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GUIDELINES FOR PRE-QUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS

PRE-QUALIFICATION NO: WIK/001/FY2017-2018

CLOSING TIME: 12 NOON ON 09/10/2017

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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 bring inspiration, empowerment and hope to every WIK student.
- ✚ *Mission:* Our primary mission is to provide, promote and coordinate quality education and training for refugees in Kenya and for needy Kenyans, particularly and thereby to transform both their lives and that of their communities.
- ✚ *Motto:* “Education Transforms Society”
- ✚ *Core Values:* Our core values have the acronym TRACE – Trust, Respect, Accountability, Commitment, and Equity. They embody what WIK stands for, what drives us, what we believe in and what directs our decisions, actions and relationships with others on a daily basis.

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 2017/2018**” 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 2017-2018.

Code	Item Description
WIK/Product/01/2017-2018	Pre-qualification for Supply and Delivery of Secondary and Primary Schools' Text Books (DADAAB and KAKUMA)
WIK/Product/02/2017-2018	Pre-qualification for Supply and Delivery of School Teaching Aid, Teaching and Learning Materials for Primary and Secondary Schools (DADAAB and KAKUMA)
WIK/Product/03/2017-2018	Pre-qualification for supply and Delivery of Special Needs Teaching and Learning Aid Materials for Primary and Secondary Schools (DADAAB and KAKUMA)
WIK/Product/04/2017-2018	Pre-qualification for Supply and Delivery of School Laboratory Chemicals, Equipment and Apparatus (DADAAB and KAKUMA)
WIK/Product/05/2017-2018	Pre-qualification for Supply and Delivery of General Office Stationery Printing Papers, Rubber Stamps, and Computer Consumables (genuine toners) (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/06/2017-2018	Pre-qualification for setting, supply and delivery of Exams and Marking Schemes (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/07/2017-2018	Pre-qualification for Design printing & Supply of branded stationery, diaries, calendars and school registers (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/08/2017-2018	Pre-qualification for Supply and Delivery of Branded T-Shirts, School Bags, Caps, and promotional/publicity materials (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/09/2017-2018	Pre-Qualification for Supply and Delivery of Trophies, Sports Equipment and Various Sports Accessories (NAIROBI, KAKUMA and/or DADAAB)
WIK/Product/10/2017-2018	Pre-qualification for Supply and Delivery of Computers, Printers, Laptops, Networking and Other ICT Accessories (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/11/2017-2018	Pre-qualification for Supply and Delivery of office assorted furniture and fittings. (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/12/2017-2018	Pre-qualification for Supply and Maintenance of Generators, Water Pumps, Office A/C and their Accessories. (NAIROBI, KAKUMA and or DADAAB).
WIK/Product/13/2017-2018	Pre-qualification for Supply and Delivery of Buffalo Bicycles, Motorcycles and Land cruisers Vehicles and Spare Parts (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/14/2017-2018	Pre-qualification for Supply and Delivery of Electrical and Hardware Materials (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/15/2017-2018	Pre-qualification for Supply and Delivery of Toiletries and Household Appliances, Furnishings and Accessories, (NAIROBI, KAKUMA and/or DADAAB).
WIK/Product/16/2017-2018	Pre-qualification for Supply and Delivery of Dry food stuffs, (NAIROBI, KAKUMA and DADAAB).
WIK/Product/17/2017-2018	Pre-qualification for Supply of Computer Software, Services and Deliverables (NAIROBI,

WIK/Product/18/2017-2018	Pre-qualification for Supply and Delivery of Dry Freight Containers (NAIROBI, KAKUMA, and DADAAB)
PROVISION OF SERVICES	
WIK/Service/19/2017-2018	Provision of Car Hire & Taxi Services in NAIROBI, DADAAB and/or KAKUMA areas
WIK/Service/20/2017-2018	Provision of General, Medical and Vehicle Insurance Services
WIK/Service/21/2017-2018	Provision of Audit Services
WIK/Service/22/2017-2018	Provision of Fuel Services in DADAAB, Lodwar, Kitale and KAKUMA
WIK/Service/23/2017-2018	Provision of transport from NAIROBI to DADAAB, NAIROBI to KAKUMA, Kitale to KAKUMA for goods and/or Staff.
WIK/Service/24/2017-2018	Provision of Human Resource, Training and Consultancy. (NAIROBI, KAKUMA and/or
WIK/Service/25/2017-2018	Provision of Sanitary Bins, Fumigation and Pest Control. (NAIROBI, KAKUMA and/or DADAAB).
WIK/Service/26/2017-2018	Provision of Repair & Maintenance Services Of Computers, Printers, PABX And Office Telephone (NAIROBI, KAKUMA and/or DADAAB).
WIK/Service/27/2017-2018	Provision of Works, Repair & Maintenance of Compounds (NAIROBI, KAKUMA and/or
WIK/Service/28/2017-2018	Provision of Meals, Accommodation and Conferencing Facilities in NAIROBI, KAKUMA (Kaeris, Lokitaung, Kataboi, Eliye springs, Lodwar, and Lokichoggio), DADAAB, and GARISSA.
WIK/Service/29/2017-2018	Provision of General Construction and Renovation Works DADAAB, KAKUMA and NAIROBI.

Note:

Local suppliers within areas where the projects are operational are encouraged to apply.

Interested eligible suppliers may inspect and obtain a complete set of pre-qualification documents in English from the office of: -

**The Procurement Officer
Windle International Kenya
No 10 Amboseli Rd, Off Gitanga Road
P O Box 40521 – 00100, Nairobi, Kenya
Telephone: +254 721 551 451**

The documents should be picked during office hours from **08:30am – 16:30pm local time on Mondays to Fridays** except during lunch time from 13:00 to 14:00 hours and public holidays. Any further information may be obtained from the same office.

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**.

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
On or before 12:00 noon 9th October, 2017.**

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)	
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.				

3.3 Financial Information

a)

		2014	2015
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	
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?

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

KES.....

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

Product Code Number	Goods would like to supply	Supply location

xvi) Do you belong to the special group (YWDP)?

If yes,

- Provide the category
- Attach copy/copies of supporting certificate.

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	Available
Prequalification Receipt	
Valid Tax Compliance Certificates	
Trade license	
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	
Local Authority Licenses – Business Permit	
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