



kenya national
library service

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY AND DELIVERY OF GOODS & PROVISION OF SERVICES (INCLUDING WORKS, CONSULTANCY SERVICES ETC) DURING THE FINANCIAL YEARS 2014-2015

DATE OF NOTICE: THURSDAY, 15TH MAY, 2014

CLOSING DATE: THURSDAY 29TH MAY, 2014 AT 11.00AM

Table of Contents

| | Page |
|---|-------|
| 1. TENDER NOTICE | 2-3 |
| 2. PRE-QUALIFICATION INSTRUCTIONS | 4-5 |
| 3. BRIEF CONTRACT REGULATIONS | 5 |
| 4. PRE-QUALIFICATION DATA INSTRUCTIONS | 6-8 |
| 5. FORM PQ - 1 PRE-QUALIFICATION DOCUMENTS | 9 |
| 6. FORM PQ - 2 PREQUALIFICATION DATA | 10-11 |
| 7. FORM PQ - 3 SUPERVISORY PERSONNEL | 12 |
| 8. FORM PQ - 4 FINANCIAL POSITION | 13 |
| 9. FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES | 14-15 |
| 10. FORM PQ - 6 PAST EXPERIENCES | 16 |
| 11. FORM PQ - 7 LITIGATION HISTORY | 17 |
| 12. FORM PQ - 8 SWORN STATEMENT | 18 |

TENDER NOTICE

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR 2014-2015 FINANCIAL YEAR

Kenya national library service (knls) invites applications for prequalification of suppliers for 2014/2015.

Interested eligible firms are invited to apply for prequalification indicating the category of goods, works or services they wish to supply/provide.

A. PRE-QUALIFICATION OF SUPPLIERS

| | | | |
|----|------------------------|---|--------------------|
| 1 | knls/HQ/P001/2014/2015 | Supply and delivery of general office stationery | Youth, women & PWD |
| 2 | knls/HQ/P002/2014/2015 | Designing, Printing and delivery of Brochures, Stationery and other Accountable documents | Youth, women & PWD |
| 3 | knls/HQ/P003/2014/2015 | Supply and delivery of Computers, laptops, UPS, Photocopiers, Printers, computer accessories, consumables, servers & data card printers | Youth, women & PWD |
| 4 | knls/HQ/P004/2014/2015 | Supply, delivery, installation & maintenance of LAN ,air conditioning & server racks | Citizen suppliers |
| 5 | knls/HQ/P005/2014/2015 | Supply and delivery of office & Library furniture, Fittings and Furnishing | Citizen suppliers |
| 6 | knls/HQ/P006/2014/2015 | Supply and delivery of staff uniforms | Citizen suppliers |
| 7 | knls/HQ/P007/2014/2015 | Provision of promotional & advertising materials, and signage services | Citizen suppliers |
| 8 | knls/HQ/P008/2014/2015 | Repair & Servicing of office equipment (telephones, photocopier, PABX, & Accessories). | Citizen suppliers |
| 9 | knls/HQ/P009/2014/2015 | Provision of Building Contractors' services (Building and small works) | Youth, women & PWD |
| 10 | knls/HQ/P010/2014/2015 | Supply, delivery, Repair and maintenance of Fire fighting and safety Equipment | Citizen suppliers |
| 11 | knls/HQ/P011/2014/2015 | Provision of Repair and servicing of Computers and Printers | Citizen suppliers |
| 12 | knls/HQ/P012/2014/2015 | Provision of Research, Opinion & baseline Survey, training & management consultancy services | Citizen suppliers |
| 13 | knls/HQ/P013/2014/2015 | Supply and delivery of internationally published books and other information materials. | Citizen suppliers |
| 14 | knls/HQ/P014/2014/2015 | Hire of Transportation Services | Citizen suppliers |

Tender documents may be obtained from supply chain department upon payment of the non-refundable fees of **Kshs.1,000/-** payable in cash or banker's cheque drawn in favour of Kenya national library service between **9.00 a.m and 3.30 p.m** during working days.

Bidders may also view and download the bidding documents from knls website at no fee.

Suppliers currently prequalified for the period 2013-2014 must re-apply for prequalification.

Duly completed application documents in plain sealed envelopes clearly marked '**Prequalification Reference No.**' as indicated above should be deposited in the tender box located at the Supply Chain Department at our Head Office and be addressed to:-

C.E.O./Director
Kenya National Library Service (Headquarters)
Mumias Road/Ol Donyo Sabuk Road Junction, Buruburu
P.O. Box 30573-00100
NAIROBI
Tel. 020-2158352, 7786710 Fax: 2721749
Email: knls@knls.ac.ke
www.knls.ac.ke

To be received on or before **29th May 2014 at 11.00 a.m.** Prequalification tender documents will be opened at **knls headquarters, Buruburu on Mumias road (Multi-media Hall 2nd floor)** immediately thereafter in the presence of bidders and /or their representatives who may wish to attend.

Late bids will not be accepted.

C.E.O./DIRECTOR

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Kenya national library service would like to invite interested candidates who must qualify by meeting the set criteria provided in this pre-qualification tender document to perform the contract of supply and delivery of various goods or provision of services and works on need basis.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services or works under the relevant tenders/quotations to knls as and when required during the stated period.

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, Kenya national library service so that they may be pre-qualified for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/institutions of similar size and complexity **except for Youth, Women and Persons with Disabilities companies**. 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.

1.7 Distribution of Pre-qualification Documents

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

**C.E.O/Director
Kenya national library service
P. O. BOX 30573-00100
NAIROBI**

Not later than **THURSDAY 29th MAY 2014 by 11.00 AM.**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Ag. Principal Supply Chain Officer, Kenya national library service on the following address:

Ag. Principal Supply Chain Officer
kenya national library service
P.O. Box 30573
NAIROBI
EMAIL: knls@knls.ac.ke

1.9 Additional Information

Kenya national library service reserves the right to request submission of additional information from prospective bidders.

- 1.10** Request for quotations will be made available only to those bidders whose qualifications are accepted by kenya national library service after scoring at least **70 points for citizen contractors and 49 points for Youth, Women and Persons with Disabilities Companies** after the completion of the pre – qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES 2.1

Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other applicable taxes as required by the law.

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 on the authority of the Director or Tender Committee. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

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

3. 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 tender for the specific tender.

3.1.1 The 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 Kenya national library service 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.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Kenya national library service 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

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items or services at short notice.

(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).

3.3.2 Personnel

The names, pertinent information and CV 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 Supplier'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/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given. **(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

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. **(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

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. **(Not applicable for applicants for pre-qualification under youth, women and persons with disabilities).**

3.4 Statement

Application 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 could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then knls reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

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.

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 | 5 |
| 3. Supervisory Personnel | PQ-3 | 10 |
| 4. Financial Position | PQ-4 | 20 |
| 5. Confidential Questionnaire Report | PQ-5 | 15 |
| 6. Past Experience | PQ-6 | 10 |
| 7. Litigation History | PQ-7 | 10 |
| TOTAL | | 100 |

3.8 The qualification is at least 70 points for citizen contractors

3.9 The qualification is at least 49 points equivalent to 70% of the maximum 70 points for youth, women and persons with disability (Requirements under **PQ-4** and **PQ-6** totaling to 30 points will not apply for this category and the maximum score shall be 70 points).

FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide:-

1. Copies of Certificate of Registration of Business Name.
2. Copy of VAT/PIN Registration Certificate.
3. Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of current Trade License.
5. Registration certificate as a contractor by National Construction Authority and other relevant authorities **for all civil/ works contractors/professional works/services.**
6. Letter of recommendation from 3 previous organizations served.**(Not applicable for Youth, Women and Persons With Disability).**
7. Practicing Certificate for all professionals for consultancy services.
8. **Transport Hire firms must** attach evidence of having taken all the Insurance covers.
9. Applicants under **Youth, Women and Persons With Disability must attach registration certificate from the National Treasury.**

(30 points)

x **Firms which do not submit the specified mandatory documents will not be evaluated further.**

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1/We hereby apply for registration as supplier(s)
(Name of Company/Firm)

of
(Item Description)

.....
(Category No.)

Post Office Address

Town Street

..... Name of building

..... Room /Office No.

..... Floor No. Telephone Nos.

..... Full Name of applicant

..... Other branches location

..... Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)

Names of Partners:

.....

.....

.....

3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent
Kshs.....
6. Bank reference and address
.....
7. Bonding company reference address.....
8. Enclose copy of organization chart of the firm indicating the main fields of activities
.....
9. State any technological innovations or specific attributes which distinguish you
from your competitors
.....
10. Indicate terms of trade/sale:
.....

Name of firm:

Name of designated Official:

Signature, date and stamp:

(5 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)

5marks each

(10 Points)

Name of firm:

Name of designated Official:

Signature, date and stamp:

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years audited accounts- 7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks.
- (3) State Credit period (minimum proposed is 30 days) – 6marks

(Not applicable for Youth, Women and Persons with Disability)

(20 Points)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

Part I- General :

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No.....

Nature of business.....

Current Trade Licence. No.....Expiring date.....

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.....

*Citizenship details.....

Part 2 (b) Partnership

~ Given details of partners as follows:

| <i>Name</i> | <i>Nationality</i> | <i>Citizenship Details</i> |
|---------------|--------------------|----------------------------|
| <i>Shares</i> | | |

1.

2.

3.

4.

| ~ | <p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p>Nominal Kshs.....</p> <p>Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; margin-top: 20px;"> <thead> <tr> <th style="text-align: left; width: 10%;"></th> <th style="text-align: left; width: 30%;"><i>Name</i></th> <th style="text-align: left; width: 20%;"><i>Nationality</i></th> <th style="text-align: left; width: 30%;"><i>Citizenship Details</i></th> <th style="text-align: left; width: 10%;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | | <i>Name</i> | <i>Nationality</i> | <i>Citizenship Details</i> | <i>Shares</i> | 1. | | | | | 2. | | | | | 3. | | | | | 4. | | | | |
|--|--|---------------------------|-----------------------------------|---------------------------|-----------------------------------|----------------------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|----|-------|-------|-------|-------|
| | <i>Name</i> | <i>Nationality</i> | <i>Citizenship Details</i> | <i>Shares</i> | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>DateSignature of Candidate.....</p> | | | | | | | | | | | | | | | | | | | | | | | | | | |

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

(15 Points)

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
- ii)Address of Client (organization)
- iii)Name of Contact Person at the client (organization)
- iv)Telephone No. of Client
- v)Value of Contract
- vi)Duration of Contract (date)
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
.....
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)

4. Others (10 Points)

(Not applicable for Youth, Women and Persons with Disability) 3

marks each and an additional point for one other

FORM PQ-7 - LITIGATION HISTORY**Name of Contract Supplier:**

Contractors/Suppliers 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 |
|-------------|-----------------------------|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(10 Points)**Name of firm:****Name of designated Official:****Signature, date and stamp:**

FORM PQ-8 - SWORN STATEMENT

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. 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 and stamp or seal)