



KENYA BUREAU OF STANDARDS

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS
AND SERVICES FOR THE YEAR 2019-2021.**

KENYA BUREAU OF STANDARDS
P.O. BOX 54974-00200
NAIROBI
POPO ROAD OFF MOMBASA ROAD
TEL: 020 6948000/605490/605550
FAX: 604031/609660
E-MAIL: info@kebs.org
Website: www.kebs.org



Pre-qualification of Suppliers

Section A :

Kenya Bureau of Standards (KEBS), a statutory body of the government, has offices in Nairobi, Mombasa, Kisumu, Nyeri, Nakuru, Eldoret and Garissa.

KEBS is in the process of pre-qualifying suppliers for various goods and services for the financial year 2019-2021 for headquarters and in each of the regions.

Interested eligible candidates may obtain further information and inspect the documents on KEBS website www.kebs.org or at KEBS Headquarters and Regional, Procurement Offices.

PROVISION OF SERVICES		
Item Code	Item Description	Eligibility
KEBS/PRE-Q 1/2019-2021	Prequalification for supply of Laboratory Chemicals, Reagents, Laboratory Equipment & Glassware and other consumables	Open
KEBS/PRE-Q 2/2019-2021	Prequalification for provision of Garages, repair Maintenance & Service of Motor vehicles.	Open
KEBS/PRE-Q 3/2019-2021	Prequalification for provision of contracting services and training services.	Open
KEBS/PRE-Q 4/2019-2021	Enhancement of legal services firm	Open
KEBS/PRE-Q 5/2019-2021	Prequalification for provision of Hotels and accommodation	Open
KEBS/PRE-Q 6/2019-2021	Prequalification for provision air Travel agency services (IATA Registered firms only)	Open

Pre-qualification documents may be obtained from KEBS Head quarters and Regional Offices **Procurement Office during** normal working days between **8.30 am and 4.30 pm** upon payment of a non-refundable fee of **Kshs 1,000.** or downloaded from **KEBS website www.kebs.org** free of charge .All payments shall be made to the Kenya Bureau of Standards.

Applications in plain sealed envelopes clearly marked “**Prequalification of Suppliers 2019-2021**” indicating the **Reference Code No.** and **Item Description** that the applicant wishes to be prequalified for should be addressed and delivered to:

THE MANAGING DIRECTOR,
KENYA BUREAU OF STANDARDS,



KENYA BUREAU OF STANDARDS.

P.O. BOX 54974 – 00200,
NAIROBI.

Or be deposited in the **Tender Box** at the **Main Reception** at KEBS head quarter Centre or regional offices so as to be received **on or before 10.00 a.m. on 10th July 2019.**

Prequalification documents will be opened immediately thereafter in the **Conference Room, Adm. Block, Ground Floor or in regional offices.** Tenderers or their Representatives are free to attend the opening.

Note: This is a Tender for prequalification of Suppliers and not for supply of goods/services.

Only short listed suppliers will be contacted to give competitive quotations for the purchase of goods, services and works



Section B : Introduction

- 1.1 Kenya Bureau of Standards (KEBS) will pre-qualify prospective bidders for the supply of goods/services from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignment as described herein.
- 1.2 Tenderers are invited to submit a Pre-qualification tender for the supply of goods and services. The Pre-Qualification Tender Document will be the basis for pre-qualification and eventual invitation to bid for the supply of goods and services.
- 1.3 Tenderers may tender for one or more categories of items but must use a separate set of prequalification document for each category.
- 1.4 **Only successful tenderers shall be informed of the outcome in writing.**
- 1.5 The tenderers must familiarize themselves with the requirements of the Tender as described in this Pre-qualification tender document including all attachments.
- 1.6 KEBS will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation or delivery of these prequalification Tender documents including any costs associated with the preparation of the Tender Document and attachments.
- 1.7 It is the Purchaser's policy to require that Tenderers observe the highest Standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Purchaser:
- a) defines, for the purposes 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 Purchaser 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 the Purchaser.
 - b) will reject a tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;



- c) will declare a Tenderer 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.
 - d) Will have the right to inspect the tenderer's accounts and records relating to the performance of services in this tender.
 - e) Will have the right to inspect the business premises of the tenderer.
- 1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

- 1.9 The Tender documents should be prepared and submitted in a plain sealed envelope marked:

ITEM CODE KEBS/T_____ / **2019-2021** - PREQUALIFICATION FOR SUPPLY OF
(ITEM DESCRIPTION) _____

And addressed and delivered to:

THE MANAGING DIRECTOR,
KENYA BUREAU OF STANDARDS,
P.O. BOX 54974 - 00200
NAIROBI.

Or be deposited in the **Tender Box** at the **Main Reception** at KEBS Centre - Nairobi so as to be received on or before 10.00 a.m. on **10th July 2019.**

Tender opening will be carried out immediately thereafter in KEBS Centre Nairobi **Conference Room, Adm. Block, Ground Floor or Region offices**. Tenderers or their representatives are invited to witness the opening.

- 2.0 This is a Tender for prequalification of Suppliers and not for supply of goods/services.



Section C: Important Pre-Requisites

1. Must be a registered firm in Kenya with a certificate of registration or incorporation copies of which must be attached.
2. Must provide Copy of current relevant trade licenses.
3. Must have fixed Business premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).
4. Must be Kenya Revenue Authority (KRA) compliant and up to date with Income Tax and VAT Returns. Attach the following;
 - i. Copy of VAT
 - ii. PIN Certificates
 - iii. Tax compliance certificates.
5. Attach company profile indicating qualification of key personnel. Attach copies of CV and their certificates.
6. Provide list of clients you are serving currently (at least 5).
7. Past litigation and arbitration incidences encountered if any by the firm in the past one year must be enumerated.
8. IATA Registration is compulsory for Air Travel Agents.
9. Must provide proof of remittance of Social Security contribution for its employees e.g. NSSF, NHIF, etc.
10. Must fill, sign and stamp the confidential business questionnaire
11. A signed statement that the bidder is not debarred from participating in public procurement or debarred from practice.
12. Those who wish to be prequalified for repair, Maintenance & Servicing of Motor vehicles should provide proof of the following for the garages.
 - i. In a secured place
 - ii. Insured
 - iii. Fire fighting equipment
 - iv. Availability of pit for disposal of waste
 - v. Qualified Personnel.



Road, Ngong Road, Langat Road, Industrial Area and Westlands.

Mombasa - Mombasa Mainland

Eldoret – Eldoret CBD

Kisumu – Kisumu City CBD

Nyeri – Nyeri Town CBD

Garissa – Garissa Town CBD

Section D : Qualification Criteria.

Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application.

	Technical Evaluation Criteria	Max Score
1	Registration /Incorporation Certificates	Mandatory
2	Copy of current relevant trade licenses	Mandatory
3	Business premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title	Mandatory
4.	Copy of VAT	Mandatory
5.	PIN Certificates	Mandatory
6.	Tax compliance certificates	Mandatory
7.	IATA Registration is compulsory for Air Travel Agents	Mandatory
8.	Must provide proof of remittance of Social Security contribution for its employee's e.g. i. NSSF ii. NHIF	Mandatory
9.	Must fill, sign and stamp the confidential business questionnaire	Mandatory
10.	Provide a list of five (5) clients you are currently serving.	10
11	Company Profile.	10
12	Copies of certificates indicating qualification of Key Personnel.	10
13	Audited Accounts of last 1 year.	10
14	Bank statements for the last 12 months.	10
15	A signed statement that the bidder is not debarred from participating in public procurement or disbarred from practice.	10
16	State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership, or any other form	10



	of liquidation as defined by the applicable law .	
17	Past litigation and arbitration incidences encountered if any by the firm in the past one year must be enumerated .	10
18.	Confirmation of acceptance of payment terms .	10
19	Proof for garages	10
Total Marks		100
Pass Mark		70

Section D : Application Form

REGISTRATION OF SUPPLIERS APPLICATION FORM

I / We (Firm Name) _____ hereby apply for registration as

Supplier/(s) of _____ (Category Code No.) _____

Postal Address _____

Telephone Number (fixed line) _____ Mobile _____

E-mail address _____ Fax No. _____

Town _____ Street _____

Building _____ Floor _____ Room / Office _____

Our Other Branches / Locations _____

Full Name of Authorized signatory _____

Designation/position _____

Official Rubber stamp and Signature _____



Section E: Confidential Business Questionnaire

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.

Part 1 - General:

Business Name:

Location of business premises:

Plot No:

Postal address:

Nature of business:

Current trade license: Expiring date

Maximum value of business which you can handle at any one time: Ksh.

Name of your bankers: Branch

Part 2 (a) - Sole Proprietor:

Your Name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b)

Give details of partners as follows:

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



Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of the company-

Nominal Ksh.

Issued Ksh.

Give details of all directors as follows

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

Date Signature of tenderer

If Kenya citizen, indicate "citizenship details" whether by Birth, Naturalization or Registration.

(You may attach a separate sheet if more space is required. The attachment must be duly signed and stamped.)



Section F: Status of Compliance with Statutory Requirements

1. Certificate of Registration/Incorporation(Attach copy)
2. Valid Trade License(Attach copy)
3. State VAT Registration No.(Attach copy)
PIN No.(Attach copy)
4. Attach proof of being up to date in VAT and Income Tax Returns (Attach copy of current Tax compliance certificate).
5. State if the company is a subject of bankruptcy proceedings, in receivership, Administrative receivership, or any other form of liquidation as defined by the applicable law
.....
.....
8. State whether you are a Manufacturer, Dealer or Appointed Distributor (Agent), Wholesaler, Retailer, etc
.....
9. Attach Bank statements for the last 12 months.
10. Attach copies of Audited Accounts of last 1 year.



Section G : Financial Position & Terms of Trade

Part I Assets & Liabilities

1. Total Assets in Kshs. _____
2. Current Assets in Kshs. _____
3. Total Liabilities in Kshs. _____
4. Net worth (Total Assets – Total Liabilities) in Ksh. _____
5. Working Capital (Total Assets - Net Worth) in Ksh. _____

Part II Terms of Trade (Payment Terms)

KEBS would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this: **A c c e p t a b l e / N o t a c c e p t a b l e .**



Section H : Litigation/Arbitration Incidences

Litigation and Arbitration Incidences

- a) Enumerate any past litigation and arbitration incidences encountered by the firm .

- b) State if the company is/was a subject of bankruptcy proceedings, in receivership, administration receivership, or any other form of liquidation as defined by the applicable law .



Section I: Clients Details

Give details of at least 5 Reputable Organizations where you are supplying/offering these goods/services.

1. Clients Name _____

Address _____

Tel. No. _____

Contact person _____

Position in the Organization _____

2. Clients Name _____

Address _____

Tel. No. _____

Contact person _____

Position in the Organization _____

3. Clients Name _____

Address _____

Tel. No. _____

Contact person _____

Position in the Organization _____

4. Clients Name _____

Address _____

Tel. No. _____

Contact person _____

Position in the Organization _____

5. Clients Name _____

Address _____

Tel. No. _____

Contact person _____

Position in the Organization _____

**Section J: REGIONS/SUB REGIONS OF SUPPLY**

State the Regions and/or Sub-Regions where you wish to be considered for supply of these goods or services.

Region/Sub-Region	Location of Regional office	Tick as appropriate
1. Nairobi Region	Nairobi	
2. Coast Region	Mombasa	
3. Mt. Kenya Region	Nyeri	
4. South Rift Region	Nakuru	
5. North Rift Region	Eldoret	
6. Lake Region	Kisumu	
7. North Eastern Region	Garissa	



Section K: Declaration

I/We have completed these forms accurately at the time of application and it is agreed that all responses can be substantiated if requested to do so. Any inaccuracy in the information filled herein may be used as grounds for disqualification from further processing.

Signed & stamped: _____

Name: _____

Position in the company: _____

Date: _____