



SUPPLIER PRE - QUALIFICATION DOCUMENT

PRE-QUALIFICATION NUMBER: PATH/PRE//2017- 2019

CATEGORY NAME (Please indicate):

ITEM CODE(S):

ITEM DESCRIPTION:

CLOSING DATE AND TIME: 19th May 2017 at 12:00 PM

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1. Introduction

PATH is a leader in global health innovation. An international nonprofit organization, PATH saves lives and improves health, especially among women and children. Accelerating innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—PATH harnesses its entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, PATH takes innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. With these key partners, PATH delivers measurable results that disrupt the cycle of poor health. Learn more at <http://www.path.org/>

In order for PATH to carry out its work and service to the community, PATH in Kenya is undertaking this supplier prequalification program for the selection of potential suppliers. The purpose of the program is to promote supplier partnership and to improve on the quality of products and services whilst achieving the most competitive prices.

PATH in Kenya is currently implementing projects in Nairobi, Kisumu, Homabay, Migori, Kisii, Nyamira, Siaya, Vihiga, Kakamega, Bungoma and Busia Counties.

This Pre-qualification document and the response thereof shall be the **ONLY** basis for pre-qualification as a supplier in the specified categories.

Please read through this document carefully and provide the requested information together with **ALL** the required supporting documents.

2. Important Notes for Suppliers

- a) The purpose of this document is to assist PATH in Kenya in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified category.
- b) All documents must be submitted in English Language.
- c) In order to simplify this process, you need to provide **certified copies** of all supporting documents requested under the questionnaire.
- d) You may also be asked to clarify your answers or provide more details. Please answer **ALL** questions. If the question does not apply to you please write **N/A**.
- e) PATH will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's disqualification from further consideration.
- f) 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 PATH reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- g) The information provided in the prequalification document is strictly confidential and solely for use by PATH office in Kenya.

- h) Participants to kindly note that this document does not amount to any contractual obligation on the part of PATH, and that PATH is not obliged to invite tenders/quotation from any or all who express interest by responding to this pre-qualification process.
- i) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- j) 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. Any such corrections must be initialed by the person or persons who sign(s) the document.
- k) The completed document shall be signed off and initialed by the Director/Partner of the organization and rubber stamped on each page, and signed on the last page in the space provided.
- l) Suppliers will meet all costs associated with preparation and submission of their applications.
- m) Minority groups (women, youth, and persons with disability) are encouraged to apply.
- n) It is PATH's policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications.

In pursuance of this policy, PATH in Kenya defines, for the purpose of this provision, the terms set forth below as follows:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
- (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among suppliers (prior to or after submission) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
- (iii) PATH will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question;
- (iv) PATH will have the right to examine all documents relating to the performance of such services or supply of such goods to determine capability.
- (v) PATH will have the right to inspect the business premises of the supplier.

Complete set of Pre-qualification document in plain sealed envelope clearly marked "**REF: PATH/PREQ-2017-2019 PRE-QUALIFICATION OF SUPPLIERS FOR CATEGORY (please indicate).....**" should be addressed and delivered to any of the

addresses below:

**Procurement Review Committee,
PATH,
ACS Plaza, 4th Floor, Lenana Rd,
P.O. Box 76634-00508,
Nairobi, Kenya.
Tel: 0730 777 000 or 020 2425118**

OR

**Procurement Review Committee,
PATH,
Mega City Building, Mezzanine floor
P.O. Box 19128-40123,
Kisumu, Kenya.
Tel: 0702 121348/9 or 057 2022040**

OR

**Procurement Review Committee,
PATH,
KENAFYA Building, Okwemba Road, Next to KMTC
P.O Box 1330-50100,
Kakamega, Kenya.
Tel: 056 31230 or 0736 877171/0723 990242**

3. CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

PATH in Kenya intends to establish a database of qualified suppliers for various goods, works and services for the year 2017-2019. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of

goods, works or services they wish to supply. Existing suppliers who wish to be retained must also reapply and resubmit up to date information requested in the prequalification document.

CATEGORY A: SUPPLY OF GOODS	
ITEM CODE	DESCRIPTION
PATH/Preq/001/2017-2019	Supply of assorted general office supplies and Stationery
PATH/Preq/002/2017-2019	Supply and maintenance of photocopiers, scanners, computers, printers, uninterruptible power supply (UPS), laptops, software, toners and accessories, audio visual equipment
PATH/Preq/003/2017-2019	Supply and maintenance of telephone equipment and accessories, call management systems
PATH/Preq/004/2017-2019	Supply of motor vehicle tyres, tubes and rims, jacks, winches, batteries
PATH/Preq/005/2017-2019	Supply of car alarm systems
PATH/Preq/006/2017-2019	Supply of mineral drinking water
PATH/Preq/007/2017-2019	Supply and maintenance CCTV cameras
PATH/Preq/008/2017-2019	Supply of Office furniture, furnishings & fittings (including all sorts of office curtains)
PATH/Preq/009/2017-2019	Supply and maintenance of AC (Air Conditioning)
PATH/Preq/010/2017-2019	Supply of bicycles and motorcycles
PATH/Preq/011/2017-2019	Supply of laboratory and other medical equipment
PATH/Preq/012/2017-2019	Supply of branded items and promotional materials
PATH/Preq/013/2017-2019	Supply of pharmaceuticals surgical consumables and non-pharmaceutical medical supplies
PATH/Preq/014/2017-2019	Design, supply and installation of tents
PATH/Preq/015/2017-2019	Supply of heavy duty plastic chairs and tables
PATH/Preq/016/2017-2019	Supply and maintenance of fire suppression and firefighting equipment
PATH/Preq/017/2017-2019	Supply of building materials
PATH/Preq/018/2017-2019	Supply of fuel, oil and lubricants

CATEGORY B: PROVISION OF SERVICES

ITEM CODE	DESCRIPTION
PATH/Preq/019/2017-2019	Provision of courier and mail delivery services
PATH/Preq/020/2017-2019	Repair and maintenance of office furniture, fittings and fixtures
PATH/Preq/021/2017-2019	Supply and maintenance of electrical appliances, fittings & accessories
PATH/Preq/022/2017-2019	Provision of legal services
PATH/Preq/023/2017-2019	Provision of lab equipment maintenance services
PATH/Preq/024/2017-2019	Provision of transport and motor vehicle hire services (taxi, car hire including 4WDs, mini vans and buses)
PATH/Preq/025/2017-2019	Provision of hotel accommodation and conference facilities
PATH/Preq/026/2017-2019	Provision of security and guarding services including alarm systems and access control system
PATH/Preq/027/2017-2019	Provision of outside catering services
PATH/Preq/028/2017-2019	Provision of design and artworks, printing of corporate newsletter, calendars, diaries, and promotional materials, publication etc,
PATH/Preq/029/2017-2019	Provision of air travel, reservations and ticketing services
PATH/Preq/030/2017-2019	Provision of sanitary, fumigation, pest control, cleaning services and garbage collection
PATH/Preq/031/2017-2019	Provision of preventive maintenance works/small building works including renovations, partitioning, plumbing, electrical and related services
PATH/Preq/032/2017-2019	Provision of quantity surveying services
PATH/Preq/033/2017-2019	Maintenance of ICT equipment (computers laptops, printers etc)
PATH/Preq/034/2017-2019	Provision of translation services (indicate the various languages in which you are proficient)
PATH/Preq/035/2017-2019	Provision of team building and management skill training
PATH/Preq/036/2017-2019	Provision of fleet management systems including tracking services
PATH/Preq/037/2017-	Provision of serviced apartment lease and guest accommodation

CATEGORY B: PROVISION OF SERVICES

ITEM CODE	DESCRIPTION
2019	
PATH/Preq/038/2017-2019	Provision of photography, videography, editing, media production, including digital communication services
PATH/Preq/039/2017-2019	Provision of clearing & forwarding services
PATH/Preq/040/2017-2019	Provision of motor vehicle repair and maintenance services
PATH/Preq/041/2017-2019	Provision of insurance brokerage services (Medical, Group life, Motor vehicle etc.)
PATH/Preq/042/2017-2019	Provision of Telephone Services
PATH/Preq/043/2017-2019	Provision of internet services (ISP)
PATH/Preq/044/2017-2019	Provision and maintenance of office plants
PATH/Preq/045/2017-2019	Provision of event management services e.g. road shows, event décor, hire of tents and chairs, PA systems etc.
PATH/Preq/046/2017-2019	Provision for bulk photocopying, laminating and binding.

PATH reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision. Canvassing will lead to automatic disqualification. Only successful organizations/ consultants will be contacted.

PRE-QUALIFICATION QUESTIONNAIRE

4. Corporate Information

No.	PARTICULARS	RESPONSE
3.1	Full name of organization:	
3.2	<p>Is your organization (Please tick one)</p> <p>i) Public/Private Limited company? Yes, please attach copies of the company's memorandum of association and articles including any change of name (if any).</p> <p>ii) Partnership? Yes, please attach partnership deed.</p> <p>iii) Sole proprietorship? Yes, please attach registration documents</p> <p>iv) Any other form of business? Yes, Please specify and attach the registration documents</p>	
3.3	Date of Registration:	
3.4	<p>Full physical address of principal place of business:</p> <p>Full postal address of the principal place of business:</p> <p>Telephone number:</p>	
3.5	<p>E-mail address:</p> <p>Website address (if any):</p>	
3.6	KRA Tax PIN (indicate the various tax obligations covered).	
3.7	VAT Registration number	
3.8	Period in which you have been in the specific business for which you wish to be pre-qualified	
3.9	Associated companies(if any)	

3.10	Contact person within the organization to whom enquiries about this bid should be directed:	NAME:	
		TITLE	
		TEL:	
		EMAIL:	

5. Financial Information

4.1	What was your turnover in the last two years? for year ended --/--/---- for year ended --/--/----
4.2	Has your organization met all its obligations to pay its creditors and staff during the past year?	Yes / No	
	If No, please give details		
4.3	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?	Yes / No	
	If yes, please give details:		
4.4	What is the name(s) and branch of your bankers (who could provide a reference)? Provide banking information	Bank:	
		Branch:	
		Telephone Number:	
		Postal Address:	
		Contact Person Name:	
		Contact Position	
		Contact E-mail:	
		Bank:	
		Branch:	
		Telephone Number:	

		Postal Address:	
		Contact Person Name:	
		Contact Position	
		Contact E-mail:	

6. Business Activities

5.1	<p>What are the main business activities of your organization? (Please specify). List main activities undertaken by your company</p>
5.2	<p>How many staff does your organization have? Indicate the number under each category:</p> <p>i. Technical (Permanent....., Temporary.....)</p> <p>ii. Semiskilled (Permanent....., Temporary.....)</p>
5.3	<p>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 PATH in Kenya • Attach you company organogram with emphasis on the job you are bidding for. • Attach CV's of key staff • Expatriate provide copies of valid work permit</p>

7. Trade References

6.1 Please provide in the table below details of at least five (5) projects/jobs you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this pre-qualification document.

No	Customer Organization (name)	Customer contact name, phone number and Email address	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (Kshs/USD)
1					
2					
3					
4					
5					

8. Agencies and Partnerships

a) Detail any agencies and partnerships that you have that are relevant to the categories of goods and/or services you are interested in supplying.

b) List your primary sources of supply for goods that you propose to supply.

9. Business Probity and Litigation Management

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential PATH in Kenya supplier

No.	PARTICULARS	RESPONSE
8.1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
8.2	Please provide a statement of any material pending or threatened litigation or other legal proceedings.	
8.3	Has any partner, director, shareholder or employee been convicted of an offence concerning his professional conduct?	
8.4	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya Anti-Corruption Authority or similar authority in the country in which your organization is established?	

8.5	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established?	
8.6	Please state if any Director shareholder/ Partner and / or Company Secretary of the Organization is currently employed or has been employed in the past three years by PATH office in Kenya.	
8.7	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by PATH office in Kenya and who is in a position to influence the award of any supply. For purpose of pre-qualification process close relative refers to parents, siblings, spouse or children	

10. Insurance

Please provide details of your current insurance cover & attach copies of current covers.		Value
9.1	Employer's Liability:	
9.2	Public Liability:	
9.3	Professional Indemnity (if applicable)	
9.4	Other (specify)	

11. Summary of Evaluation Process

11.10 MANDATORY REQUIREMENTS-General

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	KRA PIN Certificate	Mandatory
4.	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
5.	Transport Hire Firms, Taxis, etc...must attach evidence of having taken all the necessary insurance covers.	Mandatory
6.	Outside Catering services and hotels must attach food handling certification from the relevant authorities.	Mandatory
7.	Bidders in the construction industry must attach Valid NCA certification.	Mandatory
8.	For Youth, Women and Persons with disability: attach valid Registration certificate as such with treasury.	Mandatory

11.11 TECHNICAL EVALUATION – GENERAL

Requirement	Maximum Score	Score awarded
Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm or trade license	10	
Staffing, Attach CVs of key technical staff and directors	10	
Evidence of financial capability. Attach copies of your most recent audited financial statements (for the last two years) or (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Prequalification Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document. The copies should be certified by the Bank issuing the statements (the certification should be original)	25	
Past Performance, Experience and Reference; provide contracts/Local Purchase Orders (LPOs)/Recommendation letters etc.	30	
Properly filled prequalification questionnaire and well-arranged business profile	25	
Total	100	
Pass Mark	75	

11.12 TECHNICAL EVALUATION – FOR MINORITY GROUPS

This applies to Women, Youth and persons with disabilities

Requirement	Maximum Score	Score awarded
Valid Certificate of registration as a minority group from the treasury	50	
Evidence Of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm or trade license	5	
Staffing, Attach CVs of key technical staff and directors	5	
Evidence of financial capability. Attach copies of your most recent audited financial statements (for the last two years) or (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Prequalification Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the prequalification document. The copies should be certified by the Bank issuing the statements (the certification should be original)	20	
Past Performance, Experience and Reference; provide contracts/Local Purchase Orders (LPOs)/Recommendation letters etc	10	
Properly filled prequalification questionnaire and well-arranged business profile	10	
Total	100	
Pass Mark	75	

12. Certifications, Accreditations and Approvals

Attach any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certifications may be for your company or for your Individual staff as relevant to the work they do and the key skills for the service or goods you Propose to supply.

13. Management Policies

a) Employee Integrity

How does the firm ensure the integrity of staff? Detail any related policies

.....

.....

.....

.....

.....

.....

b) 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 /ethics.

c) Company employment policy

Does the firm have a documented employment policy? What are key highlights from this policy if in existence?

d) Customer Service

- . Does the firm have a documented policy on Customer Service?

- . Which position in your firm is responsible for customer service and how is this position supported by other functions?

- . Does your firm use any performance management techniques, including customer satisfaction measurement? If so, what are the key parameters?

Note: PATH in Kenya may require that customers for products/services provided by your firm fill out an appraisal form and rate your services for use in subsequent decisions on whether to shortlist your company

14. General Requirements

- i. The returned documents must be bound and clearly marked as per clause 2
- ii. PATH office in Kenya will examine the documents to determine completeness, general orderliness and sufficiency in responsiveness.
- iii. Suppliers shall not contact any PATH office on the matter relating to the pre-qualification process from the time of submission to the official communication of the results. Any attempts by the supplier to influence PATH in Kenya in the evaluation shall result in disqualification of their application as suppliers.
- iv. Pre-qualification will be based on meeting the minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- v. The applicants should have registered offices and PATH reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- vi. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.

15. Additional Requirements

- i. Agents/Distributors/ shall provide copies of Letters of appointment by the manufacturers to be dealers.
- ii. Kenya Bureau of Standards (KBS) certifications /or equivalent where applicable.
- iii. Attach catalogues and brochures for the items you wish to supply.

16. Declaration

I declare that to the best of my knowledge the answers submitted in this pre qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with PATH.

FORM COMPLETED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	

FORM WITNESSED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	