



Pre-Qualification of bidders for supply/provision of goods, services and works

2024 - 2026

Locations: Kenya & Tanzania

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Gatsby Africa is an English charitable company limited by guarantee, established to implement the Gatsby Charitable Foundation's Africa programmes.

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CF/2015/185025

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Section 1

Prequalification Instructions

1.1 Introduction

The County Director, Gatsby Africa would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of Goods, Services and Works.

1.2 Pre-qualification objective

The main objective of this part is to qualify suppliers to supply and deliver assorted items, provide services and works under relevant tenders/quotations as and when required during the period August 1st, 2024- July 31st, 2026.

1.3 Invitation of pre-qualification

Suppliers registered with the registrar of companies under the Laws of Kenya & Tanzania in respective merchandise, services or works are invited to submit their tender documents to the Country Director, Gatsby Africa so they may be pre-qualified for submission of tenders/quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for tender.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers /contractors must demonstrate the willingness and commitment to meet the tender criteria.

1.5 Pre-qualification document

This document includes questionnaire forms and documents required of prospective suppliers. The documents must be addressed as per the category applied 'SUPPLIER PRE-QUALIFICATION-GAKB/GATB E.G.,001/- 2024-2026 -SUPPLY OF OFFICE SUPPLIES

1.6 Tender prospective

In order to be considered for the tender, the prospective supplier must submit all the information herein as requested.

1.7 Distribution of pre-qualification documents

The complete set of prequalification documents can be found on the Gatsby Africa Website.

All applications should be completed online via [our application portal](#).

Please submit your application(s) no later than 4PM on 31st July 2024.

1.8 Questions arising from documents

Questions regarding Supplier Pre-Qualification should be addressed to Gatsby Africa via the email rfq@gatsbyafrica.org.uk, and must be received no later than 19th July 2024. Responses to questions will be distributed to all interested parties no later than 26th July 2024. All enquiries must strictly be on email.

1.9 Additional information

Gatsby Africa reserves the right to request submission of additional information from prospective bidders.

2.0 Invitation to tender/quotation

Bidding documents (Tender/Quotation) will be made available only to those bidders whose qualifications are accepted by Gatsby Africa after submission of the mandatory documents.

Section 2

Brief contract regulations/guidelines

2.1 Taxes on imported materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item (s) is /are donor funded.

2.2 Customers clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer or tender committee.

2.4 Payments

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

Section 3

Pre-qualification data form instruction

3.1 Pre-qualification data form

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/ contractors who wish to be pre-qualified for the specified tender category.

3.1.1 Incomplete application

The online application forms which are not dully filled and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English language, are legible & the documents validated & stamped.

3.2 Qualification

3.2.1 The Tender data

It is understood and agreed that the tender data on the prospective bidders is to be used by Gatsby Africa in determining, according to its sole judgment and discretion the qualifications of prospective bidder to perform in respect to the tender lots as described by the client.

3.2.2 Qualification requirements

Prospective bidders will not be considered qualified unless in the judgment of Gatsby Africa they possess capability, experience, qualified personnel, available and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential criteria for pre-qualification

3.3.1 Experience

(a) Prospective bidders shall have at least 2 years' experience in the supply of goods, services, works, and allied items. Potential supplier/contractor should show competence, willingness, and capacity to service the contract.

(b) Prospective suppliers require special experience and capability to organize supply and deliver items or services at short notice.

3.3.2. Personnel

The names and pertinent information and the CV of the key personnel for individual or group to execute the contract must be indicated in form PQ3

3.3.3. Financial condition

The supplier's financial condition will be determined by their latest financial statement submitted with the tender documents as well as letters of reference from their bankers regarding their supply credit position. Potential suppliers/contractors will be pre-qualified on the basis of satisfactory information given.

3.3.4. Past performance

Past performance will be given due consideration in qualifying bidders. Letters of reference from past customers should be included in form PQ5 where applicable.

3.4 Statement

Application must include a sworn Statement Form PQ-6 by the tender applicant ensuring the accuracy for the information given.

3.5 Withdrawal of pre-qualification

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the Client/Gatsby Africa could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment. Gatsby Africa reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 Outlined supply and delivery procedures

The applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2

3.7 Pre-qualification criteria

No.	Information Required	Form Type	Point Score
1.	Mandatory Documents	PQ-1	Mandatory
2.	Pre-qualification data	PQ-2	30
3.	Supervisory personnel	PQ-3	5
4.	Financial position	PQ-4	15
5.	Past experience	PQ-5	20
6.	Sworn statement	PQ-6	Tick Yes / No
7.	Confidential questionnaire	PQ-7	20
8.	Litigation history	PQ-8	10
Total			100

3.8 Qualification mark

The qualification mark is 90 points and over.

To apply:

Please submit your application via our [online portal](#)

Deadline:

Please submit your application(s) no later than **4PM on 31st July 2024.**

All information must be submitted via the [online portal](#)

To assist in your application please see the following lists of

- a) Mandatory documentation*
- b) Any information you will be required to submit via the online portal*

Form PQ-1

Pre-Qualification Documentation

(submit via our [online portal](#))

Mandatory Documents

- (a) Copies of Certificate of Registration.

- (b) Copy of V.A.T Registration Certificate.
 - (c) Tax compliance Certificate from Kenya Revenue Authority (Applicants from Kenya) & Tax Clearance Certificate from Tanzania Revenue Authority (Applicants from Tanzania). Failure to produce these certificates to prove compliance will lead to automatic disqualification thus no further evaluation of your application.
 - (d) Copies of Pin Certificates of firm/Company/Individual.
 - (e) Two years Audited Financial Accounts (2022 & 2023)
 - (f) eTIMS Compliance (all individuals / consultants / firms registered in Kenya) - provide proof.
 - ✓ EFD Receipt (all individuals / consultants / firms registered in Tanzania)
 - (g) At least three References for similar services / goods & Works (Reference Letters on the respective firm's letter heads, signed & stamped)
-

Form PQ-2: Pre-Qualification Data

[\(submit via our online portal\)](#)

Contractor Identification

- *Legal name of firm*
- *Post office Address*
- *Street and Address*
- *City*
- *Country*
- *Telephone No.*
- *Person to contact*
- *Title*

Organization and business information

- *Management personnel*
- *MD*
- *Director*
- *General Manager*
- *Treasurer*
- *Partnership (if applicable)*
- *Name of partners*
- *Business founded or incorporated (date)*
- *Under present management since (date)*
- *Net worth equivalent (Kshs)*

- Bonding company reference and address
- **Requested document:** Please supply copy of the organization chart of the firm indicating the main fields of activities
- List of ongoing Contracts / Projects (Goods, Services & Works)

Past Experience

- Three References
- **Requested documents:** Capacity Statement: CV, Academic & professional certificate, latest dealership letter (technical / experience / Computers etc)
- Credit Period

Note: Applicants should only apply in their areas of expertise

Form PQ-3 Account Manager

[*\(submit via our online portal\)*](#)

- Name
- Academic qualification
- Professional qualification
- Length of service with contractor or supplier position held

Proposed Technical personnel (CV Box)

- a)
- b)
- c)
- d)
- e)
- f)

- Proposed position in this project if contract is awarded
- Brief statement of supply and service delivery method the supplier plans to use to execute the contract

Form PQ-4 Financial position and bank details

[*\(submit via our online portal\)*](#)

- **Requested documents:** Two years recently audited and certified financial statements giving summary of assets and current liabilities/or any other financial support

- Your firms bank details
-

Form PQ-5

Past experience (three references)

[*\(submit via our online portal\)*](#)

For each reference you will be required to provide:

Names of applicants other clients and values of contract/orders in the last two years

- Name of organization
 - Address organization
 - Name of contact person at the organization
 - Telephone No. of client
 - Value of contract
 - Duration of contract (dates)
-

Form PQ-6

Sworn Statement

[*\(to be completed via our online portal\)*](#)

Having studied the tender information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
 - b) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
 - c) We acknowledge that once the tender document has been submitted, any legal, technical or financial conditions cannot be altered or changed. However, Gatsby Africa reserves the right to acknowledge and request for a review of the tender made.
 - d) We enclose all the required documents and information required for the prequalification evaluation.
-

Form PQ-7

Confidential Business Questionnaire

[*\(submit via our online portal\)*](#)

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
- Plot No
- Street/Road
- Postal Address
- Tel
- Nature of business
- Current Trade License No.
- Expiring date
- Maximum value of Business which you can handle at any one-time Kshs (Kenya) & TZs (Tanzania)
- Name of your bankers
- Branch

Part 2

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

Part 2a - Sole Proprietor

- Your name in full
- Age
- Nationality
- Country of Origin
- Citizenship details

Part 2b - Partnership

No	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

Part 2c - Registered Companies

- Private or Public
- State the nominal and issue capital of the company
- Nominal Kshs (Kenya Applicants) OR TZs (Tanzania Applicants)
- Issue Kshs OR TZs

Give details of all directors as follows:

No	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

If non-Kenyan OR non- Tanzanian Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.

Form PQ-8

Litigation History

[\(submit via our online portal\)](#)

Provide any litigation or arbitration history resulting from any contractual obligation