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**PRE-QUALIFICATION
QUESTIONNAIRE/DOCUMENT**

FOR

SUPPLY AND DELIVERY OF GOODS/SERVICES

FOR

THE YEAR 2018/2019

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PRE-QUALIFICATION QUESTIONNAIRE/DOCUMENT

Reference No. _____ Category No _____

Completed Pre-qualification documents must be received in plain sealed envelope bearing; the reference number and the category addressed and delivered to the undersigned or deposited in the Tender boxes at RCK offices in Nairobi, Kakuma, Dadaab and Garissa.

**The Tender Committee
Refugee Consortium of Kenya
Off Muringa Rd, Kilimani
P.O BOX 25340-00603
Lavington, Nairobi
Tel: +254 20 2088060/2088067.
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All the pre-qualification documents should to be received on or before **Wednesday 29th November 2017 at 12.00 Noon.**

Following receipt of completed pre-qualification documents, the Refugee Consortium of Kenya tender committee will do the short listing. The pre-qualified suppliers will partner with RCK for the years 2018/ 2019.

Questionnaire Purpose

The purpose of this PQQ is to identify a number of suitably qualified and experienced companies who will be invited to submit a tender to category details. The RCK tender committee will use the information that you provide in response to this PQQ to determine which organizations are most suited, in the opinion of the RCK Executive, in terms of technical knowledge and experience, organizational and financial standing to submit a proposal for this requirement.

Questionnaire Layout

The PQQ is split into 4 distinct parts; Part A seeks details of your organization, Part B requests details concerning the financial standing of the organization, Part C relates to business probity, and Part D requests reference details.

All information requested should be provided in the order and format of the Sections. Tenders may submit a PQQ using their own text creation facilities.

Questionnaire Responses

All responses will be treated in confidence by RCK. A signed and dated hard copy on A4 paper format is required. Annual accounts must be submitted as hard copy. Respondents are advised that their responses may be reproduced by the procurement committee in writing and that no further indication or request will be made. Such reproduction will be for use by RCK and solely in connection with this exercise.

Only information provided as a direct response to the PQQ will be evaluated. Information and detail which form part of general company literature or promotional brochures etc. will not form part of the evaluation process.

Supplementary documentation may be attached to the PQQ where applicants have been directed to do so in the PQQ. Such material must be clearly marked with the name of the organization and the question to which it relates. **All questions must be answered. If the question is not relevant, the words 'not applicable' must be inserted.**

Please note that we may require clarification of the answers provided or ask for additional information. This shall be done in writing.

PART A –

BACKGROUND INFORMATION:

1	Name of Organization	
2	Address	
3	Contact Person	
4	Position	
5	Telephone Number	
6	E-mail address	
7	Website	
8	Physical office address	
9	Nature of Organization (e.g. sole proprietorship, Company, Partnership etc).	
10	Number of employees: • management • support staff	
11	Length of time Organization has been operating	
12	Registration Certificate Number	

13. Provide certified copies of the following:

1. Certificate of incorporation/registration
2. PIN Certificate
3. Current Trade License.
4. Current Tax compliance Certificate
5. Company profile
6. Organization Chart
7. Evidence of physical office.
8. Three years recent audited financial statements

PART B –

FINANCIAL STATUS:

14	Name of your Bankers:	
15	Address:	
16	Telephone Number:	
17	Suitable contact person	
18	Provide details of the Annual Turnover (in Kenya shs) for 3 year	
19	Provide details of the Pre-tax profit (in Kenya shs) for 3 Year	

PART C –

BUSINESS PROBITY:

Section 1-

20	Please confirm whether any of the following criteria applies to your organization: If yes, provide details.	
21	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations?	
22	Is the organization the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations?	
23	Has any employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?	
24	Has any employee whom you would propose to use to deliver this service been guilty of serious misrepresentation in supplying or failing to supply the information that may be required under this Section?	

Section 2 -

Sole Proprietor –

Your name in full.....

NationalityCountry of origin

Citizenship details.....

Partnership–

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Registered Company–

Private or Public.....

State the nominal and issued capital of the company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

**PART D -
REFERENCES:**

25	Provide contact details for 3 referees for previous/current work that is similar or the same to that required by this document. Note that contact will be made with referees without further reference to yourselves.	
A	Organization	
	Contact Name	
	Contact telephone number	
	Contact E-mail Address	
	Service provided, period of contract, number of units e.g. firms covered, approx. financial value of contract	
B	Organization	
	Contact Name	
	Contact telephone number	
	Contact E-mail Address	
	Service provided, period of contract, number of units e.g. firms covered, approx. financial value of contract	
C	Organization	
	Contact Name	
	Contact telephone number	
	Contact E-mail Address	
	Service provided, period of contract, approx. financial value of contract	

26 Previous experience with RCK

Given details of any work you might have undertaken with RCK, the period and duration you took to deliver

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EXPRESSION OF INTEREST AND APPLICATION

.....(Name of organization/lead organization)
 wish to register interest and apply to be considered for short listing to receive Invitation to tender
 documentation for supply and delivery of /provision of.....

I confirm that the answers given on this PQQ are true, complete, accurate and not misleading.

Signed		Name
Date		Status/title
Organization's seal/rubber stamp.....		