

MARYLAND GLOBAL INITIATIVES CORPORATION (MGIC/UMB) – KENYA

VENDOR PRE-QUALIFICATION QUESTIONNAIRE (PQQ) 2023– 2025

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Instructions to bidders

The purpose of this pre-qualification questionnaire (PQQ) is to enable prospective tenderers, who are interested in receiving the Invitation to Tender (ITT) or Request for Quotation (RFQ), Request for Proposal (RFP), to provide the MGIC/UMB with sufficient information to make an initial assessment of their financial standing, capability and suitability for the proposed contract, hence a pre-qualified list of vendors to be contacted for procurement opportunities for the periods 2023-2025.

Please note that if a bid is to be submitted by a consortium, joint venture or structure other than a single company, then each section may relate to one or more of the organisations. Care should be taken to ensure that a completed response is provided for each consortium member. The lead member should complete the general sections and submit all responses together.

All sections of the questionnaire should be completed as follows:

- Complete in English in and should be typed.
- Continue on separate sheets if the space in the document is insufficient.
- Please do not use abbreviations.
- Please include, where appropriate, any supporting documents. All enclosures should be clearly named with the name of your organisation and the question to which they refer. All information you give will be treated as confidential by the MGIC/UMB.

Applicants are advised that they are solely responsible for bearing their costs and expenses incurred in connection with the preparation of responses and submission of the completed PQQ and all future stages of the selection and evaluation process. Under no circumstances will the MGIC/UMB or any of its managers be liable for any Costs or expenses borne by an applicant in this procurement process.

Please note that if any of the information supplied in your PQQ response regarding the Applicant changes during evaluation period, you are required to notify the MGIC/UMB accordingly, giving details of the changes.

MGIC reserves the right to reject or disqualify an Applicant where:

- the PQQ response is submitted late, is completed incorrectly, is incomplete or fails to meet the MGIC/UMB's submission requirements and conditions as set out in these guidance notes;
- the Applicant is guilty of serious misrepresentation in relation to its application and/or the procurement process;
- there is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Applicant; and/or
- there is a conflict of interest arising between the MGIC/UMB and the Applicant.

The MGIC/UMB reserves the right to:

- cancel the selection and evaluation process at any stage.
- require an Applicant to clarify its response in writing and/or provide additional information; and/or
- amend the terms, conditions and/or requirements of the tender process including the PQQ/pre-selection process.

Evaluation of responses to the PQQ

This section sets out the basis of evaluation of responses to the PQQ. The purpose of defining the basis for evaluation of responses is to ensure that PQQs will be evaluated consistently and objectively. The evaluation will be in two stages.

Preliminary Evaluation

This is a compliance and eligibility hurdle stage with a pass or fail criteria. An assessment will be made of whether each Applicant's responses contain mandatory documents. Applicants missing any of the following mandatory documents shall be eliminated at this stage.

Mandatory Documents

- Certificate of incorporation
- Kenya Revenue Authority Tax details/information
- Trading licence
- PIN certificate
- Duly completed and signed bank verification form.
- Duly completed electronic questionnaire form.

Qualification Evaluation

This is a detailed Evaluation of applications that pass preliminary evaluation. The responses to the PQQ questions will be scored as per the scoring criteria below. The following additional documents shall be required to support information provided under the questionnaire:

- Five (5) recommendation letters
- Three (3) LPOs or contracts obtained in last 12 months.
- Evidence of physical location being lease agreement, title, or tenancy contract.
- Organogram/organizational structure
- Company profile
- CVs of directors and senior management (5 copies)
- Audited financial statements. (2yrs, not older than 2020)
- Company Profile

Compliance and eligibility

This first stage of the evaluation is designed to determine whether an Applicant's response is complete and complies with the requirements in the PQQ.

Completeness of Information

Applicants are required to submit complete data in the specified formats and covering the specified periods. MGIC/UMB will notify an Applicant if required data appears to have been omitted from their response, stating the period within which such information must be provided. MGIC/UMB reserves the right to eliminate at this stage of the assessment any Applicant who fails to provide information required in the right form and in sufficient depth within the specified period after a reminder has been issued.

Eligibility

Any Applicant who fails to answer any question in the PQQ relating to convictions under procurement, improper contract performance, health and safety or environmental/pollution legislation or any other criminal prosecutions may be excluded from further consideration. However, in the event that the Applicant declares that it has been found guilty in any such prosecution, MGIC/UMB will determine in the light of all the circumstances whether the matter(s) disclosed are so material as to justify exclusion of the Applicant from further consideration.

Conflicts

The declaration of a potential conflict of interest will not result in automatic disqualification of an Applicant. The MGIC/UMB will assess the likelihood of any conflict affecting the robustness of the tender process, taking into account the Applicant's proposal for dealing with the conflict, in deciding whether or not to consider the Applicant ineligible. If it appears likely that the conflict will have such an effect, MGIC/UMB will discuss the matter with the Applicant and seek to agree a method for dealing with the conflict satisfactorily. If not, the Applicant will be disqualified at this stage.

Detailed evaluation

The detailed evaluation entails evaluating and scoring the Applicant's responses to a series of structured questions. The decision of the evaluators will be pass or fail.

Financial

The financial appraisal of Part 5 aims to establish from formal (audited) annual accounts, and the other information requested, whether:

- Applicant organisations have sufficient resources to support a contract, and
- Applicant organisations are financially sound and potentially stable enough to remain in-business for the period 2023-2025.

The financial strength of the organisation is assessed by looking at its turnover, gross and (pre-tax or net) profits, net worth, and certain financial ratios. Consideration of the accounts for the last three/four years enables an opinion to be made on continuing information, rather

than just at one point in time. Annual accounts should indicate appropriate levels of net worth, liquidity, and profitability.

Overall, the final pass/fail for an appraisal is taken by assessing these factors and arriving at a professional view of what a company's formal financial position is.

Registration Categories

Maryland Global Initiatives- Kenya (MGIC-Kenya) intends to prequalify/register vendors to offer various categories of goods, services in areas where it operates in Kenya namely, Nairobi, Kisumu, Machakos, Makueni, Kitui, Busia, Siaya, Bungoma, Kisii and Migori.

MGIC- Kenya invites pre-qualification applications from competent and eligible firms for the supply, delivery and provision of various Goods and Services for the Period 2023/25 in the following categories:

REF. NO.	DESCRIPTION OF SUPPLIES
CATEGORY A: PROVISION OF GOODS	
MGIC-K/PROC/2023/25-1	Supply & Delivery of Analytical Laboratory, Medical Equipment/Apparatus, Laboratory Reagents, consumables and chemicals
MGIC-K/PROC/2023/25-2	Supply & Delivery of Pharmaceuticals, non-pharmaceuticals, and surgical
MGIC-K/PROC/2023/25-3	Supply & Delivery of Fuel, Oil and Lubricants
MGIC-K/PROC/2023/25-4	Supply & Delivery of Desktop Computers, copiers, printers and software, toners, mobile phones, cameras, Audiovisual and computer accessories.
MGIC-K/PROC/2023/25-5	Supply and delivery of Office Furniture.
MGIC-K/PROC/2023/25-6	Supply & Delivery of Motor Vehicles, Motorcycles & Motor boats
MGIC-K/PROC/2023/25-7	Supply of Motor Vehicle& Cycles tyres, tubes, Batteries and accessories.
MGIC-K/PROC/2023/25-8	Supply of Air Conditioners, Fans, Refrigerators, Freezers.
MGIC-K/PROC/2023/25-9	Supply and delivery of standby generators and water pumps
MGIC-K/PROC/2023/25-10	Supply & Delivery of Uniforms and Protective clothing
MGIC-K/PROC/2023/25-11	Supply & Delivery of Hardware, Paints, & Electrical materials
MGIC-K/PROC/2023/25-12	Supply & Delivery of Office Stationery, Printing, Promotional & Visibility materials
MGIC-K/PROC/2023/25-13	Supply of Drinking Mineral water and Water Dispensers
MGIC-K/PROC/2023/25-14	Supply of General office equipment, items and supplies.

CATEGORY B: PROVISION OF SERVICES	
REF. NO.	DESCRIPTION OF SUPPLIES
MGIC-K/PROC/2023/25-15	Provision of Quantity Surveying Services
MGIC-K/PROC/2023/25-16	Provision Maintenance, repairs and Servicing of Laboratory Equipment
MGIC-K/PROC/2023/25-17	Provision of Calibration of Laboratory Equipment & Apparatus
MGIC-K/PROC/2023/25-18	Provision of Consultancy Services (Baseline Survey, End of Projects Evaluations)

MGIC-K/PROC/2023/25-19	Provision of maintenance (garages) services for Motor vehicles, Motorcycles, and motorboats.
MGIC-K/PROC/2023/25-20	Provision of Insurance Brokerage and Underwriting Services
MGIC-K/PROC/2023/25-21	Provision of Internet/Telecommunication
MGIC-K/PROC/2023/25-22	Provision of Internet Network Structured Cabling Services
MGIC-K/PROC/2023/25-23	Provision of Security Services, Security Deterrence Services (Alarm systems, biometric access and Controls)
MGIC-K/PROC/2023/25-24	Provision of calibration of Laboratory Equipment & Apparatus
MGIC-K/PROC/2023/25-25	Provision and maintenance, servicing and inspection of Fire Fighting control extinguishers
MGIC-K/PROC/2023/25-26	Provision of Air Travel and Related agency services (IATA accredited firms only)
MGIC-K/PROC/2023/25-27	Provision of Motor Vehicle tracking/ fleet management system
MGIC-K/PROC/2023/25-28	Provision of Audit Services,
MGIC-K/PROC/2023/25-29	Provision of Legal Services
MGIC-K/PROC/2023/25-30	Provision of Hotel, Conference, Events and Accommodation Facilities and Services/ Catering Services
MGIC-K/PROC/2023/25-31	Provision of office cleaning services, general cleaning
MGIC-K/PROC/2023/25-32	Provision of web hosting Services/ Provision Software Solutions Development
MGIC-K/PROC/2023/25-33	Provision of maintenance and servicing of Electricals, Generators and solar systems
MGIC-K/PROC/2023/25-34	Provision of Production of Radio, TV Commercials and Documentaries Services.
MGIC-K/PROC/2023/25-35	Provision of Design, layout, Publication, Banners, Production and Colour Printing Services
MGIC-K/PROC/2023/25-36	Provision Courier Services
MGIC-K/PROC/2023/25-37	Provision of sanitary bins services/ Control of pests (termites, bites, rodents and bees)
MGIC-K/PROC/2023/25-38	Provision of Car Hire & Lease Services (Mombasa, Nairobi, Kisumu, Kisii and Migori)
MGIC-K/PROC/2023/25-39	Minor Works Contractors (Building)- Renovations, refurbishments and repairs.
MGIC-K/PROC/2023/25-40	Provision of staff airtime loading

Scoring Criteria

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	Pass/ fail
2	Certificate of Incorporation/Business Registration	Pass/ fail
3	Current Tax Compliance Certificates	Pass/ fail
4	PIN/VAT Certificate	Pass/ fail
5	Current Trade License / Business Permit	Pass/ fail
6	Filled bank verification form	Pass/ fail
7	Completeness of the Questionnaire	Pass/ fail
	Experience	
8	<p>a) Age of Company</p> <p>0 to 2 years – 2 marks</p> <p>2 to 5 years – 3 marks</p> <p>Over 5 years – 5 marks</p>	5
9	b) Five Letters of recommendation from current clients (Not older than 2019) – Total 15 Marks	15
10	c) At least three copies of LPOs or Contracts for the last 12 months years. 3 LPOs/Contracts of 5 marks each– Total 15 Marks	15
11	Relevant experience for supplying goods or services to similar organizations. 1 Mark for each	5
12	Manufacturers or distributors license (If required for your category)	5
13	Special Licenses if required in your category	5
14	Copies of insurance Public liability, professional indemnity and employers liability	5

14	Evidence of physical address and premises supported by tenancy agreement, lease, title	10
15	Audited financial statements for the last 2 years (Not older than year 2020) = 10 marks	20
16	Bank statement in place of audited accounts within the last 6 months - 5 marks Signed Accounts by auditors– 5 marks, Liquidity – 5 Marks Liquidity ratio, Net worth, working capital, sales turnover = 4 marks	
17	Manpower and staffing Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks CVs of Key Management and supervisory team – 5CVs 1 marks each	
18	Valid Practicing certificates if required in your category	5
19	CR12 or CR 13 or search details from Registrar of companies	5
20	Eligibility	5
	TOTAL (Weighted to 100%)	100

The minimum points acceptable for pre-qualification are sixty-five percent (65%). You are encouraged to attach proofs and evidence to increase your chances of being pre-qualified.

ANNEX 2: Newspaper Advert



PREQUALIFICATION OF SUPPLIERS 2023-2025 FY

Maryland Global Initiatives Corporation (MGIC) is a registered non-governmental organization whose mission is to improve the human condition, safeguard communities against health-related threats, and promote health equity in Kenya and globally.

MGIC interested and eligible bidders to submit their applications for the prequalification of suppliers for various goods, services and works for the 2023-2025 Financial Year under the categories listed on www.srmhub.com

MGIC has appointed **SRMHub eProcurement** as the consultants for this project. The pre-qualification process will therefore be conducted online via SRM eProcurement Portal. Interested & eligible suppliers can access and register on www.srmhub.com and select “**MARYLAND GLOBAL INITIATIVES CORPORATION**” under “Apply Tender”.

S R M
EPROCUREMENT

Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of KES 2,500/- per Tender category. The fee is payable using M-pesa **Paybill No. 4095233**, Use Account Number auto generated in system to validate your payment.

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

Closing Date and Time: **26th April 2023 at 1730hours EAT**