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Off Maringa Rd, Kilimani
P.O. Box 25340-00603
Nairobi

**PRE-QUALIFICATION
QUESTIONNAIRE/DOCUMENT**

FOR

SUPPLY AND DELIVERY OF GOODS/SERVICES

FOR

THE YEARS 2020 TO 2021

CATEGORY.....

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1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Refugee Consortium Of Kenya referred to as the “RCK” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Refugee Consortium Of Kenya to perform the contract of supply and delivery or provision of goods and services to the Company. **Current prequalified** suppliers must also apply if interest in continuing working with RCK.

1.2 Pre-qualification Objective

The main objective is to have a list of qualified supplies who will be invited to supply and deliver assorted items, provide services or enter into framework agreement under relevant tenders/quotations to Refugee Consortium Of Kenya as and when required during The years 01 January to 2020 to 31 December 2021.

1.3 Experience

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

1.4 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 and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified

N/B: All the documents should be bound and paginated.

1.5 Distribution of Pre-qualification Documents

The completed pre-qualification documents clearly indicating tender number and category **MUST** be submitted both electronically and physically to RCK offices. The electronic copies should be sent to procurement@rckkenya.org. While the hard copy should be placed in plain, sealed and separate envelopes (**each category MUST be submitted in a separate envelope**) and the envelope clearly labelled as below:

PRE-QUALIFICATION OF SUPPLIERS 2020-2021:

CATEGORY DESCRIPTION... (e.g. Category A and NO.....(e.g. RCK/SG/01/2020/1) and addressed to:

**Procurement Committee
Refuge consortium of Kenya**

P. O. BOX 25340-00608

NAIROBI

to be deposited in the **TENDER BOX** at any of RCK offices in Nairobi, Kakuma, Dadaab or Garissa. Should be received on or before **October, 14th 2019** at **9.00am**. **A copy in PDF form MUST be sent to procurement@rckkenya.org on or before the stated closing date and time.**

Bids will be opened immediately thereafter in the presence of the bidders who choose to attend or their representatives at the **Refugee Consortium of Kenya**.

1.6 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee on the following address not later than **10th October 2019**:

THE PROCUREMENT COMMITTEE
RCK
P.O. Box 25340-00603
NAIROBI
Or Email: procurement@rckkenya.org

1.7 Additional Information

Refugee Consortium Of Kenya reserves the right to request submission of additional information from prospective bidders.

1.8 Request for quotations or Framework Agreement

Request for quotations or to enter into framework agreement will be made available only to those bidders whose qualifications are accepted by Refugee Consortium Of Kenya at the disclosure of the procurement committee after the completion of the pre – qualification process.

1.9 None-refundable fee

Interested suppliers are required to pay the stipulated none-refundable fee in order to be provided with tender number. The fee is to support RCK in paying for logistics associated with procurement and its mandate. It is not a commitment for any engagement for supplies of services and/or goods.

2. *PREQUALIFICATION CRITERIA*

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-A	40
2. Pre-qualification Data	PQ-B	15
3. Supervisory Personnel	PQ-C	10
4. Financial Position	PQ-D	10
5. Business Probity	PQ-E	15
6. Past Experience	PQ-F	10
TOTAL		100

The qualification is 70 marks and above

3. FORM PQ-A REGISTRATION DOCUMENTATION

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name. – 5Marks
2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority. 5Marks
3. Must submit certified bank statements for the most recent 12 months (from Oct 2018- Sept 2019) 5 Marks
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable – 5Marks
5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council – 5 Marks
6. Copy of Letter of recommendation from 3 previous organizations served with similar works 6 Marks
7. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical) – 4 Marks
8. Copy of Memorandum of Understanding or Articles of Association 5 Marks

NOTE: A COPY OF THE REFUGEE CONSORTIUM OF KENYA PAYMENT RECEIPT/ORIGINAL BANKING SLIPS MUST BE ATTACHED

(Max 40 points)

4. FORM PQ-B: PRE-QUALIFICATION DATA

1/We hereby apply for registration as
supplier(s)

(Name of Company/Firm)

of

(Item Description)

.....

(Category No.)

3 Marks

2.Post Office Address

.....Town

StreetName of building

Room /Office No.Floor No.Telephone Nos.....

Email address (MUST).....

Full Name of applicant

Other branches location

3Marks

3.Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners
.....
.....
.....

3Marks

3. Business founded or incorporated

1Mark

4. Enclose copy of organization chart of the firm indicating the main fields of activities

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

3Marks

5. State any technological innovations or specific attributes which distinguish you from your competitors

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

2Marks

5. PQ-C SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 marks)

6. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years audited accounts including management letter (From 2016 and above) - 6 marks
- (2) State Credit period (minimum proposed is 60 days) – 4 marks

.....
10 Marks)

7. FORM PQ-E: BUSINESS PROBITY

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

Part I - General

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade License. No.....Expiring date.....

Maximum value of business which you can handle at any one time: Kshs.....

Name of your banker we shall be dealing with A/C Name

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....

Part 2 (b) Partnership

Given details of partners as follows:

<i>Name</i>	<i>Nationality</i>	<i>Citizenship</i>	<i>Shares</i>
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Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:-

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

Date**Signature of Candidate.....**

(15 Marks)

8. FORM PQ-F: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 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 documental evidence of existence of contract)
2. Name of 2nd 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 documental evidence of existence of contract)
3. Name of 3rd 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 documental evidence of existence of contract)
4. Others

(10 Points)

Three (3) marks each and an additional point for one other

9. FOM PQ-G ADHERENCE TO RCK’S SUPPLIER CODE OF CONDUCT

The Applicant and the undersigned in his/her/their capacity as duly authorized representative(s) of the Applicant confirm to adhere to RCK’s code of conduct, national and international procurement regulations.

The undersigned declares that neither (I) the Applicant nor (ii) he/she/they personally as authorized representative(s) of the Applicant have a direct or indirect interest of such a nature and scale that may affect provision of goods/services to RCK. The undersigned commits to immediately declare any potential conflict of interest that may arise during call and engagement for services under the call.

The undersigned is/are aware that a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest.

The Applicant will inform RCK, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.

The applicant declare not to have made nor to make any offer of any type whatsoever from which an advantage can be derived from the procurement process and not to have granted nor to grant, not to have sought nor to seek, not to have attempted nor to attempt to obtain, and not to have accepted nor to accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to RCK procurement processes.

Yours sincerely,

Signature:

Name and position in capital letters (provide a copy of ID and PIN)

Applicant’s Signature:

Date;

10 FORM PQ-H: 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 documents 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)