



CAR & GENERAL KENYA PLC

**SUPPLIER PREQUALIFICATION GUIDE AND
INSTRUCTIONS**

**Closing on 31st October 2024, at 1700hours,
EAT**

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Car & General (Kenya) PLC is the company behind a wide range of power generation, automotive, construction and industrial engineering products in East Africa. Today, their product range represents several international brand names.

Car & General (Kenya) PLC hereby invites interested suppliers and service providers with suitable capabilities to be prequalified for supply of various categories of goods and provision of services and/or works for the period 2024 – 2027.

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 <https://shorturl.at/rK5TW>

Car & General (Kenya) PLC 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.

Head of Procurement

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Car & General (Kenya) PLC** herein referred to as “the organization’ or ‘Car & General”, 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 23rd October 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 organization’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 31st October 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 Car & General 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 Car & General 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 Car & General 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 Car & General 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	Required (Yes/No)	Max Score
1	Bidder Declaration Form (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
2	Confidential Business Questionnaire (available on supplier's dashboard on SRM eProcurement Portal)	Yes	Pass/ fail
3	Copy of Certificate of Incorporation/Business Registration	Yes	Pass/ fail
4	Copy of a valid and current Tax Compliance Certificate	Yes	Pass/ fail
5	Copy of PIN/VAT Certificate	Yes	Pass/ fail
6	Copy of Current Trade License / Business Permit	Yes	Pass/ fail
7	Copy of Memorandum of association or CR 12 or CR 13	Yes	Pass/ fail
8	Specific category requirements e.g. Valid Practicing certificates, Manufacturers or distributors license, Special Licenses, Registration with Professional bodies etc (if required in your category - refer to the category requirements on section IV of this supplier guide)	Yes	Pass/ fail

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 from your major clients for similar services (from 2021,2022, 2023, 2024) - 5 marks each, Total 15 Marks		15
c) At least three copies of LPOs or Contracts from your major clients for the last 3 years (from 2021,2022, 2023, 2024) - 5 marks each, Total 15 Marks		15
h) Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility bill utility bill		10
Financial Capacity		
a) Audited financial statements for the last 3 years (2023, 2022, 2021) signed by qualified registered auditors- 4 marks each, Total 12 Marks		12
If audited financial statements are not provided, please provide Bank statement for the last 3 months - 5 marks		
b) Liquidity Ratio- 1 mark for each year if ratio >1, Total 5 Marks		5
c) Attach letter of reference from the Banker to support bank relations = 5 marks		5
d) Extend Credit to Car and General (Kenya) Plc= 5 marks		5
Manpower and staffing		
a) Company Profile (organogram, business overview, products/services, clients, vision, mission, markets)- 1 mark each, Total 8 Marks		8
b) At least 3 CVs of key management personnel and supervisory team -3 marks each, Total 9 Marks		9
c) Academic and professional qualification (e.g. masters, bachelors, diploma degree certification) of at least 3 key staff for matching CVs provided above- 2 marks each, Total 6 Marks		6
d) Indicate the number of staff in your organization:		
Above 20 (5 Marks)		

Between 11-20 (4 Marks)	5
Between 6-10 (3 Marks)	
Between 1-5 (2 Marks)	
TOTAL (Weighted to 100%)	100

SECTION IV - REGISTRATION CATEGORIES

CAR AND GENERAL SUPPLIER PREQUALIFICATION FOR THE PERIOD 2024-2027		
CATEGORY NO.	CATEGORY DESCRIPTION	
	GENERAL	Special licence/Certificates
CARGEN/2024-27/01	Supply of general office stationery e.g notebooks, envelopes, staff IDs, Lanyards and ID card holders	
CARGEN/2024-27/02	Supply of office furniture, assorted fixtures and fittings	Manufacturer or Distributors License
CARGEN/2024-27/03	Supply of drinking water, water dispensers and drinking cups	
CARGEN/2024-27/04	Supply of Personal Protective Equipment (PPE) and Health & Safety Equipment (HSE)	
CARGEN/2024-27/05	Supply of rubber stamps and company seals	
CARGEN/2024-27/06	Supply and Maintenance of fire suppression system, smoke detectors and firefighting equipment	Provide copy of Fire Fighting Certificate from the County Government
CARGEN/2024-27/07	Supply of newspapers, magazines and periodicals	
CARGEN/2024-27/08	Supply of staff uniform	
CARGEN/2024-27/09	Supply of photocopy machines (lease or sale)	
CARGEN/2024-27/10	Supply and delivery of genuine ink toners and cartridges	
CARGEN/2024-27/11	Supply and delivery of corporate gift items	
CARGEN/2024-27/12	Supply and Installation and maintenance of office window blinds and curtains	
CARGEN/2024-27/13	Supply of packaging items e.g. corrugated cardboard boxes, bin boxes and carrier bags	
	FLEET MANAGEMENT	
CARGEN/2024-27/14	Supply of tyres and tubes	
CARGEN/2024-27/15	Supply of vehicle batteries	
CARGEN/2024-27/16	Supply of accessories for tuk tuks e.g radios, chevrons, belts e.t.c	
CARGEN/2024-27/17	Supply of workshop tools and equipment	
CARGEN/2024-27/18	Supply of motorbike carrier boxes and motorbike seat carriers	
CARGEN/2024-27/19	Supply of hydraulic hose pipes	

CARGEN/2024-27/20	Supply of LPG, fuel cards and motor vehicle fuel (petrol and diesel)	
CARGEN/2024-27/21	Supply of air conditioning gas refills, repair of vehicular aircon systems and radiator services	
CARGEN/2024-27/22	Supply of vehicle cleaning detergents, car shampoos and degreasers	
CARGEN/2024-27/23	Supply of motor vehicle bodies i.e. body building, panel beating and spray painting	
CARGEN/2024-27/24	Supply and installation of tamper proof speed-limiting governors and provision of after sales services	
CARGEN/2024-27/25	Supply and delivery of motor vehicles (New and Refurbished)	
CARGEN/2024-27/26	Supply of spare parts for generators, compressor, tractors and fork lifts	
CARGEN/2024-27/27	Provision of tyre services i.e. wheel alignment/balancing/camber services/ Tyre pressing	
CARGEN/2024-27/28	Provision of towing services including vehicle rescue and recovery equipment	
CARGEN/2024-27/29	Provision of car alarm systems and central locking system services	
CARGEN/2024-27/30	Provision of heavy machinery transport (excavators and cranes)	
CARGEN/2024-27/31	Provision of motor vehicle repair services	
CARGEN/2024-27/32	Provision of repair of machinery radiator services	
CARGEN/2024-27/33	Provision of vehicle fabrication modification and conversion services	
CARGEN/2024-27/34	Provision, repair and service of injector fuel pumps and vehicle exhaust systems	
FACILITIES MANAGEMENT		
CARGEN/2024-27/35	Supply of general hardware materials and tools	
CARGEN/2024-27/36	Supply, installation and maintenance of pipes and fittings	
CARGEN/2024-27/37	Supply and delivery of asset tagging bar codes and provision of tagging services	
CARGEN/2024-27/38	Supply and maintenance of security detection systems (hand - held metal detectors and walk through devices)	Manufacturer or Distributors License
CARGEN/2024-27/39	Supply and maintenance of power backup systems, power invertors, AVR/AVS and UPS	Manufacturer or Distributors License
CARGEN/2024-27/40	Supply of hand dryers	Manufacturer or Distributors License
CARGEN/2024-27/41	Supply, installation and maintenance of air conditioning, refrigeration services and data centre cooling services	Manufacturer or Distributors License

CARGEN/2024-27/42	Provision of motor vehicle valuation services	Valid practicing license/certificate from Valuers Registration Board (VRB)
CARGEN/2024-27/43	Provision of garbage collection services	Valid NEMA License
CARGEN/2024-27/44	Provision of contractors for minor building works (repairs, rehabilitation and extensions)	NCA on Building works
CARGEN/2024-27/45	Provision of contractors for major construction and building works	NCA on Building works
CARGEN/2024-27/46	Provision of professional cleaning services	i) NEMA License ii) Valid copy of Occupational Health and Safety Certificate Issued by the Directorate of Occupational Safety and Health (DOSHS)
CARGEN/2024-27/47	Provision of fumigation and pest control services	i) Provide NEMA License showing that the chemicals are safe and comply with Environmental, Occupational Health and Safety requirements ii) Valid license issued by the Pest Control Products Board
CARGEN/2024-27/48	Provision of sanitary services	i) Provide NEMA License showing that the chemicals are safe and comply with Environmental, Occupational Health and Safety requirements ii) Valid license issued by the Pest Control Products Board
CARGEN/2024-27/49	Provision of asset disposal services	
CARGEN/2024-27/50	Provision of electrical services i.e. installation, minor and major electrical repairs and maintenance of electrical equipment	NCA on electrical works
ICT EQUIPMENT AND RELATED SERVICES		
CARGEN/2024-27/51	Supply of IT equipment (computers, laptops, iPads, tablets, computer bags, servers, phones and related accessories)	Manufacturer or Distributors License

CARGEN/2024-27/52	Supply, installation and maintenance of communication equipment (VHF, PABX - VoIP, telephones e.tc) and related accessories	Manufacturer or Distributors License
CARGEN/2024-27/53	Provision of network infrastructure, structured cabling, support and maintenance services	
CARGEN/2024-27/54	Provision of internet services - fiber & wireless	Communications Authority (CA) Licence
CARGEN/2024-27/55	Repair and maintenance of ICT Equipment's (Circuit boards, Printers, UPS, Screens, Casing Fabrication etc.)	Distributors License
CARGEN/2024-27/56	Development and maintenance of APIs (Software Engineering Services)	
CARGEN/2024-27/57	Repair and maintenance of Server	
CARGEN/2024-27/58	Provision of communication and collaboration services (Emails, Data Sharing, Chats, Online meetings etc.)	
CARGEN/2024-27/59	Provision of Co-location and private cloud servers	
CARGEN/2024-27/60	Provision of data recovery services	
CARGEN/2024-27/61	Provision of SAP ERP services and any Addon's	Manufacturer or Distributors License
CARGEN/2024-27/62	Provision of Mobile Payment Services (Mpesa, Airtel Money, Equitel etc.)	
CARGEN/2024-27/63	Provision for E-Waste services (purchase of junk computers, Printers and any ICT equipment, disposal of UPS batteries)	
CARGEN/2024-27/64	Provision for Data analysis services (big data mining, analytics & reporting)	
SECURITY SERVICES & EQUIPMENT		
CARGEN/2024-27/65	Supply and installation of access control systems, intruder alarm, CCTV system and electric fencing	Manufacturer or Distributors License
CARGEN/2024-27/66	Provision of security services - physical guarding services, alarm response and alarm equipment maintenance services	<ul style="list-style-type: none"> i) Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent ii) Provide copy of valid License from Private Security Regulatory Authority (PSRA) iii) Provide copy of a valid frequency Communication Commission of Kenya (CCK) Radio & Alarm license.

CARGEN/2024-27/67	Provision of local courier services	
CARGEN/2024-27/68	Provision of international courier services	
PROFESSIONAL SERVICES		
CARGEN/2024-27/69	Provision of Consultancy services on Business Continuity and disaster recovery	
CARGEN/2024-27/70	Provision of cargo transport services (20 and 40 ft containers)	
CARGEN/2024-27/71	Provision of general transport services (forklifts, loose cargo, tyres, oils, material handling equipment and tractors)	
CARGEN/2024-27/72	Provision of laundry services	
CARGEN/2024-27/73	Provision of cab/taxi and car hire services	
CARGEN/2024-27/74	Provision of training services (first aid)) DOSH (Department of Occupational Safety and Health) License ii) NITA (National Industrial Trainings Authority) Certificate
CARGEN/2024-27/75	Provision of occupational health and safety audit and training services) DOSH (Department of Occupational Safety and Health) License ii) NITA (National Industrial Trainings Authority) Certificate
CARGEN/2024-27/76	Provision of event management services	
CARGEN/2024-27/77	Provision of hotel and accommodation services	Valid TRA Certificate staff medical certificates
CARGEN/2024-27/78	Provision of air travel, ticketing and reservation services - IATA registered only	Copy of Valid IATA Certificate of Accreditation or KATA membership certificate or TRA license
CARGEN/2024-27/79	Provision of general and life insurance services	Provide valid copy of IRA license
CARGEN/2024-27/80	Provision of medical insurance services	Provide valid copy of IRA license
CARGEN/2024-27/81	Provision of legal services	Valid practicing license from Law Society of Kenya
CARGEN/2024-27/82	Provision of auctioneering services	Current practicing certificate issued by the Auctioneers licensing Board or proof of membership from Kenya National Auctioneering Association
CARGEN/2024-27/83	Provision of motor vehicle tracking services	
CARGEN/2024-27/84	Provision of debt collection services	

CARGEN/2024-27/85	Provision of clearing and forwarding services) Valid Customs Agents License from Kenya Revenue Authority ii) Provide copy of valid Membership Certificate for KIFWA-Kenya International Freight and Warehousing Association
CARGEN/2024-27/86	Provision of cash-in transit services	i) Valid certificate from Kenya Security Industry Association (KSIA) or Protective Security Industry Association (PSIA) or its equivalent ii) Provide copy of valid License from Private Security Regulatory Authority (PSRA) iii) Provide copy of a valid frequency Communication Commission of Kenya (CCK) Radio & Alarm license.
CARGEN/2024-27/87	Provision of HR recruiting and selection services	Valid License from IHRM
CARGEN/2024-27/88	Provision of annual report printing services	
MARKETING		
CARGEN/2024-27/89	Supply and delivery of branded promotional items and marketing collateral e.g. banners, umbrellas, apparel	
CARGEN/2024-27/90	Provision of bulk SMS services	
CARGEN/2024-27/91	Provision of digital marketing services	
CARGEN/2024-27/92	Provision and maintenance of branded signage (internal and external), wall branding and outdoor advertising	
CARGEN/2024-27/93	Provision of experiential marketing services, roadshows, merchandising, direct marketing, activations	
CARGEN/2024-27/94	Provision of motor vehicle branding services	
CARGEN/2024-27/95	Provision of digital media agency, digital marketing strategy and web development/web hosting services	