

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS DOCUMENT FOR

SUPPLY/PROVISION OF GOODS, SERVICES AND WORKS FOR THE YEARS 2020-2022

TENDER REFERENCE NO: KWS/PQ/05/2020 -2022

TARGET GROUP: (OPEN TO ALL)

CLOSING DATE & TIME: 24[™] SEPTEMBER 2020

KENYA WILDLIFE SERVICE

P.O. BOX 40241 - 01000 NAIROBI

Email: <u>hps@kws.go.ke</u>, website <u>www.kws.go.ke</u>

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SECTION I. TENDER NOTICE

Date: 8TH SEPTEMBER 2020 Reference: KWS/PQ/05/2020 -2022 Tender name: PRE-QUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF GOODS, WORKS AND SERVICES FOR THE YEARS 2020-2022

Kenya Wildlife Service now invites applications from interested and eligible national candidates for pre-qualification/registration of suppliers for provision of goods and services for the period ending **30th June 2022**.

Current providers of various goods and services are requested to apply afresh. The pre- qualification applies to all our parks and stations and bidders are requested to clearly indicate the respective park or station they wished to be prequalified.

Candidates must prove that they qualify to participate in public procurement by providing the following documents or evidence:

- i) Certificate of Registration/ Incorporation in Kenya copy of certificate must be attached
- ii) Valid Tax Compliance Certificates from Kenya Revenue Authority (KRA must be attached
- iii) Valid Tax Compliance Certificate
- iv) A certified copy of CR12 for limited companies or a copy of business registration certificate for sole proprietorship or the equivalent document for partnerships that clearly indicates the ownership of the companies must be attached
- v) Copies of PIN Certificate of firm /company/ individual
- vi) Certificate from Professional regulators for specific categories (e.g. NCA for building and road works, Kenya Bankers Association for security printing)
- vii) A declaration that the bidder will not engage in any corrupt or fraudulent practice
- viii) A declaration that the person or his or her sub-contractors are not debarred from participating in procurement proceeding
- ix) Confidential business questionnaire

Pre-qualification documents containing detailed terms and conditions of prequalification may be downloaded from KWS website <u>www.kws.go.ke</u>

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 goods, works or services in any of the categories as and when required in line with the Public Procurement and Disposal Act and the regulations. KWS reserves the right to authenticate information provided herein without reverting to the participant.

Complete Tender documents in plain sealed envelopes clearly marked with the tender name and tender reference number and deposited in the tender box at the entrance of Main Reception (KWS Headquarters) and addressed to

The Director General Kenya Wildlife Service P.O Box 40241-00100 Nairobi

So as to be received on or before 24th September 2020 at 12.00 Noon

All bidders MUST comply with all the instructions and rules of the tender and particularly ensure that all the forms required are properly completed. Tenders will be opened immediately thereafter, in the presence of tenderers' representatives who choose to attend.

HEAD SUPPLY CHAIN MANAGEMENT FOR: DIRECTOR GENERAL,

SECTION II: PREQUALIFICATION INSTRUCTIONS

1. Introduction

1.1 Kenya Wildlife Service would like to invite interested candidates who qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to various parks and stations countrywide department.

2. Pre-qualification Objective

2.1 The main objective is to have a database of approved suppliers to supply and deliver assorted items and provide services under relevant tenders/quotations to the Director General as and when required for the period ending 30th June 2022.

3. Experience

3.1 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 prequalification criteria.

4. Pre-qualification document

4.1 This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

5. Submission of pre-qualification documents

5.1 The ORIGINAL document only of the completed prequalification/registration data and other requested information shall be submitted to reach:

The Director General Kenya Wildlife Service P.O Box 40241-00100 Nairobi

Not later than **24th September 2020** at 12:00 noon

6. Questions/Clarifications arising from documents

6.1 Questions that may arise from the pre-qualification documents should be directed to the Head Supply Chain Management at Email: <u>hps@kws.go.ke</u>

7. Additional information

7.1 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.

7.2 Kenya Wildlife Service has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Disposal Act and the regulations.

7.3 KWS reserves the right to authenticate information provided herein without reverting to the participant.

7.4 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, KWS, at its discretion, may extend the deadline for submission of tenders.

8. Payments

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

9. Pre-qualification data forms

9.1 The attached questionnaire forms are to be fully completed by the prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific category.

9.2 The pre-qualified/registered 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.

10 Qualifications

10.1 It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by Kenya Wildlife Service in determining, according to its sole judgement and discretion, the qualification of prospective bidders to perform in respect to the tender category as described by the client.

10.2 Prospective bidders must provide a detailed individual/company profile which must include;

a) Copy of Business Registration Certificate / Trade license, as well as a copy of Tax Compliance Certificate.

b) Physical addresses and contact details.

10.3 Prospective bidders will not be considered qualified unless in the judgement of Kenya Wildlife Service 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.

11. Essential criteria for pre-qualification/registered.

11.1Experience: prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

11.2 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 PQ3.

12.3 Financial position

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

13. Past performance

13.1Past performance will be given due consideration in pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in the business questionnaire form

13.2 Statement

Application must include a sworn statement form in the business questionnaire form by the tenderer ensuring the accuracy of the information given.

14. Litigation history

The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last two years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

15. 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/Kenya Wildlife Service 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, Kenya Wildlife Service reserves the right to reject the tender from such bidder even though he was initially pre-qualified.

- 15.1 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.
- 15.2 The firm must show proof that it has paid all its statutory obligations and have current tax compliance certificate which is mandatory.

16. Prequalification Evaluation criteria

	Α	MANDATORY REQUIREMENTS	YES/NO
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NOTE

- \clubsuit Bidders must meet all the mandatory requirements to qualify for evaluation
- Bidder must attain a minimum score of 75% in the Technical evaluation criteria to qualify for registration

47 Any information provided by the bidder may be verified by the Corporation.

STANDARD FORMS

FORM PQ - 1 REGISTRATION OF SUPPLIERS APPLICATION FORM					
CONSERVATION AREA:					
COMPANY/ BUSI	NESS N	AME			
CATEGORY NO:	1.				
	2.				
(A fi	rm/Cor	npany shall be registe	ered in a maximum of two	categories.)	
CATEGORY					
DESCRIPTION	• • • • • • • • • • •				
•••••	•••••			•••••	
DATE SUBMITTED.	•••••			•••••	
I/We (Firm Name	э)		hereby ap	oply for	
registration as a	supplie	r			
for	• • • • • • • • • • •				
(Category code	No.)				
			Pc	ostal Address:	
			lobile	•••••	
E-mail Address .	•••••				
Town		Street	Buildin	g	
		Floor Rc	oom/office	Other	
Branches/ Locat	ions		Bank		
Name					

Bank Bran	ch		Bank Branch	
Code				
Bank Account	Name			
Bank Account	Number			
Authorized				Signature
Full	name	of	authorized	signatory
Designation				
Official Rubbe	r Stamp and Signat	ure		

FORM PQ - 2 SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, 2015

I of Post Office Box Being a resident ofin the republic of do hereby make a statement as follows: -

- That the aforesaid bidder, its directors and subcontractors have not been debarred from participating in procurement proceeding under part IV of the act
- 3. That what is deponed herein above is true to the best of my knowledge, information and belief

Bidder official stamp

FORM PQ - 3 SELF DECLARARTION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O Box being of resident ofdo hereby make a statement as follows;

- 3. That the aforesaid bidder, its servants and/or agents/subcontractors have not offered any inducement to any member of the board, management staff and/ or employees and/or agents of..... (Name of procuring entity)
- 4. That the aforesaid bidder will not engage/ has not engaged in any corrosive practice with other bidders participating in the subject tender
- 5. That what is deponed to the herein above is true to the best of my knowledge, information and belief

Title..... Signature date......

Bidder official stamp

FORM PQ - 4BIODATA FOR KEY /SUPERVISORY PERSONNEL

Name	•••••	•••••	•••••		•••••	•••••	
Age	•••••						
Academic	qualifi	cation			••••••		
Professionc	Il qualif	fication					
Length held	of	service	with	contractor	or	supplier	position

(Attach copies of certificates of at least two (2) key personnel in the organization)

FORM PQ – 5 FINANCIAL STATUS AND TERMS OF TRADE

- 1 Attach a copy of the firm's two certified financial statements giving summary of the assets and current liabilities/ or any other financial support
- 2 Attach letters of reference from the bankers regarding supplier's credit position

FORM PQ - 6 CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB: failure to fill this confidential business questionnaire will lead to automatic disqualification.

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 3 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- General:
Business Name
Location of business
premises
Plot No
Street/Road
Postal Address Tel. No
Email Address
Nature of business
Current Trade Licence No
Expiry date
Maximum value of business which you can handle at any one time:
Kshs
Name of our Bankers
Branch

<u>Part 2 (a) – Sole Proprietor:</u>
Your name in full Age
NationalityCountry of origin
*Citizenship details

		<u>Part 2 (b) Partner</u>	<u>ship:</u>
	Given details of partne	ers as follows:	
	Name	Nationality	Citizenship Details
	<u>Shares</u>		
	1		
	2		
	3		
	4		
	5		
	Pa	rt 2 (c) – Registered	Company:
	Private or Public		
	State the nominal and	l issued capital of co	mpany-
	Nominal Kshs		
	Issued Kshs		
	Given details of all dire	ectors as follows:-	
	Name	Nationality	Citizenship Details
	<u>Shares</u>		
1.	1		
	2		
	3		
	4		
	5		
	*if Kenya Citizen, indic Naturalization or Regis		p Details" whether by Birth,

		Part 3 – Re	eferences				
	Give details of substantial reference sites of similar assignment						
	Client Name and Project Project Project Contact						
	Address	Туре	Cost (Kshs)	Duration	Person		
	NB: Attach supporting doc	uments wh	nere necessar	У			
Date							
Signature and Official Stamp of Candidate							

FORM PQ - 7: PAST EXPERIENCES

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACTS/ORDERS IN THE LAST TWO YEARS

 Name of First Client (Organization Name of the Client (Organization)
 Name of second Client (Organization) Name of Client (Organization) Address of Client (Organization) Name of contact person at the Client (Organization) Telephone number of Client Value of contract Duration of the contract (date)
 3. Name of 3rd Client (Organization) Name of Client (Organization). Address of Client (Organization)

FORM PQ – 8: SWORN STATEMENT

Having studied the prequalification/ registered information for the above project we / I hereby state:

- a. The information furnished in our application is accurate to the best of my knowledge
- b. That in case of being prequalified / registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by Kenya Wildlife Service
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify the department and acknowledge your right to review the prequalification made.
- d. We enclose all the required documents and information required for the prequalification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no on-going litigation.

Date

Applicant's name

Represented by

Signature

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

LIST OF CATEGORIES FOR REGISTRATION

CATEGORY A:

ITEM CODE	ITEM DESCRIPTION	LOCATION
KWS/PQ/01/2020-2022	Design, Printing and Supply of	HQ /parks and
	Security Documents, Letterheads and Rubber Stamps	stations
KWS/PQ/02/2020-2022	Creative Design and Printing of Marketing, Promotional Materials, Corporate Banners and Related Items	HQ
KWS/PQ/03/2020-2022	Design, Layout and Printing of KWS Publications, Stationery and Business Cards	HQ /parks and stations
KWS/PQ/04/2020-2022	Supply of Rigging, Earthing and Related Materials (Telecoms)	HQ
KWS/PQ/05/2020-2022	Provision of Outside Catering Services	HQ /parks and stations
KWS/PQ/06(A)/2020- 2022	Provision of Auctioneering Services	HQ
KWS/PQ/06(B)/2020- 2022	Provision of Legal Services	HQ
KWS/PQ/07/2020-2022	Design, Layout and Printing of KWS Publications, Calendars, Diaries.	HQ /parks and stations
KWS/PQ/08/2020-2022	Production of Documentaries (Videography and Photography)	HQ
KWS/PQ/09/2020-2022	Provision of Writing and Editing Services	HQ
KWS/PQ/10/2020-2022	Provision of Media Monitoring Services	HQ
KWS/PQ/11/2020-2022	Provision of Marketing & Tourism Research Agency Services	HQ
KWS/PQ/12/2020-2022	Provision of Branded Corporate Gifts,	HQ /parks and

ITEM CODE	ITEM DESCRIPTION	LOCATION
	Memorabilia, General Merchandise and Related Items.	stations
KWS/PQ/13/2020-2022	Provision of Event Management Services (hire of tents, Chairs and décor)	HQ /parks and stations
KWS/PQ/14/2020-2022	Provision of Tax Consultancy Services	HQ
KWS/PQ/15/2020-2022	Supply of Forensic Equipment Maintenance and Sequencing Services	HQ
KWS/PQ/16/2020-2022	Hire of Aircraft Services	HQ
KWS/PQ/17/2020-2022	Provision for Clearing and Forwarding Services	HQ
KWS/PQ/18/2020-2022	Provision of Maintenance/ Overhaul/ Repair Services of Aircraft Components and Accessories	HQ
KWS/PQ/19/2020-2022	Provision of Public Relation Agency Services	HQ
KWS/PQ/20/2020-2022	Provision of Creative and Digital Agency Services	HQ
KWS/PQ/21/2020-2022	Disposal of Clinical Hazardous Waste Services	HQ
KWS/PQ/22/2020-2022	Provision of Interior Design Services (upholstery services)	HQ
KWS/PQ/23/2020-2022	Provision of Aircraft Paint Work Services	HQ
KWS/PQ/24/2020-2022	Provision of Landscaping Works	HQ
KWS/PQ/25/2020-2022	Provision of Aircraft Electrical, Radio and Instrument Rating Services	HQ
KWS/PQ/26/2020-2022	Provision of Injector Pumps &Nozzles, Servicing and Repair Services	HQ/ parks and stations

ITEM CODE	ITEM DESCRIPTION	LOCATION
KWS/PQ/27/2020-2022	Provision of Machining & Engineering Works	HQ/ parks and stations

CATEGORY B

ITEM CODE	ITEM DESCRIPTION	LOCATION
KWS/PQ/28/2020-2022	Supply of Computers, Printers, Tablets and Related Accessories	HQ /parks and stations
KWS/PQ/29/2020-2022	Maintenance of ICT Equipment (Computers, Printers, Laptops and related equipment/ accessories).	
KWS/PQ/30(A)/2020- 2022	Supply of Electric Fencing Materials	HQ /parks and stations
KWS/PQ/30B/2020-2022	Supply of Fencing Posts	HQ /parks and stations
KWS/PQ/31/2020-2022	Supply of Solar Panels, Batteries, Charge Controllers and Wind Mills	HQ /parks and stations
KWS/PQ/32/2020-2022	Supply of Aircraft Spare Parts and Accessories	HQ
KWS/PQ/33/2020-2022	Supply of Plaques and Lit signage	HQ /parks and stations
KWS/PQ/34/2020-2022	Supply of Copiers, Fax and Related Spare Parts and Consumables	HQ /parks and stations
KWS/PQ/35/2020-2022	Supply of Telephone Sets and Related Accessories	HQ
KWS/PQ/36/2020-2022	Supply of PABX, 2-Way Communication Radios, Repeaters, Lattice Masts and Related Accessories	HQ /parks and stations
KWS/PQ/37/2020-2022	Supply of Veterinary Laboratory Equipment, Reagents and Other Related Consumables	HQ

ITEM CODE	ITEM DESCRIPTION	LOCATION
KWS/PQ/38/2020-2022	Supply of Veterinary Drugs	HQ
KWS/PQ/39/2020-2022	Supply of Forensic Lab Reagents and Equipment	HQ
KWS/PQ/40/2020-2022	Supply of Electronics and Scientific Equipment (GPS, Camera Traps, Cameras, Binoculars, LCD Projectors etc.)	HQ
KWS/PQ/41/2020-2022	Repair and Maintenance of Quarantine Facility and Veterinary Capture Equipment	HQ
KWS/PQ/42/2020-2022	Supply of Darting Equipment	HQ
KWS/PQ/43/2020-2022	Installation of Underground Fuel Tanks and Dispensing Machines	HQ
KWS/PQ/44/2020-2022	Supply and Delivery of Promotional Materials and Related Items	HQ
KWS/PQ/45/2020-2022	Supply of Workshop Tools	HQ

CATEGORY C

ITEM CODE	ITEM DESCRIPTION	LOCATION
KWS/PQ/46/2020-2022	Supply of Building Materials, Paints and Fittings	HQ /parks and stations
KWS/PQ/47/2020-2022	Provision of Building and Structural Construction works	HQ /parks and stations
KWS/PQ/48/2020-2022	Provision of Civil Engineering Works	HQ /parks and stations
KWS/PQ/49/2020-2022	Provision of Consultancy Services for Engineering Surveys	HQ
KWS/PQ/50/2020-2022	Provision of Consultancy Services for preliminary and Detailed Engineering Design for Road Works	HQ

ITEM CODE	ITEM DESCRIPTION	LOCATION
KWS/PQ/51/2020-2022	Supply of Electrical Fittings and Lighting Materials	HQ /parks and stations
KWS/PQ/52/2020-2022	Maintenance and Servicing of Firefighting Equipment	HQ
KWS/PQ/53/2020-2022	Supply of Land Survey Equipment	HQ
KWS/PQ/54/2020-2022	Supply, Maintenance and Repair of Generators.	HQ /parks and stations
KWS/PQ/55/2020-2022	Supply of Sports Uniform, Gears, Equipment and Medals	HQ
KWS/PQ/56/2020-2022	Supply of Vehicle Canvas (Tarpaulin)	HQ
KWS/PQ/57/2020-2022	Supply of Tyres and Tubes	HQ /parks and stations
KWS/PQ/58/2020-2022	Supply of Car Batteries	HQ /parks and stations
KWS/PQ/59/2020-2022	Supply of Fuel and Lubricants	HQ /parks and stations
KWS/PQ/60/2020-2022	Supply of Motor Vehicle Spare Parts	HQ /parks and stations
KWS/PQ/61/2020-2022	Provision of Upholstery Services	HQ
KWS/PQ/62/2020-2022	Supply of Office Furniture and Other Furnishings,	HQ /parks and stations
KWS/PQ/63/2020-2022	Design, Stitching and Supply of Staff Uniform	HQ /parks and stations
KWS/PQ/64/2020-2022	Supply of Canine Food	HQ
KWS/PQ/65/2020-2022	Supply of Medical Drugs and Related Consumables	Manyani FTS
KWS/PQ/66/2020-2022	Supply of Band Musical Equipment and Accessories	HQ

ITEM CODE	ITEM DESCRIPTION	LOCATION
	Supply of Boat Spares, General Marine Equipment and Maintenance	Coast Conservation area

CONSERVATION AREAS

- 1. CENTRAL RIFT CONSERVATION AREA
- 2. COAST CONSERVATION AREA
- 3. EASTERN CONSERVATION AREA
- 4. HEADQUARTERS
- 5. MOUNTAIN CONSRVATION AREA
- 6. NORTHERN CONSERVATION AREA
- 7. SOUTHERN CONSERVATION AREA
- 8. TSAVO CONSERVATION AREA
- 9. WESTERN CONSERVATION AREA
- 10. LAW ENFORCEMENT ACADEMY (LEA) MANYANI
- 11. KENYA WILDLIFE TRAINING INSTITUTE (KWSTI) NAIVASHA