



**MR. GREEN AFRICA**

**MR GREEN TRADING AFRICA KENYA LIMITED**

**SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS**

**Closing on 15<sup>th</sup> December 2022, at 1730hours**

[www.srmhub.com](http://www.srmhub.com)

## **SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

MR GREEN TRADING AFRICA KENYA LIMITED (MGA) also referred to as “the organization” is a Recycling company that sells pre-processed recycling materials with a traceable social and environmental impact - traded plastic, and the first to be a Certified B Corporation on the African continent

MGA intends prequalify competent & eligible suppliers for the financial years 2023/2024 in the categories listed hereunder

For this purpose, new eligible suppliers and service providers are invited to apply and submit an up-to-date information in accordance with the registration guidelines below.

The supplier registration process shall be completed online via SRM eProcurement Portal.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step-by-step application process available on supplier’s dashboard.

MGA 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.

### **PROCUREMENT MANAGER**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 The organization 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 SRM eProcurement portal
- 4 Interested bidders will access and register on [www.srmhub.com](http://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 per category payable via **M-pesa Paybill No. 4095233**, Use Account Number auto generated in system to validate your payment.
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents listed below. 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 14<sup>th</sup> December 2022. 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 15<sup>th</sup> December 2022 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 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact MGA or SRM 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 MGA or SRM 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 MGA 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 MGA 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 criteria.

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

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	Pass/ fail
2	Self-Declaration form	Pass/ fail
3	Certificate of Incorporation/Business Registration	Pass/ fail
4	Current Tax Compliance Certificates	Pass/ fail
5	PIN/VAT Certificate	Pass/ fail
6	Current Trade License / Business Permit	Pass/ fail
	<b>Experience</b>	
7	<b>a) Age of Company</b>	5
	0 to 2 years – 1 marks	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
8	<b>b) At least 3 letters of recommendation</b> (Trade references with contact information from current clients (Not older than 2019) 3 Recommendations, 5 marks each – <b>Total 15 Marks</b>	15
9	<b>c) At least 3 copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts, 5 marks each– Total 15 Marks</b>	15
10	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– (1 mark each)	5
11	Proof of banking details (bank reference letter detailing your banking details)	5
12	Special Licenses/certification (if required in your category, Refer to the documentary evidence section)	10
13	<b>Financial Capacity</b>	20
	Audited financial statements for the last 2 years signed by auditors– 10 marks (Not older than 2019)	
	Bank statements for the last 12 months - 5 marks	
	Liquidity Ratio– 10 Marks	
14	<b>Manpower and staffing</b>	5
	CVs of Key Management and supervisory the team – 5CVs (1 mark each) 5 Marks	

15	Valid Practicing certificates (if required in your category)	5
16	Copy of Updated memorandum of association or CR 12 or CR 13	5
17	Evidence of Youth/Women OR People with Disabilities	5
18	Evidence of physical address and premises supported by tenancy agreement, lease, title	5
	<b>TOTAL (Weighted to 100%)</b>	

## Documents Requested

1	Certificate of Incorporation	All Categories
2	Business Permit	All Categories
3	Pin Certificate	All Categories
4	Updated tax Compliance Certificate	All Categories
5	Updated CR12	All Categories
6	Company Profile	All Categories
7	List of References at least 3 trade references with contact information	All Categories
8	Audited Financials last 2 years/ Bank statements for the last 1 year as one pdf document	All Categories
9	Proof of banking details	All Categories
10	Current Organogram	All Categories
11	National Construction Authority Certificate	MGA/093/2022
12	NEMA permit to transport	MGA/049/2022
13	Weight and Measures/ KENAS accreditation	MGA/054/2022 & MGA/038/2022
14	Proof of NEMA Certification on waste Management and incineration	MGA/047/2022, MGA/060/2022 & MGA/061/2022 &
15	Proof of National Industrial Training Authority Compliance	MGA/074/2022 & MGA/065/2022
16	Proof of Directorate of Occupational Safety and Health Services (DOSHS)	MGA/078/2022 & MGA/074/2022
17	NTSA inspection reports/ PSV License	MGA/049/2022 & MGA/050/2022
18	Proof of Food Hygiene Certificate from the County	MGA/073/2022
19	Updated Scrap Metal Council Certification	MGA/097/2022
20	Current license issued by the Pest Control Products	MGA/071/2022

## SECTION IV. REGISTRATION CATEGORIES

PQ No.	DESCRIPTION
	<b>SUPPLY OF GOODS</b>
MGA/001/2022	Supply and Delivery of Office Furniture and Furnishings; staff lockers, cabinets etc.
MGA/002/2022	Supply and Delivery of Industrial processing Chemicals; Caustic Soda flakes & Trisodium Phosphate
MGA/003/2022	Supply and Delivery of Effluent Treatment Plant chemicals; <b>Flocculant, Coagulant, PH (-) &amp; PH (+)</b>
MGA/004/2022	Supply and Delivery of electronics and accessories; laptops, mobile phones, desktops, chargers etc.
MGA/005/2022	Supply and Delivery of macbooks and accessories
MGA/006/2022	Supply, Delivery and Installation of Boilers
MGA/007/2022	Supply and Delivery of Mechanized/ Automated Bag closer/Bags stitching Machine
MGA/008/2022	Supply and Delivery of barcodes systems
MGA/009/2022	Supply, Delivery and installation of customized biometric systems
MGA/010/2022	Supply and Delivery of Drinking water; Nairobi, Eldoret, Kisumu, Mombasa, Kericho, Kisii, Naivasha, Nakuru, Narok, Malindi, Machakos
MGA/011/2022	Supply and Delivery of Corporate cakes
MGA/012/2022	Supply and Delivery of processing Diesel
MGA/013/2022	Supply, Delivery and installation of Compressors
MGA/014/2022	Supply, Delivery and installation of weighbridge
MGA/015/2022	Supply and Delivery of oils and lubricants
MGA/016/2022	Supply, Delivery, installation and repair of conveyor belts
MGA/017/2022	Supply and Delivery of plastic Shredder and crushers; Size reduction of raw plastics
MGA/018/2022	Supply and Delivery of Personal Protective Equipment; overalls, reflective jackets, eco-latex gloves, first aid kit equipment, dust masks, harness cones, ladders etc.
MGA/019/2022	Supply and Delivery of branded staff uniforms
MGA/020/2022	Supply, Delivery and Installation of CCTVs
MGA/021/2022	Supply and Delivery of commercial tea urns
MGA/022/2022	Supply and Delivery of Electrical supplies
MGA/023/2022	Supply and Delivery of Hardware Supplies; Bolts, pipes cement, square tubes, black sheets etc.
MGA/024/2022	Supply and Delivery of Scientific Laboratory Equipment, Chemicals & reagents; Isopropyl Alcohol etc.
MGA/025/2022	Supply, delivery and installation of industrial washing machine
MGA/026/2022	Supply of Bread; Mombasa, Nairobi, Eldoret
MGA/027/2022	Supply and Delivery of long life milk; Mombasa, Nairobi, Eldoret
MGA/028/2022	Supply and Delivery of branded Packaging Sacks; size 50*90, 75*100
MGA/029/2022	Supply and Delivery of wholesale Miscellaneous Office Supplies; Sugar, Coffee tea bags etc.
MGA/030/2022	Supply and Delivery of Cleaning Detergents and disinfectants
MGA/031/2022	Supply and Delivery of Machine Sewing Threads
MGA/032/2022	Supply and Delivery of self-adhesive Labels
MGA/033/2022	Supply and Delivery of Plastic Pallets and Wood Pallets

MGA/034/2022	Supply and Delivery of branded promotional materials: t-shirts,caps,banners,carrier bags,brochures,flyers,flexes,posters,calendars,business cards etc.
MGA/035/2022	Supply and Delivery of Signage
MGA/036/2022	Supply and Delivery of Office Stationery
MGA/037/2022	Supply and Delivery of new and used Jumbo bags
MGA/038/2022	Supply and Delivery of Weighing Scales; Platform scales & OCS scales
MGA/039/2022	Supply and Delivery of Baler Twines: Wholesale
MGA/040/2022	Supply and Delivery of industrial Nitrogen gas
MGA/041/2022	Supply and Delivery of Steam fittings; Valves, strainers etc.
MGA/042/2022	Supply and Delivery of Pneumatic pipes and fittings
MGA/043/2022	Supply, Delivery and Installation of Plastic mixing silo/plastic homogenizer
MGA/044/2022	Supply and Delivery of fabricated Containers; <b>40ft &amp; 20ft</b>
<b>PROVISION OF SERVICES</b>	
MGA/045/2022	Provision of Cleaning Services
MGA/046/2022	Provision of Plumbing Services
MGA/047/2022	Provision of Exhauster Services
MGA/048/2022	Provision of Corporate rides
MGA/049/2022	Provision of Transportation (Charter) Services-Truck providers & 3PL providers; 10T open trucks with Nema permit to transport
MGA/050/2022	Provision of cross-border transportation services; Uganda, Tanzania, Ethiopia, Rwanda & DRC
MGA/051/2022	Provision of carpentry services
MGA/052/2022	Provision of Shipping, Customs and Clearance services
MGA/053/2022	Provision of Security Services; Eldoret, Nairobi, Mombasa
MGA/054/2022	Provision of Calibration services; scales(Platform scales & OCS Scales), Vernier caliper, lab oven lab analytical balances
MGA/055/2022	Provision of Lab equipment's servicing; lab oven, analytical balances, spectrophotometer etc.
MGA/056/2022	Provision of Reverse Osmosis Unit Servicing and Maintenance
MGA/057/2022	Provision of air Compressor Servicing and accessories
MGA/058/2022	Provision of Boiler Servicing and accessories
MGA/059/2022	Provision of Chiller Servicing and accessories
MGA/060/2022	Provision of Waste Disposal Services; General waste
MGA/061/2022	Provision of Incineration services; Hazardous waste
MGA/062/2022	Provision of Hotel Accommodation and Conference Facilities in Nairobi, Mombasa, Meru, Eldoret and Kisumu
MGA/063/2022	Provision of Repair and Maintenance of Motorcycle Service
MGA/064/2022	Provision of Water bowser Services
MGA/065/2022	Provision of Stainless steel works services
MGA/066/2022	Provision of Machine repair and Fabrication services
MGA/067/2022	Provision of Mechanical Engineering Services; Tig Welding
MGA/068/2022	Provision of Motor rewinding Services
MGA/069/2022	Provision of Staff Training and Consultancy Services; HR outsourcing
MGA/070/2022	Provision of Insurance Services; Medical, General etc.
MGA/071/2022	Provision of Fumigation and pest control Services
MGA/072/2022	Provision of Tent Hiring Services
MGA/073/2022	Provision of Catering and Hospitality Services
MGA/074/2022	Provision of Training Services; Health and Safety, Fire and First aid



MGA/075/2022	Provision of Photography and Videography Services
MGA/076/2022	Provision of Courier Services
MGA/077/2022	Provision of printer leasing service
MGA/078/2022	Provision of Service and Maintenance of Fire Fighting Equipment; Nairobi, Eldoret & Mombasa
MGA/079/2022	Provision of Repair and Servicing of Mobile phones and Laptops
MGA/080/2022	Provision of Car hire services; Eldoret, Mombasa, Nairobi, Kisumu
MGA/081/2022	Provision of Air Travel Agency Services
MGA/082/2022	Provision of Energy Audit Services
MGA/083/2022	Provision of occupational safety and health audit services
MGA/084/2022	Provision of Fire Audit Services
MGA/085/2022	Provision of Statutory assessment services; Air quality assessment Noise survey Stack emission survey Air quality Assessment Medical Examination services
MGA/086/2022	Provision of Environmental impact assessment and Audit Services; Kenya, Uganda, Ethiopia, DRC, Tanzania & Rwanda
MGA/087/2022	Provision of market Research Consultancy Services within Kenya, Uganda, DRC, Ethiopia, Tanzania and Rwanda
MGA/088/2022	Provision of Event planning and management Services
MGA/089/2022	Provision of Carpentry Services
MGA/090/2022	Provision of Graphic Design services
MGA/091/2022	Provision of statutory Effluent & Raw water tests; NEMA,WARMA & WHO guidelines
MGA/092/2022	Provision of Lifting Equipment services; Cranes Forklifts etc.
<b>PROVISION OF WORKS</b>	
MGA/093/2022	Provision of Construction and Civil Works; Floor works, cabro paving, shade build outs etc.
MGA/094/2022	Provision of Painting Works
MGA/095/2022	Provision of an Effluent Filtration Plant
<b>DISPOSAL OF ASSETS</b>	
MGA/096/2022	Disposal of broken Wooden Pallets
MGA/097/2022	Disposal of Scrap Metal
MGA/098/2022	Disposal of Electronic Waste