

WITNESS PROTECTION AGENCY



**TENDER NO. WPA/T/01/2016/17-2017/18
FOR THE PRE-QUALIFICATION FOR SUPPLY OF
GOODS AND SERVICES TO THE WITNESS
PROTECTION AGENCY FOR THE PERIOD ENDING
30TH JUNE 2018**

CLOSING DATE: 10TH MARCH, 2016 AT 10.00A.M

CATEGORY NO.....

DESCRIPTION.....

NAME.....

**SIGNED & STAMPED..... DATE.....
MANAGING DIRECTOR/BUSINESS EXECUTIVE**

Information contained in this document is provided strictly to assist prospective bidders in their bid preparation. Any other use or disclosure to a third party is restricted and requires prior permission from this Agency.

WITNESS PROTECTION AGENCY



PRE-QUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR PERIOD ENDING 10TH MARCH, 2016

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1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The Director, Witness Protection Agency would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Agency to perform the contract of supply and delivery or provision of goods and services to the Agency.

1.2 Pre-Qualification Objective

The main objective of this part is to short-list firms for supply and delivery of assorted items and also provide services under relevant Tenders/Quotations as and when required during the period ending 30th June, 2018.

1.3 Invitation of Pre-qualification

Firms registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to the Director, Witness Protection Agency so that they may be pre-qualified for submission of Tenders/Quotations. The client requires prospective suppliers to provide mandatory information for pre-qualification criteria.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply and delivery of similar items/services to Government Institutions for which they are seeking pre-qualification criteria. Potential Supplier/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 from prospective suppliers.

1.6 In order to be considered for pre-qualification prospective supplier **MUST** submit all the information herein requested.

1.7. Submission of Pre-qualification Documents

Two copies of the completed pre-qualification data and other requested information/documents shall be deposited in the Tender Box clearly marked “TENDER BOX” located at the Liaison Office, Milimani Law Courts 4th floor Room 413, or mailed to

**The Director
Witness Protection Agency
P.O. BOX 28801-00100
NAIROBI**

so as to be received not later than 10.00 a.m. (Local time) 10th March, 2016.

1.8 Questions Arising from Documents

Questions that may arise from the Pre-qualifications documents should be directed to the Director, Witness Protection Agency, P.O. BOX 28801-00100, NAIROBI. Telephone: 254412013747 Email:wpakenya@gmail.com

1.9 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Government after scoring not less than 70 points soon after the completion of the pre-qualification process.



INVITATION FOR PRE-QUALIFICATION

TENDER NO. WPA/01/2016/17-2017/18 - PRE-QUALIFICATION OF SUPPLIERS

The Witness Protection Agency is an independent and autonomous state agency established under the Witness Protection Act, Cap 79 of the Laws of Kenya. The Agency wishes to invite all eligible and qualified firms including those owned by Youth, Women and Persons with Disabilities (YWPD) to submit sealed applications for purposes of pre-qualifying suppliers of goods, works and services for the period 2016/17-2017/18 under the categories listed below;

CATEGORIES FOR PRE-QUALIFICATION

Category Number	Category Reference Number	Category Description
Open to the General Public		
1.	WPA/PQ/01/2016-2017/18	Supply of office equipment, office furniture, furnishings & fittings
2.	WPA/PQ/02/2016-2017/18	Motor vehicle repairs (only Ministry of Transport and Infrastructure Registered Garages)
3.	WPA/PQ/03/2016-2017/18	Provision of air tickets (IATA Registered Firms Only)
4.	WPA/PQ/04/2016-2017/18	Provision of legal services
5.	WPA/PQ/05/2016-2017/18	Provision of transport, postage and courier services
6.	WPA/PQ/06/2016-2017/18	Supply and delivery of computer hardware
7.	WPA/PQ/07/2016-2017/18	Provision of event management services
8.	WPA/PQ/08/2016-2017/18	Provision of documentary, writing and editing services
9.	WPA/PQ/09/2016-2017/18	Provision of catering and accommodation services
10.	WPA/PQ/10/2016-2017/18	Provision of Motor vehicle, Plant and Equipment insurance services (Underwriters only)
11.	WPA/PQ/11/2016-2017/18	Provision of Medical, GLA and GPA insurance services (Underwriters only)
12.	WPA/PQ/12/2016-2017/18	Provision of HR recruitment and consultancy services
13.	WPA/PQ/13/2016-2017/18	Provision of research based surveys
14.	WPA/PQ/14/2016-2017/18	Provision of training and team building services
15.	WPA/PQ/15/2016-2017/18	Provision of asset tagging and bar coding services
16.	WPA/PQ/16/2016-2017/18	Provision of security (guard) services
17.	WPA/PQ/17/2016-2017/18	Provision of building and construction services including repair, partitioning and renovations
18.	WPA/PQ/18/2016-2017/18	Provision of valuation services (buildings, motor vehicles, computers and office equipment)
19.	WPA/PQ/19/2016-2017/18	Provision of sanitary services
20.	WPA/PQ/20/2016-2017/18	Provision of letting/housing Agents (Nyanza, Western, Eastern, Rift Valley, North Eastern, Central and Nairobi Regions)
21.	WPA/PQ/21/2016-2017/18	Repair and maintenance of equipments and buildings
22.	WPA/PQ/22/2016-2017/18	Supply of computer software and network accessories
23.	WPA/PQ/23/2016-2017/18	Supply, installation and maintenance of access control and surveillance systems
24.	WPA/PQ/24/2016-2017/18	Provision of car hire and taxi services (Nyanza, Western, Eastern, Rift Valley, North Easter, Central and Nairobi Regions)

25.	WPA/PQ/25/2016-2017/18	Provision of auctioneering services
26.	WPA/PQ/26/2016-2017/18	Supply of electrical materials
27.	WPA/PQ/27/2016-2017/18	Supply, Installation and maintenance of internet and domain services
28.	WPA/PQ/28/2016-2017/18	Provision of Psychosocial support services (Psychotherapists)
Reserved for the Youth, Women and Persons with Disabilities		
29.	WPA/PQ/29/2016-2017/18	Supply and delivery of general office stationery and general office supplies
30.	WPA/PQ/30/2016-2017/18	Provision of cleaning and fumigation services
31.	WPA/PQ/31/2016-2017/18	Supply of computer related accessories
32.	WPA/PQ/32/2016-2017/18	Supply of airtime
33.	WPA/PQ/33/2016-2017/18	Supply of cleaning materials
34.	WPA/PQ/34/2016-2017/18	Provision of printing and publicity Services
35.	WPA/PQ/35/2016-2017/18	Supply of tyres, tubes and MV batteries
36.	WPA/PQ/36/2016-2017/18	Provision of branded corporate gifts, memorabilia, general merchandise and related items

MANDATORY DOCUMENTS

1. Certificate of Incorporation/Registration Certificate
2. A copy of a valid Business Permit from a County Government
3. A copy of a valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
4. Duly completed Confidential Business Questionnaire form (Must be signed by authorized official and rubber stamped)
5. Audited Accounts for the last two years (Not applicable to firms owned by Youth, Women and Persons with Disabilities)
6. Letters of recommendation from three (3) major clients. (Not applicable to firms owned by Youth, Women and Persons with Disabilities).
7. Certificates from Affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. The National Construction Authority, IATA, CA, LSK, ERC, Pest Control Board etc.
8. Registration Certificate from the National Treasury (only applicable for firms owned by Youth, Women and Persons with Disabilities)

Interested bidders may obtain the above pre-qualification documents free of charge from our Liaison Office – Milimani Courts, 4th Floor, Room No. 413 from Thursday 25th February, 2016 between 09:00 a.m. and 03:00 p.m.

Completed pre-qualification documents MUST be submitted in plain sealed envelopes clearly marked:

TENDER NO. WPA/01/2016/17-2017/18 -PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR FINANCIAL YEAR 2016-17/18

CATEGORY..... and addressed to:
THE DIRECTOR,
WITNESS PROTECTION AGENCY,
P.O.BOX 28801-00100,
NAIROBI.

and deposited in the Tender Box located at Liaison Office – Milimani Courts, 4th Floor, Room No. 413, Nairobi so as to be received on or before Thursday 10th March, 2016 at 10:00 a.m.

Tenders will be opened immediately thereafter in the presence of the bidders representatives who may choose to attend at Liaison Office – Milimani Courts 4th Floor, Room No. 413, Nairobi. Late tenders will not be accepted.

DIRECTOR /CHIEF EXECUTIVE
WITNESS PROTECTION AGENCY.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

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 and on the authority of the client's Accounting Officer or Tender.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as it 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 supplier who wish to be pre-qualified to participate in Tender/Quotations for Supply of Goods and Services to this Agency.

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 English Language and in ink

3.2 Qualification

- 3.21 It is understood and agreed that the Pre-qualification Data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the Category as described by the client.
- 3.22 Prospective bidders will not be considered qualified unless in the Judgment of government 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 bidder must attach proof /evidence (LPO, award letter or invoice) in the supply of goods, services and allied items. In case of potential supplier should show competence, willingness and capacity to service the contract.

3.3.2 Personnel

The names and pertinent information and the 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 applicant's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as Letters of reference from their bankers regarding supplier's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactorily information given.

- 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 on Form PQ-4.

However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers **MUST** be included in Form PQ-5.

3.4 Statement

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/Government could substantially change the Performance and Qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Outlined supply and Delivery procedures

The Pre-qualified applicant should also submit a brief statement of supply and service delivery methods and procedures he/she plans to use to execute the contract in form PQ-2.

3.7 Pre-qualification Evaluation Criteria

Required Information	Form Type	Points Score
1. Pre-qualification	PQ-2	10
2. Supervisory Personnel	PQ-3	10
3. Financial Position	PQ-4	25
4. Past Experience	PQ-5	25
5. Sworn Statement	PQ-6	5
6. Confidential Questionnaire	PQ-7	25
TOTAL		100

3.8 Qualification Mark

The qualification mark for categories number 1-28 (those open to the general public) is 70 points.

FORM PQ 1 PREQUALIFICATION MANDATORY DOCUMENTATION

MANDATORY DOCUMENTS

1. Certificate of Incorporation/Registration Certificate
2. A copy of a valid Business Permit from a County Government
3. A copy of a valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
4. Duly completed Confidential Business Questionnaire form (Must be signed by authorized official and rubber stamped)
5. Audited Accounts for the last two years (Not applicable to firms owned by Youth, Women and Persons with Disabilities)
6. Letters of recommendation from three (3) major clients. (Not applicable to firms owned by Youth, Women and Persons with Disabilities).
7. Certificates from Affiliated Professional Bodies/Associations, where the nature of supply or service is applicable/specific to your line of business e.g. The National Construction Authority, IATA, CA, LSK, ERC, Pest Control Board etc.
8. Registration Certificate from the National Treasury (only applicable for firms owned by Youth, Women and Persons with Disabilities)

NB: The submission of the above items is mandatory. Failure to attach the same shall lead to automatic disqualification. Enterprises owned by Youth, Women and Persons with Disabilities will not be subjected to other prequalification other than providing information above.

1. Legal name of the firm.....
Post Office address.....
Street and Address,
City,
Country.....
Telephone No.....
Facsimile No.....
Person to contact.....
Title.....
2. Business founded or incorporated.....
3. Under present management since.....
4. Net worth equivalent Kshs.....
5. Bank reference and address.....
6. Enclose copy of the organization chart of the firm indicating the main field of specialization.
7. Signed and stamped.....

FORM PQ-3

SUPERVISORY PERSONNEL (10 pts)

Provide a profile/C.V. of at least two of your key supervisory personnel (include your Technical Personnel) and attach academic and professional certificates of staff).

FORM PQ-4

FINANCIAL POSITION (25 pts)

1. Attach a copy of the firm's two recent certified and audited financial statements. (10 pts)
2. Please indicate the maximum amount of business (in financial terms) your company has ever handled at any given time (attach proof i.e. at least two LPOs/LSOs, Invoices, contracts) (10 pts)
3. Please indicate the credit period you are willing to offer to the agency after delivery. (Maximum 5 pts).
 - (i) 30 days - 5pts
 - (ii) 15 days - 4pts
 - (iii) 10 days - 3pts
 - (iv) 5 days - 2pts
 - (v) Cash on delivery - 1pts

FORM PQ-5 PAST EXPERIENCE**(25 pts)****NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS.**

1.
 - 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).....
 - vii) Signed and Stamped.....
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).....
 - vii) Signed and Stamped.....
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).....
 - vii) Signed and Stamped.....
4. Others.....

NB: This information should be accompanied by references from the organization that you have listed showing the value of the contracts/orders awarded and executed by your firm.

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) When the call for Tenders/Quotations 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.
- e) We also accept liability/penalty arising from Mis-leading or Incorrect Information/Documentation submitted and on the basis of which the Procurement Entity Un-knowing relies on it to Pre-qualify our Firm/Company. We are aware that the Agency is at liberty to Institute legal proceedings as stipulated in the Public Procurement and Disposal Regulations, 2005.
- f) We accept to be vetted.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

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 applies in 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.
Nature of business.....
Current Trade License 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.....
Citizenship details.....

PART 2(B) - Partnership:

Name	Nationality citizenship details	Shares
1.
2.
3.
4.
5.

PART 2(C) - Registered Company

Private

State the nominal and issue of the company

Nominal Kshs.....
Issued Kshs.....

Give details of all directors as follows:

Name	Nationality	Citizenship	Shares
1.
2.
3.
4.
5.

Date..... Signature & Stamp of Tenderer.....

If Kenyan Citizen indicate under Citizenship Details whether by Birth,
naturalization or Registration.

GPK(L)

PQ - 8 LITIGATION HISTORY

Name of Contractor/Supplier

Contractor/Supplier should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for against	Name of client cause of Litigation and matter in dispute	Disputer Amount (current value, Kshs. Equivalent)

CATEGORY NO.....

DESCRIPTION.....