



VENDOR PRE - QUALIFICATION DOCUMENT

PREQUALIFICATION NO: AWF/PROC/2020-2022

CATEGORY NAME (Please indicate):

Issued on 29th July 2020

Submission date: on or before 14th August 2020 by 2.00pm local time

African Wildlife Foundation (AWF) invites applications from interested vendors (Including current suppliers / Service providers) for prequalification for the supply of goods and provision of services to the organization for the period September 2020 – 2022.

CATEGORY A.-SUPPLY

REF. NO.	DESCRIPTION OF SUPPLIES
AWF/PROC/2020/22-1	Supply, Delivery and installation of VHF Radio Network (Repeaters, Communication masts, etc.)
AWF/PROC/2020/22-2	Supply & Delivery of birthday cakes
AWF/PROC/2020/22-3	Supply & Delivery of Generator Diesel
AWF/PROC/2020/22-4	Supply & Delivery of Desktop Computers, Laptops, copiers, printers and softwares, toners, mobile phones and computer accessories.
AWF/PROC/2020/22-5	Supply & Delivery of Scouts' supplies (Uniforms, boots, camping tents, cooking items, protective clothing, etc.)
AWF/PROC/2020/22-6	Supply & Delivery of Motor Vehicle accessories (tyres, Batteries, seat covers, Bull bars, Radios, etc.).
AWF/PROC/2020/22-7	Supply & Delivery of Air Conditioners, Fans, Audio-visuals (Nairobi, Voi).
AWF/PROC/2020/22-8	Supply & Delivery of Hardware material (Plumbing items, Paint, & Electrical supplies)
AWF/PROC/2020/22-9	Supply & Delivery of Office Stationery (Nairobi, Voi)
AWF/PROC/2020/22-10	Supply & Delivery of Drinking Mineral water and Water Dispensers.(Nairobi, Voi)
AWF/PROC/2020/22-11	Supply & Delivery of General office equipment, items and supplies.(Nairobi, Voi)
AWF/PROC/2020/22-12	Supply & Delivery of Smart equipment (Camera Traps, Acoustic sensors, Satellite phones, GPS, Range finders, etc.
AWF/PROC/2020/22-13	Supply & delivery of branded materials-T-shirts, Caps, Jackets, Books, Pens Banners and general visibility materials.
AWF/PROC/2020/22-14	Supply & Delivery of Fencing materials (Treated wooden Posts, Wood insulators, Porcelain insulators, posts, nails, strainers, etc.)
AWF/PROC/2020/22-15	Supply & Delivery of improved cook stoves

CATEGORY B.-PROVISION SERVICES

REF. NO.	DESCRIPTION OF SERVICES
AWF/PROC/2020/22-16	Provision of customs clearing services through long term Agreements
AWF/PROC/2020/22-17	Provision of Air conditioning equipment maintenance services (Nairobi, Voi)
AWF/PROC/2020/22-18	Provision catering services for office and corporate meetings (Nairobi, Voi)
AWF/PROC/2020/22-19	Provision of event organizing services: PA System, DJ, tents and chairs, Linen,etc
AWF/PROC/2020/22-20	Provision of Garbage collection services
AWF/PROC/2020/22-21	Provision of Landscaping and ground maintenance services
AWF/PROC/2020/22-22	Provision of office cleaning, Fumigation and pest control Services (Nairobi, Voi)
AWF/PROC/2020/22-23	Provision of Security Services, Security Deterrence Services (Alarm systems, biometric access and Controls) (Nairobi, Voi)
AWF/PROC/2020/22-24	Provision of Hotel, Conference, Events and Accommodation Facilities and Services through long-term agreements (Nairobi, Voi)- please specify capacity of the Conference Rooms i.e. number of people that can freely participate and also number of breakaway sessions that can be held consisting of 40 people) Accommodation Rates - Half board, Full Board, Bed and Breakfast Conference Rates - Half day, Full Day
AWF/PROC/2020/22-25	Provision and maintenance , servicing and inspection of Fire Fighting control extinguishers
AWF/PROC/2020/22-26	Provision of Air Travel and Related agency services (IATA accredited firms only)
AWF/PROC/2020/22-27	Provision of International courier services
AWF/PROC/2020/22-28	Provision of Local Courier Services
AWF/PROC/2020/22-29	Provision of IT Cyber security Audit Services
AWF/PROC/2020/22-30	Provision of maintenance and Servicing IT Equipment
AWF/PROC/2020/22-21	Provision of Design, layout, Publication, Banners, Production and Colour Printing Services (Nairobi, Voi)
AWF/PROC/2020/22-32	Provision of Vehicle Servicing and Maintenance Services (Nairobi and Voi)
AWF/PROC/2020/22-33	Provision of Carwash services
AWF/PROC/2020/22-35	Provision of sanitary bins services
AWF/PROC/2020/22-36	Provision of Car Hire & Lease Services (Voi, Nairobi)
AWF/PROC/2020/22-37	Minor Works Contractors (Building)- Renovations, refurbishments and repairs.
AWF/PROC/2020/22-38	Provision of asset Valuations services
AWF/PROC/2020/22-39	Provision of First Aid and Fire training services
AWF/PROC/2020/22-40	Provision of Transcription and Translation services (English, French, Swahili, Amharic, Sign language)
AWF/PROC/2020/22-41	Provision of Rapporteur and Facilitation services
AWF/PROC/2020/22-42	Provision of short-term skilled labour for office maintenance e.g. A/C repairs, Carpenters, glass fittings repairs
AWF/PROC/2020/22-43	Provision of Consultancy Services-Baseline Survey and end of Project Evaluations
AWF/PROC/2020/22-44	Provision of Insurance Brokerage and Underwriting Services
AWF/PROC/2020/22-45	Provision of drilling services(Water pan excavation and desilting)

- Interested candidates may download the Pre-Qualification documents from AWF's website <https://www.awf.org/about/careers/vendor-prequalification-2020-2022> and pay a non-refundable fee of Ksh. 3,000/= Per category (Three thousand shillings only).
- The payment should be made to African Wildlife Foundation through the bank account below:
A/C Name: African Wildlife Foundation
Bank Name: Standard chartered Bank
Bank Branch: Karen Branch
A/C No: 0108018379700

For any clarification, contact the Procurement Office on Tel: +254711063000 or email: procurement@awf.org during official working hours.

- The completed pre-qualification documents should have reference no. **AWF/PROC/2020/2022 with the category number.**
- Candidates will then submit through the email address below completed pre-qualification documents indicating tender number and category and copy of bank receipt.

procurement@awf.org

Not later than August 14th, 2020 at 2pm

NB: Prequalification documents without bank deposit receipts will be disqualified

The email subject line should be: **PRE-QUALIFICATION OF VENDORS 2020-2022: REFERENCE NO..... CATEGORY NO.....**

Only electronic bids will be accepted and should be received not later than August 14th, 2020 at 2pm.

AWF reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision.

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1. Prequalification Instructions

1.1 Introduction

African wildlife foundation referred to as the "AWF" invites applications from interested vendors (Including current suppliers / Service providers) for prequalification for the supply of goods and provision of services to the organization for the period September 2020 – 2022.

1.2 Prequalification Objective

The main objective is to provide goods and services under relevant tenders/quotations to AWF as and when required during the stated period.

1.3 Invitation to Pre-Qualification

Suppliers/service providers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services OR unregistered enterprises licensed to operate in are invited to submit their Pre-Qualification documents so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification

1.4 Experience

Prospective suppliers and service providers must have carried out successful undertaking and delivery of services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers/service providers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Prequalification Document

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

1.6 In order to be considered for pre-qualification, prospective suppliers/consultants must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

1.7 Distribution of Pre-Qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted through email not later than August 14th, 2020 November 2019 at 2.00 P.M.

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee on the following address: procurement@awf.org.

1.9 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

1.10 Please note that if a bid is to be submitted by a consortium, joint venture or structure other than a single company, then each section may relate to one or more of the organisations. Care should be taken to ensure that a completed response is provided for each consortium member. The lead member should complete the general sections and submit all responses together.

1.11 All sections of the questionnaire should be completed.

Notes for completion

- Please complete in English in typed.
- Continue on separate sheets if the space in the document is insufficient.
- Please do not use abbreviations.
- Please include, where appropriate, any supporting documents. All enclosures should be clearly marked with the name of your organisation and the question to which they refer. All information you give will be treated as confidential by AWF.
- For Clarifications, Contact the **Procurement Office on Tel: +254 711 063 000, or email: procurement@awf.org**

**Tender Committee
African Wildlife Foundation
Ngong Road, Karen
Karen, Nairobi
P.O. Box 310 - 00502
NAIROBI**

1.12. Further hard / soft copies of this questionnaire are available on request.

1.13 Applicants are advised that they are **solely responsible for bearing their costs and expenses** incurred in connection with the preparation of responses and submission of the completed PQQ and all future stages of the selection and evaluation process. Under no circumstances will AWF or any of its managers, be liable for any Costs or expenses borne by an applicant in this procurement process.

1.14 Please note that if any of the information supplied in your PQQ response regarding the Applicant changes during evaluation period, you are required to notify AWF accordingly, giving details of the changes.

1.15 AWF reserves the right to reject or disqualify an Applicant where:

- the PQQ response is submitted late, is completed incorrectly, is incomplete or fails to meet AWF's submission requirements and conditions as set out in these guidance notes;
- the Applicant is guilty of serious misrepresentation in relation to its application and/or the procurement process;
- there is a change identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Applicant; and/or
- there is a conflict of interest arising between AWF and the Applicant.

1.16 AWF reserves the right to:

- cancel the selection and evaluation process at any stage;
- require an Applicant to clarify its response in writing and/or provide additional information; and/or

- amend the terms, conditions and/or requirements of the tender process including the PQQ/pre-selection process.

1.17 Evaluation of responses to the PQQ

This section sets out the basis of evaluation of responses to the PQQ. The purpose of defining the basis for evaluation of responses is to ensure that PQQs will be evaluated consistently and objectively. The evaluation will be in two stages:

Stage 1:

Mandatory requirements

This is a sieving stage. An assessment will be made whether to evaluate the applicant's submission or not. All requirements must be met in order to move to stage 2 of the evaluation process

Stage 2

- **Compliance and eligibility** - This is a hurdle stage. An assessment will be made of whether each Applicant's responses to the PQQ are complete, whether tax compliance certificate is valid and, applicant has sufficient references under the category of interest. If lacking, the application will be disqualified at this stage.

Stage 3

- **Detailed Evaluation** - The responses to the PQQ questions will be scored. The score for each question is given in a separate Table. The responses to the questions in Section 5 (Financial) and question 6.2 (minimum level) are pass or fail.

1.17.1 Compliance and eligibility

This first stage of the evaluation is designed to determine whether an Applicant's response is complete and complies with the requirements in the PQQ.

1.17.2 Completeness of Information

Applicants are required to submit complete data in the specified formats and covering the specified periods. AWF will notify an Applicant if required data appears to have been omitted from their response, stating the period within which such information must be provided. AWF reserves the right to eliminate at this stage of the assessment any Applicant who fails to provide information required in the right form and in sufficient depth within the specified period after a reminder has been issued.

1.17.3 Eligibility

Any Applicant who fails to answer any question in the PQQ relating to convictions under procurement, improper contract performance, health and safety or environmental/pollution legislation or any other criminal prosecutions may be excluded from further consideration. However, in the event that the Applicant declares that it has

been found guilty in any such prosecution, AWF will determine in the light of all the circumstances whether the matter(s) disclosed are so material as to justify exclusion of the Applicant from further consideration.

1.17.4 Conflicts

The declaration of a potential conflict of interest will not result in automatic disqualification of an Applicant. AWF will assess the likelihood of any conflict affecting the robustness of the tender process, taking into account the Applicant's proposal for dealing with the conflict, in deciding whether or not to consider the Applicant ineligible. If it appears likely that the conflict will have such an effect, AWF will discuss the matter with the Applicant and seek to agree a method for dealing with the conflict satisfactorily. If not, the applicant will be disqualified at this stage.

1.17.5 Detailed evaluation

The detailed evaluation entails evaluating and scoring the Applicant's responses to a series of structured questions, the decision of the evaluators will be pass or fail.

1.17.6 Financial

The financial appraisal of Part 5 aims to establish from formal (audited) annual accounts, and the other information requested, whether:

(a) applicant organisations have sufficient resources to support a contract, and (b) applicant organisations are financially sound and potentially stable enough to remain in-business for the period 2020-2022.

The financial strength of the organisation is assessed by looking at its turnover, gross and (pre-tax or net) profits, net worth and certain financial ratios. Consideration of the accounts for the last three/four years enables an opinion to be made on continuing information, rather than just at one point in time. Annual accounts should indicate appropriate levels of net worth, liquidity and profitability.

Overall the final pass/fail for an appraisal is taken by assessing these factors and arriving at a professional view of what a company's formal financial position is.

1.17.7 Evaluation Criteria/Scoring:

a). The following are pre-requisite for evaluation (Compulsory requirements)

- 1. Certificate of incorporation/Registration**
- 2. Valid Tax compliance certificate**
- 3. Copy of PIN certificate**

b). Evaluation Criteria

Criteria		
No.	Requirement	Score
a.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
b.	Tax Compliance - Valid KRA PIN Certificate	Mandatory
c.	Air Travel Firms must be registered with International Air Travel Association	Mandatory
d.	Transport Hire Firms, must attach evidence of having taken all the necessary insurance covers.	Mandatory
e.	Outside Catering services and hotels must attach food handling certification from the relevant authorities.	Mandatory
6.	Bidders in the construction industry must attach Valid NCI certification.	Mandatory
7.	For Youth, Women and Persons with disability: attach valid Registration certificate as such. (Not Applicable)	Mandatory (NA)
1. Evidence of relevant experience gained by supplying/ providing services to organizations such as Government Health Agencies, NGO's, Hospitals and Research Organizations		50
1.1	Location and incorporation certificate(s) of the company, telephone address, email address and landmark close to the office (direction) each is 5 Marks	25
1.2	Evidence of affiliations to professional bodies, trade associations, ISO certifications, or any recognised accreditations at least 5Marks for each (Max 2 Accreditations).	10
1.2	Experience in supplying or providing services to organizations in the categories described above :2 Recommendation letters addressed to the Tender Committee, AWF- each recommendation is (2.5mks)	5
1.3	Experience in supplying and delivering to organizations located in Nairobi, Voi (All the two locations is 10 Marks)	10
		50

2. Capability of your firm for this pre-qualification for supplies/ provision of services (<i>experience of the available and resources</i>)	
2.1 Assessment of the organization structure, technical and staff and other support staff.	10
2.2 Assessment of the key resources , associations with transport and courier services, delivery vehicles, and storage facilities	10
2.3 Form of the application documents: Are they complete, concise and related to the project?	10
2.4 Annual turnover (revenue) report for the last three financial years (3 reports above Kshs. 5M per year is 10 marks, less than Kshs 5M is 5mks	10
2.5 Insurance cover; (List and provide copies of certificates)	10

The minimum points acceptable for pre-qualification are sixty-five percent (65). You are encouraged to attach proofs and evidence to increase your chances of being prequalified

2. Organisation Information

- 2.1 Name of organisation in whose name the tender would be submitted
Name of the main contractor who will act as lead bidder for the purposes of this PQQ.

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- 2.2 Contact details:

Name:
Position in organisation:
Telephone no.:
Fax no.:
Email address:

- 2.3 Main address and location for correspondence:

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- 2.4 Company Registration details:

Company Registration no.:
Date of registration:
Registered address (if different from above):

2.5 Legal status of your organisation (tick as applicable):

Sole trader	
Partnership	
Private Limited Company	
Public Limited Company	
A Higher Education Institution	
A Local Authority	
Voluntary organisation	
A consortium of companies	
Other (please specify)	

2.6 Date organisation commenced business (and date of incorporation if different):

2.7 KRA PIN:

2.8 Please state the names of all other organisations involved in the PQQ/contract, your relationship with them and the respective roles and responsibilities:

2.9 Please provide enclose details of your organisation's national structure and total number of employees, e.g. organisation chart showing location and range of business units.

2.10.1 Is your company a subsidiary of another company? If so, please provide the name and registered office address of the holding or parent company and the ultimate parent (if applicable):

2.11 Is your company affiliated or associated with any other company which would be capable of tendering for these services/ supplies? If so, please provide the name and registered office address:

2.12 Does any director, partner or associate have a relative(s) who is employed by or affiliated to AWF?

2.13 Please give the number of offices and the locations of the main premises from which your organisation envisages providing Supplies/ services similar to those required by AWF:

3. Eligibility

Please provide confirmation that there are no grounds applicable to your company or to any parent company pursuant to which your company or parent company as a whole might be, or might have been barred by any organization in Kenya.

Note: Evidence may be sought at a later date, in confirmation of your answer.

4. Business and Professional Conduct

4.1 Are there any court actions and/or employment hearings outstanding against your organisation? If so, please give details:

- 4.2 In the last three years has your organisation:
- 4.2.1 Been involved in any court action and/or employment tribunals? **YES/NO**
 - 4.2.2 Paid damages in respect of failure to perform any contract? **YES/NO**
 - 4.2.3 Had a contract terminated or been refused the opportunity to re-tender for a contract? **YES/NO**
 - 4.2.4 Been successfully sued for breach of contract? **YES/NO**
 - 4.2.5 Withdrawn from a contract before the agreed completion date? **YES/NO**

4.3 If you have answered YES to any of the above questions, please provide details.

5.

5.1 Please indicate the annual turnover of organisation, in whose name the tender would be submitted, over the last 3 years. If your organisation is part of a group, please give figures for both your own organisation and the group:

Year	Organisation annual turnover (Ksh)	Group annual turnover (Ksh) (where applicable)

5.2 Your Company Accounts:

- (a) If your organisation has been trading for **less than 3 years**, AWF will accept 2 year audited accounts.
- (d) If the organisation has been established for **less than 2 years**, please provide a business plan for the whole organisation, including a profit and loss account, cash flow forecast.

5.3 Please give details of any changes in company status since the last published accounts or any planned changes e.g. acquisitions, mergers, share issues, major investments, major loans, etc:

5.4 What are the likely sources of funds you would intend to use for this contract?

5.5 Please provide any other information you consider necessary for a fair appreciation of the financial position and prospects of your organisation:

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6. Insurance

6.1 Please provide details (name of insurer and indemnity levels) of your organisation's insurance in respect of:

	Insurer	Limit for single incident	Indemnity level
Public Liability			
Professional Indemnity			
Employers Liability			

6.2 AWF may require certain insurance covers for certain procurement, kindly confirm whether you have relationship with insurance and financial companies in case of any need.

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7. Staffing and Co-ordination

7.1 Please provide full details of how your organisation will deliver/co-ordinate an experienced team capable of delivering all aspects of this contract:

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7.2 Total number of staff employed in your organisation:

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7.3 Please provide details of your staff and organisation's qualifications and membership of relevant trade associations and professional bodies:

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7.4 Please enclose CVs for the partners/senior managers who would be responsible for managing our relationship.

7.5 Please enclose details of your organisational and management structure as it relates to the required supplies/ services.

7.6 **AWF is also concerned that external suppliers from whom it purchases goods, works, or services do not discriminate unlawfully on grounds of sex, sexual orientation, religion and belief or disability, and therefore request your answer whether you think these are important issues?**

YES/NO

8. Experience/References/Ability

8.1 Please provide details of relevant contracts you have been awarded for the provision of supplies/ services similar to those required by AWF for the past 3 years. List all contracts awarded by Government agencies, NGOs, and other sectors.

Client name & full address (public sector, or private sector, NGOs, Hospitals, other sectors, etc)	Brief description of service undertaken	Period of contract	Contact name and telephone number	Status of contract (current / finished / terminated)	Approx. contract Value Ksh.

NB. AWF reserves the right to contact any or all of these organisations for a reference. AWF may also wish to visit them. Your permission to do so will be assumed unless you state any objections.

8.2 Please provide details of **other** current similar contracts your organisation is bidding for and their status (preferred bidder, short-listed etc):

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8.3 Please set out briefly, the abilities of your company to provide the type of services for which AWF is to seek tenders:

9. Enclosures / Comments

9.1 Please check that you have enclosed a soft copy of the following details with your completed Pre-Qualification Questionnaire:

- Details of your organisation’s structure as outlined in section
- Your Company registration number, or set of audited accounts for the last 2 or 3 financial years, and any stock exchange announcement.
- Enclosures as required above.

9.2 Please insert any general comments you wish to make:

The questionnaire should be signed and dated by a Director of the Company or Consortium:

Name:.....

Signature:.....

Position:.....

Tel No:.....

Date:.....

Thank you for completing this questionnaire. The information it contains will be held in confidence by AWF and used for the purpose of determining your suitability for meeting our requirements for the provision of the Supplies/ Services. If you are invited to submit a tender any information supplied in this questionnaire will be deemed to form part of the tender and may be used in any subsequent assessment.