



Amboseli Road, Off Gitanga Road, Lavington  
P.O. Box 40521 – 00100, - NAIROBI, Kenya  
Land line Telephone : +254 20 2606516-19  
Mobile telephone : +254 721 551451

# **GUIDELINES FOR PRE-QUALIFICATION OF SUPPLIERS OF PRODUCTS & SERVICE PROVIDERS**

**PRE-QUALIFICATION NO: WIK/003/FY2018-2019**

**CLOSING TIME: 12 NOON ON 1/10/2018**

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## 1.0 Introduction

### 1.1 Description of the Windle International Kenya and Our Core Business

❏ **Registration:** Windle International Kenya (WIK) is a registered non-governmental organization in Kenya, registration number OP. 218/051/915/65

❏ **Vision:** Our vision is to see educated and empowered people from conflict affected and marginalized backgrounds leading peaceful dignified lives.

❏ **Mission:** Our primary Mission is to create lasting change and transformation in society by delivering quality education and training, advocating for and influencing education policy for refugees, the needy and conflict- affected communities in Kenya.

❏ **Motto:** "Education Transforms Society"

❏ **Core Values:** Our core values have been abbreviated T.R.A.C.E: -

- ❖ **Trust:** We conduct business in an honest, trustworthy and transparent manner.
- ❖ **Respect:** We value and uphold the dignity, potential, worth and right of every human being.
- ❖ **Accountability:** We ensure value for money and good stewardship of resources entrusted to us.
- ❖ **Commitment:** We strive to attain the highest standards in all that we do and work together effectively to serve humanity.
- ❖ **Equity:** We uphold and promote the dignity of all the people regardless of their background

### 1.2 Corporate Social Responsibility

WIK wishes to work with suppliers who embrace our core values, and also demonstrate Corporate Social Responsibility (CSR) by taking account of economic, social and environmental factors.

### 1.3 Standard Prequalification

This is a Standard Prequalification Tender Document for supplies and services to Windle International Kenya. It is intended to assist WIK to identify and evaluate potential suppliers who may subsequently be invited to tender or give quotations for supply of goods /and or services within the specified category.

### 1.4 General Instructions to Applicants

- a) The Pre-qualification document and the response thereof shall be the ONLY basis for prequalification as a Vendor in specified category.
- b) Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.
- c) Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
- d) All documents must be submitted in English.
- e) In order to simplify this process, you need to provide **certified copies** of all supporting documents requested.
- f) Participants should indicate clearly the goods, services or works they would want to be considered for.
- g) Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
- h) Completed set of pre-qualification/registration documents in a plain sealed envelope clearly marked "**Pre-qualification of Suppliers /Services 2018-2019**" and indicating item Code number.
- i) WIK will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire as required will result in elimination from consideration.
- j) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further WIK reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- k) The information provided in this prequalification document is strictly confidential and solely for use by WIK.
- l) Participants to kindly note that this does not amount to any contractual obligation on the part of WIK and that WIK is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.

- m) Where necessary and if insufficient space has been provided on the questionnaire for answers, please provide answers as supplementary on separate sheets.
- n) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. As such corrections must be initialed by the persons or persons who sign(s) the document.

- o) The completed document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
- p) It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.
- q) It is Windle International Kenya's policy to require that tenderers, suppliers, contractors and consultants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, WIK defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:
  - i) **Corrupt practice:** means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party
  - ii) **Fraudulent practice:** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation
  - iii) **Coercive practice:** means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party
  - iv) **Collusive practice:** means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party

WIK will disqualify a Vendor where it is determined that the Vendor has engaged in corrupt or fraudulent activities in competing for the proposal for award if it determines that the tender, supplier, contractor, consultant recommended for award has engaged in prohibited practices in competing for the prequalification in question

- r) **Eligibility for Pre-Qualification**
  - i) This Invitation to prequalify is open to all Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services.
  - ii) WIK's employees, committee members, board members and their relatives (spouse(s) and children) are not eligible to participate in the tender
- s) **Cost of Tendering**
  - i) **Cost of Prequalification:** The applicant shall bear all costs associated with the preparation and submission of its application, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process
  - ii) **Cost of Prequalification Documents:** The price to be charged for the Prequalification Document shall be as indicated in the Invitation for Prequalification
- t) **Clarification of Documents**
  - i) A prospective Candidate requiring any clarification of the Prequalification Document may notify the Procurement Officer in writing or by post at WIK's address indicated in the Invitation for Prequalification. WIK will respond in writing to any request for clarification of the Prequalification documents, which it receives not later than seven (7) days prior to the deadline for the submission of Tenders, prescribed by WIK. Written copies of WIK's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Candidates that have duly received the Tender Document.
  - ii) WIK shall reply to any clarifications sought by the Candidate within three (3) days of receiving the request to enable the Candidate make timely submission of its Tender.
  - iii) If a prospective Candidate sends an inquiry after the stated days or the inquiry is received by WIK after the stated days, WIK shall have the option of responding to the inquiry and extension of the date of submission of tenders or ignoring it

- u) **Opening of Tender boxes:** Windle International Kenya shall open all Tenders promptly after the close of submission at WIK Office No 10 Amboseli Road off Gitanga Road, WIK Kakuma office and WIK Dadaab Office. The Candidates or their representatives may attend the opening and those present shall sign a register evidencing their attendance. After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Candidate or other person(s) not officially concerned with such process until conclusion of that process.

## 2.0 Invitation to this Prequalification

### 2.1 Prequalification of Suppliers & Service Providers

Windle International Kenya (WIK) a member of Windle Trust International Federation invites sealed bids from eligible bidders as described below. WIK intends to establish a database of qualified suppliers for various goods and services for the year 2018-2019.

Code	Item Description	
WIK/Product/01/2018-2019	Pre-qualification for Supply and Delivery of Secondary and Primary Schools' Text Books (NAIROBI, KAKUMA and/or DADAAB)	Open
WIK/Product/02/2018-2019-	(Pre-qualification for Supply and Delivery of School Teaching Aid, Teaching and Learning Materials for Primary and Secondary Schools (NAIROBI, KAKUMA	Open
WIK/Product/03/2018-2019-	(Pre-qualification for supply and Delivery of Special Needs Teaching and Learning Aid Materials for Primary and Secondary Schools (DADAAB and KAKUMA)	Open
WIK/Product/04/2018-2019-	(Pre-qualification for Supply and Delivery of School Laboratory Chemicals, Equipment and Apparatus (NAIROBI, KAKUMA and/or Dadaab)	Open
WIK/Product/05/2018-2019-	(Pre-qualification for Supply and Delivery of General Office Stationery Printing Papers, Rubber Stamps, (NAIROBI, KAKUMA and/or DADAAB)	Open
WIK/Product/06/2018-2019	Pre-qualification for Supply and Delivery of School uniforms, school shoes and Staff uniforms (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/07/2018-2019	Pre-qualification for setting, supply and delivery of Exams and Marking Schemes (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/08/2018-2019	Pre-qualification for Design printing & Supply of branded stationery, diaries, calendars and school registers (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/09/2018-2019	Pre-qualification for Supply and Delivery of Branded T-Shirts, School Bags, Caps, and promotional/publicity materials (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/10/2018-2019	Pre-Qualification for Supply and Delivery of Trophies, Sports Equipment and Various Sports Accessories (NAIROBI, KAKUMA and/or DADAAB)	Open
WIK/Product/11/2018-2019	Pre-qualification for Supply and Delivery of ICT Hardware (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/12/2018-2019	Pre-qualification for Supply and Delivery of ICT Accessories and Consumables (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/13/2018-2019	Pre-qualification for Supply and Delivery of office assorted furniture and fittings. (NAIROBI, KAKUMA and/or DADAAB).	Open

WIK/Product/14/2018-2019	Pre-qualification for Supply and Maintenance of Generators, Water Pumps, Office A/C and their Accessories. (NAIROBI, KAKUMA and or DADAAB).	Open
WIK/Product/15/2018-2019	Pre-qualification for Supply and Delivery of Buffalo Bicycles, Motorcycles and Land cruisers Vehicles and Spare Parts (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/16/2018-2019	Pre-qualification for Supply and Delivery of Electrical and Hardware Materials (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/17/2018-2019	Pre-qualification for Supply and Delivery of Toiletries and Household Appliances, Furnishings and Accessories, (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/18/2018-2019	Pre-qualification for Supply and Delivery of Groceries and Meat, (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/19/2018-2019	Pre-qualification for Supply and Delivery of Dry food stuffs, Drinking water and related soft Drink. (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Product/20/2018-2019	Pre-qualification for Supply and Delivery of ICT Software (NAIROBI, KAKUMA and Dadaab)	Open
WIK/Product/21/2018-2019	Pre-qualification for Supply and Delivery of Dry Freight Containers (NAIROBI, KAKUMA and DADAAB)	Open

#### PROVISION OF SERVICES

WIK/Service/22/2018-2019	Provision of General Car Hire & Taxi Services in NAIROBI, DADAAB and/or KAKUMA areas	Open
WIK/Service/23/2018-2019	Provision of General, Medical and Vehicle Insurance Services(Nairobi)	Open
WIK/Service/24/2018-2019	Provision of Audit Services (NAIROBI, KAKUMA and/or DADAAB)	Open
WIK/Service/25/2018-2019	Provision of Fuel Services in (DADAAB, Lodwar, Kitale and KAKUMA)	Open
WIK/Service/26/2018-2019	Provision of transport from NAIROBI to DADAAB, NAIROBI to KAKUMA, Kitale to KAKUMA for goods and/or Staff.	Open
WIK/Service/27/2018-2019	Provision of fleet management and car tracking services (NAIROBI)	Open
WIK/Service/28/2018-2019	Provision of Air Travel, Reservation and Ticketing (NAIROBI)	Open
WIK/Service/29/2018-2019	Provision of Photography, Audiovisual Production and Editing Services (Film, Documentary, Radio Production, Voice Overs, etc.) (NAIROBI, KAKUMA and/or	Open
WIK/Service/30/2018-2019	Provision of Human Resource, Training and Consultancy. (NAIROBI, KAKUMA	Open
WIK/Service/31/2018-2019	Provision of Sanitary Bins, Fumigation and Pest Control. (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Service/32/2018-2019	Provision of Repair & Maintenance Of ICT Software and Hardware, PABX And Office Telephone (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Service/33/2018-2019	Provision of Works, Repair & Maintenance of Compounds (NAIROBI, KAKUMA and/or DADAAB).	Open
WIK/Service/34/2018-2019	Provision of Meals, Accommodation and Conferencing Facilities in NAIROBI, KAKUMA (Kaeris, Lokitaung, Kataboi, Eliye springs, Lodwar, and Lokichoggio),	Open
WIK/Service/35/2018-2019	Provision of Catering services (NAIROBI, KAKUMA and/or DADAAB)	Open
WIK/Service/36/2018-2019	Provision of General Construction and Renovation Works DADAAB, KAKUMA and NAIROBI).	Open

- (a) The complete set of pre-qualification documents in English will also be available at WIK KAKUMA and DADAAB Regional Offices during the period of this advertisement.
- (b) The documents should be picked during office hours from **08:30am – 16:30pm local time on Mondays to Fridays** except during lunchtime from 13:00 to 14:00 hours and public holidays. The forms can also be downloaded from the website - [windle.org](http://windle.org). Any further information may be obtained from the same office.
- (c) Prequalification documents may be purchased by interested suppliers upon payment of a **non-refundable fee of Kenya Shillings 1,000.00 (One Thousand Shillings)** only; or an equivalent amount in any other eligible currency **per category**.
- (d) A complete set of prequalification documents in a plain sealed envelope clearly marked the Code No and Item Description without the name & address of the Bidder, shall be returned to the above address and Deposited in the Tender Box situated at the reception at the office located at:

**NAIROBI**  
**Windle International Kenya**  
**No 10 Amboseli Rd, Off Gitanga Road**

**DADAAB**  
**BHER Learning Center**

**KAKUMA**  
**WIK KAKUMA Office**

**Not later than 12:00 noon on Monday 1<sup>st</sup> October, 2018.**

WIK reserves the right to accept or reject any application and is not bound to give reasons for its decision.



### 3.0 Prequalification Questionnaire

#### 3.1 Corporate Information

No	Information Required	Information Provided
i.	Company /Organization Name	
ii.	Trading Name (if different from above)	
ii.	Legal status (partnership/sole proprietor/ Ltd. Company)(Attach Form CR 12 for Limited company or an official search from Sheria house for partnership or sole proprietor)	
iv a)	Company registration certificate No. (attach copy)	
b)	Certification by regulatory bodies (e.g. KPLC, Ministry of public works etc) (Attach copies )	
v	Nature of business licensed to operate as indicated on the document. Attach a copy	
vi	VAT No (Attach Copy)	
vii	Contact Person	
	Name	
	Title	
	Tel. No	
viii	Postal Address	
	Tel. No	
	Fax	
	Email Address	
	Website	
ix	Physical Location	
x	Is your organization a public Listed Company? If Yes attach copies.	
xi	Is your Company/organization a partnership? If Yes attach partnership deed.	

#### 3.2 Names of Directors and their nationality:

No	Names of partners/shareholders	Nationality	Citizenship	Percentage of shares
i.				
ii.				
iii.				
iv.				

v.				
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### 3.3 Financial Information

a)

		2016	2017
i)	What is your turnover in the last two years		
ii)	Has your organization/company met all its obligations to pay its creditors and staff during past year? Give details	Yes	No
iii)	Have you had any contracts terminated for poor performance in the last three years or any contracts where damages have been claimed by the contracting authority? <input type="checkbox"/> If yes please give details. <input type="checkbox"/> If No Please explain why.	Yes	No

#### b) Bank details

What is the name and branch of your bank (who could provide a reference)?

Name of the bank	
Branch	
A/C No:	
Telephone Number	
Postal Address	
Contact Person name	
Contact Email	

**c) Name of the Insurance**

Please provide details of your current insurance cover

Employer's Liability	
Public Liability	
Professional Indemnity (if Applicable)	
Other (Specify)	

**d) Accounts: Provide a copy of the following**

- i) A copy of your most recent audited accounts for the last two years
- ii) A statement of your turnover, profit & loss account and cash flow for the most recent year of trading
- iii) A statement of your cash flow forecast for current year and a bank letter outlining the current cash and credit position.

**3.4 Business Activities**

i) What are the main business activities of your organization?

Manufacturer	<input type="checkbox"/>
Assembler	<input type="checkbox"/>
Distributor	<input type="checkbox"/>
Service Centre	<input type="checkbox"/>
Retailer	<input type="checkbox"/>
Other	<input type="checkbox"/>
(Please Specify)	

ii) If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body?

Yes  No   
(Attach documentary evidence of certification)

iii) If you are not a manufacture, are you an authorized dealer?

Yes  No   
(Attach manufacturer's authorization certification)

iv) How many staff does your organization have? Indicate the number under each category.

Category	Number
Technical & permanent	
Technical & temporary	
Semi-skilled I & permanent	
Semi-skilled I & temporary	

- v) Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for as required by WIK.
- vi) Attach your company/organization organogram with emphasis on the job you are bidding for.
- vii) Provide details of your key personnel and attach their CV'S. **IF** you are applying for provision of

professional services.(Use a separate sheet of paper)

viii) Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?

Yes  No

If yes, when ..... (If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

ix) Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes  No

x) Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

Yes  No

xi) Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)

xii) What is your average response time to a request for quotation/RFP?

xiii) What is your average response time to delivery of goods /services after issuance of LPO/CPO?

Provide written commitment to supply quality goods/service on time.

xiv) What is the maximum value of business, which you can handle at any one time?

**KES**.....

xv) What products/services to do you want to be considered to supply? (Indicate relevant category and product code and Location)

Product/Service Code Number	Goods would like to supply	Supply location

### 3.5 Trade References

Prospective suppliers are required to demonstrate their experience in the field applied for by providing details of at least 5 previous contracts in the table provided below

NO	Customer or organization name)	Customer contact name and phone number	Contract reference and brief description	Date contract awarded	Value of business transacted
1					
2					
3					
4					
5					

### 3.6 Management Policy

- Employee Integrity:** How does the firm ensure the integrity of staff? Detail any related policies
- Code of Conduct/Ethics:** Does your company have a code of conduct? If so, please attach a copy. Indicate if the company subscribes to a professional body with a code of conduct or ethics
- Company employment policy:** Does your firm have a documented employment policy? What are the key highlights from this policy if it's in existence?

### 3.7 Documents Comprising the Application

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following mandatory documents for pre-qualification. These documents must be attached to this application.

Checklist- Mandatory Documents	Available
Prequalification Receipt	
Valid Tax Compliance Certificates	
Trade license/Local Authority License/ Business permit	
Form CR 12 for Ltd company or Official search if Sole proprietor/ partnership	
Certificate of Business Registration,	
Audited Accounts OR Bank statement for the last 6 months	
Two Letters of recommendation from your current corporate clients /organizations	
PIN Certificate	
Declaration Form fully filled and signed- ( our business questionnaire)	
Commitment letter	
Filled and signed child protection policy form	
Confidential Business Questionnaire Fully filled	

**The prequalification assessment criteria is attached**

**3.8 Declaration**

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any WIK employee.

Do you have a relationship with any WIK employee that would cause any real or perceived conflict of interest?

Yes

No

If yes Specify the type of relationship .....

I ..... Declare for and on behalf of ..... (company/firm) that all the information furnished to WIK in connection with this pre- qualification is true and accurate in all material respect. WIK is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by .....

Title .....

Signature .....

Date .....

Telephone Number .....

Email .....

Company Stamp

Witnessed by .....

Title .....

Signature .....

Date .....

Telephone Number .....

Email .....

Company Stamp

**4.1 EXTRACT OF THE WINDLE INTERNATIONAL KENYA CODE OF CONDUCT (HR 500) AND**



