



SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 7th May 2024, at 1700hours, EAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Rolss Africa Solutions Ltd is a Kenyan diversified financial services company providing a comprehensive suite of financial solutions tailored to meet the distinctive Kenyan market needs. Rolss Africa Solutions Ltd invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods, works and services period 2024-2026 in Kenya

The pre-qualification process will therefore be conducted electronically on **SRM eProcurement Portal** i.e www.srmhub.com. The categories for the supply of various goods and services are listed on Link <https://bit.ly/3xtAmgG>

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

Canvassing will lead to automatic disqualification.

Finance Manager

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Rolss Africa Solutions Ltd** herein referred to as “the organization’ or ‘Rolss”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 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.
- 3 The Supplier registration process shall be completed online via Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier’s dashboard.
- 5 There is a non- refundable access fee of KES 2,500.00 per category payable via **M-pesa Paybill No. 4095233, Account No. “Auto-generated at the payment stage”**
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 30th April 2024. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organisation’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 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.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on 7th May 2024 at 1700hours.
- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

SECTION III. EVALUATION CRITERIA

1 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact ROLSS or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the ROLSS or Bold Insight in the evaluation may result in the cancellation of their application.

3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and ROLSS reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 ROLSS reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. PIN certificate
- vi. Tax clearance certificate

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criterion.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

Evaluation Criteria

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
Demonstration of Past Experience	
a) Age of Company	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) Three letters of recommendation (3 Recommendations, 5 marks each – Total 15 Marks)	15
c) At least three copies of LPOs or Contracts for the last 3 years from your major clients. (3 LPOs/Contracts of 5 marks each – Total 15 Marks)	15
Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	5
Financial Capacity	
Audited financial statements for the last 2 years signed by auditors– 10 marks (2022, 2021) OR 3 Months Bank statements - 5 marks	20
Liquidity Ratio– 5 Marks	
Attach letters of reference from the Bankers to support bank relations = 5 marks	
Manpower and staffing	
Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks)	5

At least 3 CVs of Key Management personnel and supervisory the team – 3 CVs 5marks each	15
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)	
Specific Category Requirements	
Valid Practicing certificates (if required in your category - Refer to the category Requirements)	10
Manufacturers or distributors license (if required in your category - Refer to the category Requirements)	
Special Licenses (if required in your category - Refer to the category Requirements)	
TOTAL (Weighted to 100%)	100

SECTION III - REGISTRATION CATEGORIES

SUPPLY AND DELIVERY OF GOODS		
1	ROLSS/PQ/01/2024 - 2026	Supply of PPEs(Safety Boots, coveralls, twill, gloves, heat resistant gloves, Ear muffs, Ear Plugs, safety glasses , helmets, Safety goggles, masks/ respirators, knee guards, snake gaiters, face welding shields, reflective vests & jackets, Spill kits ,HAZMAT Suits, safety harnesses etc)
2	ROLSS/PQ/02/2024 - 2026	Supply of General office stationeries, Genuine Toners and Catridges
3	ROLSS/PQ/03/2024 - 2026	Supply of electrical & Plumbing accessories
4	ROLSS/PQ/04/2024 - 2026	Supply of Cleaning materials, detergents & disinfectants
5	ROLSS/PQ/05/2024 - 2026	Supply of Staff Uniforms
6	ROLSS/PQ/06/2024 - 2026	Supply of Motor Vehicles spares(Tyres, Tubes, Batteries & other accessories)
7	ROLSS/PQ/07/2024 - 2026	Supply of Fire Fighting Equipment's
8	ROLSS/PQ/08/2024 - 2026	Supply of Office Furniture, Fixtures and Fittings
9	ROLSS/PQ/09/2024 - 2026	Supply of Mineral water and Corresponding Dispensers
10	ROLSS/PQ/010/2024 - 2026	Supply of ICT Equipment (Computers, Laptops, Computer software, Printers and Other Related Accessories and Software)
11	ROLSS/PQ/011/2024 - 2026	Supply of Branded Promotional Items (Paper Based)
12	ROLSS/PQ/012/2024 - 2026	Supply of First Aid Kit Items
13	ROLSS/PQ/013/2024 - 2026	Supply and delivery of lifting tools(Wire Ropes, retractable cables & slings, shackles)
14	ROLSS/PQ/014/2024 - 2026	Supply, Installation and Maintenance of CCTV, Access Control and Intruder Alarms
15	ROLSS/PQ/015/2024 - 2026	Supply of branded Attire and Marketing Materials e.g. Polo Shirts, Fleece Jackets, Caps, T-Shirts, Banners, Gift Bags, Carrier Bags, Umbrellas, and Customized Gifts Packs.
PROVISION OF SERVICES		
16	ROLSS/PQ/016/2024 - 2026	Provision of Vehicle Hire& transport services (coaster buses, pickups, lorries, prados)
17	ROLSS/PQ/017/2024 - 2026	Provision of tailoring services (staff uniforms)
18	ROLSS/PQ/018/2024 - 2026	Provision of Clearing and Forwarding Services
19	ROLSS/PQ/019/2024 - 2026	Provision of Statutory Audits, system audits & Tax advisory services
20	ROLSS/PQ/020/2024 - 2026	Provision of Car tracking services

21	ROLSS/PQ/021/2024 - 2026	Provision of Insurance brokers/Agency Services(Vehicle insurance, staff annual medical cover & WIBA/GPA covers)
22	ROLSS/PQ/022/2024 - 2026	Provision of Hardware maintainance & repair Services for printers, scanner, UPS & computers.
23	ROLSS/PQ/023/2024 - 2026	Provision of Alarm systems
24	ROLSS/PQ/024/2024 - 2026	Provision of vehicle repair and maintenance services
25	ROLSS/PQ/025/2024 - 2026	Provision of Genset, & Doosan Compressors maintainance services
26	ROLSS/PQ/026/2024 - 2026	Provision of Defensive Driver Training(DDT) services
27	ROLSS/PQ/027/2024 - 2026	Provision of Firefighting & First aid training services
28	ROLSS/PQ/028/2024 - 2026	Provision of Occupational Health and Safety Audit Services
29	ROLSS/PQ/029/2024 - 2026	Provision of Occupational Health and safety training services& Health and Safety Consultancy Services
30	ROLSS/PQ/030/2024 - 2026	Provision of Training Needs Assessment Services
31	ROLSS/PQ/031/2024 - 2026	Provision of office Cleaning,Pest Control and Fumigation Services
32	ROLSS/PQ/032/2024 - 2026	Provision of Air Ticketing and Other Travel Agency Services
33	ROLSS/PQ/033/2024 - 2026	Provision of Crane and forklift Services
34	ROLSS/PQ/034/2024 - 2026	Provision of Heavy Lifting Services
35	ROLSS/PQ/035/2024 - 2026	Provision of Legal Services
36	ROLSS/PQ/036/2024 - 2026	Provision of Land and Property Valuation
37	ROLSS/PQ/037/2024 - 2026	Provision of pre-employment screening and comprehensive back ground check services
38	ROLSS/PQ/038/2024 - 2026	Provision of Team Building Facilitation Services
39	ROLSS/PQ/039/2024 - 2026	Provision of payroll and payroll related services
40	ROLSS/PQ/040/2024 - 2026	Provision of Hotel Accommodation and Conferencing Services - Nairobi, Kiambu, Nakuru and Naivasha
41	ROLSS/PQ/041/2024 - 2026	Provision of Pest Control and Fumigation Services
42	ROLSS/PQ/042/2024 - 2026	Provision of a Comprehensive Group Personal Accident (GPA) and workman's Injury Benefit (WIBA) Cover
43	ROLSS/PQ/043/2024 - 2026	Provision of job evaluation, job grading and salary review exercise