



## **PRE-QUALIFICATION OF SUPPLIERS**

**SUPPLY OF GOODS, SERVICES AND WORKS FOR  
THE FINANCIAL YEAR 2024/25/2023**

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## 1. PRE-QUALIFICATION NOTICE

### PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2024/2025

AA Kenya is the leading mobility service provider in Kenya with over 60 branches in all major towns countrywide. We provide mobility solutions including driver training programs, vehicle inspection and valuation, technical training on defensive driving, guidance on vehicle running costs through AA mileage rates, and issuance of international driving licenses and car passports, among other mobility offerings.

AA is the only authorized issuer of international driving licenses and car passports in Kenya. Internationally, AA is a member of the Federation Internationale de l'Automobile (FIA), the world motoring body that represents over 100 million motorists and their families.

AA Kenya invites application from interested and eligible bidders for the pre-qualification/registration as supplier(s) of goods, services and works for the financial 2024/2025.

AA Kenya has appointed SRM eProcurement as the consultants to manage this process.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step-by-step application process available on supplier's dashboard.

There is a non- refundable access fee of KES 3,000 per category payable via M-pesa Paybill No. 4095233, Account No. "Auto-generated at the payment stage"

**AA Kenya**

## 2. CATEGORIES OF GOODS, SERVICES AND WORKS

<b>CATEGORY A: Supply of Goods.</b>		
<b>NO.</b>	<b>Reference Number</b>	<b>Description</b>
<b>Admin/Office Supplies</b>	AAK/01/2024/25	Supply of General Assorted Office Supplies & Stationery: Bond Papers, Branded Pens and Printed Materials
	AAK/02/2024/25	Supply of Office Equipment - Furniture, Furnishings and Fittings.
	AAK/03/2024/25	Supply of Electrical & Electronics related items e.g. Electrical Cables, Switches, Sockets, Lightings etc.
	AAK/04/2024/25	Supply of Customized Branded Mineral water
	AAK/05/2024/25	Provision of Sanitary Bins Disposal Services
	AAK/06/2024/25	Supply and delivery of Cleaning Materials, Detergent and Toiletries, Toilet Dispensers/Hand Dryers/Liquid Soap Dispensers
	AAK/07/2024/25	Provision of Catering Services (Outsourced Tea & Food)
	AAK/08/2024/25	Supply of Office Cooling Appliances (Air Conditioning) and Servicing
	AAK/09/2024/25	Provision of Water treatment/Reverse Osmosis Plant and Chemicals & Water Dispenser Maintenance Services.
	AAK/10/2024/25	Supply of Firefighting, Fire Protection Equipment and Fire Directional Signs.
	AAK/11/2024/25	Supply of Branded Safety Wear and Riding gear e.g Chest Guard, Riding Suit & Gloves, Helmets
	AAK/12/2024/25	Supply of general Security equipment Systems e.g. Alarms Systems/CCTV Installation / Maintenance of Fire Fighting Equipment.
<b>Marketing/Branding</b>	AAK/13/2024/25	Printing services (brochures, certificates, magazines, booklets, fliers, Branded notepads, envelopes & notebooks) Branding and Supply of Visibility and Promotional Materials (Telescopic banners, teardrops and other printed documents)
	AAK/14/2024/25	Supply of branded Attire and Marketing Materials e.g. Polo Shirts, Fleece Jackets, Caps, T-Shirts, Banners, Gift Bags, Carrier Bags, Umbrellas, Customized Gifts Packs etc, Protective Clothing e.g. Dustcoats, Overalls, Safety Footwear, Safety Gloves, etc.
	AAK/15/2024/25	Supply of Signage, Billboards, Directional Signs, Instructional Signs & Road Sign Boards, Model Town Boards (NTSA Standards) & Road Cones.
<b>Information and Communication Technology</b>	AAK/16/2024/25	Supply of Computers (Laptops& desktops), UPS, ESD Machines, Projectors Printers, Ink, Toners &Computer Accessories (Wi-Fi extenders & access points, Networking, structured cabling & Other Computer/Server related services
	AAK/17/2024/25	Supply of Communication Equipment and Parts (Mobile phone, Cisco phones, Plantronics) & Service.
<b>Fleet management</b>	AAK/18/2024/25	Supply of Vehicle Tracking Devices, Vehicle tracking hardware

		Car Accessories & Power converters
<b>Motor Vehicle Spares parts supply</b>	AAK/19/2024/25	Spray Painting of New Vehicles (Saloon & Trucks)
	AAK/20/2024/25	Supply and delivery of New Motor Vehicle Spare Parts for Isuzu NPR and NQR Models, Toyota/Mercedes Benz 911, among other Japanese Model Vehicles.
	AAK/21/2024/25	Supply and delivery of New Motor Vehicle Tyres and Tubes.
	AAK/22/2024/25	Supply and delivery of (Ex Japan) General Used Motor Vehicle Spare Parts for Isuzu, Toyota, and Mercedes Benz 911 model of vehicles.
	AAK/23/2024/25	Supply & Maintenance of New Speed Governors.
	AAK/24/2024/25	Supply of Towing Winches, Towing Ropes and Ratchet Straps, Welding Tools and Consumables (Gas)
	AAK/25/2024/25	Supply of Motor Vehicle Electrical Parts (Both New and ex-Japan).
	AAK/26/2024/25	Supply of Automotive Workshop Tools and Machines.
	AAK/27/2024/25	Supply of Motor Vehicle Dual Control Cables and fitting Services.
	AAK/28/2024/25	Supply and Delivery of Motor Vehicle Batteries, both Dry and Wet.
<b>Motor Bikes</b>	AAK/29/2024/25	Supply of Motorcycles, Motorcycle Parts & accessories,
<b>Category B: provision of Services</b>		
<b>Motor Vehicle repairs &amp; Maintenance</b>	AAK/30/2024/25	- Provision of General Motor Vehicle repair & maintenance Services e.g. general body works including spray painting, mechanical repairs, and major and minor maintenance services.
<b>Motor cycle repairs &amp; Maintenance</b>	AAK/31/2024/25	- Provision of General Motor Cycle repair & maintenance Services
<b>Human Resource &amp; Administration</b>	AAK/32/2024/25	- Provision of training, and Team Building services
	AAK/33/2024/25	- Provision of office cleaning and messengerial services
	AAK/34/2024/25	- Provision of general guarding and security services
	AAK/35/2024/25	- Provision of courier Services
	AAK/36/2024/25	- Provision of legal services
<b>ICT</b>	AAK/37/2024/25	- Software/Web Development/ IT Support Services
	AAK/38/2024/25	- Repairs & maintenance of ICT Equipment
<b>Finance</b>	AAK/39/2024/25	Provision of external Audit & Tax consultancy services.

<b>Category C: General Works</b>		
<b>Construction, renovations, repairs and Maintenance</b>	AAK/40/2024/25	Supply of Generator repair & maintenance services
	AAK/41/2024/25	Provision of Building Works (Office Fit Out, Interior Design and Renovation Works per region as per the AA branch network)
	AAK/42/2024/25	Supply of Water treatment equipment, Installation, Maintenance & Spare parts.
	AAK/43/2024/25	Provision of Borehole Rehabilitation services
	AAK/44/2024/25	HR Recruitment & Placement Services.

### **3. PRE-QUALIFICATION INSTRUCTIONS**

#### **3.1. Introduction**

AA Kenya would like to invite interested candidates who must qualify by meeting the set criteria as provided in this pre-qualification document to supply and deliver Goods and Services.

#### **3.2. Pre-Qualification Objective**

The main objective is to supply and deliver assorted goods and services under relevant tenders to AAK as and when required during the stated period.

#### **3.3. Invitation of Pre-qualification**

Suppliers registered with Register of Companies under the Laws of Kenya and the relevant Government Ministry in respective merchandise or services are invited to submit their Pre-qualification documents so that they may be pre-qualified for submission of quotations. Prequalification documents will be submitted electronically in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

#### **3.4. Experience**

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

#### **3.5. Pre-Qualification Document**

In order to be considered for pre-qualification, prospective suppliers must submit electronically all the information herein requested.

#### **3.6. Submission Address for the Pre-Qualification Documents**

AA Kenya has appointed SRM eProcurement as the consultants to manage this process.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step-by-step application process available on supplier's dashboard.

#### **3.7. Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to [tenders@aaakenya.co.ke](mailto:tenders@aaakenya.co.ke) and [admin@srmhub.com](mailto:admin@srmhub.com)

#### **3.8. Additional Information**

The Procurement Committee reserves the right to request submission of additional information from prospective bidders.

Request for quotations will be made available only to those bidders whose qualifications are accepted by AAK after scoring more than 60% points after completion of the pre-qualification

process.

#### **4. BRIEF CONTRACT REGULATIONS/GUIDELINES**

##### **4.1. Taxes on Imported Materials**

The Supplier shall pay custom duty and VAT as required by the Law.

##### **4.2. Custom Clearance**

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

##### **4.3. Payments**

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

#### **5. PRE-QUALIFICATION DATA INSTRUCTIONS**

##### **5.1. Pre-Qualification Data Forms**

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 submission of tender for specific tender.

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

##### **5.2. Qualification**

It is understood and agreed that the pre-qualification data provided by prospective suppliers is to be used by AA Kenya in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

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

##### **5.3. Essential Criteria for Pre-Qualification**

###### **5.3.1.**

- a. Experience: Prospective bidders shall have at least 1 Year Experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- b. Prospective supplier require special experience and capability to organize Supply and delivery of items, or service at short notice.

###### **5.3.2. Personnel**



The contacts for individual or group to execute the contract must be indicated in form PQ-2.

### 5.3.3. Financial Condition

The Supplier's financial condition will be determined by latest audited financial statement submitted alongside the pre-qualification documents.

### 5.3.4. Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-5.

## 5.4. Declaration

Application must include statement Form PQ-7 by the tenderer ensuring the accuracy of the information given and PQ-8 for integrity declaration.

## 5.5. Withdrawal of Pre-Qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments the AA reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration, Certificate of Registration and Business permit should be attached.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

## 5.6. Pre-Qualification Criteria indicating Maximum Points to be scored

Mandatory requirements	Max Score
Bidder Declaration Form	Pass/ fail
Certificate of Incorporation/Business Registration	Pass/ fail
Current Tax Compliance Certificates	Pass/ fail
PIN/VAT Certificate	Pass/ fail
Current Trade License / Business Permit	Pass/ fail
Copy of memorandum of association or CR 12 or CR 13	5
<b>Demonstration of Past Experience</b>	
<b>a) Age of Company</b>	5
Above 10 years (5 Marks)	
Between 7-10 Years (4 Marks)	
Between 4-6 Years (3 Marks)	
Between 1-3 Years (2 Marks)	
Below 1 Year (1 Marks)	

b) <b>Three letters</b> of recommendation from Financial Institutions (3 Recommendations, 3 marks each – <b>Total 15 Marks</b> - for similar services)	15
c) At least five copies of LPOs or Contracts From Financial Institution for the last 3 years from your major clients of 3 marks each – <b>Total 15 Marks)</b>	15
<b>Duly completed litigation history</b>	5
Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
<b>Financial Capacity</b>	
Audited financial statements for the last 3 years signed by auditors– 10 marks (2022, 2021, 2020) OR	20
Bank statements for the last 6 months - 5 marks	
Liquidity Ratio– 5 Marks	
Attach letters of reference from the Bankers to support bank relations = 5 marks - for similar services	
Accept 60 days credit	5
<b>Manpower and staffing</b>	
Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	5
At least 5 CVs of Key Management personnel and supervisory the team – 5 CVs 1 mark each	5
Academic qualification (e.g. masters, bachelors, diploma degree certification) of at least 3 key staff (1 Management personnel and 2 technical staff)	5
Indicate the number of staff in your organization	5
Above 20 (5 Marks)	
Between 11-20 (4 Marks)	
Between 6-10 (3 Marks)	
Between 1-5 (2 Marks)	
<b>Specific Category Requirements</b>	
Valid Practicing certificates (if required in your category)	Pass/ fail
Manufacturers or distributors license (if required in your category)	
Special Licenses (if required in your category)	
<b>TOTAL (Weighted to 100%)</b>	<b>100</b>

## 6. FORM PQ-1: PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of registration.
2. Copy of VAT Registration Certificate.
3. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application.
4. Copy of PIN Certificate of Firm/company or individual.
5. Copy of Business Permit.
6. Letter of recommendation from previous organization served.
7. Towing Agents must attach evidence of having taken all the Insurance covers.
8. When mandatory for service provision, each firm must attach evidence of registration with professional bodies/authorities.
9. E-mail Contacts: Valid and active e-mail address
10. Bidding Fee Payment Evidence (Bidders are required to make the payment before they submit using the M-Pesa PayBill number 4095233, Account No. "Auto-generated at the payment stage"
11. Copy of CR12