

**REPUBLIC OF KENYA**



**MINISTRY OF FOREIGN AFFAIRS**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FY-  
2016-2017/2017-2018**

**CATEGORY NO: A & B**

**TENDER No. MFA/ADM/06/2016-2018**

*For*

**SUPPLY OF GOODS, WORKS AND PROVISION OF  
SERVICES**

**CLOSING DATE: Tuesday, 16th March, 2017 10.00 A.M**

**Table of Contents**

	<b>Page</b>
SECTION I - Invitation for prequalification .....	3
SECTION II - Instructions to Candidates.....	6
Appendix to Instructions to Candidates .....	9
- Letter of application.....	11
SECTION III - Pre-qualification Data Instruction/Forms.....	14
PQ1 prequalification Documentation.....	14
PQ2 Organization Details .....	15
PQ3 Financial Position.....	16
PQ4 Past Experience .....	17
PQ5 Confidential Business Questionnaire.....	18
PQ6 Sworn Statement.....	19
Letter of Notification of Award .....	20
Request for Review Form.....	21

## **SECTION I - INVITATION FOR PREQUALIFICATION (IFP)**

Categories A & B (Supply of Goods , Works and Services) specify the following:

Tender No: .....

Tender Name.....

Tender Category.....

The **Principal Secretary, Ministry of Foreign Affairs** intends to prequalify candidates for the supply of the under listed goods, works and services for the period ending 30<sup>th</sup> June 2018.

This invitation for prequalification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations.

### **CATEGORY A: PREQUALIFICATION FOR GOODS**

<b>CATEGORY NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBLE FIRMS</b>
MFA/01/2016-2018	Supply and delivery of tyres and batteries	Youth
MFA/02/2016-2018	Prequalification for supply and delivery of office furniture and equipments	Youth and Persons with Disability
MFA/03/2016-2018	Prequalification for supply and delivery of Electrical Fittings and Appliances	Persons with Disabilities
MFA/04/2016-2018	Prequalification for Supply of Mineral Water 20 Litres	Youth
MFA/05/2016-2018	Prequalification for Supply and delivery of all stationeries and Tonners	Youth and Persons With Disabilities

### **CATEGORY B: PREQUALIFICATION FOR PROVISION OF WORKS AND SERVICES**

<b>CATEGORY NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBLE FIRMS</b>
MFA/ 06/2016-2018	Provision of International Courier Services/ Cleaning and Forwarding Services.	Open
MFA/ 07/2016-2018	Events organizer	Open
MFA/08/2016-2018	Prequalification of Maintenance and repairs of motor vehicle.	Open
MFA/09/2016-2018	Prequalification for Outside Catering Services	Women
MFA/010/2016-2018	Prequalification for Provision Air Ticketing Services. (To be IATA registered)	Open

MFA/011/2016-2018	Prequalification for Translation and Interpretation Services	Open
MFA/012/2016-2018	Prequalification for Minor Repairs and redecoration of Buildings (Firms Registered with the Public works)	Youth
MFA/013/2016-2018	Maintenance and Repair of ICT Equipments	Youth
MFA/014/2016-2018	Prequalification for provision of tagging (marking) and bar coding for assets with a database system.	Persons with Disabilities
MFA/015/2016-2018	Prequalification for Provision of Printing and Branding of Promotional Materials	Open
MFA/016/2016-2018	Supply and Delivery of ICT Equipments and Accessories	Open
MFA/017/2016-2018	Supply and Installation of Security Systems (CCTV)	Open

NB:

- **Special Groups including Youth, Women and Persons Living with Disability who have duly registered with the National Treasury (Mandatory). Attach copy of AGPO certificate.**
- **Special Groups will apply by complying with the eleven conditions set out in the attached 'Requirements for Definition in IFMIS System' form only, in respect to pre-qualifications.**

Pre-qualification/Registration Tender Documents, containing detailed Terms and Conditions of tendering, may be downloaded free of charge from the Ministry's Website, [www.mfa.go.ke](http://www.mfa.go.ke) or IFMIS tender portal.

Youth, Women and persons with disability are encouraged to apply pursuant to article 31[1] of legal notice No 114.

Completed tender documents in sealed envelopes clearly marked with the Tender NO. MFA/ADM/06/2016-2018, Category NOs and addressed to the address below;

**The Principal Secretary,  
Ministry of Foreign Affairs  
P. O. Box 30551-00100,  
NAIROBI**

Completed Pre-qualification/Tender documents in plain sealed envelopes clearly marked with the Tender No., Category Nos. and addressed to the address above, should be deposited in the Tender Box situated on the Ground Floor, Ministry of Foreign Affairs building, Harambee Avenue on or before **16<sup>th</sup> March, 2017 at 10.00 am.**

Applications will be opened immediately thereafter, at Ministry of Foreign Affairs building, 2nd Floor, Conference Room in the presence of bidders or their representative, who choose to attend.  
**Late tenders will be returned unopened.**

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES**

**For: PRINCIPAL SECRETARY**

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### Table of Contents

- 2.1 Scope of tender
- 2.2 Submission of Applicants
- 2.3 Eligibility candidates
- 2.4 Qualification criteria
- 2.5 Public sector companies
- 2.6 Conflict of interest
- 2.7 Updating prequalification information

## **SECTION II - INSTRUCTIONS TO CANDIDATES**

### **2.1 Scope of Tender**

2.1.1 The **Principal Secretary, Ministry of Foreign Affairs** hereinafter, referred to as the procuring entity, intends to prequalify candidates' supply/provision of various categories of goods, works and services. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than 16<sup>th</sup> March, 2017 at 10.00am.

Prequalification is open to eligible firms as indicated to ITC 2.3

### **2.2 Submission of Application**

2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box on Ground Floor or to be addressed to the:

**The Principal Secretary,  
Ministry of Foreign Affairs  
Po box 30551-00100  
NAIROBI**

so as to be received on or before 16<sup>th</sup> March, 2017 at 10.00am.

2.2.2 The procuring entity reserves the right to accept or reject late applications.

2.2.3 The name and mailing address of the applicant may be marked on the envelope.

2.2.4 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.

2.2.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.

2.2.6 A consultations and clarifications meeting will be held at (place, date and time) at which applicants pay request clarifications of the prequalification document. Attendance of this meeting will be voluntary

### **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

## **2.4 Qualification Criteria**

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown in section III. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

## **2.5 Public Sector companies**

- 2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law and it is not a dependent agency of another public entity.

## **2.6 Updating Pre-qualification Information**

- 2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria.



## **APPENDIX TO INSTRUCTIONS TO CANDIDATES**

The following instructions for the pre qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

**Note:** To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Candidates.

1. Eligible candidates may download the prequalification document from Ministry's Website ([www.mfa.go.ke](http://www.mfa.go.ke)) or IFMIS Supplier's portal free of charge.
2. Interested eligible candidates may obtain further information and /or an Addendum from Supply Chain Management Office, Room No.508, at Ministry of Foreign Affairs, 5th Floor, Along Harambee Avenue from **2<sup>nd</sup> March, 2017** during official working hours.
3. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender box situated on Ground Floor Ministry of Foreign Affairs building or to be addressed to:

**The Principal Secretary,  
Ministry of Foreign Affairs  
P O Box 30551-00100  
NAIROBI**

So as to be received on or before **16<sup>th</sup> March, 2017 at 10.00am.**

4. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications.
5. Only candidates prequalified under this prequalification process will be invited to tender

## **SPECIAL CONDITIONS FOR PREQUALIFICATION**

1. Letter of Application
2. Pre-qualification Data Instruction/ forms
3. Letter of Notification

## **LETTER OF APPLICATION**

### **Notes on letter of application**

- 1.1 The letter of application will be prepared by the applicant and will follow the form presented herein.
- 1.2 The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers and email address.
- 1.3 The letter of application will be signed by duly authorized representatives of the applicant.
- 1.4 Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant

**LETTER OF APPLICATION**

Date .....

To .....

.....

.....

(name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	

2. Attached to this letter are copies of original documents defining
  - (a) the Applicant’s legal status
  - (b) the principal place of business and
  - (c) the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1

Contract 2	Telephone 2
------------	-------------

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
  - (b) Your Agency reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the prequalification process, and reject all applications
  - (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
  
2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
  - (a) signed so as to legally bind all partners, jointly and severally; and
  - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
  
3. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

### **3. PRE-QUALIFICATION DATA INSTRUCTION/FORMS**

#### **3.1 Pre-qualification data forms**

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

- 3.1.1 The pre-qualification 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 ink.

#### **FORM PQ-1 PRE-QUALIFICATION DOCUMENTATION**

All firms must provide:

- a) Copies of Certificate of Registration
- b) Copy of VAT Registration Certificate
- c) Valid Tax compliance Certificate from Kenya Revenue Authority (failure to produce this certification to prove compliance will lead to automatic disqualification thus no further evaluation of your application.)
- d) Copies of valid pin certificates of firm/Company/ Individual

#### **ADDITIONAL CONDITIONS/REQUIREMENTS ON PREQUALIFICATION OR REGISTRATION OF SUPPLIERS**

1. The supplier must be registered with relevant bodies dealing with the product or service where applicable. Attach valid copies of letters or certificates of registration.
2. The supplier should provide a list of all attached documents.
3. The documents should be numbered in the same sequence as on list above for ease of reference

**FORM PQ-2 ORGANIZATION DETAILS**

- 1. Legal Name of firm.....  
Post office address.....  
Street and address.....  
City.....  
Country.....  
Telephone No.....  
Person to contact.....  
Title.....
- 2. Organization & Business Information.....  
Managing Director.....  
Secretary.....  
General Manager.....  
Treasurer.....  
Other.....
- 3. Business founded or incorporated.....
- 4. Under present management since.....
- 5. Net worth equivalent Kshs.....
- 6. Bank reference and address.....
- 7. Enclose copy of the organization chart of the firm indicating the main fields of activities

**FORM PQ – 3 FINANCIAL POSITIONS**

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

Name of Applicant or partner of a joint venture
---

Banker	Name of banker
	Address of banker .....
	Telephone contact name and title
	Fax  E mail



**FORM PQ -4 PAST EXPERIENCES**

**NAMES OF APPLICANTS CLIENT S IN THE LAST TWO YEARS**

1. Names of 1st client organization

- i) Name of the Client (organization).....
- ii) Address of client (organization).....
- iii) Name of contact person at of the Client (organization).....
- iv) Telephone No. of client.....

2. Names of 2nd client organization

- i) Name of the Client (organization).....
- ii) Address of client (organization).....
- iii) Name of contact person at of the Client (organization).....
- iv) Telephone No. of client.....

3. Names of 3rd client organization

- i) Name of the Client (organization).....
- ii) Address of client (organization).....
- iii) Name of contact person at of the Client (organization).....
- iv) Telephone No. of client.....

4. Others .....

Applicants should attach copies of LPOs, LSOs, and contract agreements of works undertaken in the last two years.

**FORM PQ – 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

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. .... Fax ..... E mail .....  
 Nature of Business .....  
 Registration Certificate No. ....  
 Maximum value of business which you can handle at any one time – Kshs .....  
 Name of your bankers ..... Branch .....

Part 2 (a) – Sole Proprietor			
Your name in full .....	Age .....		
Nationality .....	Country of origin .....		
	<ul style="list-style-type: none"> <li>• Citizenship details .....</li> <li>• .....</li> </ul>		
Part 2 (b) Partnership			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
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. ....	.....	.....	.....
5. ....	.....	.....	.....
Date .....	Signature of Candidate .....		

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**FORM PQ - 7**

**SWORN STATEMENTS**

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. When the call for tender/ quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we will come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. 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, stamp or seal)

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: .....  
.....  
.....  
.....

RE: Tender No.....

Tender Name.....

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

.....  
.....

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS).....

**NB:**

- **Special Groups include Youth, Women and Persons Living with Disability who have duly registered with the National Treasury (Mandatory). Attach copy of AGPO certificate.**
- **Special Groups will apply by complying with the twelve conditions set out in the attached ‘Requirements for Definition in IFMIS System’ form only, in respect to pre-qualifications.**

**REQUIREMENTS FOR DEFINITION IN IFMIS SYSTEM (MANDATORY)**

1. Company Name: .....
2. Company Physical Address: .....
3. Postal Address + Code: .....
4. Bank Name: .....
5. Bank Branch name: .....
6. Swift Code.....
7. Account No: .....
8. PIN: .....
9. Contact Person: .....
10. Company email Address.....
11. Contact Person mobile No.....
12. Please attach Copies of Registration Certificate, **Valid** Tax Compliance and PIN Certificate (is Mandatory)

**MUST BE SIGNED AND RUBBER STAMPED**