

PUBLIC PROCUREMENT OVERSIGHT AUTHORITY

Transforming Procurement



PRE_QUALIFICATION NOTICE

FOR THE

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS FOR 2015_2017

PPOA/PREQ/13/2015_2017

NATIONAL BANK BUILDING

P.O. BOX 58535- – 00100

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NAIROBI, KENYA.

E-mail: info@ppoa.go.ke

Website: www.ppoa.go.ke

APRIL 2015

PRE-QUALIFICATION NOTICE

Public Procurement Oversight Authority invites applications from interested, eligible, capable individuals and firms for Prequalification/ Registration as Suppliers and Service Providers for the years 2015-2017 in the following categories:

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS 2015 –2017

ITEM NO.	PREQUALIFICATION NO.	ITEM DESCRIPTION	TARGET GROUP
1.	PPOA/PREQ/001/2015-17	Supply and delivery of Computers, servers, laptops, printers, scanners and other related ICT Equipments	Citizen Contractors
2.	PPOA/PREQ/002/2015-17	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipments	Reserved Groups
3.	PPOA/PREQ/003/2015-17	Supply and delivery of general office Stationery	Reserved Groups
4.	PPOA/PREQ/004/2015-17	Supply and delivery of general office equipments (Metal filing cabinets, etc)	Citizen Contractors
5.	PPOA/PREQ/005/2015-17	Supply of Air time	Reserved Groups
6.	PPOA/PREQ/006/2015-17	Supply and Delivery of Assorted Electrical Fittings and Lighting Materials	Reserved Groups
7.	PPOA/PREQ/007/2015-17	Supply and Delivery of Assorted Electronic Materials	Reserved Groups
8.	PPOA/PREQ/008/2015-17	Supply/Repair and Servicing of Air condition equipments	Citizen Contractors
9.	PPOA/PREQ/009/2015-17	Supply of Branded Bottled Mineral Water	Citizen Contractors
10.	PPOA/PREQ/010/2015-17	Supply of Staff Uniforms and protective Clothing	Citizen contractors
11.	PPOA/PREQ/011/2015-17	Provision of Air Travel Ticketing Services	Citizen Contractors
12.	PPOA/PREQ/012/2015-17	Installation and Maintenance Services for Local Area Network	Citizen Contractors
13.	PPOA/PREQ/013/2015-17	Provision of Medical & Group Personal Accident Insurance Services (underwriters only)	Citizen Contractors
14.	PPOA/PREQ/014/2015-17	Provision of General Insurance Services (underwriters only)	Citizen Contractors
15.	PPOA/PREQ/015/2015-17	Provision of Videography & Photography Services	Citizen Contractors
16.	PPOA/PREQ/016/2015-17	Provision of Baseline Survey and related Consultancy Services on Employee satisfaction, work environment, customer satisfaction and other Performance Contract related consultancies	Citizen Contractors
17.	PPOA/PREQ/017/2015-17	Provision of Group Life Insurance Services (underwriters only)	Citizen Contractors

18.	PPOA/PREQ/018/2015-17	Provision of documentary production Services	Citizen Contractors
19.	PPOA/PREQ/019/2015-17	Provision of Security and Guarding Services	Citizen Contractors
20	PPOA/PREQ/020/2015-17	Provision of ICT training and consultancy services	Citizen Contractors
21.	PPOA/PREQ/021/2015-17	Provision of Transport - Taxi & Car Hire Services	Citizen Contractors
22	PPOA/PREQ/022/2015-17	Provision of Cleaning Services, Detergents, Soaps, Disinfectants & Toiletries	Reserved Groups
23	PPOA/PREQ/023/2015-17	Supply of Motor Vehicles Tyres, Batteries & other accessories	Citizen Contractors
24	PPOA/PREQ/024/2015-17	Supply of Newspapers, Periodicals, legal Materials	Reserved Groups
25	PPOA/PREQ/025/2015-17	Supply of Promotional Material and Branded items (T-Shirts, caps, vests, bags, umbrellas, pens, mugs, key holders, clocks, Banners etc)	Reserved Groups
26	PPOA/PREQ/026/2015-17	Design and Printing of Cards, Diaries, Corporate Newsletter, Stickers, Signage, Fliers, Brochures, Booklets etc)	Reserved Groups
27	PPOA/PREQ/027/2015-17	Provision of Event Management and Entertainment Services	Citizen Contractors
28	PPOA/PREQ/028/2015-17	Provision of Outdoor Advertising Services (Bill Boards etc)	Citizen contractors
29	PPOA/PREQ/029/2015-17	Maintenance and Repair of Office Furniture	Reserved Groups
30	PPOA/PREQ/030/2015-17	Provision of Record Management Services	Citizen Contractors
31.	PPOA/PREQ/031/2015-17	Supply and Delivery of Office Furniture	Citizen Contractors
32	PPOA/PREQ/032/2015-17	Supply and Delivery of Office Window Blinders	Reserved Groups
33	PPOA/PREQ/033/2015-17	General building Contractors & Building Renovators	Citizen Contractors
34	PPOA/PREQ/034/2015-17	Supply and Delivery of General Hardware and Plumbing Materials	Citizen contractors
35	PPOA/PREQ/035/2015-17	Supply, Delivery & Maintenance of Fire Fighting Equipments	Citizen contractors
36	PPOA/PREQ/036/2015-17	Provision of Catering Services	Citizen Contractors

The Pre-qualification documents containing the submission information, detailed terms and conditions of qualification may be downloaded free of charge from the PPOA website www.ppoa.go.ke. The Pre-qualification closing date is Monday, 4th May 2015 at 10.00 a.m.

DIRECTOR GENERAL



PRE-QUALIFICATION NOTICE

PREQ NO. PPOA/PRE/13/2015_2016: PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2015-2017.

The Public Procurement Oversight Authority invites sealed applications from eligible candidates for purposes of prequalifying suppliers for registration for the year 2015_2017 financial year.

A complete set of pre-qualification documents may be viewed and *downloaded from the Public Procurement Oversight Authority's website: www.ppoa.go.ke* free of charge.

Interested eligible firms may obtain further information from the Public Procurement Oversight Authority's Procurement Office, National Bank Building, 10th Floor, Harambee Avenue.

Completed Pre-qualification documents are to be enclosed in plain sealed envelopes, marked with **the pre-qualification number and category name** and be deposited in the tender box provided at The Public Procurement Oversight Authority's Offices, National Bank Building, 10th floor, Harambee Avenue, Nairobi or be addressed to:

The Director-General
Public Procurement Oversight Authority,
P. O. Box 58535 - 00200
NAIROBI

so as to be received on or before **MONDAY 4TH MAY 2015 AT 10 AM.**

Applications for Registration will be opened immediately thereafter in the Board Room, National Bank Building, 10th floor, Harambee Avenue in the presence of candidates'/ representatives, who choose to attend.

Any canvassing or giving of false information will lead to automatic disqualification.

DIRECTOR-GENERAL
PUBLIC PROCUREMENT OVERSIGHT AUTHORITY

SECTION 1 - INFORMATION TO APPLICANTS

1 INTRODUCTION

- 1.1 The Public Procurement Oversight Authority was established in January 2007 with the promulgation of the Public Procurement and Disposal Act 2005 and the Public Procurement and Disposal Regulation 2006. In accordance with Section 8 and 9 of the Act, the PPOA is established as a body corporate responsible for the regulation and oversight of public procurement practice and disposal in Kenya and with the functions of among others:
1. Ensuring that the procurement procedures established under the Act are complied with;
 2. Monitoring the public procurement system and report its overall functioning to the Minister of Finance;
 3. Assisting in the implementation and operation of the public procurement system by:
 - i. Preparing and distributing manuals and standard documents;
 - ii. Providing advice and assistance to Procuring Entities (PEs);
 - iii. Developing, promoting and supporting the training and professional development of persons involved in procurement;
 - iv. Issuing of written directions to PEs with respect to procurement including the conduct of procurement proceedings and dissemination of information on procurements; and
 - v. Ensuring that PEs engages procurement professionals in their procurement units.
 4. Initiating public procurement policy and propose amendments to the Act or Regulations; and
 5. Performance of such other functions and duties as are provided for under the Act.
- 1.2 Suppliers are invited to apply to be pre-qualified for various categories for provision of Goods, The Public Procurement Oversight Authority (PPOA) will pre-qualify and enlist suppliers from among those who will have submitted applications, in accordance with the pre-qualification requirements.
- 1.3 The Pre-qualification Document and the Applicants response thereof shall be the basis of pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.4 PPOA does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- 1.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.

- 1.6 Applicants will meet all costs associated with preparation and submission of their applications.
- 1.7 It is PPOA's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, PPOA:
- a) defines, for the purpose of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procuring Entity in the pre-qualification process; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of PPOA, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive PPOA of the benefits of free and open competition.
 - (b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
 - (c) Will declare an application ineligible, for pre-qualification if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
 - (d) Will have the right to examine financial records relating to the performance of such services to determine capability;
 - (e) Will have the right to inspect the business premises of the Applicant.
- 1.8 Applicants shall furnish information as described in the prequalification document

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of prequalifying suppliers is to have a standby list of suppliers for the year 2015_2017 for provision of Goods, Services and Works for the operations of PPOA activities.

4. CLARIFICATIONS

- 4.1 Applicants may request for clarification on the prequalification document up to **three (3) days** before the submission date. Any request for clarification must be sent in writing by mail, facsimile to the Public Procurement Oversight Authority's address. PPOA will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

5. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

- 5.1 Applicants are requested to submit an application written in English language.
- 5.2 Applicants are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application.
- 5.3 Applicants are required to meet the qualification criteria stipulated in **clause 7** of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfill these requirements will be pre-qualified.
- 5.4 The pre-qualification documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

5.5 Period of Validity

The request for pre-qualification must remain valid for not less than **120 days** from the date of submission and candidates shall be pre-qualified for a period of two years.

PPOA will make the best effort to complete the evaluation and communicate within this period.

6. SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

- 6.1 The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialed by the person who sign(s) the Pre-qualification Document.
- 6.2 The pre-qualification documents should be prepared and submitted in **one original and one (1) copy** in a plain sealed envelope clearly marked:

“PREQ NO. PPOA/PREQ/13/2015_2017 PRE-QUALIFICATION OF SUPPLIERS FOR THE YEAR 2015-2017”

“DO NOT OPEN BEFORE MAY, 4TH MONDAY, 2015

Completed Pre-qualification Documents should be deposited in the tender box provided at The Public Procurement Oversight Authority’s Offices, National Bank Building, 10th floor, Harambee Avenue, Nairobi, Kenya or be addressed and posted to:

**The Director General
The Public Procurement Oversight Authority,
P. O. Box 58535 - 00200
NAIROBI, KENYA**

6.3 Deadline for Submission

The closing date and time for submission of the Pre-qualification Document shall be **4TH MAY 2015 at 10.00AM**

6.4 Late Applications

Any Pre-qualification Document received after the deadline pursuant to clause 6.3 shall be rejected as a late application and shall not be considered.

6.5 Opening of Applications

6.5.1 A Committee of officials from PPOA shall open the applications immediately after the closing time for submissions of the Pre-qualification Documents’ in the presence of applicants’ representatives who choose to attend.

6.5.2 PPOA will prepare a record of the Pre-Qualification Opening

7.0 PRE-QUALIFICATION EVALUATION CRITERIA

7.1 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information:-

- (i) Prequalification submission Form
- (ii) Declaration Form
- (ii) A copy of certificate of incorporation/registration
- (iii) Valid Tax Compliance Certificate
- (iv) Duly completed Confidential Business Questionnaire

- (v) Evidence of Physical Address and premises. (Attach copies of utility bills e.g. electricity/water or lease agreement/title deed). PPOA may visit the premises to ascertain physical address.
- (vi) A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings

7.3 General Requirements

- (a) PPOA will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Pre-qualification will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices and PPOA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) PPOA does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

8 CONFIDENTIALITY

- 8.1 Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

SECTION 2 - STANDARD FORMS

2.1 PRE-QUALIFICATION SUBMISSION FORM

TO: Director General
Public Procurement Oversight Authority
National Bank Building, Harambee Avenue
P. O. Box 58535-00200
NAIROBI

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos. The receipt of which is hereby duly acknowledged, we, the undersigned, do hereby submit our Pre-qualification document.
2. Our submission is binding to us for **120 days** and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand you are not bound to accept any submission you may receive.

Dated this _____ day of _____ 20 _____

[Signature) (in the capacity of]

Duly authorized to sign on behalf of _____

Tel. No. _____

Email _____

2.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the Public Procurement Oversight Authority, authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Signed

For and on behalf of

In the capacity of

Dated this day of2012

Company's rubber Stamp

2.3 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 (a MUST) Plot No, (a MUST) Street/Road (a MUST) Postal address (MUST) Tel No(s) (a MUST) .. Fax Email (a MUST) Nature of Business Registration Certificate No. Maximum value of business which you can handle at any one time – Kshs. Name of your bankers..... Branch Note: (A MUST) is a requirement for every purpose of easy location and all communications.

	Part 2 (a) – Sole Proprietor																				
	Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details Youth/Woman/Person with Disability (indicate)..... Citizen Contractor (Indicate).....																				
	Part 2 (b) – Partnership																				
	Given details of partners as follows <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> Youth/Women/Persons with Disability (indicate)..... Citizen Contractors (Indicate).....	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
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 <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.				
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		

	4. Youth/Women/Persons with Disability (indicate)..... Citizen Contractors (Indicate).....
	Date.....Signature of Candidate.....

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date; _____
[Signature of authorized representative of the firm]

Full name of staff member: _____

Tel. No. _____

Full name of authorized representative: _____

2.3 REFERENCES

Submit details of organisations where you have undertaken similar services in the format given below.

No	Contact Information	Details
1	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
2	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
3	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
4	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	
5	Name of company	
	Name of contact person	
	Designation	
	Telephone number	
	e-mail address	

Ensure you have provided reference letters for **ALL** the above organizations, duly **signed** and **stamped** by the relevant officer and **provide details of the assignments in the format provided in 2.7.**

The reference letter **MUST** be on the organization's letterheads.

2.4 FIRM'S REFERENCES

Relevant Services Carried Out in the Last Three Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

Tel. No. _____

(May be amended as necessary)