

**TENDER DOCUMENT**

**FOR**

**PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES**

**FOR FINANCIAL YEARS**

**REF: CPHD/PREQ/2017-2019**

**PRE-QUALIFICATION/REGISTRATION DOCUMENTS FOR SUPPLIERS FOR  
SUPPLY /PROVISION OF GOODS AND SERVICES FOR THE FY 2017-2019”**

**CLOSING DATE: 7<sup>th</sup> APRIL 2017**

**TIME: 12 NOON**

**March 2017**

**TENDER NOTICE**  
**Tender No. CPHD/PREQ/2017-**  
**2019**

**PRE-QUALIFICATION: TENDER NO. CPHD/PREQ/2017-**  
**2019**

**Center for Public Health and Development (CPHD)** and its affiliate social enterprises (**MEDIQUIP GLOBAL LIMITED AND HEWA TELE LIMITED**) hereby invites, for Pre-qualification of suppliers from interested eligible bidders for the supply of the under listed Goods and Services/Works for the Financial year **2017 -2018 and 2018/2019 under the following.**

**SUPPLY OF GOODS**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
A1	Supply of General Office stationery	Open
A2	Supply of Computer/ Photocopier consumables	Open
A3	Supply of ICT equipment, computer equipment's, and accessories	Open
A4	Supply of Office Furniture, furnishings and fittings.	Open
A6	Supply of Fuel, Oil and lubricants	Open
A7	Supply of Fire Fighting Equipment and detection equipment	Open
A8	Supply of Newspapers	Open
A9	Supply of Milk	Open
A10	Supply of Drinking water	Open

**PROVISION OF SERVICES**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>CATEGORY</b>
B1	Provision of Insurance Services I.e. Motor vehicle insurance, Marine Insurance, General Insurance and Health insurance	Open
B2	Provision of Air Ticket services-IATA/KATA Registered Firms	Open
B3	Repair and servicing of Motor Vehicles, Motor Cycles, Approved Garages/ Dealers only.	Open
B4	Provision of shipping and clearing services	Open
B5	Repair and Maintenance of office equipment's i.e. Telephone, Printers, computers, Photocopier and server.	Open
B6	Provision of internet and IT services	Open
B7	Provision of Outside catering	Open
B8	Provision of Car Hire services with Drivers	Open
B9	Provision of Printing services i.e. brochures, Roll up banners, letter heads etc.	Open
B10	Provision of Accommodation services and Conference facilities	Open
B11	Provision of legal services	Open
B12	Provision of Financial Audit services	Open

All bidders will be expected to pay a **non-refundable fee of Ksh. 5,000** per category payable in Bankers Cheque or cash to the account details below:

Account Name: **Center for Public Health and Development**  
Account Number: **6798540037**  
Bank Name: **Commercial Bank of Africa**  
Branch Name: **Upper hill Branch**

Clearly indicate the name of the Company applying **and attach the receipt/banking slip to the other pre-qualification documents as proof of payment.**

Completed pre-qualification documents in plain sealed envelopes clearly marked.

**“Tender No. CPHD/PREQ/2017-2019:  
PRE-QUALIFICATION/REGISTRATION DOCUMENTS FOR SUPPLIERS FOR SUPPLY  
/PROVISION OF GOODS AND SERVICES FOR THE FY 2017-2019”**

Category No.....  
Item Description.....

Do not open before **12.00 noon, 07.04.2017** Should be addressed to:

**Procurement Officer  
Center for Public Health  
and Development  
P.O Box 34005 00100 GPO  
NAIROBI**

The documents should be placed in the tender box situated on Ground floor parking area of **Lower Hill Duplex, Lower hill Road, Upper hill during the office working hours; Monday through Friday, upon”** so as to be received before **07.04.2017 at 12.00 noon.**

CPHD has the right to invite Open Tenders for goods, works or services in any category as and when required in line with Public Procurement and Disposal Act 2005 and the Regulation 2006.  
CPHD reserves the right to authenticate any information provided in response here to, without notice to the participant by visiting the applicants premise.

Prequalification documents are available to all interested bidders by sending an email with the subject **“request for tender registration documents”** to [info@cphdev.org](mailto:info@cphdev.org). or [info@mediquipglobal.org](mailto:info@mediquipglobal.org)

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

Tenders submitted later than the indicated closing date and time shall automatically be disqualified. Tender opening will take place immediately thereafter on the same date at the site of the tender box.

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 INTRODUCTION**

Center for Public Health and Development and its affiliate companies would like to invite interested candidates who must qualify by meeting the set criteria as provided to perform the contract of supply and delivery or provision of goods and services to the NGO and its affiliate social enterprises.

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to Center for Public health and Development as and when required during the period April 2017 to April 2018.

### **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 document to the PROCUMENT OFFICER – CENTER FOR PUBLIC HEALTH AND DEVELOPMENT so that they may be pre-qualified for submission or quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required 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 both Government and Non-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. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

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

Completed pre-qualification data and other requested information shall be submitted to reach

**The Procurement Officer,  
Center for Public health and  
Development (CPHD),  
P.O Box 36265-00200  
NAIROBI**

Not later than **FRIDAY, 07<sup>th</sup> April, 2017, at 12.00 p.m.**

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable of all imported materials to be supplied unless the item(s) is /are donor funded.

### **2.2 Customs Clearance**

The contractor shall be responsible for customs 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 on the authority of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges and taxes.

### **2.4 Payment**

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

## **3. PREQUALIFICATION DATA INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

The attached questionnaire forms. 3A, 3B-, 3C, 3D, 3E, 3F, 3G, 3H, are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the specific tender.

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 Competition Authority of Kenya 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 Competition Authority of Kenya 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**

3.3.1 (a) Experience: Prospective bidders shall have at least 2 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 suppliers require 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 CV of the key personnel of individual of group to execute the contract must be indicated in form 3C.

**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 to be filled/provided on Form 3D. 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. Letter of reference from past customers should be included in Form 3F

### 3.4 Statement

Application must include a sworn statement form 3H by the Tenderer ensuring the accuracy of the information given.

### 3.5 Withdrawal 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 Authority 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 Authority reserves the right to reject the tender from such bidder even though he was initially pre-qualified.

#### 3.6

The firm must have a fixed Business premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

- 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

#### A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

##### OPEN CATEGORY

	Requirements	Score (30)
1	Certificate of Business Registration/Incorporation	Mandatory
2	Valid Tax Compliance Certificate at the time of opening	Mandatory
3	A Copy of VAT Certificate	Mandatory
4	A valid copy of the current Business permit	Mandatory
5	An abstract of the candidates audited accounts for the last two years	Mandatory
6	Provide at least Five (5) letters of recommendation from your corporate clients other than CAK	Mandatory
7	For services of Professional nature as specified (Air-ticketing bidders must provide certification & registration with relevant authorities)	Mandatory

#### B: OTHER REQUIREMENTS

	Requirements	Score
1	Duly filled Pre-qualification Data	10
2	Supervisory Personnel	
	i) Graduate -10	10
	ii) Professional/Diploma -6	
	iii) Certificate - 4	
	iv) High school -3	
3	Financial Position	
	Firm's audited accounts/Bank Statements for previous one year.(attach)	10
	Letter of reference from the banker regarding supplier's credit	10
4	Duly filled Confidential Business Questionnaire	10
5	Relevant Past Experience	10
	a) Provide names of three clients (organizations)	
	i) First client Organization (Attach documental evidence)	
	ii) Second client Organization (Attach documental	
	iii) Third client Organization (Attach documental evidence)	
6	Litigation History (Provide current sworn affidavit)	10

#### Required Information

#### Form

#### Points

1.	Registration	3A	30
2.	Pre-qualification Data	3B	10
3.	Supervisory Personnel	3C	10
4.	Financial Position	3D	20
5.	Business questionnaire	3E	10
6.	Past Experience	3F	10
7.	Litigation History	3G	10

**TOTAL**

**100**

### 3.8 The qualification is 75 points and above

All firms must provide: -

**YOUTH, WOMEN AND PERSONS WITH DISABILITY CATEGORY**

Certificate of Business Registration/Incorporation
A Valid Certificate of registration from Treasury (AGPO Certificate)
A Copy of VAT Certificate
A valid copy of the current Business permit
Valid Tax Compliance Certificate at the time of opening
Certificate of Confirmation of Directors and Shareholding (CR 12) for limited companies (Evidence of identity to prove Youth and women in the enterprise)/ID Card for Sole Proprietorship & Partnership

**OPEN CATEGORY**

Certificate of Business Registration/Incorporation
Valid Certificate of registration from Treasury (AGPO Certificate)
A Copy of VAT Certificate
A valid copy of the current Business permit
An abstract of the candidates audited accounts for the last two years OR Bank statement of the company for the last six (6) months
Provide at least Five (5) letters of recommendation from your corporate clients other than CAK
For services of Professional nature as specified (Air ticketing bidders must provide certification & registration with relevant authorities)

**(30points)**



**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

Of.....  
(Item Description)

.....  
(Category No.)

Post Office Address.....

Town.....

Street..... Name of

building..... Room/Office

no.....Floor No..... Telephone No.

..... Full Name of

applicant..... Other branches

location.....

**2. Organization & Business Information**

Management Personnel..... President (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. Bonding company reference and address.....
8. Enclosed copy of organization chart of the firm indicating the main filed of activities.....
9. State any technological innovations or specific attributes which distinguish you from your competitors.....
10. Indicate terms of trade/sale.....

**(10Points)**

**FORM 3C- SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification..... Profession

Qualification..... Length of service with

Contractor or Supplier position held.....

(Attached copies of certificate & CV of key personnel in the organization)

**(10Points)**

**FORM 3D- FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach a copy of firm's two latest certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attached letters of reference from the bankers regarding supplier's credit position.
- (3) State credit period (minimum proposed is 30days)

**(20Points)**

**FORM 3E -CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form

<b>Part I- General :</b>	Phone
Business Name	
Postal Address	Fax
Location of business premises	Plot No.
	Street/Road
Email	
Current Trade Licence No.....Expiring date	PIN
	VAT No.
Nature of Business	
Maximum value of business which you can handle at any one time: KShs.	
Name of your bankers	Branch

**Part 2 (a) - Sole Proprietor**

Your name in full.....Age.....  
 Nationality.....Country of origin.....  
 \*Citizenship details.....  
*\*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration*

**Part 2 (b) Partnership**

Given details of partners as follows:

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

*\*if Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration*

*Part 2 ( c) – Registered Company:*

Private or Public.....

State the Nominal and Issued Capital of the Company-

Nominal KShs.....

Issued KShs.....

Given details of all directors as follows:-

	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

*\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration*

**Certification:**

I, undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Name.....Title.....

Date .....Signature.....

Stamp.....

**(10  
points)**

**FORM 3F**

**PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS.**

1) Name 1<sup>st</sup> Client (Organization

- i) Name of Client (organization)..... ii) Address of Client (Organization).....
- iii) Name if 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 and recommendation letter)***

2) Name 2<sup>nd</sup> Client (Organization)

- i) Name of Client (organization)..... ii) Address of Client (Organization).....
- iii) Name if 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 and recommendation letter)***

3) Name 3<sup>rd</sup> Client (Organization)

- i) Name of Client (organization)..... ii) Address of Client (Organization).....
- iii) Name if 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 and recommendation letter)***

4) Name 4<sup>th</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).....

***(Attach documentary evidence of existence of contract and recommendation letter)***

**(10  
points)**



**FORM 3G - LITIGATION HISTORY**

Name of Contract Supplier

Contract/Suppliers should provide information on any history of litigation or arbitration resulting from contract executed in the last five years or currently under execution.

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

**(10  
Points)**

**FORM 3H - SWORN STATEMENT**

Having studied the pre-qualification information for the above project 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 document to follow.
- c) 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)**