



NATIONAL COHESION AND INTEGRATION COMMISSION

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS
FOR
SUPPLY/PROVISION OF GOODS, WORKS & SERVICES
2015/2016**

CATEGORY NO:

ITEM DESCRIPTION.....

ITEM NO.....

SUPPLIER'S STAMP & SIGN

**PRE-QUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION OF GOODS,
WORKS AND SERVICES FOR THE FINANCIAL YEARS 2015/2016**

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INVITATION FOR PREQUALIFICATION OF SUPPLIERS

The National Cohesion & Integration Commission (NCIC) is a statutory body established under the National Cohesion and Integration Act (Act No.12 of 2008). The Commission's mandate is to facilitate and promote equality of opportunity, good relations, harmony and peaceful co-existence between persons of different ethnic and racial communities of Kenya and to advise the Government on all aspects thereof. In order to carry out this mandate, the Commission intends to prequalify suppliers for the supply of goods, services and works for the next financial year 2015/2016. The Commission invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works and services under the following categories:

Table 1: Categories for Prequalification

CATEGORY 1-SUPPLY OF GOODS		
Item No.	Item Description	ELIGIBILITY
01	Supply of General Office Stationery, ICT Hardware/Software, Accessories & Consumables	Special Groups
02	Supply, Repair and Maintenance of assorted Office Furniture, and Fittings including Window Blinds & Carpets	Open
03	Supply, Installation and Maintenance of Network Equipment & Structured Cabling (LAN, WAN, PABX, Telephone Heads, Spares & Accessories, Fire Suppression and Fire Fighting Equipment, Access Control System, Air Conditioners etc)	Open
04	Supply of Motor Vehicle Tyres, Tubes and Batteries	Open
05	Supply of Fuel & Lubricants for motor vehicles	Open
06	Supply and Maintenance of Flowers, Bouquets and Decorations	Special Groups
07	Supply of General Supplies (e.g. Milk, Sugar, Snacks, Detergents, Toiletries, Mineral water etc)	Special Groups
08	Supply of Newspapers and Periodicals	Special Groups
CATEGORY 2 - SERVICES		
Item No.	Item Description	
09	Provision of Asset Tagging/Coding and Valuation Services	Special Groups
10	Provision of Air Ticketing Services	Open
11	Provision of Design and Printing Services (e.g Books, Banners, Umbrellas, Caps ,T-Shirts etc)	Special Groups
12	Provision of Event Organization Services, Interior Design and Decorations	Special Groups
13	Provision of Car hire and Taxi Services on a Framework contract (<i>see page 11 of the Tender documents</i>)	Special Groups
14	Provision of Courier Services	Open
15	Provision of Carwash Services	Special Groups
16	Provision of Signage and Outdoor Advertising Services	Open
17	Provision of Photography/ Video Graphic, Public Address System and Related Services	Open
18	Provision of Development, Hosting and Maintenance of Website/ Professional ICT support services	Open
19	Provision of Hotels, Conference and Accommodation Services	Open
20	Provision of Office Repairs, Partitioning and Renovations	Open
21	Repair and Maintenance of Motor vehicle	
CATEGORY 3 - CONSULTANCY/ SPECIALIZED SERVICES		
22	Provision of Legal Services	Open
23	Provision of Research and Consultancy Services	Open
24	Provision of Public Relations, Advertising Agency and Media Management services	Open
25	Provision of Risk Management Framework Services	Open
26	Provision of Human Resources Consultancy Services	Open
27	Provision of Specialized services; Academic/Short stories writers ,Illustrators, Rapporteurs , proof reading & editing, Entertainers(musicians, comedians, dancers, DJs & MCs) etc	Open

Special Groups include Youth, Women and Persons living with Disability who have been duly registered with the National Treasury (Directorate of Procurement). They MUST show proof of registration by providing the certificate of registration (YAGPO certificate)

A complete set of pre-qualification Tender documents can be downloaded FREE of charge from the Commission's website: www.cohesion.or.ke. Or IFMIS portal <http://supplier.treasury.go.ke>

Completed tender documents in plain sealed envelopes clearly labeled **"PRE- QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES (INSERT ITEM NUMBER) – DO NOT OPEN BEFORE TUESDAY, 5th June 2015 AT 10.00a.m** The Pre-Qualification Category and item No. applied for **MUST** be conspicuously indicated on the envelope.

Should be posted to:

**The Commission Secretary/ CEO
NATIONAL COHESION & INTEGRATION COMMISSION (NCIC)
Telephone Numbers: +254 20 2585703/2/1
Email: tenders@cohesion.or.ke
P.O BOX 7055 NAIROBI**

Or be deposited in the Tender Box situated at Commission's reception on the 6th Floor of KMA Centre, Upper Hill, and Nairobi so as to reach him on or before **FRIDAY, 5th June 2015 at 10.00a.m.**

SECTION I: INFORMATION TO CANDIDATES

1. INTRODUCTION

- 1.1 The National Cohesion and Integration Commission will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their tenders in accordance with the tender requirements to undertake the assignments described herein.
- 1.2 Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.
- 1.3 The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.4 The Commission does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
- 1.5 Applicants will be informed in writing of the results of the application, without assigning any reason for the Commission's decision thereof.
- 1.6 Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.7 It is the Commission's policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, the Commission:
 - a) Defines for the purpose of this provision, the terms set forth below as follows:
 - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and
 - ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (the Commission) of the benefits of free and open competition.
 - b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;
 - c) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;

- d) Will have the right to examine financial records relating to the performance of such services to determine capability;
 - e) Will have the right to inspect the business premises of the tenderer;
 - f) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;
 - g) Will declare a Tender ineligible for prequalification if at any time the Commission determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
 - h) Will declare a Tender ineligible for pre-qualification if at any time the Commission determines that the tenderer is related to an employee of the company or a Member of Board or Tender/Procurement committees of the Commission unless otherwise pre-declared to avoid conflict of interest.
 - i) Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.
- 1.8 Tenderers shall furnish information as described in the pre-qualification tender document.
- 1.9 Tenderers shall be aware of the provisions of corrupt and fraudulent practices as spelt out in the Public Procurement and Disposal Act, 2005 and the Public Procurement and Disposal Regulations, 2013.

2. Clarification of Documents

- 2.1 A prospective tenderer making inquiries of the tender document may notify the Commission by post, fax or by email at the Commission's address indicated in the Invitation to Tender. The Commission will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by the Commission. Written copies of the Commission's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.
- 2.2 The Commission shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender

3 Amendment of the Tender Document

- 3.1 At any time prior to the deadline for submission of the tenders, the Commission, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.
- 3.2 All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.
- 3.3 In order to allow prospective tenderers reasonable time to take any amendments into account in preparation of their tenders, the Commission may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

4. Language of Tender

- 4.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Commission shall be in written English language.

5. Documents Comprising the Tender

- 5.1 This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

6. Submission of Application

- 6.1 The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the pre-qualification document.
- 6.2 The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **FRIDAY, 5th June 2015 at 10.00a.m.**
- 6.3 Any tender received after the deadline in clause 6.2 shall be rejected as a late tender and shall not be considered.

7. Eligible Candidates

- 7.1 This prequalification document is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations. All bidders who pass the set

criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

8. Tender Evaluation

- 8.2 The Commission will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 8.2 Tenderers shall not contact the Commission on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Commission in the evaluation shall result in the cancellation of their tender.
- 8.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
- 8.4 The applicants must have registered offices and the Commission reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 8.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.
- 8.6 The Commission reserves the right to accept or reject any or all tenders.
- 8.7 There shall be two phases of carrying out the evaluation of pre-qualification applications:
 - a) Preliminary Evaluation; and
 - b) Technical Evaluation.

8.7.1 Preliminary Evaluation

- a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.
- b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:
 - 1) Certificate of Incorporation / Registration;
 - 2) PIN/VAT Certificate;
 - 3) Current Trade License / Business Permit;
 - 4) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);
 - 5) Current Tax Compliance Certificate;
 - 6) Evidence of Physical Location of business premise;
 - 7) Evidence of Electronic Tax Register (ETR);
 - 8) At least three (3) letters of commendation from your corporate/major clients;
 - 9) Completed Confidential Business Questionnaire;
 - 10) Audited accounts for the last two years or 6 months Bank Statements;
 - 11) Company profile; and
 - 12) For the Special Group (Youth, Women and disadvantaged or persons living with disability) MUST provide a copy of certificate of Registration under the Public Procurement & Disposal Act (Preference and Reservations) Regulations, 2013 from the National Treasury or a document of proof of registration from a recognized body.
- c) Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation
- d) A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail.

8.7.2 Technical Evaluation

- a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list;
- b) A detailed assessment of each applicant will be made in the course of evaluating the application.
- c) Details of the applicants organizational structure/people, financial capability, annual turnover for the last two years/bank statements, experience in the relevant field, available resources and references will be assessed as follows:

Table 2: Evaluation Criteria

Item No.	Evaluation Criteria	Max Score	Score Awarded	Remarks
A	Mandatory Requirements	YES/NO		
1	Certificate of Incorporation under Companies Act 486/Registration certificate	YES/NO		
2	PIN/VAT Certificate	YES/NO		
3	Current Trading License under Trading license Act/Business Permit	YES/NO		
4	Tax Compliance Certificate	YES/NO		
5	Audited accounts for the last two years or 6 months certified Bank Statements;	YES/NO		
B	Technical/Other Requirements			
1	Company Profile: a) Provide company profile showing names of Directors, management team and general structure of the company. b) Certification by regulatory/affiliation bodies (attach copy) c) State number of Permanent and Temporary employees d) Any quality standards certifications?	10 5 5 5		
2	Experience: a) Number of years in the business (maximum score for five years and above); b) List (and provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided and value of goods/service.	10 5		
3	Physical Facilities: a) Provide evidence of availability of office premise (copy of title deed, lease/tenancy agreement or utility bill);	15		
4	Financial Capacity: Provide audited accounts for the last 2 years or 6 months bank statements; b) Demonstrate access to credit facilities;	10 10		
5	Provide qualifications and experience of key personnel (attach CVs)	8		
6	State Regions where you have presence outside of Nairobi	2		
7.	Document Presented in a required format(Neatly bound and required certificates arranged in a flowing manner easy to be seen and read)	15		
	Total Score	100		

To note:

A candidate must meet all requirements under mandatory evaluation to qualify for evaluation under technical/general requirements

- *Pass mark under Technical/general requirements is 70% and above. A candidate shall be considered Pre-qualified if their total points is 70%*

**PRICE SCHEDULE FOR PROVISION OF CAR HIRE AND TAXI SERVICES ON A
FRAMEWORK CONTRACT**

(For item No 13 in the Prequalification list only)

Table 3: Provision of car Hire and Taxi Services

Lot	Description of the Car	Period	Price (KSH)
1	Toyota Prado –Self Drive Car hire Services (4X4)	Per day/ short term	
2	Toyota Prado –Self Drive Car hire Services(4X4)	Monthly/ Long term	
3	Toyota Landcruizer 8 seater Tour Version – Self Drive Car Hire Services	Per day/ short term	
4	Toyota Landcruizer 8 seater Tour Version – Chauffeured Car Hire Services	Per day/ short term	
5	Mini-Bus 30 seater - Chauffeured Car Hire Services	Per day/ short term	
6	Mini-Bus 14 seater - Chauffeured Car Hire Services	Per day/ short term	
7	Mini-Bus 40 seater - Chauffeured Car Hire Services	Per day/ short term	
8	Executive Coaches/ buses – Car Services	Per day/ Short term	
8	Saloon Cars – Self Drive car hire	Per day/ short term	
9	Medium Sized 4X4s – Self drive	Per day/ short term	
10	Taxis Services	Please attach price charges for all locations (within Nairobi, Mombasa, Kisumu, Nakuru,Eldoret	

Signature and stamp of tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

8.8 Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre-qualification results is made to all applicants.

8.9 Once the list of those who succeeded to be prequalified has been approved and ratified by the Tender Committee, the Commission shall notify in writing all those applicants who have been pre-qualified.

9 Confidentiality

9.1 Information relating to evaluation of tenders and recommendations concerning pre-qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in Part1 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

PART 1-GENERAL

Business Name.....

Registration Ref No.....

Location of business premises, i.e. Building.....

Floor No.....Room No.....

Plot No.....Street/Road.....

Postal Address.....Postal Code.....

Tel No..... Fax No.....

E- Mail..... Website.....

Nature of business.....

VAT Certificate Number.....PIN Certificate No.....

Local Authority License No.....Expiry Date.....

NB: Attach copies of Registration Certificate, Trade License, and VAT Registration Certificate. PIN Certificate and Local Authority License.

Maximum Value of business which you can handle at any one time KShs.....

Name of your main Bankers.....

Branch.....

PART 2 (A) SOLE PROPRIETORS:

My Name in full.....Age.....

Nationality.....ID/Passport No.....Country of Origin.....

PART 2(B) PARTNERSHIP

Name & Age	Nationality	Citizenship Details	Shares
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1.....

2.....

3.....

ART 2(C) REGISTERED COMPANY

State whether Private or Public.....

State the nominal and issued Capital of the Company

Nominal KShs.....Or Other Convertible currency.....

Issued KShs.....Or Other Convertible currency.....

Give Details of all Directors as follows:

Name & Age	Nationality	Citizenship Details	Shares
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1.....

2.....

3.....

**PART 3 – GIVE DETAILS OF ALL DIRECTORS OF THE COMPANIES YOU HAVE LISTED
ABOVE AS FOLLOWS:-**

NAME: 1.....AGE.....
2.....AGE.....
3.....AGE.....

DECLARATION

I certify that all the above particulars are true

Name of Applicant (Officer).....

Signature of Applicant.....

Position in the Company/Title.....

Date.....

NB: Please affix rubber stamp or seal

FRAMEWORK CONTRACT FORMAT

THIS AGREEMENT made the ___day of ____20___between.....[name of procurement entity] of[country of Procurement entity](hereinafter called “the Procuring entity”) of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called “the tenderer”) of the other part.

WHEREAS the procuring entity invited tenders for certain materials and spares. Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

RECITALS

- (A) Framework contract Means a contractual arrangement which allows a Procuring Entity to procure goods, works or services that are needed continuously or repeatedly at an agreed price over an agreed period of time, through placement or a number of orders which may include consortium buying.
- (B) A framework agreement will generally allow a purchaser more flexibility around the goods or services contracted for under the framework, both in terms of volume and also the detail of the relevant goods and services. A multi-supplier framework allows a contracting authority to select from a number of suppliers for its requirements, helping to ensure that each purchase represents best value.
- (C) It is the Parties' intention that there will be no obligation for any Framework Buyer to award any orders under this Framework Agreement during its Term.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring entity’s Notification of Award.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____(for the Procuring entity)

Signed, sealed, delivered by _____ the _____(for the tenderer)

in the presence of _____.