



**Tender No. LCA/PQ/01-13/2018/2019**

**PRE-QUALIFICATION FOR PROVISION OF GOODS AND SERVICES**

**OPERATIONS MANAGER  
LWALA COMMUNITY ALLIANCE  
P.O. BOX 24-40404  
RONGO**

**MANAGING DIRECTOR  
LWALA COMMUNITY ALLIANCE  
P.O. BOX 24-40404  
RONGO**

**INVITATION FOR PRE-QUALIFICATION**

**2<sup>nd</sup> April, 2018**

**TENDER No: LCA/PQ/01-13/2018/2019:**

**TENDER NAME: INVITATION FOR PRE-QUALIFICATION FOR PROVISION OF GOODS & SERVICES.**

Lwala Community Alliance (LCA) intends to update its list of suppliers and hence invites applications from competent firms for pre-qualification for **Provision of various goods and services.**

Interested and eligible applicants may obtain further information from LCA's Operations Offices in North Kamagambo, during normal working hours Monday – Friday excluding weekends and public holidays. The document can also be download from LCA Website: [www.lwalacommunityalliance.org](http://www.lwalacommunityalliance.org). The documents are issued at a fee of KES 1,000 (one thousand shillings only).

Completed pre-qualification documents enclosed in plain sealed envelopes, clearly marked Prequalification for “Name good or service” should be sent to;

**The Managing Director,  
Lwala Community Alliance,  
P.O. Box 20-40404,  
Rongo**

**OR** dropped in the **Tender Box at LCA Operations Office**, so as to reach the US **NOT LATER THAN 17:00 HRS on Friday, 14<sup>th</sup> April 2018**. Opening of the documents will be done immediately thereafter and successful bidders notified.

**Operations Manager**  
For: **MANAGING DIRECTOR**

## **SECTION 2: INSTRUCTIONS TO CANDIDATES**

### **2.1 FORMAT AND SIGNING OF APPLICATIONS**

2.2.1 The applicant shall prepare one original document comprising the prequalification document, as described in Instructions to Candidates, bound and clearly marked “ORIGINAL”.

2.2.2 The original of the prequalification document shall be typed or written in indelible ink (photocopies are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the applicant. The prequalification document shall be without alterations, omissions or conditions except as necessary to correct errors made by the applicant, in

which case such corrections shall be initialed by the person or persons signing the prequalification document.

## **2.2 SUBMISSION OF APPLICATIONS**

Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification document name and reference number and deposited in the tender box at LCA offices in North Kamagambo or sent as registered mail to the address above so as to be received on or before **Friday, 14<sup>th</sup> April 2018 at 17.00 Hrs.**

2.2.1 Applications received after the closing date shall be rejected.

2.2.2 The Candidate shall seal the original of the prequalification document duly marking the envelopes "ORIGINAL".

The envelopes shall:

(a) Be addressed and delivered to LCA Operations Office as provided in the invitation for prequalification and the prequalification advertisement.

(b) Bear the name and identification number of the prequalification document.

2.2.3 If the envelope is not sealed and marked as instructed above, Lwala Community Alliance will assume no responsibility for the misplacement or premature opening of the prequalification document.

2.2.4 All the information requested for prequalification shall be provided in the English language.

2.2.5 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

## **2.3 ELIGIBLE CANDIDATES**

2.3.1 Suppliers must have legal registration in respective merchandise or services the prospective suppliers are required to supply mandatory information for pre-qualification - Form PQ-1.

2.3.2 Candidates shall provide such evidence of their continued eligibility satisfactory to the LCA, as reasonably requested.

## **2.4 QUALIFICATION CRITERIA**

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, are must be completed.

2.4.2 The pre-qualified application forms are not filled out completely and submitted in the prescribed manner will not be considered. All the documents must be written in English and in ink.

2.4.3 **Experience:**

- (a) Prospective bidders shall have at least 6 months experience in the supply of goods, services and allied items. All potential suppliers should show competence, willingness and capacity to service the contract.
- (b) Prospective suppliers requires special experience and capability to organize supply and delivery of items, or services at short notice.

#### **2.4.4 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers/Show of evidence should be included.

### **2.5 COST OF APPLICATION**

The applicant shall bear all costs associated with the preparation and submission of its tender and LCA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

### **2.6 CLARIFICATION OF PREQUALIFICATION DOCUMENTS**

- 2.6.1 The prospective applicant requiring any clarification of the prequalification documents may contact the Operations Manager at the provided address or email [mark@lwalacommunityalliance.org](mailto:mark@lwalacommunityalliance.org)
- 2.6.2 LCA will respond in writing to any request for clarification that he receives 5 days prior to the deadline for the submission of applications. Copies of the LCA's response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have purchased the prequalification documents.

### **2.7 AMENDMENT OF PREQUALIFICATION DOCUMENTS**

- 2.7.1 At any time prior to the deadline for submission of applications, LCA, for any reason, whether at her own initiative or in response to a clarification requested by a prospective applicant, modify the prequalification documents by issuing subsequent Addenda.
- 2.7.2 The Addendum thus issued shall be part of the prequalification documents and shall be communicated in writing to all purchasers of the prequalification documents. Prospective applicants shall promptly acknowledge receipt of each Addendum by writing to LCA.

2.7.3 In order to afford prospective applicants reasonable time in which to take an Addendum into account in preparing their applications, LCA may, at its discretion, extend the deadline for the submission of applications.

## **2.8 DEADLINE FOR SUBMISSION OF PREQUALIFICATION DOCUMENTS**

2.8.1 Applications must be received by the Employer at the address specified in Sub-Clause 2.10.1, no later than the time and date stipulated in the notice for pre-qualification.

2.8.2 The Employer may, at his discretion, extend the deadline for the submission of applications through the issue of an Addendum in accordance with Clause 2.8 in which case all rights and obligations of the Employer and the applicants previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## **2.9 OPENING OF PREQUALIFICATION DOCUMENTS**

2.9.1 LCA will open the applications within one week of close of applications.

2.9.2 Applications not opened and read out at opening shall not be considered further for evaluation, irrespective of the circumstances.

## **2.10 PROCESS TO BE CONFIDENTIAL**

2.10.1 Information relating to the examination, evaluation of applications, and recommendations for the successful candidate shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to the successful applicant has been announced. Any effort by an applicant to influence LCA's processing of applications or approval decisions may result in the rejection of the applications.

## **2.11 NOTIFICATION OF QUALIFIED APPLICANTS**

2.11.1 Applicants whose applications are determined to be successful in will be notified by the LCA within thirty (30) days from the date of opening of prequalification documents. Those not notified within the period shall consider their bids unsuccessful.

## **2.12 EVALUATION AND COMPARISON OF APPLICATIONS**

2.12.1 LCA shall evaluate and compare only the applications determined to be substantially responsive.

2.12.2 Prequalification will be based on meeting the minimum requirements to pass in the criteria set.

## **2.13 LCA'S RIGHT TO ACCEPT ANY APPLICATION AND TO REJECT ANY OR ALL APPLICATIONS**

2.13.1 LCA reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contract, without incurring any liability to the affected applicant or applicants or any obligation to inform the affected Applicant or Applicants of the grounds for the LCA’s action.

**2.14 NOTIFICATION OF RENEWAL**

2.17.1 Prior to expiration of the period of prequalification validity prescribed by the LCA, LCA shall notify successful applicants.

**2.15 ACCEPTANCE OF THE APPROVAL**

2.15.1 The successful candidates shall be required to acknowledge in writing the acceptance of their prequalification terms and conditions to LCA.

**3.0 EVALUATION OF APPLICATIONS**

3.1 Evaluation and comparison of applications shall follow the below set out criteria,

**A: MANDATORY REQUIREMENTS**

No.	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of Valid Tax Compliance Certificate and PIN (For Companies)	Mandatory
3.	Valid Single Business Permit from County Governments	Mandatory
4.	Evidence of physical registered office (Proven physical location with an attached copy of lease and address of firm, Single Business Permit from County Governments)	Mandatory
5.	Duly filled signed Confidential Business Questionnaire	Mandatory/Optional
6.	Dully Filled prequalification Data	Mandatory

**Vendors have to provide all the mandatory requirements to proceed for Technical Evaluation.**

**B: TECHNICAL EVALUATION FOR PROVISION OF GOODS AND SERVICES.**

Item No.	Evaluation Criteria	Max Score	Score Awarded
1.	<b>Company Profile:</b> a) Provide company profile(brief)	20	

2.	<b>Experience:</b>		20	
	a) Attach one (1) copies of LPOs/LSOs/contract documents as evidence of doing similar/related business			
3.	Any other activity related to this or doing in the mean time		5	10
	b) A reference letter from applicant's bank regarding existence of operational bank account. (Bank details only will be awarded 3 marks)		5	
4.	Statement(s) that demonstrate an understanding of the category of interest		10	
5.	Well-arranged Tender document according to the format provided		10	
6.	Catalogues or price lists of goods/ services and other marketing materials		10	
<b>TOTAL SCORE</b>			100	

**The minimum score to qualify for prequalification shall be 50%. Applicants who will not meet this minimum score shall be disqualified at this stage.**

**FORM PQ-1 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for prequalification as supplier(s)

*(Name of Company/Firm)*

of .....  
(Item Description)

.....  
(Sub-Category No.)

Post Office Address .....

Town .....

Street .....

Name of building .....

Room/Office No. .... Floor No. ....

Telephone Nos. ....

Full Name of applicant .....

Other branches location .....

Organization & Business Information

.....

.....

.....

General Manager .....

Manager.....

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated .....

4. Under present management since .....

5. Bank reference and address .....

6. Indicate terms of trade/sale

Group (If applicable)

Name of Group.....

Date of registration.....

Type of registration.....

Name of Office Bearers 1. Chair..... 2. Secretary.....

3. Treasurer.....

**PQ-2 FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Provide details of operational bank account or attach banker’s letter as evidence of operational account.



Account Name.....

Account Number .....

Bank..... Branch.....

(2) Please state your credit terms.....

**FORM PQ-3 - PAST EXPERIENCE**

**NAME OF AT LEAST ONE CLIENT**

1. Name of 1<sup>st</sup> Client (organization)

- 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) .....

(Please attach documentary evidence of contract if any e.g LPOs, LSOs, Prequalification, Invoices etc)

2. Name of 2<sup>nd</sup> Client (organization)

- 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) .....

(Please attach documentary evidence of contract if any e.g LPOs, LSOs, Prequalification, Invoices etc)

3. Others clients .....

**FORM PQ-4 - SWORN STATEMENT FOR PRE-QUALIFICATION OF SUPPLIERS FOR GOODS & SERVICES.**

LCA intends to update its register for service providers for provision of assorted goods and services for the period ending 31<sup>st</sup> December, 2019. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods, works or services they wish to supply.

Having studied the pre-qualification information for the above project we/I 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 quotation on the basis of provisions in the quotation documents to follow.
- c. We have enclosed all the documents and information required for the pre-qualification evaluation.
- d. Understand that pre-qualification does not amount to being contracted to supply the said goods and services unless a specific order is placed from time to time.
- e. That I/we have the capacity and the wherewithal to supply quality goods and services whenever ordered in a timely manner.
- f. That being prequalified does not limit LCA in its decision to use whichever supplier of her choice.
- g. That any breach in the stated terms and conditions may lead to cancellation of my/our prequalification by LCA without any reference to me.

**Date** .....

**Applicant's Name / Company's Name** .....

**Represented by** .....

**Signature& Stamp** .....

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