



KENYA NATIONAL QUALIFICATIONS AUTHORITY

Shaping the Future of Kenya

TENDER NO. KNQA/PREQUALIFICATION/001/2021-2023

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/ CONTRACTORS
FOR SUPPLY/PROVISION OF GOODS, WORKS & SERVICES FOR 2021-2022
AND 2022-2023 FINANCIAL YEARS**

FIRM'S NAME:

.....

CATEGORY NO:

.....

**PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR SUPPLY/
PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR
2021-2022AND 2022-2023**

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TENDER NOTICE

INVITATION TO TENDERS FOR PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2021/2022 AND 2022/2023.

| 1. SUPPLY OF GOODS | |
|---------------------------------|---|
| CATEGORY NO. | ITEM DESCRIPTION |
| KNQA/001/2021- 2023 | Supply of General Office Stationery and Computer/Printer Consumables (AGPO) |
| KNQA/002/2021- 2023 | Supply of Computes, Notebooks, Laptops, Tablets, Servers, UPS, Printers, Scanners, Software, Accessories and other related ICT Items (OPEN TO ALL) |
| KNQA/003/2021- 2023 | Supply of cleaning Materials, Detergents, Disinfectants and Tissue Papers (AGPO) |
| KNQA /004/2021- 2023 | Supply of Office Furniture, Carpets, Curtains and related Fittings (OPEN TO ALL) |
| KNQA/005/2021- 2023 | Supply of Motor Vehicle Tyres, Tubes ,Batteries, Fuel, Oils and Lubricants |
| KNQA/006/2021- 2023 | Supply of Hardware, Electrical, Fittings, Air Conditioning and related Items |
| KNQA/007/2021- 2023 | Supply of Staff Uniforms, Foot Wear, Protective Clothing and CMT Charges (AGPO) |
| KNQA/008/2021- 2023 | Supply of Newspapers, Magazines and Periodicals (AGPO) |
| KNQA/009/2021- 2023 | Supply and delivery of office equipment Electronic and Telecommunication Equipment (camera, TVs, Telephone Heads, Mobile Phones etc) |
| KNQA/010/2021- 2023 | Supply of Mobile Phone Airtime/prepaid telephone Cards (AGPO) |
| 2. PROVISION OF SERVICES | |
| CATEGORY NO. | ITEM DESCRIPTION |
| KNQA/11/2021- 2023 | Provision of Air Travel and Ticketing services – both Local and International Travel (IAT Registered Firms Only) |
| KNQA/12/2021-2023 | Provision of mail services, local and international courier services (OPEN TO ALL) |
| KNQA/13/2021-2023 | Provision of Outside Catering Services (OPEN TO ALL) |
| KNQA /14/2021-2023 | Supply and Provision of General Printing Services and Design, Artwork, Colour separation and Printing of Promotional, Communication and Advertising Materials, (such T-shirts, caps, banners etc) (AGPO) |
| KNQA/15/2021-2023 | Provision of Engraving and Marking of Authority’s Assets (AGPO) |
| KNQA/16/2021-2023 | Repair and Maintenance of ICT Equipment, Servers, Desktops Computers, Laptops, Notebooks, Local Area Network, Printers, UPS etc (OPEN TO ALL) |
| KNQA/17/2021-2023 | Provision of Cleaning Services for Floors, Windows, Curtains, Carpets, Sofa Sets and other related Upholstery (AGPO) |
| KNQA/18/2021-2023 | Repair, Maintenance and Servicing of Motor Vehicles (CM & TE Registered Firms Only) |
| KNQA/19/2021-2023 | Website, Bulk SMS, Database Development, Internet connectivity (ISP), Cloud Services. (AGPO) |

| | |
|---|---|
| KNQA/20/2021-2023 | Provision of Pest Control and Fumigation Services (AGPO) |
| KNQA/21/2021-2023 | Repair, Servicing and Maintenance of Photocopiers, furniture and other related Office Equipment, other than where there is dealership contract(s) (OPEN TO ALL) |
| KNQA/22/2021-2023 | Installation and Repair and Maintenance of CCTV and Access Control Equipment |
| KNQA/23/2021-2023 | Provision of Tracking service to Motor Vehicles. (OPEN TO ALL) |
| KNQA/ 24/2021-2023 | Provision of Transport Services i.e. Taxies and Hire of Motor Vehicles(OPEN TO ALL) |
| 3. PROVISION OF CONSULTANCY SERVICES | |
| KNQA/25/2021-2023 | Provision of Event Management Consultancy services (AGPO) |
| KNQA/26/2021-2023 | Provision of Public Relations, Consultancy in Provision of Policy Formulation, Human Resource, Surveys and Services Promotion Services, ICT Consultancy (ERP Systems, MIS, Document management system) and other Consultancy Services. (OPEN TO ALL) |
| KNQA/27/2021-2023 | Provision of Insurance Services (Medical, Motor Vehicles and other Equipment's) (OPEN TO ALL licensed Insurance Companies) |
| KNQA/28/2021-2023 | Pre-qualification for Consultancy services on work environment, employees and customer satisfaction (OPEN TO ALL) |
| 4. PROVISION OF MINOR WORKS | |
| CATEGORY NO | ITEM DESCRIPTION |
| KNQA/29/2021-2023 | Minor Construction Works, Partitioning, Repairs, Painting and Demolition of Building, Offices and Structures (OPEN TO ALL) |
| KNQA/30/2021-2023 | Minor Plumbing, Drainage and Sewerage Services (OPEN TO ALL) |

The Pre-qualification/Registration of suppliers/contractors documents detailing relevant terms and conditions, may be obtained upon payment of Ksh.1,000/= **or can be downloaded for free from the Authority's website www.knqa.go.ke**

Duly completed Pre-Qualification/Registration documents in clearly marked with the **Tender Number** and/or **Pre-Qualification Category No.** should be mailed to.:

**THE DIRECTOR GENERAL,
KENYA NATIONAL QUALIFICATIONS AUTHORITY
P. O. BOX 7236-00200, NAIROBI.**

so as to be received on or before 21st July 2021 **at 12:00 a.m. East African Time.** Applications/Tenders will be opened immediately thereafter at the Board Room on the 4th floor NACOSTI Headquarter Buildings, Upper Kabete off Waiyaki Way, in the presence of candidates or their representatives who may wish to attend, any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

**DR. JUMA MUKHWANA
DIRECTOR GENERAL/CEO**

1.0. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Kenya National Qualifications Authority would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring entity to perform the contract of supply and delivery of goods and provision of services to the government.

1.2 Project Object

The main objective of this part is to pre-qualify for supply and delivery of assorted items and also provide services under relevant tender categories to Kenya National Qualifications Authority as and when required during the financial period ending **30th June 2023**.

1.3 Invitation of Pre-Qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the Director General, Kenya National Qualifications Authority (KNQA) so that they may be pre-qualified for submission of tenders. Applications will be submitted, singly as per category. The client requires prospective suppliers/contractors to supply mandatory information for pre-qualification.

1.4 Experience

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

1.5 Pre-Qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and as per Public Procurement and Asset Disposal Act, 2015 and Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

1.7 Distribution of Pre-Qualification Documents

Completed Pre-Qualification Data and other requested information shall be submitted so as to reach: -

**THE DIRECTOR GENERAL,
KENYA NATIONAL QUALIFICATIONS AUTHORITY (KNQA)
P.O. Box 72365 -00200
NAIROBI.**

Telephone No: 254-020-2100272

Not later than,21st July 2021 at 12.00 p.m. (Local time)

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Director General, attention to the Supply Chain Management Services, whose address is given in paragraph 1.7 above.

1.9 Additional Information

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

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Government after scoring more than **70 points**, soon after the completion of the pre-qualification process.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported materials

The supplier will have to pay custom 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 custom clearance of their imported goods and materials

2.3 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 and on the authority of the client's accounting officer or tender.

2.4 Payments

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

3.0. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

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 suppliers/contractors who wish to be pre- qualified for submission of application for the specific tender.

3.1.1The 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.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the **KENYA NATIONAL QUALIFICATIONS AUTHORITY (KNQA)** 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.

3.2.2Prospective bidders will not be considered qualified unless in the judgment of Technical and **KENYA NATIONAL QUALIFICATIONS AUTHORITY (KNQA)**, 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.

3.3 Essential Criteria for Pre-qualification

- (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective candidates require special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

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

3.3.3 Financial Condition

The candidate'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.

3.3.4 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 to be filled/provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 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

3.4 Statement

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

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/Government 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 Government reserves the right to reject the tender from such a bidder even though he was initially prequalified.

3.6 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.

Mandatory - Copy of current business license and Registration (by registrar of companies) in fields applied for.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate

3.7 Prequalification Criteria

| Required Information | Form Type | Points Score |
|--|-----------|--------------|
| 1. Registration Documentation | PQ-1 | 30 |
| 2. Pre-qualification Data | PQ-2 | 10 |
| 3. Supervisory Personnel | PQ-3 | 5 |
| 4. Financial Position | PQ-4 | 15 |
| 5. Confidential Business Questionnaire | PQ-5 | 20 |
| 6. Past Experience (not required for AGPO firms) | PQ-6 | 10 |
| 7. Sworn Statement | PQ-8 | 10 |
| TOTAL | | 100 |

3.8 The qualification shall be 70 points and above.

FORM PQ-1: PRE-QUALIFICATION DOCUMENTS

All firms **MUST** provide: -

1. Copies of Certificate of Registration.
2. Copy of PIN/VAT Registration Certificate of firm/company/individual.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority

FORM PQ-2: PRE-QUALIFICATION DATA

All firms MUST fill and stamp the following form;

PRE-QUALIFICATION DATA

1. Types of Businesses.....
Legal name of firm.....
Post office address.....
Street and Address.....
City.....
Country
2. Organization & Business Information.....
General Manager.....
Directors.....
Others.....
Partnership (if applicable).....
Names of Partners.....
3. Year of Business Registration.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....

FORM PQ-3: SUPERVISORY PERSONNEL

All firms MUST give the following details;

Name of director/manager

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held

.....

.....

Construction/or service experience

a) Name of project.....

b) Character and nature of project

c) Contract value.....

d) Location of project.....

e) Period of project.....

f) Title and responsibility in project.....

g) Other.....

Proposed Technical Personnel

(a)

(b)

(c)

(d)

(e)

(f)

(g)

Proposed position in this project if contract is awarded

.....

FORM PQ-4: FINANCIAL POSITION

All bidders **MUST** attach bank reference letters from the banks where they maintain account.

FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

All bidders MUST complete and stamp the confidential business questionnaire;

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..... Expiry date.....
Maximum value of business which you handle at any one time KES.....
Name of your bankers..... Branch.....
Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Partnerships:

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 issued capita of the company

Nominal K£.....

Issued K£.....

**Give details of all directors as follows: - Name Nationality Citizenship Details
Shares**

1.
2.
3.
4.
5.

SignatureDate & Stamp of Tenderer..... If
Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or
Registration

FORM PQ-6: PAST EXPERIENCE

(This section is mandatory only to Non-AGPO bidders. AGPO registered bidders will automatically qualify in this category.)

LIST NAMES OF AT LEAST FIVE (5) CLIENTS (Give the contacts of the organization).

FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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

FORM PQ-9: ELECTRONIC FUNDS TRANSFER DETAILS

Physical &Postal Address

Box No.....

Building.....

Road /Street

Date.....

To: The Director General

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

NAIROBI

Dear Sir,

ELECTRONIC FUNDS TRANSFER DETAILS

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier :

Bank and branch :

Bank and Branch Code :

Bank Account Number :

Pin Number (Tax) :

VAT Number (Tax) :

Valid Email Address of Supplier:

Contact Person:

Company Registration No:

The following certificates are hereby attached: -

- 1. Tax Compliance Certificate
- 2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature:

Name of Company Secretary:

ID/No.....

Signature:

Name of Director:

ID/No.....

Affix Company Seal Here