



**GUIDELINES FOR
PRE-QUALIFICATION OF SUPPLIERS**

TENDER NO.KWS/PQ/2011-2014

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

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:

Item code -----

Item Description-----

SECTION 1: INVITATION FOR PRE-QUALIFICATION

Ref: KWS/PQ/2011-14

SUBJECT: PRE-QUALIFICATION OF SUPPLIERS

1. The Kenya Wildlife Service invites you to submit sealed applications for **Pre-qualification of suppliers for the financial year 2011-2014**
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the office of:
Head of Supply Chain Management
Kenya Wildlife Service,
P.O BOX 40241,
Nairobi.
Tel.020 2379407-16, 3992000, 0726610508/9, 0735663421
E-mail: hps@kws.go.ke.
3. To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following as part of the mandatory documents:-
 - a. Certificate of business registration or company incorporation
 - b. Valid Tax Compliance certificate
 - c. An abstract of the candidate's accounts accompanied by a certificate by a certified Auditor for the years 2009 and 2010 OR bank statements for the last 6 months certified by the issuing bank.
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;
Director
Kenya Wildlife Service,
PO BOX 40241 Nairobi,
Simba court in KWS headquarters, Langata Rd (**APPLICATIONS TO HEADQUARTERS**)

OR

Warden -in-charge,Parks, Reserves or Station

Principal, KWSTI (Naivasha)

CO-FTS Manyani

Submissions should be deposited into the Tender Box **not later than 12 NOON on the date indicated against each category.**

5. The Tender closes on **the date indicated against each category** and will be opened immediately thereafter in the presence of candidates' representatives who choose to attend.
6. This set of guidelines for pre-qualification is obtainable upon payment of a non - refundable fee of;
 - Two thousands shillings (Ksh 2,000) for all applications to Headquarters
 - One thousand shillings (Ksh 1000) for all applications to L.Nakuru, Aberdares, Tsavos, Mombasa, KWSTI (Naivasha), Manyani FTS, (category C), or
 - Ksh 500.00 for the rest of the Parks, Reserves and Stations (category C).The payment can be done at cash office of a KWS office new you 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 authenticate information provided herein without reverting to the participant.
10. Kenya Wildlife Service reserves the right to accept or reject any tender without assigning any reasons for the decision.

Yours faithfully,

Head of Supply Chain Management

SECTION II: 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 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, manufactures, 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.

SECTION III: GENERAL AND COMPANY INFORMATION

OFFICIAL KWS RECEIPT NO.-----

(A) 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 Ministry of Public Works, Ministry of Tourism, CCK, Ministry of Water, etc)
(Attach copies)

5. Nature of business licensed to operate -----

6. Current trade license No ----- Expiring Date----- (attach copy)

7. (a) VAT No.----- (Attach copy)
(b) Tax compliance certificate (attach copy)

9. Contact Person: Name-----
Title-----
Tel .No.-----

- 10 Postal Address: -----
Tel No: -----
Fax: -----
Physical location-----

11 E-mail address-----

Website-----

12 Names of Directors and their nationality:

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

13 Name of Bank-----Branch -----

14 Insurers-----

(B) ELIGIBILITY

15 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)

16 Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? -----

17 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-----

18 Is the firm 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?-----

(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

19 What products/services to do you want to be considered to supply-----
(indicate relevant category and product code)

- 20 How many employees do you have? ----- How many are permanent? -----
How many are temporary? -----
- 21 Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)
- 22 Provide details of your key personnel and attach their CV'S
(Use a separate sheet of paper)
- 23 What is the country of origin for goods or services? -----
- 24 Are you a manufacturer/wholesaler/retailer/other (please specify)-----
- 25 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 are your major corporate clients for the past 2yrs. State Clients 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				

- 6 (a) To what extent is your firm 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?-

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

8. 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---

(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

- b. Is this firm or its directors in any way associated with any other firm 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), their address, their nature of business and indicate the relationship with the company making this application. (Attach details)
- c. Is the firm 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

- d. Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation without assigning reason for your action? -----
- e. Have you 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? -----
- f. If you are a current or previous period supplier of goods and services to KWS, have you 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?

SECTION IV - EVALUATION CRITERIA

The following Evaluation criteria will be used.

Evaluation Attribute	Remarks
Copy of Official Receipt	Mandatory
A Copy of Certificate of Registration /incorporation	Mandatory
Valid Tax Compliance Certificate	Mandatory
Pin Certificate	Mandatory
Two (2) years audited accounts and or six (6) months current bank statement	Mandatory
Letters of recommendation from your current corporate clients	Technical requirement
Evidence of physical address and premises (Attach copies of utility bills e.g. electricity/water or lease agreement/Title	Technical requirement
Professional certification where applicable with their CV	Technical requirement
Letters or Certification from Regulatory bodies eg Ministry of Public Works, Ministry of Tourism, CCK, Ministry of Water, Dealership license,	Technical requirement

APPENDIX 1: TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS

Kenya Wildlife Service (KWS) wishes to prequalify suppliers for supply of goods, services and works to serve for a period of 3 years i.e. (FY 2011-2014) and now invites sealed applications from interested and eligible firms to be considered in the under listed categories.

CATEGORY A; SERVICES & WORKS, (at Headquarters) Closing: 12 Noon on 2nd November 2011	
ITEM CODE	DESCRIPTION
A1	Building and structural construction
A2	Road maintenance and Construction
A3	Civil Engineering Consulting Services
A4	Repairs for Vehicles and Construction equipment
A5	Aircraft maintenance services (Avionics, Instruments, Engines, Propellers and Aircraft painting)
A6	Maintenance, repair and servicing of laboratory equipments.
A7	Air travel ticketing services
A8	Event Management services (Outside Catering, Decorations, tents & chairs, Public address, etc)
A9	Advertising and creative agency services
A10	Video production services (Voice Narration, script writing, etc)
A11	Branding and re-production of electronic information (DVD/CD/VCD)
A12	Provision of Stand Concept Design & Layout, Construction & Decoration
A13	Professional services (Environmental Impact Assessments, Environmental Audits, Physical planning, hydrological Surveys, Architectural)
A14	Management consultancy services (HR, Accounting, Legal)
A15	Research based surveys (Customer, PR, Work environment, Product & marketing).
A16	Provision of branded corporate gifts, memorabilia, general merchandise and related items.

CATEGORY B; GOODS, (at Headquarters) Closing: 12 Noon on 2nd November 2011

ITEM CODE	DESCRIPTION
B1	Computers, printers and accessories
B2	Copiers, faxes and related spare parts and consumables
B3	Fencing Posts
B4	Electrical fencing materials
B5	Solar appliances (panels, batteries, charge controllers, etc)
B6	Communications equipment (PABX, 2-way radios, repeaters, lattice masts and accessories)

B7	Electronics (Still cameras, video cameras, DVD's and CD's, Mini DV cam Tapes and other accessories)
B8	Scientific Equipments (GPS, Camera traps, etc)
B9	Animal Capture equipment (darting equipment, slings, etc)
B10	Veterinary drugs
B11	Veterinary and Molecular laboratory equipment, reagents and other related consumables
B12	Animal tracking devices (collars), weather monitoring equipment(rain gauges
B13	Aircraft spares
B14	Printed marketing and promotional materials
B15	Signage and plaques (Design, Fabrication, and installation)
B16	Branded Merchandise (Artifacts, maps, household branded items, uniforms, etc)
B17	Design, stitching and supply of Staff uniforms
CATEGORY C; GOODS, SERVICES & WORKS (at headquarters, parks, stations , KWSTI and Manyani FTS) Closing 12noon on 3rd November 2011	
ITEM CODE	ITEM DESCRIPTION
C1	Building materials, hardware, tools, paints and fittings
C2	Electrical fittings and lighting materials
C3	Supply and maintenance of fire fighting equipment
C4	Detergents, cleaning materials and toiletries
C5	Computer consumables
C6	Supply, Maintenance and repairs of generators.
C7	Supply of Tyres, tubes and Car batteries
C8	Supply of Fuel and lubricants
C9	Motor vehicle spare parts
C10	General office stationery
C11	Office furniture and other furnishings,
C12	Design and Printing of stationery
C13	Kitchen equipment
C14	Motor vehicle Specialized Electrical and mechanical services (Starter motors, Alternators, Diesel & petrol Injection systems, Block reboring, Shaft regrinding) And service and repair of radiators, hydraulic pumps, turbo charges, fire fighting engines etc
C15	Raw foodstuffs and Vegetables
C16	Telephone sets and accessories
C17	Medical drugs and related consumables in Manyani FTS
C18	Tyre retreading services
C19	Event Management services (Outside Catering, Decorations, tents & chairs, Public address, etc)

C20	Maintenance and repair of office equipment and furniture
C21	Supply of boat spare parts and general marine equipments
C22	Maintenance of boat and general marine equipment
C23	Pests and termites control and sanitary services.

NOTE: Firms previously pre-qualified **MUST APPLY AFRESH** to be considered/listed. Interested firms are required to submit the following mandatory documents among other requirements:-

- Copy of Incorporation certificate/Business registration certificate
- Copy of Valid KRA Tax Compliance certificate
- Audited Accounts for the Year 2009 and 2010 accompanied by a certificate by a certified Auditors firm OR bank statements for the last 6 months, certified by the issuing bank.

Further information may be obtained from the Procurement office at KWS Hqs, Tel 254-02-3991000/2000, 0726610508/9, 0735663421, email address; hps@kws.go.ke, or procurement office at any KWS park/reserve/station.

The pre-qualification guidelines may be obtained at the procurement office, KWS Hqs, upon payment of a non-refundable fee of **Ksh 2,000.00**.

APPLICATIONS TO PARKS AND RESERVES

Potential suppliers, who wish to be pre-qualified for supply of goods to KWS Parks, Reserves, field stations, Manyani FTS, and Naivasha KWSTI, may obtain the guidelines from the warden-in-charge of the park or station of their interest, upon payment of Ksh 1000.00. in cash or Bankers cheque for L.NAKURU, ABERDARES, TSAVOS, MOMBASA, KWSTI, Manyani FTS and Ksh 500.00 for the rest of the Parks, Reserves and Stations for items in category C only.

Completed pre-qualification documents are to be enclosed in plain sealed envelopes clearly marked with “*Pre-qualification of suppliers, Item Code.... and Description.....*”, must be addressed, delivered and deposited in the tender box not later than 12.00 Noon on **2nd November 2011** (Category A & B) or **3rd November 2011** (category C) on the address specified in the pre-qualification guidelines.

HEAD –SUPPLY CHAIN MANAGEMENT