

KEMRI | Wellcome Trust

KEMRI-Wellcome Trust Research Programme

**PRE-QUALIFICATION OF SUPPLIERS FOR VARIOUS CATEGORIES OF GOODS,
SERVICES AND WORKS FOR JANUARY 2022- SEPTEMBER 2024**

APPLICANT/NAME OF THE FIRM.....

CATEGORY NO.....

ITEM DESCRIPTION:.....

CATEGORY CODE NO:.....

IF AGPO registered firm, please specify the category; - YOUTH -----
WOMEN-----
PWD -----

CLOSING DATE: 6th September 2021

CONTENTS

FORM FOR PREQUALIFICATION OF SUPPLIERS FOR VARIOUS CATEGORIES OF GOODS, SERVICE & WORKS FOR JANUARY 2022 – SEPTEMBER 2024..... pg 1

SECTION I: INVITATION FOR PREQUALIFICATION (IFQ).....pg 3

1.1 Introductionpg 3

1.2 Categories of Goods & Services.....pg 4

SECTION II: SCOPE OF TENDER.....pg 7

SECTION III: LETTER OF APPLICATION.....pg 10

Evaluation Criteriapg 12

Confidential Business Questionnaire.....pg 14

Supplier Registration Questionnaire.....pg 17

Code of Ethics.....pg 22

SECTION I - INVITATION FOR PREQUALIFICATION (IFQ)

PRE-QUALIFICATION OF SUPPLIERS FOR VARIOUS CATEGORIES OF GOODS, SERVICES AND WORKS FOR 2022- 2024

1.1 Introduction

The African Research Collaboration for Health Limited (ARCH) is a Company limited by Guarantee and operating as KEMRI-Wellcome Trust Research Programme (KWTRP), a partnership between the Kenya Medical Research Institute (KEMRI), Oxford University and the Wellcome Trust. The Programme is well known internationally for its work tackling malaria and other infectious diseases among children and has a broad scope in medical research, carrying out basic laboratory-based research, clinical and community-based studies, health systems and health policy research. The twin overriding aims of the Programme are to conduct research to the highest international scientific and ethical standards on health problems which are major causes of morbidity and mortality in Africa, and to build strong and sustainable national and regional research capacity.

ARCH has its headquarters in the KEMRI Centre for Geographic Medicine Research- Coast (CGMRC) in Kilifi and research groups in Nairobi.

Aim

The purpose of this document is to assist KWTRP in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.

KWTRP invites sealed tenders from interested and eligible candidates for pre-qualification/registration of suppliers for supply of under listed goods, works and services for the year 2022-2024.

Note: Applications may be made for pre-qualification of more than one category of goods and services, but only one tender document can be used to apply for one category of goods and services.

1.2 CATEGORIES FOR SUPPLY OF GOODS

CATEGORY A: SUPPLY OF GOODS	
CODE. NO	Item description
KWTRP/01/2021	Supply & delivery of general office Equipments, stationery & other related items
KWTRP/02/2021	Supply & delivery of computer hardware, laptops & accessories
KWTRP/03/2021	Supply & delivery of computer software/ licenses
KWTRP/04/2021	Supply & delivery of uniforms (staff and institutional), foot ware & other protective clothing.
KWTRP/05/2021	Supply, designing and printing of promotional branded materials & other related services
KWTRP/06/2021	Supply & delivery of hardware, electrical appliances, fittings & other related items
KWTRP/07/2021	Supply & delivery of cleaning materials, detergents, disinfectants and branded toiletries
KWTRP/08/2021	Supply & delivery of CCTV and access control equipment.
KWTRP/09/2021	Supply & delivery of office furniture and fittings
KWTRP/10/2021	Supply & delivery of water pumps & related accessories
KWTRP/11/2021	Supply of ups power modules & batteries
KWTRP/12/2021	Supply, installation of fire and security alarms equipment and security systems.
KWTRP/13/2021	Supply & delivery of audio /visual equipment
KWTRP/14/2021	Supply of trophies, cups, medals, shields, plaques and allied goods
KWTRP/15/2021	Supply, installation of firefighting equipment and materials.
KWTRP/16/2021	Supply of motor vehicle/cycle fuel.
KWTRP/17/2021	Supply of motor vehicle/cycle parts and accessories.
KWTRP/18/2021	Supply of laboratory chemicals, reagents & related items
KWTRP/19/2021	Supply & delivery of tires/tubes
KWTRP/20/2021	Supply of clinical/pharmaceutical drugs
KWTRP/21/2021	Supply of dressing & other non-pharmaceutical/ surgical Equipments
KWTRP/22/2021	Supply of hospital and laboratory gases
KWTRP/23/2021	Supply of motor vehicle batteries
KWTRP/24/2021	Supply of hardware, paints & building materials
CATEGORY B: PROVISION OF SERVICES	
CODE. NO	Item description
KWTRP/25/2021	Provision of photography, video graphic, public address system & other related services
KWTRP/26/2021	Provision of catering services.
KWTRP/27/2021	Provision of air travel, reservations and ticketing services.
KWTRP/28/2021	Provision of internet services.
KWTRP/29/2021	Provision of fleet management systems including tracking services.
KWTRP/30/2021	Repair and maintenance of audio-visual Equipments.
KWTRP/31/2021	Provision of courier and mail delivery services.
KWTRP/32/2021	Supply and maintenance of air-conditioning installations and services.
KWTRP/33/2021	Provision of hotel accommodation and conference facilities.
KWTRP/34/2021	Servicing, repair and maintenance of vehicles & motorcycles.
KWTRP/35/2021	Clearing and forwarding services.
KWTRP/36/2021	Provision of cleaning, gardening & landscaping services
KWTRP/37/2021	Provision of fumigation & pest control services.

KWTRP/38/2021	Provision of garbage/ash collection services
KWTRP/39/2021	Provision of security and guard services (guards, dog patrols and security survey).
KWTRP/40/2021	Provision of training and human development services
KWTRP/41/2021	Provision of occupational health and safety consultancy services
KWTRP/42/2021	Provision of environmental management audit consultancy services
KWTRP/43/2021	Provision of sanitary bin services
KWTRP/44/2021	Provision of insurance brokerage services
KWTRP/45/2021	Provision of medical cover for staff
KWTRP/46/2021	Provision of civil and structural engineering services
KWTRP/47/2021	Provision of electrical and mechanical engineering services
KWTRP/48/2021	Provision of quantity survey services
KWTRP/49/2021	Maintenance services of generators, power stabilizers and pumps.
KWTRP/50/2021	Maintenance of fire and security alarms equipment and security systems.
KWTRP/51/2021	Maintenance & servicing of firefighting equipment and materials
KWTRP/52/2021	Provision of ground transfers & taxi services
KWTRP/53/2021	Provision of repair & maintenance of office furniture
KWTRP/54/2021	Provision of radio services
KWTRP/55/2021	Maintenance & servicing of laboratory Equipments
KWTRP/56/2021	Provision of high-level window cleaning services
KWTRP/57/2021	Provision of radiology services
KWTRP/58/2021	Provision of medical services
KWTRP/59/2021	Provision of offsite archiving services
KWTRP/60/2021	Provision of bulk SMS services
KWTRP/61/2021	Provision of office cleaning services
KWTRP/62/2021	Maintenance & servicing of ups
KWTRP/63/2021	Maintenance & servicing of oxygen plant
KWTRP/64/2021	Maintenance & servicing of incinerator
KWTRP/65/2021	Maintenance of electric fence
KWTRP/66/2021	Provision of auctioneering services
KWTRP/67/2021	Building contractors
	CATEGORY C: REPAIR AND MAINTENANCE SERVICES
CODE. NO	Item description
KWTRP/68/2021	Repair & serving of firefighting equipment & other related services
KWTRP/69/2021	Repair, maintenance services of generators, power stabilizers and pumps.
KWTRP/70/2021	Repair & general maintenance to building - plumbing and minor repairs
KWTRP/71/2021	Repair & general maintenance to CCTV and access control Equipments
KWTRP/72/2021	Repair & maintenance of computers, printers, laptops, scanners pabx machines, telephone, office equipment, machines & other related services
KWTRP/73/2021	Provision of repair and maintenance of Laboratory/ specialized equipment
KWTRP/74/2021	Provision of vehicle wheel balancing & wheel alignment
	CATEGORY D: LEASING
CODE. NO	Item description
KWTRP/75/2021	Leasing of printers
	CATEGORY E: DISPOSAL
CODE. NO	Item description
KWTRP/76/2021	Disposal of marked/tagged assets & scrap items

CATEGORY F: PROFESSIONAL SERVICES/WORKS	
CODE. NO	Item description
KWTRP/77/2021	Legal services
KWTRP/78/2021	Electrical engineering consultancy services
KWTRP/79/2021	Mechanical engineering consultancy services
KWTRP/80/2021	Civil engineering consultancy services
KWTRP/81/2021	Structural engineering consultancy services
KWTRP/82/2021	Provision of corporate international travel assurance services

1.3 Applications for prequalification must be submitted enclosed in plain sealed envelopes marked “ Pre-Qualification of Suppliers for Supply of ----- (indicate the category & Number) and MUST be deposited in the tender box situated at the main gate offices in Kilifi and addressed to;

**The Evaluation Committee,
Kemri Wellcome Trust Research programme,
P.O Box 230-80108,
KILIFI.**

so as to be received on or before **6th September 2021 at 17.00Hours local time**

Those intending to submit their Applications in soft copies should send their Applications to Tender@kemri-wellcome.org

1.4 Clarifications/questions shall be sent to **Purchasing@kemri-wellcome.org** or call **0709983064**

NOTE: Due to the Covid-19 Health Concerns, the opening Sessions will be done internally by the Evaluating Committee.

1.5 Late bids will not be accepted.

SECTION II

2. SCOPE OF TENDER

ARCH/KWTRP (referred to as the Procuring Entity) intends to prequalify for supply and provision of various categories of goods and services. All applications are to be submitted not later than **6th September 2021 at 17.00Hours local time.**

2.1 ELIGIBILITY

Pre-qualification is open to eligible firms, sole proprietorships, and individuals (consultants).

2.1.1 KWTRP's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.

2.1.2 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.1.3 All bidders found capable of performing the contract satisfactorily in accordance with the set prequalification tender criteria shall be eligible for pre-qualification.

2.2 COST OF TENDERING

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of the tender. The Procuring Entity will in no case be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.2.2 The price to be charged for the tender document is not applicable to this process.

2.3 CLARIFICATION OF DOCUMENTS

2.3.1 A prospective candidate making inquiries of the tender document may notify the Procuring Entity in writing through email at the entity's address indicated in the invitation for tenders. The Procuring Entity will respond in writing to any request for clarification of the tender documents.

2.3.2 The Procuring Entity shall reply to any clarifications sought by the tenderer within 24 hours of receiving the request to enable the tenderer to make timely submission of the tender.

2.4. AMENDMENT OF DOCUMENTS

2.4.1 At any time prior to the deadline for submission of tenders, the Procuring Entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

2.4.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by email and such amendment will be binding on them.

2.4.3 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect, will be at the tenderers risk and may result in the rejection of its tender.

2.5. LANGUAGE OF TENDER

2.5.1 The Pre-qualification prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided

they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.6 SUBMISSION OF APPLICATION

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

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 have a signature of the person(s) who signs the pre-qualification document. Submission should be serialized i.e with page numbers and must contain copies of mandatory statutory documents among other requirements.

The pre-qualification document should be prepared and submitted as specified in the invitation for Pre-qualification of Suppliers on or before than 6th **September 2021 at 17.00Hours local time.**

Any tender received after the deadline shall be rejected as a late tender and shall not be considered.

2.7 ELIGIBLE CANDIDATES

2.7.1 Due diligence will be undertaken during the pre-qualification process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

2.7.2 KWTRP will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

2.7.3 Tenderers shall not contact KWTRP 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 service in the evaluation shall result in cancellation of their tender.

2.7.4 Pre-qualification will be based on meeting the maximum criteria regarding the applicant's legal status, general and experience, personnel and financial position as demonstrated by their responses where applicable accordingly.

2.7.5 The applicants must have registered offices and KWTRP 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.

2.7.6 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for annual rates for the supply of goods, works or services as may be required.

2.7.7 KWTRP reserves the right to accept or reject any or all tenders.

2.7.8 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.7.9 Prequalification Documents

The document includes questionnaires forms and instructions for prospective suppliers. In order to be considered for pre-qualification, prospective supplier must provide requested proof and all other information requested.

2.8 QUALIFICATION CRITERIA

2.8.1 Pre-qualification shall be based on meeting the requirements to pass in the criteria in the evaluation conditions template as set in section four of this document.

2.8.2 The Procuring Entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

SECTION III

3. LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein

The letter of application will be prepared on the letterhead paper of the applicant company and will include full postal address, telephone numbers and email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

3.1 LETTER OF APPLICATION

**The Evaluation Committee
KEMRI Wellcome Trust Research programme,
P.O Box 230-80108
KILIFI**

Date.....

Dear Sir/Madam,

1. Being duly authorized to represent and act on behalf of _____(name of the firm) (here in after referred to as ‘the bidder), and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the following service(s) under (category ref No. and description)

Category Ref. Number	Description

2. Attached to this letter are copies of original documents defining

- a) The applicant’s legal status
- b) The principal place of business and

- c) The place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually- owned firms).

3. Your agency and its authorized representatives may contact the following references for further information:

General and managerial enquiries	
Contact person	
Organization	
Telephone	
Signature and official stamp	

Technical enquiries	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

4. This application is made with full understanding that:

- (a) Bids by pre-qualification applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding.

The undersigned declare that the statement made, and the information provided in the duly completed application are complete, true and correct in every detail.

SIGNED	SIGNED
Name	Name
For and on Behalf of the applicant (Name of applicant)	For and on Behalf of the applicant (name of partner)

4. EVALUATION CRITERIA

MANDATORY REQUIREMENTS

No.	Requirement	Score
1.	Company profile/ General business details	Mandatory
2.	Certificate of Registration/Incorporation	Mandatory
3.	Valid Tax Compliance Certificate	Mandatory
4.	PIN/VAT Certificate	Mandatory
5.	CR12 Form	Mandatory
6.	Current Valid Business Permit from County/Municipal Council or certificate/letter of exemption for professional services from the municipal authorities.	Mandatory
7.	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
8.	Transport Hire Firms, Taxis, etc...must attach evidence of having taken all the necessary insurance covers including mandatory Government licenses/certificates.	Mandatory
9.	Outside Catering services – Bidders to avail a valid certificate of health for food handling from CCN/County/Municipal Council	Mandatory
10.	Covid-19 Clearance as per Ministry of Health guidelines (Mandatory for hotels, caterers, conference facilities & open spaces categories)	Mandatory
11.	Evidence Of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
12.	Financial statement for the last three years i.e. (2018, 2019 & 2020)	Mandatory
13.	A minimum of five reference letters from current clients i.e. For the period 2018 – 2020.	Mandatory
14.	Certificates from affiliated regulatory or accrediting bodies/associations (where applicable)	Mandatory
15.	Must fill the tender forms/documents in the format provided	Mandatory

NOTE:

For Bidders to be evaluated further, they must have passed all the above mandatory requirement.

TECHNICAL EVALUATION

NOTE:

Bidders to be considered for prequalification with KWTRP MUST attain a pass mark of 75 Points and above.

No.	Requirements	Maximum Score (%)
1.	<p>Financial capability</p> <p>(i) Audited Financial statements for the last 3 years (2018, 2019& 2020 (15 marks)</p> <p>(ii) Mode of payments and Willingness to give Credit (5 marks)</p>	20
2.	<p>Company/Business Profile</p> <p>(i) Disclosure of Directors/Partners /Sole Proprietor (5 marks)</p> <p>(ii) Organizational Structure inclusive Memorandum of Understanding & Articles of Association (5 marks)</p>	10
3.	<p>Personnel</p> <p>Manpower & Expertise (General)</p>	20
4.	Indicate having undertaken similar assignment with at least 5 firms in category applied for (Attach LPOs, awards, recommendation letters) (2 marks each reference)	10
5.	Litigation history/Arbitration Incidences (General)	5
6.	Business Referees. An undertaking from 3 (Three) reputable referees that can be contacted	9
7.	Other certificates, e.g. registration with Professional bodies certification, KEBS, NITA, professional bodies certification (IATA registration a must for Air Travel Agent), e.t.c	10
8.	Presentation/submission of the document in the prescribed format in the tender document (For applicants submitting hard copies, the document MUST be bound with Clear Separators of the content, should not be tampered with in terms of page numbers. Soft Copies should also be sent in the prescribed format).	5
9.	<p>i. Dully Filled Confidential Business Questionnaire (3 marks)</p> <p>ii. Dully filled Supplier registration Application form (3 Marks)</p>	6
10.	Declaration and Company Stamp	5
TOTAL		100

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (CBQ)

(Must be filled by all applicants or tenderers' who choose to participate in this tender)

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2(i) must be filled.

You are advised that giving wrong or false information on this Form will lead to automatic disqualification / termination of your business proposal at your cost.

Part 1 – Business Particulars

Business Name:
 Certificate of Incorporation/ Registration No.(Attach Copy)
 Location of business premises: Country
 Physical addressTown
 Building.....Floor.....
 Plot No.Street / Road
 Postal AddressPostal / Country Code.....
 Telephone No's Fax No's.
 E-mail address
 Website
 Contact Person (*Full Names*) Direct/ Mobile No's.
 Title Power of Attorney **(Yes / No)** If **Yes**, attach written document.
 Nature of Business (*Private Limited, Public Corporation, Proprietorship, Partnership or other*)
 Company Profile (Attach brochures and annual reports in case of public companies)

(Applicable to Local suppliers only)

Local Authority Trading License No. Expiry Date
 Value Added Tax No.....

Part 1 (a) – Sole Proprietor

Full names.....
 Nationality Country of Origin
 *Citizenship details.....

Part 1 (b) – Partnerships

Give details of partners as follows:

	<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares (% Held)</u>
1.
2.
3.
4.
5.

Part 1 (c) – Registered Company

List of top ten (10) shareholders and distribution of shareholding in the company.

Give details of all directors as follows:-

	<u>Full Names</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares (% Held)</u>
1.
2.
3.

4.....
5.....

Part 2 – Financial Resources

Capital Structure : Paid-up Capital
 : Authorised Capital
 : Working Capital

Loan/Overdraft (Amount & Source) :
Name and Address of Bankers :

Value of the largest single assignment you have undertaken to date (*US\$/KShs*)
Was this successfully undertaken? **Yes / No.** (If **Yes**, attach reference)
Name (s) of your banker (s)
Branches Tel No's.

Part 2 (d) – Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by KWTRP and any other public or private institutions.

Full Names
Signature Dated thisday of20....
In the capacity of
Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We, (Name (s) of Director (s):-
a)
b)
c)
d)

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed.....
For and on behalf of M/s
In the capacity of
Dated thisday of201.....
Suppliers' / Company's Official Rubber Stamp.....

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:
a)
b)
c)
d)

For and on behalf of M/s
 In the capacity of
 Dated this day of 20.....
 Suppliers' / Company's Official Rubber Stamp

Part 2 (g) – Interest in the Firm:

Is there any person / persons in KWTRP or any other public institution who has interest in the Firm? Yes / No? (Delete as necessary) Institution

.....
 (Title) (Signature) (Date)

Part 2(h) – Experience

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or equipments in the last two (2) years.

<u>Company Name</u>	<u>Country</u>	<u>Contract/ Order No.</u>	<u>Value</u>
1.....
2.....
3.....

Contact person (Full Names)E-mail address.....

Cell phone no (Note: The person should be at the level of director)

*Attach proof of citizenship

* Attach certified copies of the following documents:

- a) Previous orders from companies supplied before
- b) Certificate of Incorporation / Registration
- c) Tax Compliance Certificate (for local suppliers)
- d) VAT Certificate (for local suppliers)
- e) Audited Financial Statements / Accounts for the last two (2) years
- f) Valid Local Authority / Trade License (for local suppliers)
- g) The Power of Attorney

***The above documents should be submitted if they are applicable to bidder.**

SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name

.....
.....

Pin No. **VAT Reg. No.**

(Attach Copy Registration Certificate)

2. Category applied for.....

Item Description:

3. Experience:

a) State the number of years the company has been in similar business

.....
.....

State names of five (5) major clients, references and contact persons

(Attach list and evidence e.g. Purchase Orders, Contract Agreements Invoices, recommendation letters etc.)

.....
.....

List five (5) ongoing contracts/projects (goods & services) and values of contract/orders

.....
.....

4. Submit organizational structure and CV profiles of relevant management and technical staff

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

5 a) Have you previously dealt with KWTRP? If yes, state nature of business.

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

b) State whether you have, at any one time, been blacklisted by the KWTRP. If yes, give reasons

.....
.....

6. Financial Strength

Provide copies of the company’s audited accounts for the last three (3) years; 2018, 2019 & 2020)

7. Delivery & Logistics

a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building.....
.....
- ii. Street/Road.....
.....
- iii. City/Town.....
.....

b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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

8. State whether your company is a:

- a) Manufacturer.....
- b) Authorized agent (Attach principal/manufacturer’s authorization letter)
- c) Stockist.....
- d) Other (Please specify)

9. Specify the amount of business you can handle at any one time

.....
.....

10. Give any other information that you feel is relevant for purpose of Pre-qualification as a supplier

.....

ADDITIONAL INFORMATION

1. **Bank details:**

Bank Name	Account Number	Bank Address

PAST EXPERIENCE/REFERENCE CLIENT DETAILS

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

1. **Client name (Organization)** -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract -----

Duration of Contract (date)-----

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

2. **Client name (Organization)** -----

Address -----

Tel. No -----

Contact person-----

Position in the organization-----

Value of Contract-----

Duration of Contract (date)-----

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

3. **Client name (Organization)** -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract -----

Duration of Contract (date)-----

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

4. **Client name (Organization)** -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract -----

Duration of Contract (date)-----

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract

5. **Client name (Organization)** -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract-----

Duration of Contract (date)-----

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract

LITIGATION HISTORY

Name of contractor/supplier Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

No.	Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (Current Value, Kshs. Equivalent)
1.				
2.				
3.				

DECLARATION

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

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
2. 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 based on provision in the tender or quotation documents to follow.
3. That the pre-qualified bidders will be invited randomly to participate in the tender/request for quotations as and when there is a requirement.
4. We/I enclose all the required documents and information required for the pre-qualification evaluation. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of KWTRP pre-qualified firms.
5. We understand you are not bound to accept either in part or whole any tender you receive.

Name.....

Designation.....

Signature.....

Date.....

Official rubber stamp.....

CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

KWTRP Procurement guidelines does not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as hospitality, or gifts worth less than \$50 equivalent, employees of KWTRP are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of KWTRP who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of the KWTRP as indicated below and confirm that you have read the code of ethics and is in agreement with it.

- i) Has any employee of KWTRP been your employee in the past one year?

If yes, please give details.....

- ii) Do you have any family ties with any KWTRP employee(s) through spouse or immediate family? If so, please explain:

Have you had past personal business dealings with any employee of KWTRP?

If yes, please give details:

Do you have other social or political relationships with an employee of KWTRP in procurement, which may impede his/her independence or objectivity?

.....
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....