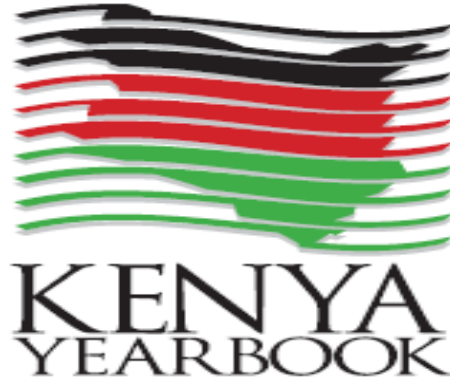


TENDER NO: KYEB/1/2017-2019



**KENYA YEARBOOK EDITORIAL BOARD
NHIF BUILDING
P.O.BOX 34035-00100
NAIROBI
PRE---QUALIFICATION/REGISTRATION OF SUPPLIERS
FOR
SUPPLY/FOR PROVISION OF GOODS AND SERVICES
FOR
THE FINANCIAL YEARS 2017-2019**

Tender Reg. No.....

CLOSING DATE:10TH MAY 2017 AT 10.30 A.M.

The prequalification for suppliers of goods and services for the year 2017-19 tender documents

CATEGORY A	SUPPLY AND DELIVERY OF GOODS	Eligibility
KYEB/A/01/2017-2019	Supply of general office stationery/ICT hardware/software, accessories & consumables	Special groups
KYEB/A/0 2/2017-2019	Supply, repair & maintenance of office furniture and fittings	Open
KYEB/A 03/2017-2019	Supply, installation and maintenance of network equipment & structured cabling (LAN, equipment, access control system, air conditioners etc)	Open
KYEB/A 04/2017-2019	Supply of motor vehicle tyres, tubes and batteries	Open
KYEB/A 05/2017-2019	Supply of fuel, oil and lubricants	Open
KYEB/A 06/2017-2019	Supply and maintenance of flowers, bouquets and decorations	Special groups
KYEB/A 07/2017-2019	Supply of newspapers, magazines periodicals, journals & library reference materials	Special groups
KYEB/A 08/2017-2019	Supply of general supplies (eg milk, sugar, snacks detergents, toiletries, airtime, mineral water, etc.)	Special groups

CATEGORY B	PROVISION OF SERVICES	Eligibility
KYEB/B/01 /2017-2019	Provision of air ticket services-IATA registered firms	Open
KYEB/B/02 /2017-2019	Provision of Asset Tagging	Special groups
KYEB/B/03 /2017-2019	Repair and maintenance of motor vehicles (Accredited Ministry of Roads garages/dealers only)	Open
KYEB/B/04 /2017-2019	Provision of cleaning services	Open
KYEB/B/05 /2017-2019	Provision of design and general printing services (e.g books, banners, etc.)	Special/Open
KYEB/A 06/2017-2019	Provision of developing, hosting and maintenance of website/professional ICT support services	Open
KYEB/B/07 /2017-2019	Provision of photography, photos and other related	Open

CATEGORY C	CONSULTANCY /SPECIALISED SERVICES	
KYEB/C/01/ 2017-2019	Provision of specialised editorial consultancy services	Open
KYEB/C/02 /2017-2019	Provision of research and consultancy services	Open
KYEB/C/03/ 2017-2019	Provision of human resource consultancy services	Open
KYEB/C/04 2017-2019	Provision of general insurance services (General, medical and life)	Open
KYEB/C/05 /2017-2019	Provision of event organisation and exhibitions	Open

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Two copies of the completed pre-qualification data and other requested information shall be submitted to reach:-

**CHIEF EXECUTIVE OFFICER
KENYA YEARBOOK EDITORIAL BOARD
P.O. BOX 34035-00100
NHIF, 4TH FLOOR
TEL: 020-2715390, CELL: 0711-944538**

Not later than **10.30 am** (local time).

PRE-QUALIFICATION INSTRUCTION

1.0 Questions arising from Documents

Question that may arise from the tender documents should be directed to the CEO whose address is given in par 1.

1.1 Additional information

The Board reserves the right to request submission of additional information from prospective bidders.

1.2 Invitation to tenders/quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Board after scoring **80 points** soon after the completion of the tender process.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported materials

The supplier will have to pay Customs duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Customs clearance

The contractors shall be responsible for Customs clearance of imported goods and materials.

2.3 Contract price

The contract shall be of unit price type of cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's CEO or Tender Committee.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract agreement.

PRE-QUALIFICATION DATA INSTRUCTIONS

3.0 Pre-qualification data Forms

3.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective supplier/contractors who wish to be prequalified for the specified tender lot.

3.2 The Application forms, which are not completely and submitted in the prescribed manner may not be considered. All documents that form part of the proposal must be written in the English language and in ink.

3.3 Qualification

3.3.0 It is understood and agreed that the tender Data on prospective bidders is to be used by Board in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lot as described by the client.

3.3.1 Prospective bidders will not be considered qualified unless in the judgment of the Board 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.

3.4 Essential Criteria for Pre-qualification

3.4.1 (a) Experience: Prospective bidders shall have at least 3 years experience in the supply of goods, services and allied items. In case of a potential supplier/contractor he/she 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.

3.4.2 Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in form PQ.3.

3.4.3 Financial condition

The supplier's financial condition will be determined by the latest financial statement submitted with the tender documents as well as letters of reference from their bankers regarding supplier's credit position. Potential

suppliers/contractors will be pre-qualified on the satisfactory information given.

3.4.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. (Data on form PQ-4.) However, potential bidders should provide evidence of financial capability to executive contract.

3.4.5 Past Performance

It will be given due consideration in qualifying bidders. Letters of reference from past customers should be included in Form PQ-5 where applicable.

3.5 Statement

Application must include a sworn statement form PQ-6 by the tenderer guaranteeing the accuracy of the information given.

3.6 Withdrawal of pre-qualification

Should a condition arise between the time firm has tendered the bid and the bid opening date which in the opinion of the client/Board could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy change in ownership or new commitments. The Board reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.7 Outlined supply and delivery procedures

The applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2.

3.8 Pre-qualification criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	10
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	30
5. Past Experience	PQ-5	15

6. Sworn Statement	PQ-6	5
7. Confidential Questionnaire	PQ-7	20
8. Litigation History	PQ-8	10
TOTAL		100

3.9 Qualification Mark

The qualification mark is **80 points** and above

FORM PQ1

PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

- (a) Copies of Certificate of Registration.
- (b) Copy of V.A.T Registration Certificate and PIN Certificates
- (c) Tax Compliance Certificate from the Kenya Revenue authority (failing to produce this certificate to prove compliance will lead to automatic disqualification and no further evaluation of the application).
- (d) List of ongoing contracts/projects (goods, services).
- (e) Bank references.

FORM PQ-2

PRE-QUALIFICATION DATA

1. Contractor Identification

Legal name of firm

Post Office address

Street and address

City

Country

Telephone No

Person to contact

Title

2. Organisation & business information

Management personnel

Chairman or MD.....

Secretary

General Manager

Treasurer

- Other
- Partnership (if applicable)
- Names of Partners
- 3. Business founded or incorporated (year).....
- 4. Under present management since
- 5. Net worth equivalent KShs
- 6. Bank reference and address
- 7. Bonding company reference and address
- 8. Enclose copy or the organisation chart of the firm indicating the main activities

FORM PQ-3

SUPERVISORY PERSONNEL

- Name
- Age
- Academic qualification
- Professional qualification
- Length of service with contractor or supplier position held
-

Supply or service experience

- a. Name of client/customer
- b. Character and nature of contract
- c. Contract value
- d. Location of contract
- e. Period of contract
- f. Title and responsibility in contract
-
- g. Other

Proposed technical personnel

- a)
- b)

c)

d)

e)

f)

g)

Proposed position in this project if contract is awarded
.....

Brief statement of supply and service delivery method the supplier plans to use to execute the
contract

FORM PQ-4

FINANCIAL POSITION

Attach a copy of the firm's two recent certified financial statements giving summary of assets and current liabilities/or any other financial support.

FORM PQ-5

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- 1. i) Name of client (organisation)
- ii) Address of client (organisation)
- iii) Name of contact person at the client (organisation)
- iv) Telephone No. of client
- v) Value of contract
- vi) Duration of contract (date)

2. Name of 2nd client (organisation)

- i) Name of client (organisation)
- ii) Address of client (organisation)
- iii) Name of contact person at the client (organization)

- iv) Telephone No. of client
- v) Value of contract
- vi) Duration of contract (date)
- 3. Name of 3rd client (organisation)
 - i) Name of client (organisation)
 - ii) Address of client (organisation)
 - iii) Name of contact person at the client (Organization)
 - iv) Telephone No. of client
 - v) Value of contract
 - vi) Duration of contract (date)
- 4. Others

FORM PQ-6

SWORN STATEMENT

Having studied the tender 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 qualifying 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. When the call for tenders/quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes we will come to inform you and acknowledge your right to review the tender made.
- d. We enclose all the required documents and information for prequalification evaluation.

Date

Applicant's name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)

FORM PQ-7

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2(a) 2(b) or 2(c), whichever applies in 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

Location of business premises

Plot No. Street/Road

Postal address Tel No.

Nature of business

Current trade license No. Expiring date

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

Name of your bankers Branch

PART 2(A) – Sole proprietor

Your name in full Age

Nationality Country of origin

Citizenship details

PART 2(b) – Partnership

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

PART 2(C) – Registered Company

Private or Public

State the nominal and issue 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.

Date Signature & stamp of tenderer

If Kenyan citizen indicate under citizenship details whether by birth, naturalization or Registration.

PQ-8

LITIGATION HISTORY

Name of contractor/Supplier

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

Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed amount (current value, Kshs.) equivalent

