



STOP TB PARTNERSHIP KENYA
SUPPLIER PREQUALIFICATION GUIDE AND
INSTRUCTIONS

Closing on 3rd October 2024, at 1700Hours,
EAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Stop TB Partnership Kenya (STP-K) is a national membership organization which brings together national government and non-government organizations (NGO's), affected communities and academic institutions, private sector and other civil societies in Kenya with a single mission of engaging them in TB prevention and care.

Stop TB Partnership Kenya (STP-K) 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/4gkUXWs>

Stop TB Partnership Kenya (STP-K) 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 **Stop TB Partnership Kenya (STP-K)** herein referred to as “the organization’ or ‘**STP-K**”, 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 27th 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 3rd October 2024 at 1700Hours 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 STP-K 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 STP-K 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 STP-K 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. STP-K 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
STP-K/01/2024	Supply and maintenance of computers, printers and other related accessories
STP-K/02/2024	Supply of office furniture and equipment
STP-K/03/2024	Supply and Delivery of bottled drinking water and water dispensers
STP-K/04/2024	Supply of branded promotional items (paper & on-paper based)
STP-K/05/2024	Supply of genuine toners and cartridges
STP-K/06/2024	Supply and maintenance of power back- up systems, UPS, and power stabilizers
STP-K/07/2024	Supply of toiletries, cleaning materials, sundries soaps, tissues, detergents etc.
STP-K/08/2024	Provision of fumigation, pest control and sanitary services
STP-K/09/2024	Provision of photography, videography, livestreaming, interpretation equipment and services
STP-K/10/2024	Provision of legal consultancy services
STP-K/11/2024	Provision of commercial storage space and E-filling system
STP-K/12/2024	Provision of asset valuation and disposal services
STP-K/13/2024	Provision of asset tagging/coding services
STP-K/14/2024	Provision of courier and carrier services
STP-K/15/2024	Provision of insurance (brokerage) services
STP-K/16/2024	Provision of field event management services
STP-K/17/2024	Provision of internet service provider (ISP) services
STP-K/18/2024	Provision of website development and maintenance services
STP-K/19/2024	Provision of digital marketing services
STP-K/20/2024	Provision of research/survey or market study services
STP-K/21/2024	Provision of audit services
STP-K/22/2024	Provision of occupational health and safety services
STP-K/23/2024	Provision of staff recruitment, training and other HR related services
STP-K/24/2024	Provision of electrical fittings repairs and maintenance
STP-K/25/2024	Supply and Maintenance of Computers, Computer Accessories, Computer Software, Printers, Photocopiers, Scanners, and Networking Services.
STP-K/26/2024	Supply of General Office Stationery
STP-K/27/2024	Provision of Promotional and Branded Materials

STP-K/28/2024	Provision of Transport Services: Taxi/ Cab, Vehicle Hire
STP-K/29/2024	Provision of Travel and Air Ticketing Agency Service
STP-K/30/2024	Provision of Hotel Accommodation, Conference Facilities and Outside Catering Services
STP-K/31/2024	Provision of Airtime Top-up Services
STP-K/32/2024	Provision of Event Management Services