

**KENYA WILDLIFE SERVICE
P.O BOX 40241
NAIROBI.**

**PRE-QUALIFICATION OF SUPPLIERS FOR
KWS-MANYANI FTS**

TENDER NO.KWS/MFTS/32/2009-2010

**CLOSING DATE: 20TH NOVEMBER 2009
CLOSING TIME: 2.00PM**

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

**THIS PREQUALIFICATION QUESTIONNAIRE IS
TO BE COMPLETED BY PROSPECTIVE SUPPLIERS
WHO WISH TO PROVIDE GOODS OR SERVICES TO
KENYA WILDLIFE SERVICE**

**THE INFORMATION IS STRICTLY CONFIDENTIAL AND
SOLELY FOR THE USE OF KWS**

Company Name-----

POSTAL ADDRESS-----

Tel/Fax-----

E-mail-----

All applicants **MUST** indicate the details below:

Category applied for-----

Item code -----

Item Description-----

INVITATION TO TENDER

Ref: KWS/MFTS/32/2009-10

SUBJECT: PRE-QUALIFICATION OF SUPPLIERS

1. The Kenya Wildlife Service invites you to submit sealed bids for **Pre-qualification of suppliers for the financial year 2009-2010**
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the office of:
Commandant- MANYANI FTS OR Procurement Office
P.O BOX PRIVATE BAG- VOI.
3. To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:-
 - Tax Compliance Certificates,
 - Certificate of Business Registration,
 - Bank Statement for the last 6 months.
4. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted to the **Commandant -MFTS, PO BOX PRIVATE BAG -VOI, and be deposited into the Tender Box on or before 20th Nov 2009.**
5. The Tender closes on **20th Nov 2009** and will be opened immediately thereafter in the presence of candidates' representatives who choose to attend at **Manyani FTS** conference room.
6. This set of guidelines for pre-qualification is obtainable upon payment of a non - refundable fee of **Ksh. 500** (Five hundred shillings only) payable at the cash office between 9.00 A.M and 4.P.M during working days.
7. This pre-qualification does not amount to any contractual obligation on the part of KWS, and KWS is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
8. Kenya Wildlife Service has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Disposal Act and the regulations.
9. KWS reserves the right to verify any information provided in response hereto without notice to the participant.

Yours faithfully,

H-Supply Chain Management
For: Director

GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. **Submission of tenders:** The application for prequalification should be submitted in sealed envelopes properly labeled with the **Item category**, **the item code** and the **item description** as applied for.
5. In selection of suppliers, KWS will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works. Registered service providers, contractors, manufacturers, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The 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.
7. 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. The candidate must also demonstrate that they have complied with the social security and NHIF legal requirements and to this end candidates are required to provide evidence of such compliance.

GENERAL AND COMPANY INFORMATION

A) MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:-

- Tax Compliance Certificates,
- Certificate of Business Registration,
- Bank statement for the last 6 months.

(Attach copies of all certificates required)

B) COMPANY PROFILE

1. Company Name-----
2. Trading Name (if different from above)-----
3. Legal status (partnership/sole proprietor/ Ltd. Company)-----
4. a) Company registration certificate No.-----(attach copy)
b) Certification by regulatory bodies (eg KPLC, Ministry of public works, Municipal council, Ministry of Health etc)(Attach copies)
5. Nature of business licensed to operate -----
6. (a)VAT No.------(Attach copy)
7. Contact Person: Name-----
Title-----
Tel .No.-----
8. Postal Address: -----
Tel No: -----
Fax: -----
Physical location-----
9. E-mail address-----

Website-----

10. Names of Directors and their nationality:

	Names of partners/shareholders	Nationality	Citizenship	Percentage of shares
1				
2				
3				
4				
5				

11. Name of Bank-----Branch -----

12. Name of Insurers-----

(C) ELIGIBILITY

- 13. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?----
----- If yes, when----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
- 14. 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-----
- 15. 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?-----

(D) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

- 16. What products/services to do you want to be considered to supply-----
(indicate relevant category and product code)
- 17. How many employees do you have? ----- How many are permanent? -----
How many are temporary? -----
- 18. Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)
- 19. 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)
- 20. What is the country of origin for goods or services? -----

21. Are you a manufacturer/wholesaler/retailer/other (please specify)-----

22. 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)

24. If you are not a manufacture, are you an authorized dealer? – Yes----No----- (attach manufactures authorization)

25 Who have been your major corporate clients for the past 2yrs? State Client’s name, Product service provided, value of goods, works or service and contact person.

	Name of organization	Value of business per Month	Contact person	TEL. No.
1				
2				
3				
4				
5				
6				

26. To what extent is your firm/company *e-enabled* with your suppliers and clients and how do you intend to carry out business with KWS?-----

- i. What is your average response time to a request for quotation/RFP-----
- ii. What is your average response to delivery of goods /services after issuance of LPO?-

27. What is the maximum value of business, which you can handle at any one time? Ksh-----

28. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Kenya wildlife service? Yes-----No---

(E) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

- a) Is this firm/company or its directors in any way associated with any other firm/company that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in Kenya wildlife service? If yes, please provide the name(s) of those firm(s)/companies, their address, their nature of business and indicate the relationship with the company making this application. (Attach details)

- b) Is the firm/company making this application currently or in previous periods been contracted to supply goods or services to Kenya wildlife service? Yes-----No---. If yes indicate hereunder the financial year, the goods or services that you supplied and their value

Financial year	Goods or service supplied	Total Value

- c) Has your company/firm at any one time been requested to quote for supply of goods and services and failed to submit the quotation without assigning reason for your action? -----

- d) Has your company/firm at any one time been issued with a purchase order by KWS and failed to deliver the goods or services without assigning and reason for your action? -----

- e) If your company/firm is a current or previous period supplier of goods and services to KWS, has it at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

F) CATEGORY OF ITEMS

MANYANI FIELD TRAINING SCHOOL (Closing time and date: 20th Nov 2009 at 2.00 PM

KWS/MFTS/01/2009-10	Building materials hardware tools, paints and fittings
KWS/MFTS/02/2009-10	Electrical Fittings and Lighting Materials
KWS/MFTS/03/2009-10	Detergents, cleaning materials and toiletries
KWS/MFTS/04/2009-10	Maintenance and repairs of generators
KWS/MFTS/05/2009-10	Fuel, oil, and lubricants
KWS/MFTS/06/2009-10	Motor vehicle spare parts
KWS/MFTS/07/2009-10	General office stationery
KWS/MFTS/08/2009-10	Kitchen Equipment
KWS/MFTS/09/2009-10	Motor vehicle specialized electrical and mechanical services
KWS/MFTS10/2009-10	Dry foodstuffs,
KWS/MFTS/11/2009-10	Meat products
KWS/MFTS/12/2009-10	Fresh fruits and vegetables
KWS/MFTS/13/2009-10	Medical drugs and related consumables

G) DECLARATIONS

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any KWS employee.

Do you have a relationship with any KWS employee that would cause any real or perceived conflict of interest?

Yes/No----- (specify) -----

Ideclare, for and on behalf of
(company/firm) that all the information furnished to KWS in connection with this pre-qualification is true and accurate in all material respect. KWS 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 _____

Stamp: