

**KENYA WILDLIFE SERVICE
P.O BOX 40241
NAIROBI.**

**PRE-QUALIFICATION FOR SUPPLY AND INSTALLATION OF
ENERGY SAVING BULBS/TUBES, POWER FACTOR AND
OTHER RELATED SUPPLIES**

TENDER NO.KWS/HQS/ADM/114/2009-2010

**CLOSING DATE AND TIME:
1ST APRIL 2010 AT 12 NOON**

SECTION 1: INVITATION TO TENDER

Date.....

TENDER REFERENCE NO: KWS/HQS/ADM/114/2009-2010

TENDER REFERENCE NAME: PRE-QUALIFICATION OF SUPPLIERS

The Kenya Wildlife Service invites you to submit sealed proposals for **Pre-qualification of suppliers for supply and installation of ENERGY Saving Bulbs and/or Tubes, power factor and other related supplies.**

Interested eligible candidates may obtain further information from at the Procurement Office, KWS Headquarters, Langata Road, P.O BOX 40241, Nairobi. Tel. 600800 Fax: 603792, **website: www.kws.go.ke.**

This set of guidelines for pre-qualification is obtainable upon payment of a non - refundable fee of Ksh. 3,000 (three thousands shillings only) at our cash office between 9.00 A.M and 4.P.M during working days.

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:-

- Certificate of Business Registration,
- Tax Compliance Certificates,
- Audited Accounts for the last 2 years OR Bank statement for the last 6 months.

Completed tender documents are to be enclosed in plain sealed envelopes marked with '**Tender reference number and name**' and be deposited in the Tender Box at the entrance of Simba Court, KWS HQS and be addressed to Director, Kenya Wildlife Service P.O. BOX 40241 Nairobi so as to be received on or before **1st April 2010 at 12 Noon.**

The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed.

Tenders will be opened immediately thereafter in the presence of candidates' representatives who choose to attend at the offices of Kenya Wildlife Service, Boardroom.

This pre-qualification does not amount to any contractual obligation on the part of KWS, and KWS is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.

Kenya Wildlife Service has the right to invite Open Tenders for the goods, works or services in line with the Public Procurement and Disposal Act and the regulations.

KWS reserves the right to verify any information provided in response hereto without notice to the participant.

Yours faithfully,

Head – Supply Chain Management

SECTION II: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. **Submission of tenders:** The application for prequalification should be submitted in sealed envelopes properly labeled with the **tender reference and number**.
5. In selection of suppliers, KWS will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works. Registered service providers, contractors, manufactures, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.

SECTION III: ELIGIBILITY

MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:-

- Valid Tax Compliance Certificates,
- Certificate of Business Registration,
- Audited Accounts OR Bank statement for the last 6 months.

(Attach copies of all certificates required)

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?--
----- If yes, when----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
2. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes---- No-----
3. Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?-----

SECTION IV: GENERAL AND COMPANY INFORMATION

OFFICIAL RECEIPT NO.-----

COMPANY PROFILE

- 1. Company Name-----
- 2. Trading Name (if different from above)-----
- 3. Legal status (partnership/sole proprietor/ Ltd. Company)-----
 - a) Company registration certificate No.-----(attach copy)
 - b) Certification by regulatory bodies (eg KPLC, Ministry of public works etc)
 - i. (Attach copies)
- 4. Nature of business licensed to operate -----
- 5. (a)VAT No.----- (Attach copy)
 - a) Contact Person: Name-----
 - b) Title-----
 - c) Tel .No.-----
 - d) Postal Address: -----
 - e) Fax: -----
 - f) Physical location-----
 - g) E-mail address-----
 - h) Website-----
 - i) Names of Directors and their nationality:

	Names of partners/shareholders	Nationality	Citizenship	Percentage of shares
1				
2				
3				

Name of Bank-----Branch -----

Name of Insurers-----

SECTION V: TECHNICAL QUALIFICATIONS, CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

Bidders **MUST** provide documentary evidence on the technical capability.

1. How many employees do you have? -----
 - a. How many are permanent? -----
 - b. How many are temporary? -----

2. Which quality standards certification have you attained in the last two years **for the products?** (Attach copies and give details on a separate sheet of paper)

3. Provide details of your key personnel and attach their CV'S **IF** you are applying for provision of professional services.
(Use a separate sheet of paper)

4. What is the country of origin for goods or services? -----
 - a. **Provide SAMPLES for the bulbs or tubes on offer.**

5. Are you a manufacturer/wholesaler/retailer/other (please specify)-----

6. If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body? Yes/No.
(Attach documentary evidence of certification)

7. If you are not a manufacture, are you an authorized dealer? – Yes----No-----
 - a. **Attach manufacturers authorization**
 - b. **Provide the manufacturers technical brochures OR fact sheets for the items on offer.**

8. To what extent is your firm/company *e-enabled* with your suppliers and clients and how do you intend to carry out business with KWS?-----

 - i. What is your average response time to a request for quotation/RFP?-----
 - ii. What is your average response to delivery of goods /services after issuance of LPO?-

9. What is the maximum value of business, which you can handle at any one time?
Ksh-----

PAST AND CURRENT PERFORMANCE AND EXPERIENCE

1. Who have been your major corporate clients for the past 2yrs? State Client's name, Product service provided, value of goods, works or service and contact person.

	Name of organization	Value of business per	Contact person	Tel. No.

		Month		
1				
2				
3				
4				
5				
6				

- a) Is this firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in Kenya wildlife service? If yes, please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)
- b) Is the firm/company making this application currently or in previous periods been contracted to supply goods or services to Kenya wildlife service? Yes----- No---. If yes indicate hereunder the financial year, the goods or services that you supplied and their value

Financial year	Goods or service supplied	Total Value

- c) Has your company/firm at any one time been requested to quote for supply of goods and services and failed to submit the quotation without assigning reason for your action? -----
- d) Has your company/firm at any one time been issued with a purchase order by KWS and failed to deliver the goods or services without assigning and reason for your action? -----
- e) If your company/firm is a current or previous period supplier of goods and services to KWS, has it at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

SECTION VI: EVALUATION CRITERIA

PRELIMINARY EVALUATION

Preliminary evaluation of tenders shall be done on the basis of the following criteria.

Whether or not:-

1. All required documents and information have been submitted.
 - Certificate of business registration or certificate of incorporation.
 - A declaration or certificate that the candidates have fulfilled the obligation to pay taxes (Tax Compliance).
 - An abstract of the candidates' accounts for the last two (2) years accompanied by a certificate by a certified Auditors firm or bank statement for the last 6 months.
2. Samples and Manufactures authorization have been submitted accordingly.

All bids that pass the mandatory requirements will be examined for the following detailed parameters.

DETAILED TECHNICAL EVALUATION

Upon completion of Preliminary Evaluation, Technical Evaluation shall then be done by checking each tender for the technical qualifications in the tender document.

Non-conforming tenders will be rejected at this stage and only **BIDDERS WHO ATTAIN THE PASS MARK OF 70%** will be considered for prequalification.

	EVALUATION CRITERIA	SCORE
1.	<ul style="list-style-type: none">• Nature of business (manufacturer or dealers)• Sample rating• Manufacturers technical information• Authorization• Certification of products	40%
2.	<ul style="list-style-type: none">• Technical expertise or personnel	20%
3.	<ul style="list-style-type: none">• Experience	15%
4.	<ul style="list-style-type: none">• Financial capacity	15%
5.	<ul style="list-style-type: none">• Capacity to deliver	10%

SECTION VI - STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 1 - Details of Contracts of similar nature and complexity
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture

- Application Form 2 - Financial Capability
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

APPLICATION FORM 2

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture

Banker	Name of banker
	Address of banker
	Telephone Contact name and title
	Fax E mail

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				

SECTION VII: DECLARATIONS

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any KWS employee.

Do you have a relationship with any KWS employee that would cause any real or perceived conflict of interest?

Yes/No----- (specify) -----

Ideclare, for and on behalf of (company/firm) that all the information furnished to KWS in connection with this pre-qualification is true and accurate in all material respect. KWS is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by _____

Title_____

Signature_____

Stamp: