Secretary/Chief Executive Officer, **kasneb** so that they may be pre-qualified for submission of tenders. Applications will be submitted, singly as per category. **kasneb** requires prospective suppliers/contractors to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar item(s)/services to organisations 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 To be considered for pre-qualification, prospective suppliers must submit all the information herein requested and as per Public Procurement and Disposal Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

### **1.7 Distribution of Pre-qualification Documents**

**Completed pre-qualification data and other requested information shall be submitted so as to reach:**

**The Secretary/Chief Executive Officer,  
kasneb  
P.O. Box 41362-00100  
NAIROBI.**

**On or before Wednesday, 18 March 2020**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to, The Secretary/Chief Executive Officer, attention to the Head of Supply Chain Management, whose address is given in paragraph 1.7 above.

## **1.9 Additional Information**

The Organization reserves the right to request submission of additional information from prospective bidders and may conduct due diligence to verify information provided.

## **1.10 Invitation to Tenders/Quotations**

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by **kasneb** after scoring more than **70 points**, after the completion of the pre-qualification process during the two (2) financial years.

## **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 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 expressed authority of **kasneb**.

### **2.4 payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the agreement.

### **3.0 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, PQ-8 and PQ-9 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of application for the specific category.

**3.1.1** The pre-qualified application forms which are **NOT filled out completely and submitted in the prescribed manner will not be considered.** All the documents that form part of the proposal must be written in English 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 kasneb in determining, according to its sole judgment and discretion, the qualifications of prospective bidders 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 kasneb 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 bidders shall have at least three (3) years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective candidates require special experience and capability to organize supply and delivery of items, or services at short notice.

##### **3.3.1 Personnel**

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

##### **3.3.2 Financial Condition**

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

**3.3.3** Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### 3.3.4 Past Performance

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

### 3.4 Statement

Applicants must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

### 3.5 Withdrawal of Prequalification

Should a condition arise between the time the 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 Articles of Association, copies of which must be attached.

**Mandatory** - Copy of current business license and Registration (by registrar of companies) in fields applied for.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

### 3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	25
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	5
4. Financial Position Confidential Business	PQ-4	15
5. Questionnaire	PQ-5	20
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	10
8. Sworn Statement	PQ-8	5
9. Electronic funds transfer details	PQ-9	5
<b>TOTAL</b>		<b>100</b>

**3.8** The qualification shall be 70 points and above.

## **FORM PQ-1 REGISTRATION DOCUMENTS**

All firms **MUST** provide:-

1. Copies of Certificate of Registration.
2. Copy of PIN/VAT Registration Certificate of firm/company/individual.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority.
4. Valid CR12 from the Registrar of Companies.
5. Copy of Certificate from the relevant Regulatory Body.

# FORM PQ-2

All firms **MUST** fill and stamp the following form;

## PRE-QUALIFICATION DATA

1. Types of Businesses.....  
Legal name of  
firm..... Post office  
address..... Street  
and Address.....  
City.....  
Country .....  
Telephone No.....  
Person to  
contact.....  
Title.....
2. Organization & Business  
Information..... General  
Manager.....  
Directors.....  
Others.....  
Partnership (if applicable).....  
Names of Partners.....
3. Year of Business Registration.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....



# FORM PQ-3

## SUPERVISORY PERSONNEL

All firms **MUST** give the following details;

Name of director/manager .....

Academic qualification.....

Professional qualification.....

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

.....

.....

### Construction/or service 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.....

### Proposed Technical Personnel

- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....
- (f) .....
- (g) .....

Proposed position in this project if contract is awarded.....

.....

**FORM PQ-4**

**FINANCIAL POSITION**

All bidders **MUST** attach bank reference letters from the banks where they maintain account.

**FORM PQ-5**

All bidders **MUST** complete and stamp the confidential business questionnaire;

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated 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.....Expiry date.....

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

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

Are you an agent of the Kenya National Trading Corporation? YES/NO.....

**Part 2 (a) – Sole Partnerships:**

Your name in full.....Age.....

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

Citizenship details.....

**Part 2 (b) – Partnership:**

<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1.....			
2.....			
3.....			
4.....			
5.....			

**Part 2 (c) – Registered Company**

Private or Public

State the nominal and issued capita of the company

Nominal K£.....

Issued K£.....

**Give details of all directors as follows:-**

<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			

Signature .....Date& Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration

**FORM PQ-6: PAST EXPERIENCE**

**(THIS SECTION IS MANDATORY ONLY TO NON-AGPO BIDDERS. AGPO REGISTERED BIDDERS WILL AUTOMATICALLY QUALIFY IN THIS CATEGORY.)**

**LIST NAMES OF AT LEAST FIVE (5) CLIENTS  
(Give the contacts of the organization).**



**FORM PQ-8: SWORN STATEMENT**

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

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. 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.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre-qualification evaluation.

Date:.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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

**FORM PQ-9: ELECTRONIC FUNDS TRANSFER DETAILS**

**Physical &Postal Address**

Box  
No.....  
Building.....  
Road /Street.....  
Date:.....

To: The Secretary/Chief Executive Officer

.....  
.....  
.....  
.....

**NAIROBI**

Dear Sir,

**ELECTRONIC FUNDS TRANSFER DETAILS**

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier : .....  
Bank and branch : .....  
Bank and Branch Code : .....  
Bank Account Number : .....  
Pin Number (Tax) : .....  
VAT Number (Tax) : .....  
Valid Email Address of Supplier : .....  
Contact  
Person.....  
Company Registration  
No.....

The following certificates are hereby attached:-

- 1. Tax Compliance Certificate
- 2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature:.....

Signature:.....

Name of Company Secretary

Name of  
Director:.....

ID/No.....

ID/No.....



