AFRICA RESEARCH & IMPACT NETWORK
Transforming Research in Africa
P.O Box 53358-00200, Nairobi, Kenya
Website: www.arin-africa.org
Email: info@arin-africa.org
Tel: +254746130873

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2022/2024

TENDERER'S NAME: ……..

CATEGORY NO: ……

ITEM DESCRIPTION: ……..

Note: If interested in more than one category, separate applications should be submitted

ARIN/PREQ/TENDER/001/2022

JULY, 2022

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1.0 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Africa Research & Impact Network (ARIN) wishes to prequalify competent organizations for the supply, delivery of various Goods, Services and works for a three year period in the following categories:

CATEGORY	ITEM DESCRIPTION	ELIGIBILITY
SUPPLY OF GOODS		
ARIN/PREQ/01/2022	Supply of General Office Equipment, Stationery & Other Related Items	Open
ARIN/PREQ/02/2022	Supply and Maintenance of Computers, Laptops, PABX systems, Printers and Related ICT Items	Open
ARIN/PREQ/03/2022	Supply & Installation of Software, Microsoft Licensing, Consumables & Other Peripherals	Open
ARIN/PREQ/04/2022	Supply of Printed Stationery e.g. Letterheads, Biros , Notebooks	Open
ARIN/PREQ/05/2022	Provision of Design and Printing Services for Promotional Materials e.g. T-Shirts, Caps, Calendars, Banners, Carrier Bags, Research Reports, etc.	Open
ARIN/PREQ/06/2022	Supply of Motor Vehicle Tyres, Tubes and Batteries	Open
ARIN/PREQ/07/2022	Supply of Office Furniture, Furnishings and Fittings	Open
PROVISION OF SERVICES		
ARIN/PREQ/08/2022	Provision of Event Organizing, Décor, Lighting & Sound Services	Open
ARIN/PREQ/9/2022	Provision of LAN, WAN, Internet, Web, Mobile & Desktop Applications, Web Design & Development Services	Open
ARIN/PREQ/10/2022	Provision of Outside Catering and Other Related Services	Open
ARIN/PREQ/11/2022	Provision of Photography, Videography, Editing and Other Related Services	Open
ARIN PREQ/12/2022	Provision of Comprehensive Office Cleaning, Fumigation and Pest Control Services	Open
ARIN/PREQ/13/2022	Provision of Accommodation/Conference/ Meeting Facilities	Open
ARIN/PREQ/14/2022	Provision of Car Hire and Transport Services	Open
ARIN/PREQ/15/2022	Provision of Travel Agency, Reservation and Ticketing Services	Open
ARIN/PREQ/16/2022	Provision of Graphic Design, Advertisement Design, Branding, Digital Marketing and Social Media	Open
ARIN/PREQ/17/2022	Provision of Valuation Services (Motor Vehicle and Other Assets)	Open
ARIN/PREQ/18/2022	Provision of Staff Training Services	Open
ARIN/PREQ/19/2022	Provision of Bulk Printing, Bulk Photocopying, Binding and Document Management Services	Open
ARIN/PREQ/20/2022	Provision of Courier Services	Open
ARIN/PREQ/21/2022	Provision of Marking of Assets (Asset Tagging)	Open
ARIN/PREQ/22/2022	Provision of Group Life and General Insurance Brokerage Services	Open
ARIN/PREQ/23/2022	Provision of Legal Services	Open
ARIN/PREQ/24/2022	Provision of Human Resource Consultancy Services	Open

ARIN/PREQ/25/2022	Provision of Process Service	Open
ARIN/PREQ/26/2022	Provision of ISO Certification Consultancy	Open
ARIN/PREQ/27/2022	Provision of Financial Audit Services	Open
ARIN/PREQ/28/2022	Provision of Recruitment Services	Open
ARIN/PREQ/29/2022	Provision of Occupation Safety & Health Advisory Services (Training, Audits & Assessment)	Open
ARIN/PREQ/30/2022	Provision of Fire and Safety Services (Fire Responses, Fire Drills, First Aid Boxes, Fire Marshals Training)	Open
ARIN/PREQ/31/2022	Fully Equipped Translation and Interpretation Services	
ARIN/PREQ/32/2022	Provision of Professional Counseling Services	Open
ARIN/PREQ/33/2022	Provision of ICT Training & Consultancy Services	Open
ARIN/PREQ/34/2022	Provision of Proposals & Report Writing Services	Open
ARIN/PREQ/35/2022	Provision of Rapporteur Services	Open
ARIN/PREQ/36/2022	Provision of Office Partitioning Contractors	Open
ARIN/PREQ/37/2022	Clearing and Forwarding Services	Open
ARIN/PREQ/38/2022	Provision of Office Moving & Logistics Contractors	Open
REPAIR AND MAINTENANCE SERVICES		
ARIN/PREQ/39/2022	Provision of Minor Office Repairs	Open
ARIN/PREQ/40/2022	Provision of Motor vehicle maintenance and repair services	Open

Prequalification documents may be obtained from the **Broadfields Ltd office**, located at **Prudential Assurance Building, 7th Floor, Wabera Street, Nairobi** at a non-refundable fee of **KShs. 2,000/=** per category or downloaded from our website: www.arin-africa.org and to be paid on submission of the tender document. Prequalification documents should be enclosed in plain sealed envelopes, clearly marked with the relevant tender reference number and tender description and addressed to: **The Procurement Office, Africa Research and Impact Network, P.O. Box 53358 00200, Nairobi.** ***Duly completed tenders should be deposited in the Tender Box at the same office at Prudential Assurance Building*** on or before 4:00pm on **17th August 2022**. Tenders shall be opened soon after the closing date before the tendering committee members.

1.2 Objective

The main objective of prequalification is to maintain a register of suppliers and service providers for the Africa Research & Impact Network (ARIN) on a need basis through quotations, for the financial year 2022-2023/2023-2024.

1.3 Registration of Suppliers/Contractors

ARIN will only register those candidates who meet the criteria as spelt out in this document. All candidates who are currently engaged by ARIN need to reapply in order to comply with conditions stipulated in the Public Procurement and Asset Disposal Act & Regulations.

a) Applications open to all group of suppliers as per the Public Procurement and Asset Disposal Act 2015 and the requisite Legal Notices.
b) Bidders will be subjected to the evaluation criteria in this document.

1.4 Invitation for Prequalification

Suppliers registered with the Registrar of Companies under the Laws of Kenya in the supply of respective goods or services are invited to submit their PREQUALIFICATION documents to the Procurement Office, Africa Research and Impact Network, for purposes of prequalification for submission of tenders.

1.5 Experience

Prospective suppliers and contractors should have carried out successful supply and delivery of similar goods and services to institutions of similar size and complexity or other reputable institutions. Potential suppliers and contractors must demonstrate that they are willing to meet the prequalification criteria set out in the document.

1.6 Prequalification Document

This document includes a confidential business questionnaire and documents required from prospective suppliers. In order to be considered for prequalification, all prospective suppliers except those identified in 1.3 above must submit all the information required herein. The suppliers identified in (1.3 a) should submit information required of them by the Public Procurement and Asset Disposal Act 2015 & all requisite Legal Notices on the same

1.7 Distribution of Prequalification Document

The completed prequalification data and other required information shall be submitted to:

Email: procurement@arin-africa.org

Or hard copies dropped in the tender box at:

Broadfields Ltd office,
Prudential Assurance Building, 7th Floor,
Wabera Street, Nairobi

*Closing date and time**: 17th August 2022 at 1600 hours.***

1.8 Questions Arising from the Document

Any questions that may arise from the prequalification documents should be addressed to the Procurement Officer via email: procurement@arin-africa.org.

1.9 Additional Information

ARIN reserves the right to request submission of additional information from prospective suppliers.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

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

2.2 Customs Clearance

The contractors/suppliers shall be responsible for customs clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be in unit price, type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the Finance Manager.

2.4 Payments

Payments will be made upon the supplier satisfying the supply conditions.

3.0 PREQUALIFICATION DATA INSTRUCTIONS

3.1 Prequalification Data Forms

(i) The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-6, PQ-7, and PQ-8 are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tenders for the specified category.

(ii) The prequalification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in indelible ink

3.2 Qualification

(i) It is understood and agreed that the prequalification data on prospective bidders is to be used by ARIN in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the items required in the respective category.

(ii) Prospective bidders will not be considered qualified unless in the judgment of ARIN, they possess capability, experience, qualified personnel and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or services required.

3.3 Mandatory Criteria for Prequalification

(i) Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential suppliers/contractors should show competence, willingness and capacity to service the contract. Those that are exempt from any of this requirement should provide the proof.

(ii) Prospective suppliers are required to have capability to organize, supply and deliver items or services on short notice.

(iii) Prospective suppliers must meet all the Kenya Revenue Authority requirements for VAT and must be registered, must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business. Those that are exempt from any of this requirement should provide the proof.

(iv) Prospective suppliers must submit their company profile outlining their addresses, working phone number, email address and name of at least 2 of their directors.

3.4 Personnel

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

3.5 Financial Condition

(i) The supplier's financial condition will be determined by the latest two (2) years financial statements submitted with the prequalification documents as well as the letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be prequalified on the satisfactory information given. Those that are exempt from any of this requirement should provide the proof.

(ii) 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 will be used for potential bidders, who should provide evidence of financial capability to execute the contract.

3.6 Past Performance

Past performance will be given due consideration in prequalifying bidders. Letters of reference from past customers should be included in form PQ-5 where applicable. Bidders who submit this letters have an added advantage.

3.7 Statement

Application must include a sworn statement form PQ-6 by the potential supplier/contractor ensuring the accuracy of the information given.

3.8 Withdrawal of Prequalification

Should conditions arise between the time a firm is prequalified to bid and the bid opening date which, in the opinion of ARIN, could substantially change the performance and qualification of the bidder or his ability to perform such but not limited to bankruptcy, change in ownership or new commitments, ARIN reserves the right to reject the tender from such a bidder even though he was initially prequalified.

3.9 Outlined Supply and Delivery Procedures

The prequalified 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

3.10 Prequalification Evaluation Criteria

Suppliers shall be prequalified based on information and data as scored per the following forms:

No.	Required Information	Form Type	Points Score %
1	Registration Documents	PQ - 1	20
2	Pre-qualification Data	PQ - 2	5
3	Supervisory Personnel	PQ – 3	5
4	Past Experience	PQ – 4	20
5	Financial Statement	PQ – 5	15
6	Sworn Statement	PQ – 6	5
7	Confidential Questionnaire	PQ – 7	20
8	Litigation History	PQ – 8	10
	TOTAL		**100**

The preliminary evaluation of the suppliers in 3.10 will be scored out 100. The pass mark for the preliminary evaluation shall be 70/100 and above. Any supplier who scores 70/100 marks and above will be successful.

4.0 PREQUALIFICATION FORMS

4.1 FORM PQ-1: REGISTRATION DOCUMENTATION

All firms must provide:

(i) Copy of Certificate of Registration or Incorporation
(ii) Copy of VAT Registration Certificate
(iii) Copy of PIN/Tax Compliance Certificate of the Firm/Company/Individual
(iv) International Air Transport Association (IATA) certificate for Air Ticketing agents
(v) List of ongoing Contracts/Projects or outstanding orders to supply (goods or services)
(vi) Bank Reference Letter
(vii) Tax Compliance Certificate

Those that are exempt from any of this requirement should provide the proof

4.2 FORM PQ-2: PREQUALIFICATION DATA

1. Contractor Identification

Legal Name of Firm ……
Post Office Address……
Street and Address ……

City/Town……
Country……
Telephone……
Contact Person……
Title ……

2. Organization and Business Information

Managing Director ……
Secretary ……
General Manager ……
Treasurer ……
Others ……
Partnership ……
Names of Partners ……
When Business founded or incorporated ……
Under present management since ……
Net worth equivalent in KShs ……
Bank Reference and Address ……
(Enclose copy of the Organization Chart of the firm indicating the main fields of activity)

4.3 FORM PQ-3: SUPERVISORY PERSONNEL

Name……
Age……
Academic Qualification……
Professional Qualification……
Length of Service with Contractor or Supplier……

Supply of 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) ……

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 ……

4.4 FORM PQ-4: PAST EXPERIENCE

NAMES OF THE APPLICANT CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (Organization)

i. Name of Client (Organization)……
ii. Name of Contact Person at the Client (Organization)……
iii. Address ……
iv. Telephone No ……
v. Value of Contract ……
vi. Duration of Contract (Dates) ……

1. Name of 2nd Client (Organization)

(i) Name of Client (Organization) ……..
(ii) Name of Contact Person at the Client (Organization)……
(iii) Address ……
(iv) Telephone No ……
(v) Value of Contract ……
(vi) Duration of Contract (Dates) ……

3. **Name of 3rd Client (Organization)**

(i) Name of Client (Organization) ……
(ii) Name of Contact Person at the Client (Organization)……
(iii) Address ……
(iv) Telephone No ……
(v) Value of Contract ……
(vi) Duration of Contract (Dates) ……

3. Others ……

4.5 FORM PQ-5: FINANCIAL STATEMENT

Attach a copy of firm's most recent certified statement giving a summary of assets and current liability or any other financial support

4.6 FORM PQ-6: SWORN STATEMENT

Having studied the prequalification information for the above project, I/We hereby state:

i. That the information furnished in our application is accurate to the best of our knowledge. 17

ii. That when the call for tenders/quotations is issued, the legal, technical or financial conditions or the contractual capacity of the firm changes I/We inform you and acknowledge your right to review the prequalification made.

Date ……
Applicant (Bidders Firm) Name ……
Represented by ……
Signature ……
(Full name and designation of person signing, official stamp or seal)

4.7 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 applied to 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……
Email: ……
Nature of business ……
Registration Certificate No ……
Maximum value of business which you can handle at any one time KShs ……
Name of your banker…… Branch ……
Part 2 (a) – Sole Proprietors Your name in full ……
Age …… Nationality …… Country of origin ……
Citizenship details ……

Part 2 (b) – Partnership

Name: ……
Nationality: ……
Citizenship: ……
Details Shares; ……

Name: ……
Nationality: ……
Citizenship: ……

Details Shares; ……

Name: ……
Nationality: ……
Citizenship: ……
Details Shares; ……
Date …….. Signature of Tenderer ……If a Kenyan citizen indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

4.8 FORM PQ-8: LITIGATION HISTORY

Name of Supplier/Contractor …… Contractors should provide information on any history of litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution.

Year	**Award for or against**	**Name of Client, cause of litigation & matter in dispute**	**Disputed amount (current value in KShs or equivalent**