



SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 10th May 2024, at 1730hours, EAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

CarMax Service Centre Ltd is a Kenyan diversified financial services company providing a comprehensive suite of financial solutions tailored to meet the distinctive Kenyan market needs. CarMax Service Centre 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 on <https://shorturl.at/BDM56>

CarMax 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 **CarMax Service Centre Ltd** herein referred to as “the organization’ or ‘CarMax”, 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 2,000.00 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 10th May 2024 at 1730hours.
- 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 CarMax 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 CarMax 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 CarMax 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 CarMax 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 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	
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

Category Code	SUPPLY AND DELIVERY OF GOODS AND SERVICES
CarMax/2024-2026/PQ/01	Supply and delivery of general office stationery
CarMax/2024-2026/PQ/02	Supply and delivery of print stationery
CarMax/2024-2026/PQ/03	Supply and delivery of office furniture and fittings, filing cabinets
CarMax/2024-2026/PQ/04	Supply and delivery of staff uniforms, protective wear- PPE clothing, textile, linen & safety shoes
CarMax/2024-2026/PQ/05	Supply of mineral drinking water and maintenance of water dispenser
	PROVISION OF GENERAL SERVICES
CarMax/2024-2026/PQ/06	Provision of courier and postage services
	PROFESSIONAL CONSULTANCY SERVICES
CarMax/2024-2026/PQ/07	Provision of debt collection services
CarMax/2024-2026/PQ/08	Provision of staff training services (TOT, sales training, customer service, executive coaching, report writing)
CarMax/2024-2026/PQ/09	Provision of legal Aid Services
CarMax/2024-2026/PQ/010	Provision of team building facilitation services
CarMax/2024-2026/PQ/011	Provision of mechanical consultancy services
CarMax/2024-2026/PQ/012	Provision of credit references services
	MARKETING, COMMUNICATION SERVICES AND MATERIALS
CarMax/2024-2026/PQ/013	Supply of branded promotional materials and merchandise (e.g. apparel, umbrellas, bags, etc.)
CarMax/2024-2026/PQ/014	Supply, installation and maintenance of branded signage - internal and external (directional boards and road signs, plyons etc.)
CarMax/2024-2026/PQ/015	Provision of photography, videography and editing services for corporate or marketing activities
CarMax/2024-2026/PQ/016	Supply of branded marketing collateral - media banner, tear drops, heavy base roll up banners, back drops etc.
CarMax/2024-2026/PQ/017	Provision of marketing research services
CarMax/2024-2026/PQ/018	Provision of bulk SMS services
CarMax/2024-2026/PQ/019	Supply of corporate gift items
	BUILDING, CONSTRUCTION & MAINTENANCE WORKS
CarMax/2024-2026/PQ/020	Provision of minor works contractors (building) -renovations, refurbishments and repairs
CarMax/2024-2026/PQ/021	Provision of mechanical, electrical, plumbing and allied maintenance services
CarMax/2024-2026/PQ/022	Supply, installation and maintenance of generators
CarMax/2024-2026/PQ/023	Provision of clean water (with bowsers)

	SECURITY AND RELATED SERVICES
CarMax/2024-2026/PQ/024	Supply, installation, preventive maintenance and repair of CCTV cameras
CarMax/2024-2026/PQ/025	Provision of security services (guarding)
CarMax/2024-2026/PQ/026	Provision of security services, security deterrence services (alarm systems, access control)
CarMax/2024-2026/PQ/027	Supply and maintenance of electric fences
	ICT EQUIPMENT & RELATED ITEMS
CarMax/2024-2026/PQ/028	Provision of intranet network, internet, WAN, network active devices, structured cabling services
CarMax/2024-2026/PQ/029	Provision of website development and maintenance
CarMax/2024-2026/PQ/030	Provision of computer software and licenses e.g antivirus
CarMax/2024-2026/PQ/031	Supply and installation of power pack-power backup
CarMax/2024-2026/PQ/032	Provision of development of mobile applications services
	SAFETY, HEALTH AND ENVIRONMENT SERVICES
CarMax/2024-2026/PQ/033	Supply, installation and maintenance of fire extinguishers and fire alarm
CarMax/2024-2026/PQ/034	Supply of first aid equipment-kit
CarMax/2024-2026/PQ/035	Provision of general waste- garbage collection & disposal
CarMax/2024-2026/PQ/036	Provision of oil water separator cleaning
CarMax/2024-2026/PQ/037	Supply of fine sawdust for use at the workshop
CarMax/2024-2026/PQ/038	Provision of statutory annual medical examinations
CarMax/2024-2026/PQ/039	Provision first aid training services.
	ACCESSORIES
CarMax/2024-2026/PQ/040	Provision of vehicle conversion services - Safari station wagon, commercial vehicles, medium and large buses
CarMax/2024-2026/PQ/041	Provision of Ambulance conversion services eg Hiace, land cruiser ambulance etc
CarMax/2024-2026/PQ/042	Supply of vehicle accessories OEM (Bullbar, side steps, door visor, tow ropes, wheel locks,etc) for Landcruiser, Hilux Single Cab & Double Cab, SUV and salon cars.
CarMax/2024-2026/PQ/043	Supply of vehicle batteries
CarMax/2024-2026/PQ/044	Provision of motor vehicle branding services
CarMax/2024-2026/PQ/045	Provision of computerized and sand blasting ,vehicle identity services and full vehicle asset marking services
CarMax/2024-2026/PQ/046	Provision of fabrication services for buses, trucks (body building)
CarMax/2024-2026/PQ/047	Supply of motorvehicle body parts
CarMax/2024-2026/PQ/048	Supply and installation of digital speed-limiting governors
CarMax/2024-2026/PQ/049	Supply and installation of car alarm systems, central locking system services and gear locks
CarMax/2024-2026/PQ/050	Provision of upholstery services, supply and repairs of canopy canvas.

CarMax/2024-2026/PQ/051	Supply and installation of vehicle electronics(eg Car stereo pioneer & sony models)
CarMax/2024-2026/PQ/052	Supply of tyres and tubes for motor vehicles
CarMax/2024-2026/PQ/053	Provision of vehicle towing and recovery services
CarMax/2024-2026/PQ/054	Provision of vehicle window tinting services.
CarMax/2024-2026/PQ/055	Provision of vehicle valuation services
CarMax/2024-2026/PQ/056	Provision of vehicle tracking services
	GENERAL SERVICES (OPERATIONS)
CarMax/2024-2026/PQ/057	Supply of automotive workshop consumables, flammable gases, automotive paints
CarMax/2024-2026/PQ/058	Supply of general hardware items
CarMax/2024-2026/PQ/059	Provision of scrap metal disposal services
CarMax/2024-2026/PQ/060	Supply of Automotive workshop tool eg Drilling, grinding tools, mig machines, car wash machines and Warehouse Equipment i.e trolleys, trolley jacks etc
CarMax/2024-2026/PQ/061	Provision of Service, Repair and Maintenance of Automotive workshop tools.
CarMax/2024-2026/PQ/062	Supply of Vehicle protective gear (seat covers, steering covers, fender covers etc.).
CarMax/2024-2026/PQ/063	Provision of Vehicle upholstery repair services
CarMax/2024-2026/PQ/064	Provision of Vehicle AC repair services