



SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

**Closing on 26th September 2024, at
1730Hours, EAT**

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

ISACA Kenya is a not-for-profit, non-union association of professionals in the IT-related industry founded in Kenya in December 1999 by a group of volunteers. ISACA Kenya is one of more than 200 local chapters in more than 160 countries affiliated to ISACA global, the leading Information Technology association of individual members in more than 170 countries. ISACA members are committed to support enterprise objectives through development, provision and promotion of research, standards, competencies and practices for the effective governance, control and assurance of information systems and technology.

ISACA Kenya invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods, works and services for the period 2024-2026.

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://bit.ly/4g8hcyG>

ISACA Kenya reserves the right to accept or reject any bid in whole or in part without giving reasons.

Canvassing will lead to automatic disqualification.

Operations Team Lead

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **ISACA Kenya** herein referred to as “the organization’ or ‘ISACA”, 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 18th September 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 26th September 2024 at 1730Hours EAT.**

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 ISACA 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 ISACA 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 ISACA 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. ISACA 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 compliance 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 not older than 2020 (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 not older than 2020. (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
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	Descriptions
ISACA/PQ/2024-2026/01	Provision of general insurance covers
ISACA/PQ/2024-2026/02	Provision of life insurance covers(corporate)
ISACA/PQ/2024-2026/03	Provision of Indemnity insurance cover
ISACA/PQ/2024-2026/04	Provision of medical insurance covers(corporate)
ISACA/PQ/2024-2026/05	Supply and maintenance of office equipment (printers, photocopiers, scanners)
ISACA/PQ/2024-2026/06	Supply, installation and maintenance of air conditioning, refrigeration services and server room cooling services
ISACA/PQ/2024-2026/07	Supply, installation and maintenance of firefighting equipment, smoke detectors, fire alarm system
ISACA/PQ/2024-2026/08	Supply, installation, maintenance and cleaning of office window blinds and curtains
ISACA/PQ/2024-2026/09	Provision of general repairs and maintenance of office furniture
ISACA/PQ/2024-2026/10	Provision of servers and network equipments
ISACA/PQ/2024-2026/11	Provision of IT maintenance services
ISACA/PQ/2024-2026/12	Provision of repairs and maintenance of electrical installations services
ISACA/PQ/2024-2026/13	Supply and design of branded items and merchandise (banners, calendars, diaries, staff identification cards and lanyards)
ISACA/PQ/2024-2026/14	Provision of promotional branded materials e.g Bags, Tshirts, Water bottles, Mugs, Pens, Mouse, Mouse pads, gift bags, Caps
ISACA/PQ/2024-2026/15	Provision of branded conference gifts for speakers and trainers
ISACA/PQ/2024-2026/16	Provision of advertising agency services
ISACA/PQ/2024-2026/17	Provision of digital marketing services
ISACA/PQ/2024-2026/18	Provision of Audiovisual and Conferencing Services
ISACA/PQ/2024-2026/19	Provision of media services
ISACA/PQ/2024-2026/20	Provision of bulk emails and SMS
ISACA/PQ/2024-2026/21	Provision of photography services
ISACA/PQ/2024-2026/22	Supply of rubber stamps, time stamps, company seals and accessories
ISACA/PQ/2024-2026/23	Supply of Laptops/ computers and accessories
ISACA/PQ/2024-2026/24	Supply of general office stationery
ISACA/PQ/2024-2026/25	Supply of office mobile phones
ISACA/PQ/2024-2026/26	Supply of tonners and cartridges
ISACA/PQ/2024-2026/27	Provision of team building services

ISACA/PQ/2024-2026/28	Provision of training services
ISACA/PQ/2024-2026/29	Provision of air travel and ticketing agency services (IATA registered only)
ISACA/PQ/2024-2026/30	Provision of cab/taxi services, car hire, buses and minibuses
ISACA/PQ/2024-2026/31	Provision of local courier services
ISACA/PQ/2024-2026/32	Provision of local and international courier services
ISACA/PQ/2024-2026/33	Supply of drinking water and dispensers
ISACA/PQ/2024-2026/34	Supply of office beverages
ISACA/PQ/2024-2026/35	Supply of toiletries
ISACA/PQ/2024-2026/36	Supply of office cutlery
ISACA/PQ/2024-2026/37	Supply of Medical Kit/First aid box
ISACA/PQ/2024-2026/38	Provision of catering services - Office/staff/functions meals
ISACA/PQ/2024-2026/39	Provision of cleaning services
ISACA/PQ/2024-2026/40	Provision of fumigation and pest control services
ISACA/PQ/2024-2026/41	Provision and support of network switches, routers and telephone equipment
ISACA/PQ/2024-2026/42	Supply of office furniture, furnishings and fittings
ISACA/PQ/2024-2026/43	Provision of hotel Accommodation and conference facilities
ISACA/PQ/2024-2026/44	Provision of Tax consultancy services
ISACA/PQ/2024-2026/45	Provision of legal services
ISACA/PQ/2024-2026/46	Provision of major construction works and contractors including renovations, general refurbishments and interior fit out services
ISACA/PQ/2024-2026/47	Provision of minor construction works, partitioning and repair
ISACA/PQ/2024-2026/48	Provision of MC services
ISACA/PQ/2024-2026/49	Provision of DJ Services
ISACA/PQ/2024-2026/50	Provision of debt collection services
ISACA/PQ/2024-2026/51	Provision of experiential marketing, roadshows, merchandising, direct marketing and activation services
ISACA/PQ/2024-2026/52	Provision of event management services
ISACA/PQ/2024-2026/53	Provision of preventive maintenance of servers, laptops, pcs
ISACA/PQ/2024-2026/54	Provision of sanitary services