



PREQUALIFICATION DOCUMENT

FOR

SUPPLIERS FOR GOODS, WORKS AND SERVICES

TENDER No: CISP/PQOS/1/2022-2024

MAY 2022

APPLICATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES (YEAR 2022- 2024)

BACKGROUND:

CISP – Comitato Internazionale per lo Sviluppo dei Popoli (International Committee for the Development of Peoples) is a rights-based international NGO established in 1983 in Rome. CISP implements humanitarian, rehabilitation and development projects through its cooperation with public and private local actors in over 30 countries globally. Since 1997 CISP has been working in Kenya to carry out projects in areas of development by supporting national and county authorities to provide quality, equitable, transparent and accountable services in various sectors. Over the past 23 years, CISP Kenya has expanded its activities across more than 12 Counties in both rural and urban areas in various sectors of intervention, including Agriculture and Food Security, Conservation, Livelihoods, Health and Nutrition, Protection (children, refugees, GBV), Education (early childhood, university), Governance, and Arts and Culture.

PRE-QUALIFICATION DATA INSTRUCTION:

All interested and eligible suppliers/service providers are invited to apply for prequalification, indicating the **Reference code: “TENDER No: CISP/PQOS/1/2022-2024”** and sub-category of goods, works or services they wish to supply. The Prequalification Document can also be Downloaded from the following website: <https://www.cisp-som.org/careers-and-tenders>

CISP does not charge any fees for this process.

For this purpose, interested existing service providers and new eligible and capable suppliers, manufacturers, vendors are invited to apply and submit an up-to-date information as requested for consideration and registration as CISP suppliers for goods, works and services for the period starting 1st July 2022 and ending 30th June 2024.

PRE-QUALIFICATION DATA FORMS:

ANNEX I: PREQUALIFICATION DATA (REGISTRATION OF SUPPLIERS APPLICATION FORM).

ANNEX II: PAST EXPERIENCES (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS with support letters attached)

ANNEX III: PREQUALIFICATION CRITERIA (EVALUATION MATRIX)

ANNEX IV: CISP CHILD PROTECTION POLICY

ANNEX V: CISP PSEA POLICY DOCUMENT

ANNEX VI: UN SUPPLIER CODE OF CONDUCT

SUBMISSION INSTRUCTIONS:

The bidders MUST comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed Bound.

Application should be submitted in plain sealed Envelopes from interested and eligible Vendors to be deposited in the **PRE-QUALIFICATION BOX** clearly marked **Reference code: "TENDER No: CISP/PQOS/1/2022-2024"** on or before the closing Date at 10:00 am 9th June 2022 at CISP Kenya Office located in No.117 Manyani East Road, Off James Gichuru, Lavington, CISP Hola Field Office Next to Tana Benchmark, Off Hola County Referral Hospital Road Hola, Tana River County and CISP Mumias Field Office Located at Mumias Lukoye area along Kakamega Bungoma Road near Rehoboth Petrol station and share the same compound with ASA International Ltd.

Addressed to:

The Country Administrator

Kenya Country Office

International Committee for the Development of Peoples (CISP)

No.117 Manyani East Road, Off James Gichuru, Lavington P.O. Box 39433 – 00623 Nairobi, Kenya. TEL. +254 733 441 441, 0775 149 900, 0717 149 900

Email: kenya@cisp-ngo.org and Cc to: susan.mwangi@cisp-ngo.org, adnan.muteti@cisp-ngo.org

The Applications will be opened on the same day at 2:00pm and thereafter a written communication will be sent out to successful Applicants.

Please note the following: -

- (a) Suppliers who are currently doing business with CISP should also apply for the pre-qualification.
- (b) The services and supplies under the categories will be needed in CISP areas of operations; currently **Tana River, Kakamega, Nakuru and Nairobi County**
- (c) Any Tender document received after the deadline shall be disqualified.
- (d) To be eligible, suppliers must prove that they qualify to participate in this Pre-qualification by providing the documents requested in **Annex III**.

Please note that this notice is meant to enable preparation of a list of suppliers and service providers from whom service Category outlined hereunder may be procured when need arises;

CATEGORY A - SUPPLY OF GOODS
1. Supply of General Office Stationery
2. Supply of Computer Supplies and Computer related Consumables
3. Supply of Computer Hardware & Software

4. Printing General Office Stationery, Corporate Newsletter, Calendars, Diaries, Cards, Brochures and fliers.
5. Supply and Maintenance of Office Furniture
6. Provision of Design Artworks, Printing & Supply of branded materials e.g. T- Shirts, Caps, banners, tear drops, umbrellas, bags, pens, notebooks and other promotional items.
7. Supply of Fresh Milk
8. Supply of fresh and dry food stuffs
9. Supply of Bottled Mineral Water
10. Vehicle repair and maintenance services
11. Supply of office consumables

CATEGORY B - PROVISION OF WORKS/SERVICES
1. Civil works e.g., Renovations, Partitioning, Painting, Plumbing and rehabilitations, Construction of Buildings
2. Consultancy Services e.g., Legal, Financial Audit, Training, Security Services, Photography, etc. -State your specific line of Services - Include copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies must be attached.
3. Car Rental Services (Saloon, Van, 4 X 4 double off road vehicle) - Transport Hire firms must attach evidence of having taken all the Insurance covers
4. Internet Service Provision
5. Language Translation services, editing etc.
6. Provision of Air Travel, Reservations and Ticketing Services
7. Maintenance of ICT equipment computers laptops, printers, servers
8. Provision of Courier Services/Mail Delivery
9. Provision of Event Management Services (Hospitality Services, conference facilities (including 2 teas (10.00 am and 4.00 pm), lunch buffet, stationery, and hall hire, outside catering, accommodation (on bed and breakfast, on half board basis & full board basis and refreshments.
10. Supply and Maintenance of Fire Suppression and Fire Fighting Equipment
11. Provision of vehicle fueling services

ANNEXE I

**PREQUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We..... Hereby apply for registration as suppliers
(Name Of Company)

Of
(Item Description)

Company Registration number.....(Attach Copy Reg. Certificate)

Tax/ VAT Registration Certificate (PIN).....(Attach)

Website Address:.....

Post Office Address:.....

Town.....

Street.....

Name Of Building.....

Room/Office.....Floor Number.....

Telephone Nos.....Email.....

Full name of Applicant.....

Other Branches Location.....

Organization and Business Information

Chief Executive /Managing Director

Name:.....

Mobile Contacts:

Email Contacts:

Marketing Manager

Name:.....

Mobile Contacts:

Email Contacts:

Accountant

Name:.....

Mobile Contacts:

Email Contacts:

Please provide details of the goods/services your organization supplies:

.....(To attach Company profile).

Net Worth Equivalent in Kshs.....

Bank Reference and Address to be contacted by CISP if required:

Bank Name:.....

Bank Branch.....

Contact Name:.....

Position:.....

Email Address:.....

Telephone Number.....

.....

Have you supplied goods/services to CISP previously, if so, please provide a brief summary of previous works.

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ANNEX II

REFERENCE CHECK: PAST EXPERIENCE (NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS) *Must attach Letters from clients*

1. Name of 1st Client (Organization)

(a) Name of Client
(Organization.....)

(b) Address.....

(c) Contact
Person.....

(d) Tel Number
.....

(e) Value of
Contract.....

(f) Signature and Stamp of the Organization/Company.....

2. Name of 2nd Client (Organization)

(a) Name of Client
(Organization.....)

(b) Address.....

(c) Contact
Person.....

(d) Tel Number
.....



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SUPPLIER VETTING**

- (e) Value of Contract.....
- (f) Signature and Stamp of the Organization/Company.....

3. Name of 3rd Client (Organization)

- (a) Name of Client (Organization.....
- (b) Address.....
- (c) Contact Person.....
- (d) Tel Number
- (e) Value of Contract.....
- (f) Signature and Stamp of the Organization/Company.....

**ANNEXE III
PREQUALIFICATION CRITERIA
EVALUATION MATRIX**

All Bids Submitted shall be subjected to a technical Evaluation based on the requirements listed below. The evaluation will be out of 100% with a pass mark of 70%

	Evaluation	Parameters	Score %	Maximum Score (Official Use)
1.	Mandatory Requirements	Full Submission		
	Prequalification submission form	Mandatory	10	
	Duly Completed Business Questionnaires	Mandatory	5	
	Tax Compliance Certificate	Mandatory	5	
	Certificate of Registration	Mandatory (if not present, Company will be disqualified)		
	Business/Company Profile	Mandatory	10	
2	Bank Statements for last 12 months	Mandatory	5	
3	Business Volume and Financial soundness	Over Ksh.2m	25	
		Over Ksh.1m	20	
		Below Ksh. 1m but above Kshs 500,000.00	15	
		Below Ksh. 500,000.00	10	
4	Presentations of Documents	Binding is Mandatory	10	
5	Evidence of Physical Address and Premises (Attach Utility Bills eg. electricity bills or Tenancy Agreement).	Mandatory	10	
6	Reference letters from Current Clients duly signed and Stamped	Previous experience with CISP (score 1-5)	5	
		Recommendation letter(s) from Government	5	
		Recommendation letter(s) from Donors	5	



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SUPPLIER VETTING**

		(EU, UN, others)		
		Recommendation letter From other INGOs	3	
		Recommendation letter From local NGOs	2	

**A Prospective bidder must have 70 points and above to be prequalified
(To be scored by CISP Evaluation Committee)**

SWORN STATEMENT ON YOUR COMPANY'S LETTERHEAD

Having Studied the Prequalification Information, We/ I hereby state:

- i. The Information Furnished in our Application form is accurate to the best of our knowledge.
- ii. That incase of Being prequalified, we acknowledge that this grant us the right to participate in due time in the submission of a tender or Quotation based on provisions in the tender or Quotation Documents to Follow.
- iii. We are not Employees of CISP or related to any employee of CISP.
- iv. When our legal, Technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the prequalification made.
- v. We are not insolvent, in receivership, Bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing.
- vi. That we will not engage in corrupt practices with the members of staff.
- vii. The applicant shall bear all costs associated with the preparation and submission of its application, and the procuring entity, will in no case be responsible for those costs, regardless of the outcome of the prequalification process.

As CISP SUPPLIER we will act at all times in accordance with the CISP Child Protection Policy (Annex IV) and PSEA policy (Annex V) and we will support a child safe environment by undertaking screening for suitability to work with children, youth and vulnerable people.

By signing below, We confirm that to the best of our knowledge, we have not been convicted of, we are not currently suspected of, or we are not being prosecuted for any offence involving any type of harm to a child or vulnerable persons in any country and we do not intend to engage in child labour. We declare that there is no element which could affect our suitability to work with children, minority, persons with disabilities and that we are aware of the seriousness of this declaration and we agree that we may be subject to a criminal record check to confirm our declaration.

Applicant's Name.....

Date:.....

Represented By:.....

Signature:.....

(Full names and Designation of the person signing and stamp or Seal)

N.B: THE BID DOCUMENT MUST BE BOUND TOGETHER

CISP reserves the right to accept or reject any tender in whole or in part.