



AUTOMOBILE ASSOCIATION OF KENYA

**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS FOR THE PROVISION OF SECURITY
SERVICES FOR THE PERIOD 2020 - 2022**

AAK/B/PREQ/47/20-22

**DATE POSTED: 25th SEPTEMBER 2020
CLOSING DATE/TIME: 9th OCTOBER 2020 AT 12
NOON**

Table of Contents

1. PRE-QUALIFICATION NOTICE	1
2. PRE-QUALIFICATION INSTRUCTIONS	2
3. BRIEF CONTRACT REGULATIONS/GUIDELINES	3
4. PRE-QUALIFICATION DATA INSTRUCTIONS	4
5. FORM PQ-1: PRE-QUALIFICATION DOCUMENTS	7
6. FORM PQ-2: PRE-QUALIFICATION DATA	8
7. PQ-3: FINANCIAL POSITION AND TERMS OF TRADE.....	10
8. FORM PQ-4: CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM.....	11
9. FORM PQ 5: PAST EXPERIENCE.....	13
10. FORM PQ-6: LITIGATION HISTORY.....	14
11. FORM PQ -7: FIRM'S DECLARATION	15
12. FORM PQ 8: INTEGRITY DECLARATION FORM.....	16

1. PRE-QUALIFICATION NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR THE

AA Kenya invites application from interested and eligible bidders for the pre-qualification/registration as supplier(s) of goods, services and works for the period 2020 - 2022.

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

Completed pre-qualification documents in plain sealed envelopes clearly marked on the envelope;

PRE-QUALIFICATION OF SUPPLIERS FOR THE PERIOD 2020 - 2022

TENDER NUMBER

SUPPLY OF

Addressed to:

**The Procurement Committee
Automobile Association of Kenya
P.O, BOX 40087-00100
Renaissance Corporate Park
Elgon Road, Upper Hill
Nairobi**

And be deposited in the tender box located on 8th floor so as to be received on or before 12 noon on **Friday, 9th October 2020**. All bidders must pay a non-refundable fee of KES. 3,000 via PayBill Number 552692 (Receipt to be included in bid documents)

Documents will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend.

Enquiries and requests for clarification may be directed through email on tenders@aakenya.co.ke

Automobile Association of Kenya

2. PRE-QUALIFICATION INSTRUCTIONS

2.1. Introduction

AA Kenya would like to invite interested candidates who must qualify by meeting the set criteria as provided in this pre-qualification document to supply and deliver services.

2.2. Pre-Qualification Objective

The main objective is to supply security services as and when required during the stated period.

2.3. Invitation of Pre-qualification

Suppliers registered with Register of Companies under the Laws of Kenya in the respective services are invited to submit their Pre-Qualification documents so that they may be pre-qualified for submission of quotations. Prequalification documents will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

2.4. Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Organizations of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5. Pre-Qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

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

2.6. Submission Address for the Pre-Qualification Documents

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

**The Procurement Committee
Automobile Association of Kenya
P.O, BOX 40087-00100
Renaissance Corporate Park
Elgon Road, Upper Hill
Nairobi.**

2.7. Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to tenders@aakenya.co.ke

2.8. Additional Information

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

Request for quotations will be made available only to those bidders whose qualifications are accepted by AAK after scoring more than 80% points after completion of the pre-qualification process.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. Taxes on Imported Materials

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

3.2. Custom Clearance

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

3.3. Payments

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1. Pre-Qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 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.

4.2. Qualification

It is understood and agreed that the pre-qualification data provided by prospective suppliers is to be used by AA 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 AA 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/services.

4.3. Essential Criteria for Pre-Qualification

4.3.1.

- a. Experience: Prospective bidders shall have at least 5 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

4.3.2. Personnel

The contacts for individual or group to execute the contract must be indicated in form PQ-2.

4.3.3. Financial Condition

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

4.3.4. 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.

4.4. Declaration

Application must include statement Form PQ-7 by the tenderer ensuring the accuracy of the information given and PQ-8 for integrity declaration.

4.5. 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.

The firm must have a fixed Business Premise and must be registered in Kenya. The Certificate of Registration and Business permit should be attached.

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

4.6. Pre-Qualification Criteria indicating Maximum Points to be scored

1.		PRELIMINARY	Scores
	a)	Copy of Registration Certificate(2 Points)	
	b)	Copy of Current KRA Compliance Certificate (2 points)	
2.		FORM PQ 1 PREQUALIFICATION	
	a)	Submission of all the other required documents - VAT Certificate, PIN Certificate, Tax Compliance, Business Permit, as detailed on Form PQ1 - Page 7 (10 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 Number (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 (4 points)	
	b)	Credit period (not less than 60 days) - (4 points)	
5.		FORM PQ4 - CONFIDENTIAL BUSINESS QUESTIONNAIRE (must be filled accordingly) - (4 points)	
6.		FORM PQ5 - PAST EXPERIENCE	
	a)	At least 3 Names of the applicants clients in the past three 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 (as prove of a. above) - 4 points	
	c)	At least 3 recommendation letters from different clients (not older than 2 years) - 3points	
7.		FORM PQ6 - LITIGATION HISTORY (filled and signed) - 2 points	
8.		FORM PQ7 -STATEMENT (filled and signed) - 2 points	
9		FORM PQ8 -INTEGRITY DECLARATION (filled and signed)-2 points	
10		Technical Evaluation (30 Points) <ul style="list-style-type: none"> • Evidence of an operational 24 hour manned security control room and two way communication Gadgets • Training Evidence • Provide the firms organisation structure. Provide signed CV with copies of certificates for the two key staff including Operations Director/ Manager with qualifications and experience. <ul style="list-style-type: none"> – Bachelor’s Degree or above in Security related field – Diploma in Security related field – Certificate in security related field. 	

		<ul style="list-style-type: none"> • Proof of capacity in terms of equipment and tools of trade (vehicles, motor cycles and any other equipment) • Evidence of compliance to quality management standards 	
11		<p>Site Visit (20 Points) The Tender Evaluation Committee will visit at least one site where the bidder has been offering similar services in the last three years. The feedback from the firm/client visited on the quality of the services provided by the respective bidder will be used to assess the bidder's ability to execute AAK's prospective contract.</p>	
TOTAL POINTS			100

5. FORM PQ-1: PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration.
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. Letter of recommendation from previous organization served.
7. Evidence of having taken relevant Insurance covers.
8. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities.
9. E-mail Contacts: Valid and active e-mail address

6. FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

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

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).....

Tel. Number of 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

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

7. PQ-3: FINANCIAL POSITION AND TERMS OF TRADE

(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 (minimum proposed is 60 days).....

(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 60 days may be disqualified)

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

8. 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 License 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
	Name	Nationality	Citizenship Details																		
Shares																					
1																		
2																		
3																		
	<p>Part 2 (c) - Registered Company</p> <p>Private or Public</p> <p>.....</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>																				

	Give details of all directors as follows:		
	Name	Nationality	Citizenship Details
	Shares		
	1.		
	2.		
	3.		
4.			
5.			
DateSeal/Signature of Candidate			

9. 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.
 - 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)

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

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

- 2.
 - 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)

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

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

- 3.
 - i. Name of clients (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)

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 (from different companies) - *Compulsory*

10. FORM PQ-6: LITIGATION HISTORY

Name of Contract Supplier

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

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

Name of Authorized Signatory:

Title of Authorized Signatory:

Sign:

Date and Stamp:

11. 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)

12. FORM PQ 8: INTEGRITY DECLARATION FORM

I, of P. O. Box being a resident of in the Republic of Kenya do hereby make declare as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer /Director of (Name of the Candidate) which is a Candidate in respect of Tender Number to supply goods, render services and/or carry out works for Automobile Association of Kenya (AA Kenya) and duly authorized and competent to make this Declaration.
2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of AA Kenya, which is the procuring entity.
3. **THAT** the aforesaid Candidate, its servants and/or agents have not offered and will not offer any inducement to any member of the Board, Management, Staff and/or employees and/or agents of AA Kenya.
4. **THAT** what is responded to hereinabove is true to the best of my knowledge information and belief.

Name of Chief Executive/Managing Director/
Principal Officer/Director

Organizations Stamp/Seal

-

On this day of 20-----

Signed: -----

-