**TENDER NO: TEKL/PQS/2023-2025**

**FOR**

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS**

**FOR SUPPLY/PROVISION OF GOODS, WORKS & SERVICES FOR THE FINANCIAL YEAR 2023/2025**

**CATEGORY APPLIED FOR:**

………………………………………………………………………………………………………………………

# PRE-QUALIFICATION OF BIDDERS FOR SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEAR 2023/2025

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## INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS

Trinity Energy Kenya is a fast growing pan African energy player providing its customers across Kenya and the continent with reliable access to wide fuel and energy services that include fuel delivery, bulk fuel supply, and onsite fueling solutions.

Trinity Energy Kenya Ltd intends to prequalify candidates for the supply of goods, services, and works for the next financial year 2023/2025.

The Company invites sealed applications from eligible candidates for purposes of prequalifying suppliers for goods, works, and services for the period 2023/2025 under the following categories

|  |  |
| --- | --- |
| **CATEGORY NO.** | **ITEM DESCRIPTION** |
| 1. **SUPPLY OF GOODS** | |
| **TEKL/23-24/01** | Supply of general office stationery and computer consumables. |
| **TEKL/23-24/02** | Supply of office furniture, furnishing, and fitting. |
| **TEKL/23-24/03** | Supply of clean water for drinking (Branded water bottles,refill,e.tc) |
| **TEKL/23-24/04** | Supply of computer hardware, printers, projectors, and associated ICT accessories. |
| **TEKL/23-24/05** | Supply of computer software. |
| **TEKL/23-24/06** | Supply of Food Provision (sugar, milk, detergents). |
| **TEKL/23-24/07** | Supply of telephones /telecommunication equipment. |
| **TEKL/23-24/08** | Supply of motor vehicle tyres, tube, batteries, spare parts. |
| **TEKL/23-24/09** | Supply of specialized PPE’s (safety clothing, barricading tapes, Shoes etc). |
| **TEKL/23-24/10** | Supply of design and printing of branded promotional materials (Branded T-shirts, Caps, Banners, Letter Head Business Cards, Name tags etc.). |
| **TEKL/23-24/11** | Supply and maintenance of firefighting equipment. |
| **TEKL/23-24/12** | Supply of branded staff uniforms |
| **TEKL/23-24/13** | Supply of motor vehicles |
| **TEKL/23-24/14** | Supply of fore court cleaning materials (squeegee, buckets, dustbins etc.) |
| **TEKL/23-24/15** | Supply and maintenance of fuel pumps |
| **TEKL/23-24/16** | Supply installation and maintenance of CCTV |
| **TEKL/23-24/17** | Supply of Lube racks |
| 1. **PROVISION OF SERVICES** | |
| **TEKL/23-24/18** | Provision of fuel cards and Fuel cards management system. |
| **TEKL/23-24/19** | Provision of air conditioner service and maintenance. |
| **TEKL/23-24/20** | Provision of generator service and maintenance. |
| **TEKL/23-24/21** | Provision of compressor service and maintenance. |
| **TEKL/23-24/22** | Provision of Storage facility (Go down) |
| **TEKL/23-24/23** | Provision of environmental audits |
| **TEKL/23-24/24** | Provision of health audits |
| **TEKL/23-24/25** | Provision of publication /media services (Radio, Tv, Newspaper, Magazine). |
| **TEKL/23-24/26** | Provision of hotel accommodation, conferencing services, event management, and catering services. |
| **TEKL/23-24/27** | Provision of car alarms and tracking services. |
| **TEKL/23-24/28** | Provision of air ticketing services (IATA Registered). |
| **TEKL/23-24/29** | Provision of interior design and decorative services- events management. |
| **TEKL/23-24/30** | Provision of digital media content, creative and design services |
| **TEKL/23-24/31** | Provision of marketing agency (digital and still photography, videography and video content) |
| **TEKL/23-24/32** | Provision of security alarm services |
| **TEKL/23-24/33** | Provision of transport for fuel within the country and transit to Juba South Sudan |
| **TEKL/23-24/34** | Provision of staff training and team building activities |
| **TEKL/23-24/35** | Provision of Pre-Employments Screening (Background check) |
| **TEKL/23-24/36** | Provision for customer service and Mystery shopper |
| **TEKL/23-24/37** | Provision of fumigation services |
| **TEKL/23-24/38** | Provision of clearing and forwarding services |
| **TEKL/23-24/39** | Provision of Insurance services |
| **TEKL/23-24/40** | Provision of Internet services |
| **TEKL/23-24/41** | Provision of VPN Services |
| 1. **WORKS** | |
| **TEKL/23-24/42** | Provision of Major plumbing works including repair and maintenance. |
| **TEKL/23-24/43** | Provision of Exhauster/Sewage works. |
| **TEKL/23-24/44** | Provision of safe waste oil collection from the service bay |
| **TEKL/23-24/45** | Provision of major building construction works. |
| **TEKL/23-24/46** | Provision of minor construction works repair and partitioning. |
| **TEKL/23-24/47** | Provision of electrical installation works including repair and maintenance. |
| **TEKL/23-24/48** | Provision of furniture repair works (Desk, Drawers, Chairs, Cabinets, etc.) |

Trinity Energy Kenya Limited (TEKL) intends to invite applications for Pre- Qualifications from companies for the supply of goods, provision of services, and works.

1. The Pre- Qualification documents comprising detailed pre-requisites can be collected from the address given below on any **working day** during office hours (**9 am- 5 pm**).
2. Applications completed in all respect should reach at the address below in **SEALED ENVELOPES** labeled **“PRE-QUALIFICATION FOR SUPPLIERS OF GOODS, WORKS AND SERVICE TEKL/PQS/2023-2025** on or before **15th November 2022** at **5 PM**.

**Trinity Energy Kenya Ltd**

**8th Floor Delta Chambers, Waiyaki Way**

**P.O Box 17608-00100,**

**Nairobi, Kenya**

1. Interested contractors should reach us on **+254723174834** or email us at [**babisi@trinityenergyltd.com**](mailto:babisi@trinityenergyltd.com) for more information.
2. Applications received after the due date will not be considered.

SECTION I: INFORMATION TO CANDIDATES

1. **INTRODUCTION**
   1. Trinity Energy Ltd will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their tenders in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently pre-qualified with Trinity should note that they too have to reapply afresh as all other previous pre-qualifications shall stand cancelled.
   2. Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.
   3. The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
   4. Trinity does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.
   5. Applicants will be informed in writing of the results of the application, without assigning any reason for the Company decision thereof.
   6. Tenderers will meet all costs associated with preparation and submission of their applications.
   7. It is the organization policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, Trinity:
      1. Defines for the purpose of this provision, the terms set forth below as follows:
         1. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and
         2. “Fraudulent practice” means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser (Trinity) of the benefits of free and open competition.
      2. Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question;
      3. Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract;
      4. Will have the right to examine financial records relating to the performance of such services to determine capability;
      5. Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement;
      6. Will declare a Tender ineligible for prequalification if at any time Trinity determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
      7. Will declare a Tender ineligible for pre-qualification if at any time Trinity determines that the tenderer is related to an employee of the company or a Member of Board or Tender/Procurement committees of the Agency unless otherwise pre-declared to avoid conflict of interest.
      8. Will declare a Tender ineligible for pre-qualification if at any time it determines that the tenderer has committed an offence relating to procurement, has breached a contract for procurement before by another public company, has in procurement proceedings given false information about its actions and has been blacklisted before by another public entity.
   8. Tenderers shall furnish information as described in the pre-qualification tender document.

## Clarification of Documents

* 1. A prospective tenderer making inquiries of the tender document may notify Trinity by email at the company’s address indicated in the Invitation to Tender. Trinity will respond in writing to any request for clarification of the tender document which it receives not later than five (5) days prior to the deadline for the submission of the tenders prescribed by Trinity. Written copies of the Agency’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender document.
  2. Trinity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## Amendment of the Tender Document

* 1. At any time prior to the deadline for submission of the tenders, Trinity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.
  2. All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.
  3. In order to allow prospective tenderers reasonable time to take any amendments into account in preparation of their tenders, Trinity may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

## Language of Tender

* 1. The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and Trinity shall be in written English language.

## Documents Comprising the Tender

* 1. This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.

## Submission of Application

* 1. The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialed by the person(s) who signs the pre-qualification document.
  2. The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **……………………………….**
  3. Any tender received after the deadline in clause 6.2 shall be rejected as a late tender and shall not be considered.

## Eligible Candidates

* 1. This prequalification document is open to all candidates who are eligible including youth, women and persons with disability. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

## Tender Evaluation

* 1. Trinity will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
  2. Tenderers shall not contact Trinity on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the company in the evaluation shall result in the cancellation of their tender.
  3. Prequalification will be based on meeting the minimum criteria regarding the applicant’s legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
  4. Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.
  5. The Agency reserves the right to accept or reject any or all tenders.
     1. **Preliminary Evaluation**

1. All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.
2. Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:
   1. **A copy of Certificate of Incorporation or Registration**
   2. **A copy of KRA PIN Certificate**
   3. **A copy of a valid Tax Compliance Certificate**
   4. **Copy of Bank statements for the last two (2) years**
   5. **Bank reference letter**
   6. **CR 12(last dated 6 months)**
   7. **Company profile**
   8. **Client Reference letter and at least 2 current LPO’s**
3. Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.
4. A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail.

## Technical Evaluation

1. The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list;
2. A detailed assessment of each applicant will be made in the course of evaluating the application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Evaluation Criteria** | **Max Score** | **Score Awarded** | **Remarks** |
| 1 | **Company Profile:**   1. Provide company profile showing names of Directors, management team and general structure of the company. 2. State number of Permanent and Temporary employees 3. Any quality standards certifications? |  |  |  |
|  | 10 |
|  | 10 |
|  | 10 |
|  |  |
| 2 | **Experience:**   1. Number of years in the business (maximum score for five years and above); 2. List (and provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided and value of goods/service. |  |  |  |
|  | 10 |
|  | 15 |
| 3 | **Physical Facilities:**  a) Provide evidence of availability of office premise (copy of title deed, lease/tenancy agreement or utility bill); | 10 |  |  |
| 4 | **Financial Capacity:**   1. Provide audited accounts for the last 2 years or 6 months bank statements; 2. Demonstrate access to credit facilities or reference letter from your bank showing ability to access credit; |  |  |  |
|  | 10 |
|  | 10 |
| 5 | Provide qualifications and experience of 3 key personnel (attach CVs) | 20 |  |  |
|  | **TOTAL SCORE** | **100** |  |  |

1. Details of the applicants organizational structure, financial capability, annual turnover for the last two years, experience in the relevant field, available resources and references will be assessed as follows:

* **NB Pass mark is 70% and above.**

Information relating to preliminary evaluations of all the applications and also those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of pre- qualification results is made to all applicants.

* 1. Once the list of those who succeeded to be prequalified has been approved and ratified by the Tender Committee, Trinity shall notify in writing all those applicants who have been pre-qualified.

1. **Confidentiality**
   1. Information relating to evaluation of tenders and recommendations concerning pre- qualification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly.

**SECTION II: STANDARD FORMS CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 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 1 – General:***

Business Name

………………………………………………………………………………………………… Location of business premises.………………………………………………………………………… Plot No………………………………………………… Street/Road……………………………….. Postal Address …………………Tel No. ……………… Fax ………………. E mail …………….

Nature of Business ……………………………………………………………………………………

Registration Certificate 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***  Given details of partners as follows:  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 KES/USD.………………………………  Issued KES/USD …………………………………  Given details of all directors as follows  Name Nationality Citizenship Details Shares 1………………………………………………………………………………………………………  2. ……………………………………………………………………………………………………….  3. ………………………………………………………………………………………………………  4. ………………………………………………………………………………………………………  5 ………………………………………………………………………………………………………. |

**TENDER SUBMISSION FORM**

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

* + 1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
    2. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
    3. Those pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
    4. We/I enclose all the required documents and information required for the pre- qualification evaluation.
    5. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
    6. We understand you are not bound to accept either in part or whole any tender you receive.

Date:………………………………………………………………………………………..

Applicant’s Name…………………………………………………………………………..

Represented by……………………………………………………………………………..

Signature……………………………………………………………………………………

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