



Haki House, Ndemi Road  
Off Maringa Rd, Kilimani  
P.O. Box 25340-00603  
Nairobi

**PRE-QUALIFICATION/REGISTRATION OF  
SUPPLIERS/CONTRACTORS**

---

**CLOSING DATE: FRIDAY, 24 NOVEMBER, 2023**

## TABLE OF CONTENTS

1.	INVITATION FOR PREQUALIFICATION.....	3
2.	PRE-QUALIFICATION INSTRUCTIONS.....	6
3.	BRIEF CONTRACT REGULATIONS/GUIDELINES .....	7
4.	PRE-QUALIFICATION DATA INSTRUCTIONS .....	8
5.	FORM PQ-A REGISTRATION DOCUMENTATION .....	11
6.	FORM PQ-B: PRE-QUALIFICATION DATA.....	12
7.	FORM PQ-C: SUPERVISORY PERSONNEL .....	13
8.	FORM PQ-D: FINANCIAL POSITION AND TERMS OF TRADE .....	14
9.	FORM PQ-E: BUSINESS PROBITY .....	15
10.	FORM PQ-F: PAST EXPERIENCE.....	17
11.	FORM PQ-G: ADHERENCE TO RCK’S SUPPLIER CODE OF CONDUCT .....	18
12.	FORM PQ-H: SWORN STATEMENT .....	19

## 1. INVITATION FOR PREQUALIFICATION

### 1.1 INTRODUCTION

RCK is a national NGO that was established in 1998 and its mission is to promote a safe environment where displaced and host populations access justice, and protection and are empowered to achieve their full potential. **It has offices in Nairobi, Dadaab refugee camp, Kakuma refugee camp, Kalobeyei settlement, Garissa Township, Mwingi & Mombasa**

The organization invites applications for prequalification from interested vendors, **including current suppliers**, for the supply of goods, works and services to the organization for the period **January 1, 2024 to December 31, 2025**. The purpose of this exercise is to promote supplier partnership, accountability and to improve on the quality of products and services while achieving the most competitive prices. RCK maintains high procurement standards as per its values as it provides humanitarian service to its persons of concern.

### 1.2 CATEGORIES

RCK invites applications for prequalification from eligible bidders from **Nairobi, Dadaab, Kakuma, Garissa** for the supply of goods and services in the under listed categories for the year 2024 - 2025:

<b>REFERENCE NO.</b>	<b>DESCRIPTION</b>
<b>CATEGORY A</b>	<b>SUPPLY OF GOODS</b>
RCK/A1/2024-2025	Supply, Delivery and Installation of Office Equipment e.g., Computers, Laptops, Computer Software and Licenses, Printers, Photocopiers, Scanners, UPS, Telephone and other related ICT Hardware and Accessories etc.
RCK/A2/2024-2025	Supply and Delivery of Office Furniture, Furnishings & Fittings
RCK/A3/2024-2025	Supply and Delivery of Toiletries, Kitchen Supplies & Consumables e.g., milk, bottled drinking water, sugar, snacks, detergents and Personal Protective Equipment (PPEs i.e., gloves, masks, sanitizers)
RCK/A4/2024-2025	Supply and Delivery of general office supplies i.e., printing papers, files, staples, ink, tonners, shredders etc.
<b>CATEGORY B</b>	<b>PROVISION OF SERVICES AND WORKS</b>
RCK/B1/2024-2025	Provision of Maintenance and servicing of computers and printers and IPBX
RCK/B2/2024-2025	Provision of creative design, printing of promotional materials (umbrellas, caps, t-shirts, letterheads books, posters, certificates, business cards, banners, teardrops and brochures)
RCK/B3/2024-2025	Editing and material translation services i.e., English to either/or Swahili, Oromo, Amharic, Somali, and others
RCK/B4/2024-2025	Repair & maintenance services of office and kitchen equipment, fridge water dispenser microwave etc.
RCK/B5/2024-2025	Provision of air ticketing services (KCAA Registered firms)

RCK/B6/2024-2025	Provision of Website development/hosting and maintenance services
RCK/B7/2024-2025	Provision garbage collection services
RCK/B8/2024-2025	Provision of voice, data communication, network Video conference/film purchase or hire
RCK/B9/2024-2025	Repairs and maintenance of office and kitchen furniture, fixtures and fittings
RCK/B10/2024-2025	Provision of Conference and Seminar Facilities (Across the Country)
RCK/B11/2024-2025	Provision of Supply and disposal of sanitation services
RCK/B12/2024-2025	Provision of fumigation & pest control services
RCK/B13/2024-2025	Provision of Transport e.g., Car Hire
RCK/B14/2024-2025	Repair and Maintenance of motor vehicles including provision of spares, servicing
RCK/B15/2024-2025	Supply of Motor vehicle fuel & lubricants
RCK/B16/2024-2025	Provision of creative design, printing of promotional materials (umbrellas, caps, t-shirts, letterheads books, posters, certificates, business cards, banners, teardrops and brochures)
RCK/B17/2024-2025	Maintenance and support of computer software and systems including Office Dynamics, client data management systems
RCK/B18/2024-2025	Supply, Installation, Commissioning, Repair and Maintenance of Air Conditioners, Fire Extinguishers, Smoke Detectors, Automatic Fire Suppressions, First Aid Kits and Related Accessories
RCK/B19/2024-2025	Supply, Repair & maintenance services of office generator
RCK/B20/2024-2025	Provision of Small Contractual Works-General Office Designs, Repairs and Maintenance Works, Electricals, Plumbing, Painting Etc. (Registered With NCA)
RCK/B21/2024-2025	Provision of security and guarding services
RCK/B22/2024-2025	Provision of vehicle insurance services (Registered with IRA)
RCK/B23/2024-2025	Provision staff Health Insurance cover (Registered with IRA)
<b>CATEGORY C</b>	<b>PROVISION OF CONSULTANCY SERVICES</b>
RCK/C1/2024-2025	Provision of occupational Health, safety & firefighting training services
RCK/C2/2024-2025	Provision of workplace counselling services
RCK/C3/2024-2025	Provision of Audit Services - project & institutional audit
RCK/C4/2024-2025	Provision of human resources consultancy services
RCK/C5/2024-2025	Provision of Team Building Consultancy Services & Facilitators
RCK/C6/2024-2025	Consultancy- Provision of legal services including pro bono services to refugees and asylum seekers

### 1.3 PREQUALIFICATION DOCUMENTS

Interested candidates should download Pre-qualification of supplier's forms from RCK's website. Thereafter present the unfilled form(s) to RCK's offices during workings hours from **9.00AM - 4.30PM**) and Friday (**9.00AM - 1.00PM**), to have it or them serialized with tender number and stamped and pay a non-refundable fee of KES 3,000

The fee is to be paid at RCK offices during working hours: Monday to Thursday (**9.00AM - 4.30PM**) and Friday (**9.00AM - 1.00PM**), obtain official receipt(s) and tender Number.

The completed pre-qualification documents clearly indicating tender number and category **MUST** be submitted physically to RCK offices. 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 2024-2025:**

**CATEGORY DESCRIPTION... (e.g., Category A and NO..... (e.g., RCK/SG/01/2024/5)**  
and  
addressed to:

**Tender Committee  
Refuge Consortium of Kenya**

**P. O. BOX 25340-00603  
NAIROBI**

to be deposited in the **TENDER BOX** at any of RCK offices in Nairobi, Kakuma, Dadaab or Garissa. They should be received on or before **November, 24<sup>th</sup> 2023** at **9.00am**.

**NOTE: A COPY OF THE REFUGEE CONSORTIUM OF KENYA PAYMENT RECEIPT MUST BE ATTACHED**

*Refugee Consortium of Kenya reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision*

**2. PRE-QUALIFICATION INSTRUCTIONS**

***2.1 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.

***2.2 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 inter into framework agreement under relevant tenders/quotations to Refugee Consortium of Kenya as and when required during the stated period.

***2.4 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.

### ***2.5 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 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.**

### ***2.6 Distribution of Pre-Qualification Documents***

Copies of the completed pre-qualification data and other requested information shall be submitted to reach RCK's offices as indicated above **Not later than Friday 24, November 2023, at 9.00am.**

### ***2.7 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 **17<sup>th</sup> November 2023:**

TENDER COMMITTEE  
RCK  
P.O. Box 25340-00603  
NAIROBI  
Or Email: [procurement@rckkenya.org](mailto:procurement@rckkenya.org)

### ***2.8 Additional Information***

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

### ***2.9 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. The final selection of suppliers is made on merit and as when and form goods and services are required after competitive bidding as per RCK policies.

### ***2.10 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.

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

#### **3.1 *Taxes on Imported Materials***

Refugee Consortium of Kenya is not exempted from any tax

#### **3.3 *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 Admin and Finance Officer or Procurement Committee. Prices quoted should be inclusive and taxes and all delivery charges and valid for 90 days.

#### **3.4 *Payments***

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

#### **3.5 *Confidentiality***

Information relating to the examination, evaluation of applications and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process until pre-qualification of the successful applicant has been announced. Canvassing will lead to automatic disqualification.

#### **3.6 Notification of Qualified Applicants**

Applicants whose applications are determined to be successful will be notified in writing by the organization.

#### **3.7 Right to accept or Reject application**

RCK has the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected Applicant(s) of the grounds for the action taken

## 4. PRE-QUALIFICATION DATA INSTRUCTIONS

### 4.1 *Pre-Qualification Data Forms*

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

- 4.1.1** 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.

### 4.2 *Qualification*

- 4.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Refugee Consortium 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.

- 4.2.2** Prospective bidders will not be considered qualified unless in the judgment of Refugee Consortium 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.

### 4.3 *Essential Criteria for Pre-qualification*

- 4.3.1 (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 supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

### 4.3.2 **Personnel**

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-C.

### 4.3.3 **Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 4.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the number of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-D. However, potential bidders should provide evidence of financial capability to execute the contract.



#### **4.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

#### **4.4 Statement**

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

#### **4.5 Withdrawal of Prequalification**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Refugee Consortium of Kenya reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

#### **4.6 Information on Suppliers**

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

- 4.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate
- 4.6.2** The firm must declare any conflict of interest in relation to any member of staff. Refugee Consortium of Kenya will not procure goods or services from suppliers where the employees have not declared conflict of interest
- 4.6.4** Any effort by the tenderer to influence Refugee Consortium of Kenya in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

**4.7**    *Prequalification Criteria*

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
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
	<b><u>TOTAL</u></b>	<b><u>100</u></b>

**4.8**    *The qualification is 70 marks and above*

## **5. FORM PQ-A REGISTRATION DOCUMENTATION**

### **Mandatory Requirements:**

1. Copy of Certificate of Registration/Incorporation of Business Name. – 5Marks
2. Submit Company Profile – 5Marks
3. Copy of valid Trade License/ Current business licenses from relevant authorities e.g., City council – 5 Marks
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority – 5Marks
5. For Repair & Maintenance works Firms MUST submit NCA Certificate – 5Marks
6. Must submit certified bank statements (certified by the bank) for the most recent 12 months (from Oct 2022- Sept 2023) 5 Marks
7. Copy of Letter of recommendation from 3 previous organizations served with similar works 5 Marks
8. For provision of Insurance Services Firms MUST submit valid Certificate from Insurance Regulatory Authority and for provision of Ticketing Services prospective service providers MUST be registered with KCAA – 5marks

**NOTE: A COPY OF THE REFUGEE CONSORTIUM OF KENYA PAYMENT RECEIPT MUST BE ATTACHED**

**(Max 40 marks)**

**6. 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 .....

Street .....

Name 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

**7. 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)**

**8. 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 2020 and above) - 6 marks

(2) State Credit period (minimum proposed is 60 days) – 4 marks

**(10 Marks)**

**9. 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:

***Name***

***Nationality***

***Citizenship Details***

***Shares***

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

**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)**

**10. 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 2<sup>nd</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 documental evidence of existence of contract)

**3. Name of 3<sup>rd</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 documental evidence of existence of contract)

- 4. Others .....

**(10 Points)**

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



**11. FOM PQ-G ADHERENCE TO RCK'S CODE OF CONDUCT INCLUDING CONFLICT OF INTEREST**

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;

**13 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)**