



PREQUALIFICATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS AND SERVICES FOR
THE PERIOD BETWEEN NOV 2017 to OCT 2019

CATEGORY APPLIED FOR:

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1.0: INTRODUCTION

1.1 Background

The African Academy of Sciences (AAS) is a pan African organisation headquartered in Kenya, which aims to drive sustainable development in Africa through science technology and innovation. It has a tripartite mandate of pursuing excellence by recognising scholars and achievers; providing advisory **and think tank functions for shaping the continent's strategies and policies**; and implementing key science, technology and innovation programmes that impact on developmental challenges through the new agenda setting and funding platform, the Alliance for Accelerating Excellence in Science in Africa (AESA). AESA was created by AAS and the NEPAD Agency.

The AAS is seeking to pre-qualify suppliers for goods, works, services and consultancies for various categories as shown below.

2.0: CATEGORIES OF GOODS AND SERVICES

The categories of goods and services to be pre-qualified are indicated below:

A) SUPPLY OF GOODS	
Ref No.	Item Description
AAS/ 01/2017	Supply of Printing and Publishing
AAS/ 02/2017	Supply Stationery and Office Supplies
AAS/ 03/2017	Supply ICT and Related Equipment
AAS/ 04/2017	Supply of Office Furniture and Equipment
AAS/ 05/2017	Branding and Promotional Material
AAS/ 06/2017	Provision of Office Cleaning Services
AAS/ 07/2017	Provision of Courier Services
AAS/ 08/2017	Provision of Taxi Services, Van and Bus Hire
AAS/ 09/2017	Provision of General Renovation and / Repair
AAS/ 10/2017	Provision of Fumigation, Pest control and Sanitary Services
AAS/ 11/2017	Tyres, Tubes, Repair and Maintenance of Motor Vehicles and Generators
AAS/ 12/2017	Repair and Maintenance of Computers, Servers, and Printers
AAS/ 13/2017	Travel Agent /Provision of Air Ticketing Services
AAS/ 14/2017	Repair and Maintenance of Network Equipment, Data Communication, Website and Web Portal Maintenance

AAS/ 15/2017	Provision of Hotel Services and Catering Services (accommodation, workshop and meeting venues)
AAS/ 16/2017	Catering Services
AAS/ 17/2017	Translation Services for Technical Documents
AAS/ 18/2017	Recruitment and Head Hunting Services
AAS/ 19/2017	Graphic Design Services
AAS/ 20/2017	Technical Backstopping to Grantees
AAS/ 21/2017	Grantees Institutional Capacity Building Services
AAS/22/2017	HR Consulting in at least one of the following areas: Team Building, Performance Management, Compensation and Benefits Review, Change Management, Job Evaluation, Staff Training
AAS/23/2017	Multimedia: Photography and/ or Videography
AAS/24/2017	Rapporteur and Scientific Report Writing

The downloaded pre-qualification document should be duly completed as per the instructions and dropped at the AAS offices in Nairobi.

The African Academy of Sciences

PO BOX 24916-00502

Nairobi- Kenya

So as to be received on or before Wednesday 16th Aug 2017 at 12:00 Noon

3.0 PREQUALIFICATION INSTRUCTIONS

3.1 INTRODUCTION

The AAS Nairobi hereinafter referred to as “procuring entity” intends to pre-qualify firms for the supply and delivery of goods and services.

Prequalification is open to eligible firms/ individuals as indicated in the instructions.

3.2 PRE-QUALIFICATION OBJECTIVE

The main objectives of this part are to qualify firms to supply goods and services under the relevant tenders/quotations and proposals as and when required during the period ending 30th May 2019.

3.3 LANGUAGE

All the information requested for pre- qualification shall be provided in the English language.

3.4 EXPERIENCE

Prospective firms must have successfully carried out the supply and delivery of similar goods/services to institutions of similar size and complexity.

3.5 TERMS AND CONDITION - APPENDIX 2.

Eligible and interested firms shall be required to read and be willing to abide to the AAS purchase order terms and condition indicated in appendix.

3.6 ELIGIBLE FIRMS

The procuring entity's employees and their relatives (spouse and children) are not eligible to participate in the pre-qualification process.

3.7 SUBMISSION AND DEADLINE OF PRE-QUALIFICATION DOCUMENTS

A copy of the application for prequalification containing all the requirements shall be submitted in plain sealed envelopes clearly marked with the category reference and address shown above.

3.8 PRE-QUALIFICATION FEE

Interested individuals/firms, upon review of the downloaded set of the pre-qualification documents from our website shall be required to pay a non-refundable fee of two thousand shillings (Ksh. 2,000) **per category applied though a banker's cheque drawn in the name of African Academy of Sciences (AAS)** and shall obtain a receipt from the finance department. A copy of the official receipt **MUST** be attached to the duly completed pre-qualification documents.

3.9 QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS

Questions and clarification that may arise from the pre-qualification documents should be sent to the email address below

procurement@aasciences.ac.ke

3.10 ADDITIONAL INFORMATION

The AAS reserves the right to request the submission of additional information from prospective firms.

3.11 INVITATION TO TENDER/QUOTATION

Bidding documents (Tender/Quotation) will be made available only to those bidders whose pre-qualification documents are accepted by the AAS after the completion of the pre-qualification process.

3.12 NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS

All bidders shall be notified of the pre-qualification outcome in writing.

4.0 PRE-QUALIFICATION GUIDELINES/REGULATIONS AND CRITERIA

4.1 INCOMPLETE APPLICATION

The application forms, which are not filled and duly stamped and submitted in the prescribed manner will not be considered.

4.2 THE PRE-QUALIFICATION DATA

It is understood and agreed that the pre-qualification data of the prospective firms is to be used by the AAS in the selection of prospective firms in respect to the different supplier categories as listed above.

4.3 QUALIFICATION REQUIREMENTS

Prospective firms will not be eligible unless in the judgment of the AAS they possess the capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

4.4 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

4.4.1 EXPERIENCE

(a) The prospective bidder shall have at least **3 years' experience** in the supply of goods, services and allied items. Past performance will be shown by way of attaching relevant LPO, completion certificates and letters of references.

(b) Prospective suppliers should have special experience and capability to organise, supply and deliver items or services at short notice.

4.4.2 FINANCIAL CONDITION

The suppliers' financial condition will be determined by latest audited financial statements submitted with the pre-qualification documents as well as bank statement for the last three months. Potential suppliers/firms will be pre-qualified on the satisfactory information given.

4.4.3 DECLARATION – APPENDIX 1

Application must include a declaration Appendix 1 certifying the accuracy for the information given.

4.4.4 WITHDRAWAL OF PRE-QUALIFICATION

The AAS has the right to reject the tender from a pre-qualified firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the AAS could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

4.5 PRE-QUALIFICATION CRITERIA

No.	Information Required		Point Score
1	General information fully provided		4
2	Specific requirements		3
3	Management structure		4
4	Number of staff employed		15
5	Financial position		10
6	Past experience and others		30
7	Confidential questionnaire if duly filled		2
8	Bank details provided		2
Total			70 marks

GENERAL INFORMATION

(4 Marks)

Category **applied for**.....

Business name of the firm

Legal name of firm if different from business name

Year of incorporation/Registration.....

Post office **address**

Street/**Road**

City

Country.....

Telephone No.**Mobile**.....

Contact personnel.....

Title

SPECIFIC REQUIREMENTS –

(3Marks)

All firms must provide (Tick appropriate box):

(a) Copies of Certificate of Registration.

☐No

☐Yes

(b) Copy of V.A.T Registration and Compliance Certificate

☐No

☐Yes

(c) Membership to professional body for professional services if any

☐No

☐Yes

☐ Not applicable

n/b. Applicants should only apply in their areas of expertise

Organisation Structure

Management personnel:

(4 Marks)

MD

Directors

General Manager

Number of staff employed.....(15 marks)

FINANCIAL POSITION –

(10 marks)

All firms must provide (Tick appropriate box):

A. Audited financial statement (Year 2016).

☐No

☐Yes

B. Provide copy of the company's bank statement for the last 3 months

☐No

☐Yes

PAST EXPERIENCE-

(20 Marks)

Provide a list of 5 current clients/customers that you have transacted business with and value (for the past 5 years)

	Client 1	Client 2	Client 3
Name of client (organisation)			
Address of client (organisation)			
Name of contact person at the client (organisation)			
Telephone/Email address of the client			
Value of contract			
Duration and time of the contract			

	Client 4	Client 5	
Name of client (organisation)			
Address of client (organisation)			
Name of contact person at the client (Organisation)			
Telephone/Email address of the client			
Value of contract			
Duration and time of the contract			

Others

(10 Marks)

Copies of work orders, completion certificate or other documents in support of work done.

CONFIDENTIAL DATA

(2 marks)

You must provide details requested. Please note that providing false information shall lead to disqualification.

LITIGATION HISTORY-

Does the company have any litigation (Tick appropriate box)?

☐ Yes (give details below)

☐ No

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last four years. A separate sheet should be used for each partner of a joint venture.

Year	Award for or against applicant	Name of client, cause of litigation, and matter dispute	Disputed amount

BANK DETAILS -

(2 marks)

For payments by electronic funds transfer (bank wire transfer), provide the following information:

BANK **NAME**.....

BRANCH NAME

BANK ADDRESS
BRANCH CODE.....
SWIFTCODE (USD)
ACCOUNT NAME

APPENDIX 1 - Declaration

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

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) Have read and understood the terms and condition for the AAS.
- c) That in case of being qualified we acknowledge that this grants me/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.
- d) If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e) We enclose all the required documents and information required for the prequalification evaluation.

Date

Applicant's name

Represented by

Signature

Designation

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

APPENDIX 2 - TERMS AND CONDITIONS OF CONTRACT.

- a) **ORDER.** **Purchase Order (“Order”)** is an offer to purchase the goods described herein from Vendor. The AAS **placement of this Order with Vendor is expressly conditioned on Vendor’s** acceptance of all of the terms contained in this Order. This Order shall not be filled at prices higher than stated in this Order or for different quantities. Any additional or different terms or conditions in any communication from Vendor are expressly objected to and are not effective or binding unless the AAS agrees in writing, and no such additional or different terms are part of a contract between the AAS and the Vendor even if the AAS accepts goods under this Order. Any objection by the Vendor to the terms hereof shall be ineffective and is deemed waived by the Vendor when the Vendor accepts this Order. The Order Number above shall be shown on all documents.
- b) **PRICE.** The prices stated in this Order are complete and the Vendor shall not make any alteration of any kind. The Vendor warrants that the prices to be charged for Goods are competitive with prevailing market rates and do not exceed prices charged to other customers for a similar quantity and quality of Goods.
- c) **QUALITY.** The Vendor warrants the goods are (a) free of all deficiencies and for the period of one (1) year from the date the AAS accepts the goods, (b) do not infringe the rights of any third parties. The Goods delivered must be of the best quality as recognised by the market and conforming to or exceeding all specifications provided.
- d) **ETHICAL CONDUCT.** The Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, in the form of a bribe or kickback.
- e) **DELIVERY.** Delivery of goods shall be strictly in accordance with this Order. Delays in shipment or otherwise shall be reported immediately to AAS. Partial deliveries may not be accepted and the supplier is required to inform AAS of partial deliveries in advance.
- f) **INSPECTION AND ACCEPTANCE.** All goods shall be subject to the AAS inspection and test before acceptance. The AAS may reject subject to goods not conforming to this Order or other applicable specifications, drawings, samples, or descriptions.
- g) **NON-CONFORMING /DEFECTIVE WORK.** If any goods are defective in material or workmanship or otherwise do not conform to this Order, AAS may: (a) require the Vendor to repair or replace at Vendor’s **cost for any such nonconforming goods**; (b) require the Vendor to refund the price of any such goods; or (c) elect to retain and correct any such goods with an appropriate price reduction to offset the **AAS’s** costs of making correction(s).
- h) **PAYMENT TERMS.** Invoices shall be provided to the Finance Department at the AAS and the payment shall be as specified in this Order, including pursuant to any discount terms; if no time

of payment is indicated, payment shall be made within thirty (30) days after the AAS accepts the goods and works.

- i) **CANCELLATION AND DEFAULT.** In addition, the AAS may cancel this Order, in whole or in part, at any time by written notice to the Vendor, due to any of the following circumstances: (a) failure to deliver as specified herein; (b) in **AAS's good judgment**, the Vendor failed to perform, or jeopardised performance of, this Order in compliance with its terms, (c) the Vendor becomes insolvent, or has bankruptcy. On receiving termination notice, the Vendor shall discontinue all work, cancel any sub-orders and terminate any subcontracts relating to this Order and full and complete settlement of all the **Vendor's claims shall be made as follows: a)** the Vendor shall be paid full compensation for Goods conforming to this Order and materials relating thereto approved by the AAS.
- j) **CONTRACT CHANGES.** The AAS may make changes or amendments to this Order, but no such change or amendment will be allowed without the written authorisation of AAS.
- k) **AAS NAME AND TRADEMARKS.** The Vendor shall not use the AAS name or trademarks publicity or publicly disclose information relating to the Order without AAS's prior written consent.
- l) **COMPLIANCE WITH LAWS.** The Vendor shall comply with all laws, regulations, and orders applicable to its performance hereunder.
- m) **SUB-CONTRACTING.** The Vendor shall not sub contract this Order or any of its obligations hereunder, without the prior written consent of the AAS.
- n) **DISPUTES.** **To the extent permitted by law, the arbitrator's decision shall be final and binding and** may be entered in any court having competent jurisdiction.