



WoMALL LTD

P.O. BOX 43801 – 00500

NAIROBI, KENYA

info@womall.africa

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY AND
DELIVERY OF GOODS, WORKS AND SERVICES YEARS 2024 – 2027**

**CLOSING DATE: FRIDAY, 18TH OCTOBER 2024,
NOT LATER THAN 5:00PM**

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SECTION A

1. INTRODUCTION

1.1 Eigoll wishes to conduct an urgent prequalification of all suppliers (including existing suppliers), on behalf of WoMall. Our aim is to gain knowledge of specific groups of suppliers in different categories, in order to mitigate costs and risks for both WoMall and suppliers/ service providers.

1.2 WoMall intends to effect a new supplier registration program to foster competitiveness in acquisition, contracting and disposal of goods and services.

1.3 Pre-qualification is part of WoMall's risk management strategy, to reduce supplier related risks such as, failure to deliver supplies on time, non-compliance with all health and safety requirements, failure to supply as per the contract terms, suppliers' insolvency, technical competence, lack of resource capabilities, litigation costs, amongst others.

1.4 At the end of this process, Eigoll will be able to determine supplier performance capabilities by establishing the suppliers' contribution in terms of source, costs, cycle time and quality.

1.5 At the end of this process, Eigoll's Procurement Department will create a list of NEWLY REGISTERED SUPPLIERS who have experience, technical capacity, financial capacity as well as legal suitability to provide goods, works and services needed.

1.6 By following this process, Eigoll will then invite the prequalified suppliers to participate in competitive tendering i.e. Request for Quotations (RFQ), Request for Proposals (RFP) and tenders, to enforce a culture of fair play, transparency, accountability and competitiveness.

2. PRE-QUALIFICATION NOTICE

2.1 Eigoll, on WoMall's behest, invites applications for registration of suppliers, service providers and contractors (works) for the period 2024-2027.

2.2 Interested suppliers are invited to apply for prequalification, indicating the category of the goods, works and services they wish to supply/provide.

2.3 The completed pre-qualification documents are to be addressed to:
Finance Director
Eigoll Enterprises LTD
P.O. BOX 10062-00400, Nairobi

2.4 Any queries regarding prequalification MUST be sent in writing **ONLY** to:
Procurement Department
Email: procurement@eigoll.co.ke

2.5 Amendments/Clarification

2.5.1 At any time prior to the deadline of submission of tenders, at its sole discretion, Eigoll may modify these documents by issuing an addendum through the company website.

2.5.2 A prospective candidate making enquiries of this prequalification may seek clarification as per Sec 2.4 above with the subject reading “Request for Clarification”.

2.5.3 All replies to any clarification enquiries from a supplier shall be within three (3) days of receiving the request via email, to enable the prospective supplier to make timely submission.

3. SUBMISSION

3.1 Interested eligible candidates may download the prequalification document from [Eigoll](#) or [WoMall](#)’s website and pay a non-refundable fee as stated in Section B below.

Payments should be made through the designated bank account as follows:

- **Account Name: EIGOLL ENTERPRISES**
- **Account No.: 2050518674**
- **Bank Name: ABSA**

The payment slip should be attached to the duly filled prequalification document on the first page.

3.2 Completed pre-qualification documents should be submitted electronically as PDF document clearly indicating the **PREQ NO.** and **DESCRIPTION** of item being applied for, through email procurement@eigoll.co.ke not later than **5:00PM, 18TH OCTOBER, 2024**

3.3 This document includes all questionnaire forms and all documents required from the prospective suppliers, and prospective bidders must submit all the information herein requested.

3.4 The prequalification documents prepared by the candidates, as well as all correspondence and documents relating to the bids shall be written in English.

3.5 The prequalification document shall be prepared in indelible ink and it shall contain no interlineations or underwriting except when correcting errors. Any such corrections must be initialized by the person(s), who sign the registration documents.

3.6 Any bid received after the stipulated deadline shall be rejected. Eigoll will ONLY accept ELECTRONICALLY SUBMITTED DOCUMENTS, submitted through an email address procurement@eigoll.co.ke .

4 ELIGIBILITY

4.3 Registration is open to all eligible firms. **WOMALL'S EXISTING/CURRENT SUPPLIERS** are invited to submit new applications for prequalification for the period 2024-2027.

4.4 Due diligence will be undertaken during registration process and candidates found to be in breach or have provided incomplete or false information will be automatically disqualified.

4.5 Eigoll will examine the bids to determine completeness, general orderliness, and sufficiency of all responses.

4.6 Applicants who are either blacklisted or debarred due to unreliable, legality or noncompliance with statutory regulations SHALL NOT be registered.

SECTION B

5 CATEGORIES

5.3 Category A – Supply of Goods

S. NO.	TENDER NO.	TENDER DESCRIPTION	NON-REFUNDABLE TENDER FEE
OFFICE EQUIPMENTS			
1	EIG/PREQ/01/2024 - 2027	SUPPLY & DELIVERY OF GENERAL OFFICE EQUIPMENT & STATIONERY.	KSH 2,000
2	EIG/PREQ/02/2024 - 2027	SUPPLY, DELIVERY AND INSTALLATION OF COMPUTER SOFTWARES, LICENSE CONSUMABLES & WEBSITES DESIGN	KSH 2,000
3	EIG/PREQ/03/2024- 2027	SUPPLY & DELIVERY OF COMPUTERS, PRINTERS, LAPTOPS AND ACCESSORIES.	KSH 2,000
4	EIG/PREQ/04/2024- 2027	SUPPLY & DELIVERY OF OFFICE FURNITURE & FITTINGS.	KSH 2,000
MERCHANDISE			
5	EIG/PREQ/05/2024- 2027	SUPPLY & DELIVERY OF BRANDED STAFF UNIFORMS.	KSH 2,000
6	EIG/PREQ/06/2024-2027	SUPPLY & PRINTING OF PROMOTIONAL AND BRANDED MATERIALS.	KSH 2,000
7	EIG/PREQ/07/2024- 2027	SUPPLY & DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT.	KSH 2,000
PACKAGING MATERIALS			
8	EIG/PREQ/08/2024- 2027	SUPPLY AND DELIVERY OF PACKAGING MATERIALS - PVC SLEEVES & CORRUGATED CARTONS	KSH 3,000
9	EIG/PREQ/09/2024- 2027	SUPPLY AND DELIVERY OF PACKAGING & WRAPPING MATERIAL FOR GIFT HAMPERS.	KSH 3000
EQUIPMENTS, MAINTENANCE AND SPARES			
10	EIG/PREQ/10/2024 - 2027	SUPPLY & DELIVERY OF FIREFIGHTING EQUIPMENT AND MATERIALS.	KSH 5000
11	EIG/PREQ/11/2024 -2027	SUPPLY & DELIVERY OF ELECTRICAL AND HAND PALLET JACKS.	KSH 5000
12	EIG/PREQ/12/2024- 2027	SUPPLY & DELIVERY OF MOLDING MACHINES AND SPARES.	KSH 5000
13	EIG/PREQ/13/2024- 2027	SUPPLY & DELIVERY OF FLOW WRAPPING MACHINE AND SPARES.	KSH 5000
14	EIG/PREQ/14/2024- 2027	SUPPLY & DELIVERY OF SPRING MACHINE AND SPARES.	KSH 5000

15	EIG/PREQ/15/2024- 2027	SUPPLY OF AUTOFILLING LINE, PNEUMATIC MACHINE & PNEUMATIC PUMPS SPARES.	KSH 5000	
16	EIG/PREQ/16/2024-2027	SUPPLY OF SHRINK WRAPPING AND SHRINK TUNNEL MACHINE SPARES.	KSH 5000	
17	EIG/PREQ/17/2024- 2027	SUPPLY OF A STRETCH WRAPPING MACHINE AND SPARES.	KSH 5000	
18	EIG/PREQ/18/2024- 2027	SUPPLY AND COMMISSIONING OF A STEAMWATER MIXER.	KSH 5000	
19	EIG/PREQ/19/2024- 2027	SUPPLY OF HOT STAMPING MACHINE AND SPARES.	KSH 5000	
20	EIG/PREQ/20/2024- 2027	SUPPLY OF VACUUM VESSELS AND JACKETED VESSELS SPARES.	KSH 5000	
21	EIG/PREQ/21/2024- 2027	SUPPLY, SERVICING AND REPAIR OF BATCH CODING MACHINES.	KSH 5000	
22	EIG/PREQ/22/2024- 2027	SUPPLY AND DELIVERY OF FORKLIFT SERVICE PARTS AND REPAIRS.	KSH 5000	
23	EIG/PREQ/23/2024- 2027	SUPPLY AND REPAIR OF COOLING TUNNEL MACHINES AND THEIR SPARES.	KSH 5000	
24	EIG/PREQ/24/2024- 2027	SUPPLY, DELIVERY AND INSTALLATION OF ELECTRICAL TOOLS, EQUIPMENT AND CONSUMABLES.	KSH 5000	
25	EIG/PREQ/25/2024- 2027	SUPPLY AND DELIVERY OF BATCH FLOW METER FOR WATER AND MINERAL OIL.	KSH 5000	
26	EIG/PREQ/26/2024- 2027	SUPPLY, DELIVERY, INSTALLATION & MAINTENANCE OF AIR CONDITIONING EQUIPMENT.	KSH 5000	
27	EIG/PREQ/27/2024- 2027	SUPPLY, DELIVERY & MAINTENANCE OF HAND-HELD SCANNERS (1D, 2D).	KSH 5000	
28	EIG/PREQ/28/2024- 2027	SUPPLY, DELIVERY & MAINTENANCE OF WEIGH SCALES AND QUALITY ASSURANCE LABORATORY EQUIPMENT.	KSH 5000	
29	EIG/PREQ/29/2024-2027	SUPPLY, DELIVERY & INSTALLATION OF CCTV CAMERAS.	KSH 5000	
CLEANING MATERIALS				
30	EIG/PREQ/30/2024- 2027	SUPPLY AND DELIVERY OF CLEANING MATERIALS.	KSH 2000	
AUTOMOTIVE SUPPLIES				
31	EIG/PREQ/31/2024- 2027	SUPPLY & DELIVERY OF LUBRICANTS, MOTOR VEHICLE TYRES, TUBES, BATTERIES.	KSH 2000	
MOLDS AND TOOLING SUPPLIES				
32	EIG/PREQ/32/2024- 2027	SUPPLY OF A 1.5 KW SCREW PUMP.	KSH 5000	

33	EIG/PREQ/33/2024- 2027	SUPPLY OF A 30CM RULER HOTSTAMPING DIE.	KSH 5000	
34	EIG/PREQ/34/2024-2027	SUPPLY OF A CMP 1 COMPLETE HEAD TORPEDO & RING.	KSH 5000	

5.1 Category B – Provision of Services

CATEGORY B:			NON-REFUNDABLE TENDER FEE	
35	EIG/PREQ/35/2024- 2027	PROVISION OF TENTS, CHAIRS AND DÉCOR.	KSH 2000	
36	EIG/PREQ/36/2024-2027	PROVISION OF PHOTOGRAPHY, VIDEOGRAPHY & AUDIO SERVICES.	KSH 2000	
37	EIG/PREQ/37/2024- 2027	PROVISION OF HOTEL ACCOMODATION AND CONFERENCE FACILITY SERVICES.	KSH 2000	
38	EIG/PREQ/38/2024-2027	PROVISION OF TRANSPORT, CAR HIRE AND TAXI SERVICES.	KSH 2000	
39	EIG/PREQ/39/2024- 2027	DESIGNING AND PRINTING OF BRANDED MERCHANDISING ITEMS, PROMOTIONAL MATERIALS AND COMMUNICATION PUBLICATIONS.	KSH 2000	
40	EIG/PREQ/40/2024- 2027	PROVISION OF SECURITY SERVICES	KSH 5000	
41	EIG/PREQ/41/2024-2027	PROVISION OF FIRE DETECTION & CONTROL SERVICES.	KSH 3000	
42	EIG/PREQ/42/2024- 2027	PROVISION OF EXHAUSTER SERVICES	KSH 2000	
43	EIG/PREQ/43/2024-2027	PROVISION OF GARBAGE COLLECTION.	KSH 2000	
44	EIG/PREQ/44/2024-2027	PROVISION OF WASTE DISPOSAL SERVICES OTHER ASSETS	KSH 2000	
45	EIG/PREQ/45/2024-2027	STACK EMISSION. INDOOR AIR QUALITY SURVEY	KSH 2000	
46	EIG/PREQ/46/2024- 2027	PROVISION OF TRAINING EXPERTS FOR: - OCCUPATIONAL FIRST AID, OHS COMMITTEE, FIRE MARSHALL	KSH 2000	
47	EIG/PREQ/47/2024- 2027	PROVISION OF IN-COUNTRY TRANSPORT SERVICES (5TON, 7TON, 10TON, 20TON & 40TON TRUCKS)	KSH 5000	
48	EIG/PREQ/48/2024- 2027	PROVISION OF CLEARING AND FORWARDING SERVICES, CUSTOMS CLEARANCE, COURIER SERVICES AND SHIPPING.	KSH 3000	
49	EIG/PREQ/49/2024- 2027	PROVISION OF SMALL WORKS, EXTERNAL WORKS, ELECTRICAL & CARPENTRY	KSH 3000	

50	EIG/PREQ/50/2024-2027	PROVISION OF FABRICATION WORKS.	KSH 2000
51	EIG/PREQ/51/2024- 2027	PROVISION OF ASSET VALUATION & DISPOSAL SERVICES.	KSH 3000
52	EIG/PREQ/52/2024- 2027	PROVISION OF CATERING SERVICES	KSH 3000
53	EIG/PREQ/53/2024- 2027	PROVISION OF FIRST AID AND AMBULANCE SERVICES.	KSH 2000
54	EIG/PREQ/54/2024- 2027	PROVISION OF COMMUNICATIONS RELATED CONSULTANCY SERVICES (WEBSITE DEVELOPMENT, BRAND DEVELOPMENT, MEDIA RELATIONS, SUSTAINABILITY & PUBLIC RELATIONS ETC)	KSH 5000
55	EIG/PREQ/55/2024-2027	PROVISION OF HR CONSULTANCY SERVICES	KSH 3000
56	EIG/PREQ/56/2024- 2027	PROVISION OF CONSULTANCY SERVICES FOR TRADE ACTIVITIES EXECUTION.	KSH 5000
57	EIG/PREQ/57/2024-2027	PROVISION OF MEDICAL EXAMINATION SERVICES AT SITE	KSH 5000

5.4 Category C – Repair and Maintenance Services

CATEGORY C:			NON-REFUNDABLE TENDER FEE
58	EIG/PREQ/58/2024- 2027	REPAIR & SERVICING OF MOTOR VEHICLE AND OTHER AUTOMOTIVE MACHINES (GARAGE SERVICES).	KSH 3000
59	EIG/PREQ/59/2024- 2027	REPAIR, SERVICING AND PROVISION OF SPARES FOR GENERATORS, PUMPS AND BOILERS.	KSH 3000
60	EIG/PREQ/60/2024- 2027	REPAIR & SERVICING OF THE REVERSE OSMOSIS PLANT WITH ITS PRE-TREATMENT SYSTEM.	KSH 3000
61	EIG/PREQ/61/2024- 2027	REPAIR & SERVICING OF BOREHOLE PUMP WITH ITS PIPE NETWORK AND WATER TANKS.	KSH 3000
62	EIG/PREQ/62/2024- 2027	REPAIR & SERVICING OF THE CEIGLER AND COOLING TOWER WITH ITS PUMP SYSTEM, STORAGE TANK AND PIPE NETWORK.	KSH 3000
63	EIG/PREQ/63/2024- 2027	REPAIR & SERVICING OF THE AIR COMPRESSOR WITH ITS AIR CYLINDER AND PIPE NETWORK.	KSH 3000
64	EIG/PREQ/64/2024- 2027	REPAIR & SERVICING OF THE FIRE HYDRANT LINE, HOSE REEL SYSTEM WITH THE RESERVOIR TANK AND PIPE NETWORK AND OTHER RELATED SERVICES.	KSH 3000

65	EIG/PREQ/65/2024- 2027	REPAIR & SERVICING OF BATCH FLOW METER FOR WATER AND MINERAL OIL.	KSH 3000
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Note:

- 1. Eigoll Industries Kenya Ltd is committed to ensuring the security and protection of the personal information that we process and provide a consistent approach to data protection.**
- 2. Women, youth, and persons with disabilities are encouraged to apply.**

SECTION C

6 QUALIFICATION CRITERIA

6.3 Preliminary Minimum Pre-Requisites/ Mandatory Requirements

- a) Proof of Payment of Tender fee
- b) Company Profile
- c) Certificate of incorporation or Registration
- d) Company's Current CR12
- e) Company's PIN Certificate
- f) Valid Tax Compliance Certificate
- g) Current Trade License or Business Permit
- h) Certificate from Affiliated Regulatory Body or Associations
- i) Duly Filled and Executed Prequalification Documents
- j) Certified Audited Financial Accounts (At least 2 years)

6.4 Letter of Application

- 6.4.1 The letter of application will include full postal address, telephonenumber and email address.
- 6.4.2 The letter of application will be signed by duly authorized representatives of the applicant.
- 6.4.3 The letter of application must be signed and stamped by your legal representative.
- 6.4.4 A template of the Letter of Application can be found at Annex A of this document.

6.5 Previous Experience

- 6.5.1 All applicants MUST provide details of at least three (3) trade client who they have worked with recently.

APPLICANT CLIENT 1 DETAILS	
Name of Organization	
Address	
Contact person	
Telephone	
Value of contract	
Duration of contract	

APPLICANT CLIENT 2 DETAILS	
Name of Organization	
Address	
Contact person	
Telephone	
Value of contract	
Duration of contract	

APPLICANT CLIENT 3 DETAILS	
Name of Organization	
Address	
Contact person	
Telephone	
Value of contract	
Duration of contract	

6.5.2 All applicants MUST include or attach either contracts, Local Purchase Order (LPOs) or Local Service Order LSOs as evidence of the business relationship with the clients named in Sec 6.3.1.

6.6 Confidential Business Questionnaire.

Please provide the particulars in Part 1 and either in Part 2A, Part 2B or Part 2C as applicable to

6.6.1 PART 1 – General Information

Business Name.....
Nature of Business.....
Location of business premises.....
Plot Number.....
Street/Road.....
Postal address.....
Tel No.....Email.....
Maximum value of business which you can handle at one time
KES.....
Describe your payment terms and conditions.....
Name of Your Banker..... Branch.....

Do You Have Any Previous Client Complaint Related Court Cases (YES/NO)

.....
If Yes, Provide
Details.....
.....
.....

Sustainability Practices

Do you have a sustainability policy? If yes, please provide details:
.....

Describe your approach to waste management:

How do you ensure the sustainability of your supply
chain?.....

Which SDG goal are you committed to? If any, please provide details
.....
.....

Describe any initiatives you have taken to reduce your carbon footprint:
.....
.....

Do you have a program for recycling or reusing materials? If yes, please provide
details.....

Ethical and Social Compliance

Do you have a code of conduct for your employees?
.....

Describe your approach to ensuring fair labor practices:
.....

Describe any initiatives you have taken to support the local community:

.....

How do you ensure the health and safety of your employees?

.....

6.4.1 PART 2 A – Sole Proprietors

Your name in full

Age.....

Nationality.....

6.4.1 PART 2B – Partnership

Provide details of partners as follows:

Name	Nationality	Shareholding %
------	-------------	----------------

1.....		
--------	--	--

2.....		
.....		

3.....		
.....		

6.4.1 PART 2C – Registered Company

State Whether You are a Private or Public Entity.....

State the nominal and issued capital of the company

Nominal capital.....

Issued Capital.....

Certified books of accounts by an accredited auditor
(YES/NO)

Bank statement (i) Bank..... (ii)Account No.....

State Details of all Directors as follows;

Name	Nationality	Shares
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- 1.....
- 2.....
.....
- 3.....
.....

6.4.1 PART 2D – Interest in the firm

State whether there is any person at WoMall /Eigoll industries Ltd with an interest (A conflict of interest arises when an individual or organization has competing interests or loyalties that could potentially influence their decisions or actions in a way that is not impartial. This situation can compromise the individual's or organization's objectivity and integrity, leading to decisions that are not in the best interest of a particular party or stakeholder. For example; Personal Gain, Family and Relationships, Professional Obligations, Conflicting Duties and Insider Information) in the firm or who may have a conflict of interest with regard to you or your company

YES/NO.....

If Yes (provide details and relationship)

PART 2D – Contact persons

For:

General and Technical Enquiries	
Contact person	
Organization	
Telephone	

FOR OFFICIAL USE ONLY

SECTION D – EVALUATION CRITERIA SCORECARD

7 Qualification. All candidates who meet the requirements of this Prequalification Document in accordance with the set evaluation criteria shall be registered as suppliers.

SER	CATEGORY	SCORE %
1	Statutory Requirements ✓ Company Profile ✓ Certificate of incorporation or Registration ✓ Company's Current CR12 ✓ Company's PIN Certificate ✓ Valid Tax Compliance Certificate ✓ Current Trade License or Business Permit ✓ Certificate from Affiliated Regulatory Body or Associations ✓ Duly Filled and Executed Prequalification Documents	30
2	Previous Experience/major clients Experience of more than one (1) years	15
3	Evidence of ONE (1) year audited accounts	15
4	Does the candidate have any previous or pending court disputes with clients? (YES/NO)	5

5	Regulatory compliance/certification (10 marks) Proof of registration with various regulatory bodies for categories that require professional approval e.g. NCA for works, NITA for training, etc. Youth, Women and Persons with disability e.g. Preference and reservation certificates from Treasury.	10
6	Submission of Application and Declaration Forms	10
7	Code of conduct/ ethical compliance (Attach)	5
8	Do you have a sustainability policy (Attach)	5
9	Willingness to offer credit terms not less than 60 days	5
TOTAL		100

NOTE: Minimum Requirement for Pre-Qualification is 70%

Successful bids i.e. the final list of Prequalified Suppliers will be uploaded on our website following the conclusion of the evaluation process.
Contract award and signing will be thereafter.

ANNEXES

ANNEX A- LETTER OF APPLICATION

WOMALL PREQUALIFICATION/REGISTRATION OF SUPPLIERS YEARS 2024-2027

LETTER OF APPLICATION

Finance Director

Eigoll Enterprises

P.O. BOX 10062-00400, Nairobi

Date

Dear Sir/Madam,

I..... (name)....., being duly authorized to represent and act on behalf of..... (name of the firm) (the Supplier/Service provider), and having reviewed and fully understand all of the registration information provided, do hereby apply to be registered by Eigoll, on WoMall's behest, as a supplier for the following goods, services and/or works under category number and description.

Category Ref No	Description

Attached to this letter are copies of documents detailing

- i. The applicant's legal status
- ii. Valid business license
- iii. Valid certificate of registration
- iv. Valid CR12 Forms
- v. Valid PIN + VAT registration certificate
- vi. Employee code of conduct/ ethical compliance
- vii. Sustainability policy
- viii. Financial Statements

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Name	
Signature	
Position	

ANNEX B- DECLARATION FORM

WOMALL PREQUALIFICATION/REGISTRATION OF SUPPLIERS YEARS 2024-2027

DECLARATION FORM

I/We, the undersigned, hereby declare that:

1. I/We have read and understood all the instructions and information provided in this pre-qualification document.
2. The information provided in this pre-qualification form is true, complete, and accurate to the best of my/our knowledge and belief.
3. I/We understand that any false information or misrepresentation may result in the rejection of my/our preregistration or subsequent disqualification.
4. I/We agree to comply with all the rules, regulations, and guidelines set forth.
5. I/We have enclosed all the required documents and information required for the prequalification and evaluation. Our bid is binding to us and if found acceptable I/We shall be pleased to be included in the list of pre-qualified firms.
6. I/We understand that in case of being prequalified we/I acknowledge that prequalified candidates will be invited from time-to-time to participate in the quotations/proposals/tenders as and when there is requirement.
7. I/We understand that Eigoll/WoMall is not bound to accept either in part or whole any bid you receive.
8. I/We consent to the use of my/our personal information for the purposes of this pre-qualification, in accordance with relevant data protection and privacy laws.

Applicant's (Company) Name.....

Name (Authorized Representative)

Designation.....

Signature.....
(stamp/seal)

Date.....