



STRATEGIES FOR NORTHERN DEVELOPMENT (SND)– KENYA

PRE-QUALIFICATION OF SUPPLIERS REGISTRATION QUESTIONNAIRE

1ST August 2022 – 31st July 2024

HARRY THUKU LANE, OFF MARSABIT GENERAL HOSPITAL ROAD,
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PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

The Strategies for Northern Development (SND), is a local non-governmental organization working with nomadic pastoralist communities in Northern Kenya. SND was registered in Kenya with NGO coordination board as a fully-fledged NGO on 6th of December 2007.

SND is driven by a vision to see a society where all pastoralist communities are resilient and live a dignified life and a mission to empower and transform pastoralist communities to be self-resilient in life. Key thematic areas of focus are; (i). Peace building and Governance (ii). Food Security, Sustainable Livelihoods and Resilience (iii). Water, Sanitation and Health (iv). Child Protection and Education (v) Humanitarian assistance

The Strategies for Northern Development (SND), seeks to invite interested and eligible organizations/suppliers/vendors/contractors/consultants to submit applications for the pre-qualification of suppliers.

DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents must be enclosed in a properly sealed envelope marked "*Pre-Qualification of Suppliers 2022*", indicating clearly the appropriate **reference number(s)** and **category name (s)** being applied for, and placed in the tender boxes by **Friday, 29 July, 2022 at 5.00 pm** at any of the SND offices below:

Marsabit Office:

Off Marsabit general hospital road, Harry Thuku Lane
Behind catholic church-Marsabit

Contact Person Mobile: (+254) 720169681/722993050/

Moyale Office:

Off Wildlife Road, Adjacent to Kenya National Library
Office mobile: (+254) 791203882/741845578.

Isiolo Office:

Inside Isiolo National Cereals produce Board compound
Office mobile: (+254) 710965932.

OBids containing any other external markings that can identify the vendor or that are addressed to individuals will be **disqualified**. For any clarifications, please contact us on the above respective numbers or **email us on procurement@sndafrica.org**.

CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

Reference Number	CATEGORY A: SUPPLY OF GOODS
SND/01/2022	Supply of general stationery
SND/02/2022	Supply of office supplies
SND/03/2022	Supply and maintenance of photocopiers, scanners, computers, printers, uninterruptible Power Supply (UPS), laptops, software, toners and accessories.
SND/04/2022	Supply of branded items and promotional materials.
SND/05/2022	Supply, installation and maintenance of fire and security alarms equipment and security systems
SND/06/2022	Supply of fuel
SND/07/2022	Supply of motor vehicle/cycle parts and accessories.
SND/08/2022	Supply of office furniture's and fixtures
SND/09/2022	Supply of water to SND office and Warehouse
SND/10/2022	Supply of Water (water trucking) to the drought affected communities
SND/11/2022	Repair of boreholes - essential spares of boreholes and facilitation of the repairs
SND/12/2022	Undertake Solarization of boreholes
SND/13/2022	Repair of cattle water troughs
SND/14/2022	Supply of Reusable Menstrual Hygiene management kits
SND/15/2022	Supply of Office Equipment i.e., laptops, Desktop Computers, 3 in 1 Digital printers , Digital cameras, computer accessories, projector, speakers
SND/16/2022	Provision of livestock feeds (hays and concentrates)
SND/17/2022	Supply of bee keeping equipment
SND/18/2022	Supply of visibility materials such as T-shirts, Jackets, billboards and art work
SND/19/2022	Supply of grass seeds
SND/20/2022	Supply of school chairs, desks, and lockers in line with the ministry of education approved standards
	CATEGORY B: PROVISION OF SERVICES
SND/21/2022	Provision of internet services
SND/22/2022	Provision of hotel accommodation and conference facilities.
SND/23/2022	Provision of motor vehicle insurance
SND/24/2022	Provision of security services (guards).
SND/25/2022	Servicing, repair and maintenance of vehicles and motor cycles
SND/26/2022	Provision of car hire and taxi services.
SND/27/2022	Provision of audit services.
SND/28/2022	Provision of truck service to ferry Commodities within Marsabit, Isiolo and Samburu Counties
SND/29/2022	Servicing of weighing scales and Fire Extinguishers
SND/30/2022	Provision of Accounting Software's
SND/31/2022	Provision of Consultancy service to develop SND 2023-2025 strategic plan

SND reserves the right to accept or reject any application in whole or part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

organizations/suppliers/vendors/contractors/consultants

Please complete the form below and submit with the requested attachments.

PRE-QUALIFICATION INSTRUCTIONS

1. SND herein, referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to SND on and as when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of Kenya are invited to submit their pre-qualification documents to SND so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have successfully supplied and delivered similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial, and managerial capacity to supply the listed goods and services. This document includes questionnaire forms and documents required of prospective suppliers.
6. The successful applicants will be registered on the SND suppliers list from **1st August 2022 to 31st July 2024**, and the organization will only deal with the registered firms.
7. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A'.
8. SND reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the applicant's business premises to verify the information given.
9. The organization will ensure the information received from companies is treated with the utmost confidentiality and shall be for the organization's sole use.
10. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership, or holdings it may have.
11. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

Experience

- a. Prospective Bidders shall have at least three (3) years' experience in the supply of good and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at a short notice.
- c. SND reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

Financial Capability

- a. The suppliers' financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their banks regarding suppliers/contractor's credit position.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

Personnel

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.
- b. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be indicated in Part I.

Past Performance

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

Premise

The Firm must have a **registered** and **fixed** business premise in Kenya, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Statutory Obligations

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the Kenya Revenue Authority (KRA).

PRE-QUALIFICATION EVALUATION CRITERIA

MANDATORY REQUIREMENTS

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate (Will be subjected to KRA for validity)	Mandatory
3.	Transport Hire Firms, Taxis, etc...must attach evidence of having taken all the necessary insurance covers.	Mandatory
4.	Outside Catering services – Bidders to avail a certificate of health for handling from CCN/County/Municipal Council	Mandatory
5.	Single Business Permit from County/Municipal Council or certificate/letter of exemption for professional services from the municipal authorities.	Mandatory
6.	Evidence Of physical Registered office	Mandatory

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7.	Financial statement for the last three months in the name of the firm i.e. April 2022-June 2022)	Mandatory
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TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g., Certificate of Incorporation, Valid Tax Compliance Certificate and Pin/Value Added Tax (VAT)	25
2.	Evidence Of physical Registered office	5
3.	Other certification	10
4.	Man Power/Staffing	20
6.	Past Performance & Experience e.g., provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
7.	Financial capability	10
8.	Litigation history	5
	TOTAL	100
	PASS MARK	75

PART I. SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name

.....
.....

Pin No. VAT Reg. No.

(Attach Copy Registration Certificate)

2. Category applied for.....

Item Description:

3. Experience:

a) State the number of years the company has been in similar business

.....
.....

State names of five major clients, references and contact persons
(Attach list and evidence e.g., Purchase Orders, Contract Agreements Invoices, etc.)

.....
.....

List ongoing contracts/projects (goods & services) and values of contract/orders.....

.....
.....

4. Submit organizational structure and CV profiles of relevant management and technical staff

.....
.....
.....
.....

5 a) Have you previously dealt with SND ? If yes, state nature of business.

.....
.....

.....

- b) State whether you have, at any one time, been blacklisted by the SND or any other organization. If yes, give reasons.....

.....

.....

.....

6. Financial Strength

Provide copies of the company’s audited accounts for the last three (3) years.

7. Delivery & Logistics

- a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building.....

-

- ii. Street/Road.....

-

- iii. City/Town.....

-

- b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

.....

.....

.....

.....

.....

8. State whether your company is a:

- a) Manufacturer.....

-

- b) Authorized agent (Attach principal/manufacturer’s authorization letter)

-

-

- c) Stockist.....

.....

d) Other (Please specify)

.....

11. Specify the amount of business you can handle at any one time

.....

12. Give any other information that you feel is relevant for purpose of Pre-qualification as a supplier.....

.....

ADDITIONAL INFORMATION

1. Bank details:

Bank Name	Account Number	Bank Address

PAST EXPERIENCE/REFERENCE CLIENT DETAILS

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

1. Client name (Organization)

Address.....

Tel No.....

Contact person.....

Position in the organization.....

Value of Contract

Duration of Contract (date).....

Signature and stamp of client

(Attach Documentary Evidence of Existence of Contract)

2. Client name (Organization)

Address

Tel. No

Contact person.....

Position in the organization.....

Value of Contract

Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

3. Client name (Organization) -----

Address-----
Tel No-----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

4. Client name (Organization) -----

Address-----
Tel No-----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

5. Client name (Organization) -----

Address-----
Tel No-----
Contact person-----
Position in the organization-----
Value of Contract
Duration of Contract (date).....
Signature and stamp of client -----
(Attach Documentary Evidence of Existence of Contract)

PART II. CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB:

Appendix "A", Declaration Form Appendix "B" and Conflict of Interest Form Appendix "C"

APPENDIX "A" CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in part 1 and part 2(a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 General

Business Name.....

Location of business premises; Country/Town.....

.....

Plot No.....Street/Road.....

Postal Address.....Tel

No.....

Fax No.....

E-mail.....

Nature of Business.....

Current Trade License No..... Expiring date.....

Maximum value of business, which you can handle at any time:

Kshs...

Name of your banks.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of Origin.....

*Citizenship details.....

Part 2 (b) – Partnership

Give details of partners as follows:

Name in full, Nationality, citizenship details and shares

1)

2)

3)

4)

5)

Part 2(c) - Registered Company

Private or Public.....

State the nominal and issued capital of the company –

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares

- 1)
- 2)
- 3)
- 4)
- 5)

Date.....Signature of Applicant.....

*If Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

LITIGATION HISTORY

Name of contractor/supplier Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

No.	Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (Current Value, Kshs. Equivalent)
1.				
2.				
3.				
4.				
5.				

6.				
7.				
8.				
9.				
10.				

APPENDIX “B” DECLARATION FORM

I/We.....hereby declare:

- ✓ That the information given above is true and further state that I/We also understand that having this form does not guarantee pre-qualification.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give SND, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

APPENDIX “C” CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

SND Procurement guidelines stipulate that SND should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as hospitality, employees of SND are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers includes the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of SND who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of the SND as indicated below, and confirm that you have read the code of ethics and is in agreement with it.

Has any employee of SND been your employee in the past one year?

If yes, please give details

.....
.....
.....

Do you have any family ties with any SND employee(s) through spouse or immediate family?

If so, please explain:

.....
.....

Have you had past business dealings with any employee of SND?

If yes, please give details:

.....
.....

Do you have other social or political relationships with an employee of SND in procurement, which may impede his/her independence or objectivity?

.....
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....