



**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS**

**SUPPLY OF GOODS, SERVICES & WORKS FOR THE
FINANCIAL YEARS 2017/2018**

DATE POSTED : ---- 12TH JANUARY 2017

CLOSING DATE/TIME: ---- 26TH JANUARY 2017;11.00 A.M

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES & WORKS FOR FINANCIAL YEARS 2016/2017

AA of Kenya invites application from interested and eligible bidders for the pre-qualification/registration as supplier(s) of goods, works and services for the financial 2017/2018.

The pre-qualification tender documents, containing submission information, detailed terms and conditions of qualification may be obtained from the AA of Kenya website; www.aakenya.co.ke

Prospective Suppliers are required to make payment of a non-refundable fee of **Kshs.1,000.00** per tender document in the form of M-pesa to AA of Kenya.

Note: Each supplier is eligible for pre-qualification in only one category in the list provided (Category of their speciality)

Completed pre-qualification documents both in soft copy (CD) and hard copies should be submitted in plain sealed envelopes clearly marked;

PRE-QUALIFICATION OF SUPPLIERS 2017/2018

TENDER NOTICE NUMBER/S

SUPPLY OF.....

Addressed to:

The Chairman
Internal Procurement Committee
AA of Kenya
P.O. Box 40087-00100
NAIROBI

And be deposited in the tender box located at the entrance of AA of Kenya Head Quarters , Embakasi so as to be received **on or before -----26th January 2017 at 11.00a.m. Late bids shall be rejected.**

Enquiries and requests for clarification may be directed through email:
procurement@aakenya.co.ke

CATEGORIES OF GOODS, WORKS AND SERVICES FOR PRE-QUALIFICATION OF SUPPLIERS FOR FY 2016/2017-2017/2018

CATEGORY A - GENERAL OFFICE SUPPLIES AND SERVICES		
NO.	TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES
1	AAK/A/PREQ/01/2017-2018	Supply and delivery of general office stationery and printed materials
2	AAK/A/PREQ/02/2017-2018	Supply and delivery of computer consumables/toners and related accessories
3	AAK/A/PREQ/03/2017-2018	Supply and delivery of servers,computers, laptops, UPS, ESD machines,shredders, printers/scanners, copiers & spare parts
4	AAK/A/PREQ/04/2017-2018	Design, supply and delivery of branded promotional materials: corporate attire e.g. Polo T-shirt, caps, shirts, banners, carrier bags etc
5	AAK/A/PREQ/05/2017-2018	Supply of uniforms/ protective clothing/ materials & footwear
6	AAK/A/PREQ/06/2017-2018	Supply and delivery of office furniture, fittings and fixtures
7	AAK/A/PREQ/07/2017-2018	Supply of signages and billboards
8	AAK/A/PREQ/08/2017-2018	Supply and Delivery of cleaning materials, detergent and toiletries
9	AAK/A/PREQ/09/2017-2018	Supply & Printing of brochures,membership cards, staff IDs, Business cards, Visitors passes & Car Passes
10	AAK/A/PREQ/10/2017-2018	Supply,installation & maintenance of CCTV equipment
11	AAK/A/PREQ/11/2017-2018	Supply of GPRS/GIS Equipments
12	AAK/A/PREQ/12/2017-2018	Supply of electrical Appliances
13	AAK/A/PREQ/13/2017-2018	Supply of Generators and generator service and repair
14	AAK/A/PREQ/14/2017-2018	Supply of hologram machines,hologram machine service and repair
15	AAK/A/PREQ/15/2017-2018	Supply of office cooling appliances (AC's) service and repairs
16	AAK/A/PREQ/16/2017-2018	Supply of airtime and scratch cards
17	AAK/A/PREQ/17/2017-2018	Supply & installation of GPRS/GIS Equipments
18	AAK/A/PREQ/18/2017-2018	Supply of Internet Services
19	AAK/A/PREQ/19/2017-2018	Provision of electrical repair work services
20	AAK/A/PREQ/20/2017-2018	Provision of bulk SMS services/solution and support
21	AAK/A/PREQ/21/2017-2018	Photocopier lease/hire Services
22	AAK/A/PREQ/22/2017-2018	Provision of travel agency and air ticketing services
23	AAK/A/PREQ/23/2017-2018	Provision of Sanitary Services
24	AAK/A/PREQ/24/2017-2018	Provision of borehole maintenance services
25	AAK/A/PREQ/25/2017-2018	Provision of reverse osmosis plant maintenance services,water treatment chemicals and water dispenser maintenance services
26	AAK/A/PREQ/26/2017-2018	Provision of courier services
27	AAK/A/PREQ/27/2017-2018	Provision of audit services
28	AAK/A/PREQ/28/2017-2018	Provision of legal services
29	AAK/A/PREQ/29/2017-2018	Provision of PR & advertising services
30	AAK/A/PREQ/30/2017-2018	Provision of website design
31	AAK/A/PREQ/31/2017-2018	Provision of video editing and productions
32	AAK/A/PREQ/32/2017-2018	Provision of event management, organization , exhibition, décor services and outside catering
33	AAK/A/PREQ/33/2017-2018	Provision of construction and renovation works
34	AAK/A/PREQ/34/2017-2018	Provision of garbage collection and sewage exhauster services.

35	AAK/A/PREQ/35/2017-2018	Provision of cleaning Services
36	AAK/A/PREQ/36/2017-2018	Provision of repair services for office equipment, machines, electrical fittings and plumbing
37	AAK/A/PREQ/37/2017-2018	Provision of auctioneering services
38	AAK/A/PREQ/38/2017-2018	Provision of conference accomodation services
39	AAK/A/PREQ/39/2017-2018	Provision of catering services
40	AAK/A/PREQ/40/2017-2018	Provision of solid waste management and disposal services
41	AAK/A/PREQ/41/2017-2018	Provision of Financial service - PDQ machine
42	AAK/A/PREQ/42/2017-2018	Provision of consultancy services on ISO quality systems training's and capacity developments
43	AAK/A/PREQ/43/2017-2018	Provision of office repairs, painting and pertitioning
44	AAK/A/PREQ/44/2017-2018	Provision of pest control & fumigation Services
45	AAK/A/PREQ/45/2017-2018	Provision of repair & maintenance of servers, computers, laptops, storage, printers, copiers, projectors, antivirus and other ICT equipment's
46	AAK/A/PREQ/46/2017-2018	Provision of repair and maintenance of network equipment ,data communication and fire wall
47	AAK/A/PREQ/47/2017-2018	Provision of creative design works
48	AAK/A/PREQ/48/2017-2018	Provision of firefighting and fire protection equipment & training services
49	AAK/A/PREQ/49/2017-2018	Provision of ICT consultancy services e.g. development of softwares and maintenance/ Development of mobile applications
50	AAK/A/PREQ/50/2017-2018	Provision of Security Guard Services
51	AAK/A/PREQ/51/2017-2018	Provision of External Data backup services
52	AAK/A/PREQ/52/2017-2018	Provision of IP Telephony & call centre services
53	AAK/A/PREQ/53/2017-2018	Provision of network installation and maintenance
54	AAK/A/PREQ/54/2017-2018	Provision of ICT Training services
55	AAK/A/PREQ/55/2017-2018	Provision of photocopying, printing & binding services
56	AAK/A/PREQ/56/2017-2018	Supply & Delivery of road sign boards, model town boards road cones
57	AAK/A/PREQ/57/2017-2018	Provision of Security Printing Services
58	AAK/A/PREQ/58/2017-2018	Staff Medical Cover/WIBA/Group Personal Accident/Motor Vehicle Insurance.
CATEGORY B - SUPPLY OF MOTOR VEHICLE SPARE PARTS AND SERVICES		
1	AAK/B/PREQ/01/2017-2018	Supply and delivery of new motor vehicle spare parts for Isuzu NPR and NQR Models
2	AAK/B/PREQ/02/2017-2018	Supply and delivery of new general motor vehicle spare parts for Toyota, Nissan among other Japanese Model of Vehicles.
3	AAK/B/PREQ/03/2017-2018	Supply and delivery of general used motor vehicle spare parts for Isuzu, Toyota ,Nissan models of vehicles
4	AAK/B/PREQ/04/2017-2018	Supply and delivery of motor vehicle tyres and tubes
5	AAK/B/PREQ/05/2017-2018	Supply and delivery of motor vehicle batteries
6	AAK/B/PREQ/06/2017-2018	Supply of motor vehicle panel beating and spray painting services for trucks and Saloon cars
7	AAK/B/PREQ/07/2017-2018	Supply of general motor vehicle engineering services e.g design, threading, skimming, crankshaft grinding, re-bonding
8	AAK/B/PREQ/08/2017-2018	Supply of petroleum products and lubricants
9	AAK/B/PREQ/09/2017-2018	Supply of motorcycles, motorcycle parts ,service and repairs
10	AAK/B/PREQ/10/2017-2018	Provision of rescue & towing agency services

11	AAK/B/PRREQ/11/2017-2018	Provision of vehicle cushion repair services
12	AAK/B/PRREQ/12/2017-2018	Provision of speed governors' services
13	AAK/B/PRREQ/13/2017-2018	Provision of repair & maintenance of motor vehicle
14	AAK/B/PRREQ/14/2017-2018	Provision of welding tools and consumables

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

AA of Kenya would like to invite interested candidates who must qualify by meeting the set criteria as provided by the AA of Kenya to perform the contract of supply and delivery or provision of goods, works and services.

1.2 Pre-qualification Objective

The main objective is to assist in the identification & evaluation of potential suppliers who may subsequently be invited to tender for supply and deliver of assorted goods/works and also provide services under relevant tenders/quotations to AA of Kenya as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Register of Companies under the Laws of Kenya and the relevant Government Ministry in respective merchandise or services are invited to submit their Pre-qualification documents so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/County /Institutions of similar size and complexity. Potential suppliers/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 of prospective suppliers.

1.6 Tender Security

Prospective Suppliers are required to make payment of a non-refundable fee of **Kshs.1,000.00** per tender document in the form of M-pesa to AA of Kenya.

Paybill No. 376850

Account . Prospective Supplier's Name

In order to be considered for pre-qualification, prospective suppliers must quote the Mpesa Reference numbers on PQ-2

1.7 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.8 Submission Address for the pre-qualification Documents

Completed pre-qualification data and other requested information shall be submitted to reach;

**The Chairman
Internal Procurement Committee
AA of Kenya
P.O. Box 40087-00100
NAIROBI**

procurement@aakenya.co.ke

1.9 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the The Chairman, Internal Procurement Committee, AA of Kenya whose address is as stated above.

1.10 Additional Information

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

Due diligence for prospective suppliers may be conducted as part of pre-qualification.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty and VAT as required by the Law.

2.2 Custom Clearance

The Contractor shall be responsible for custom clearance of their imported goods and materials.

2.3 Payments

All local purchase shall be on credit of a minimum of thirty (90) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific tender.

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

Qualification

It is understood and agreed that the pre-qualification data provided by prospective suppliers is to be used by the AA of Kenya in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of The AA of Kenya 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/works/services.

Essential Criteria for Pre-qualification

3.3.1 (a) Experience: Prospective bidders shall have at least 1 years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier require special experience and capability to organize Supply and delivery of items, or service at short notice.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-2.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest audited financial statement submitted alongside the pre-qualification documents.

3.3.4 Past Performance

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

3.4 Statement

Application must include statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments the AA reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration/inCounty /Memorandum and Articles of association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

3.7 Pre-qualification Criteria

1.	PRELIMINARY	Scores
	a) Copy of registration/Certificate of Incorporation/Business Permit (2 Points)	
	b) Copy of Current KRA Compliance Certificate (2 Points)	
2.	FORM PQ 1 PREQUALIFICATION	
	a) Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities (for all civil/works contractors). (2 Points)	
	b) Submission of all the other required documents (5 Points)	
3.	FORM PQ2- REGISTRATION APPLICATION	
	a) Name of the Company/firm/supplier(0.5 Points)	
	b) E-mail address (0.5 Points)	
	c) Postal address (0.5 Points)	
	d) Mobile No./telephone (0.5 Points)	
	e) All other information filled as required (3 Points)	
4.	FORM PQ3 – FINANCIAL POSITION & TERMS OF TRADE	
	a) Audited & certified financial statements (2 Points)	
	b) Credit period (Willingness to offer Credit Services) (10 Points)	
5.	FORM PQ4 – CONFIDENTIAL BUSINESS QUESTIONAIRE (must be filled accordingly) (3 Points)	
6.	FORM PQ5 – PAST EXPERIENCE	
	a) At least 3 Names of the applicants clients in the past two years and value of the contracts entered into and completed satisfactorily and the duration of the contract (must be listed) (6 Points)	
	b) signed contracts/LPOs/LSOs (prove of a. above) (2 Points)	
	c) Attach at least 3 recommendation letters each from a different client (3 Points)	
7.	FORM PQ6 – LITIGATION HISTORY (must be filled accordingly) (2 Points)	
8.	FORM PQ7 –STATEMENT (must be filled accordingly) (2 Points)	
Total Points		

FORM PQ-1

PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of registration of Business Name.
2. Copy of VAT Registration Certificate.
3. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
4. Copy of PIN Certificate of Firm/company or individual.
5. Copy of Business Permit.
6. Copy of Registration certificate as a contractor by ministry of Roads and public Works and other relevant authorities **(for all civil/works contractors)**.
7. Letter of recommendation from previous organization served.
8. A profile of the owners or shareholders.
9. Practicing Certificate for all professionals.
10. **Towing Agents (Sub-contractors) must** attach evidence of having taken all the Insurance covers.
11. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities.
12. E-mail Contacts – a valid and active e-mail address
13. CD containing all the information

FORM PQ-2 PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply
(Name of Company/Firm-Compulsory)

for registration as supplier (s) Of

.....
(Item Description)

.....
(Category)

E-mail address.....
(Compulsory)

Post Office Address
(Compulsory)

Town

Street

Name of building

Room/Office No Floor No

Telephone No.

Mobile telephone/cell phone number.....
(Compulsory)

Full Name of applicant
(Compulsory)

Other branches Location

ORGANIZATION & BUSINESS INFORMATION

Management Personnel (Contact Person).....

Chief Executive

General Manager

Other

Partnership (if applicable)

Names of Partners

Business founded or incorporated

Under present Management since

Net worth equivalent Kshs

Bank reference and address

.....

Bonding company reference and address

Enclose copy of organization chart of the firm indicating the main fields of activities

.....

State any technological innovations or specific attributes which distinguish you from your

Competitors

.....

Indicate terms of trade/sale

In compliance with the instructions on this document, we have paid a non-refundable amount of Ksh
..... as tender Security.

Mpesa Reference No.....**(compulsory)**

Note – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified

(1) Attach a copy firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support. **(compulsory)**

(2) State Credit period

CREDIT PERIOD	MARKS EARNED(For evaluation)
More than 90 days	10
60 – 90 days	6
30 – 60 days	4
30 – 0 days	2

(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically be disqualified)

Note – Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

FORM PQ-4

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

<p>Part 1 – General</p> <p>Business Name</p> <p>Location of business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade Licence No. Expiring date</p> <p>Maximum value of business which you can handle at any one time Kshs</p> <p>Name of your bankers Branch</p>

	<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p> <p>* Citizenship details</p>																												
	<p>Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1	2	3								
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2																										
3																										
	<p>Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company –</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 30%;">Citizenship Details</th> </tr> </thead> <tbody> <tr> <td>Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares				1.	2.	3.	4.	5.
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<p>Date Seal/Signature of Candidate</p>																													

FORM PQ 5 - PAST EXPERIENCE

A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST ONE YEAR AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY (at least 3 firms)

1.

- 1) Name of client (Organization)
- 2) Address of client (Organization)
- 3) Name of contact person at the client (Organization)
- 4) Telephone No. of client
- 5) Value of contract
- 6) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

2.

- 7) Name of client (Organization)
- 8) Address of client (Organization)
- 9) Name of contact person at the client (Organization)
- 10) Telephone No. of client
- 11) Value of contract
- 12) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

3.

- 13) Name of clients (Organization)
- 14) Address of client (Organization)
- 15) Name of contact person at the client (Organization)
- 16) Telephone No. of client
- 17) Value of contract
- 18) Duration of contract (date)

Attach the following documental evidence of existence of contract as above:

- i. signed contracts/LPOs/LSOs**
(Compulsory)

B) RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST FIVE YEARS

Attach at least 3 recommendation letters each from a different client ***(compulsory)***

FORM PQ-7 FIRM'S DECLARATION

Having studied the pre-qualification information for the above project I/We 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 basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre-qualification and evaluation.

Category No...

Supply/Provision of

Date

Applicant's Name

Represented by (Authorised Signatory)

Signature

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