



RefuSHE

RefuSHE KENYA

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

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Closing on 23rd November 2022, at 1800hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

RefuSHE Kenya, is an NGO established in 2008 and the first and only organization in Kenya devoted to protecting and empowering urban, unaccompanied, and separated refugee children and youth, especially girls, young women, and their children, living in Nairobi, Kenya. Their holistic model provides opportunities for refugee girls to access their human rights, experience economic success, build transferable skills, and become leaders in their own communities .

RefuSHE Kenya intends to update its register of suppliers for various goods and services for its Financial Year 2023/24 and therefore wishes to prequalify competent & eligible suppliers for the under listed categories for the Supply & Delivery of various Goods, Services and works

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 for more information and step-by-step application process available on supplier's dashboard.

RefuSHE Kenya 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.

CHIEF EXECUTIVE OFFICER

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 RefuSHE Kenya, an NGO Located in Lavington, Nairobi herein referred to as 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 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. 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 21st November 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 RefuSHE'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 RefuSHE Kenya 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 23rd November 2022 at 1800hours.
- 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 RefuSHE Kenya 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 RefuSHE Kenya 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 RefuSHE Kenya 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 RefuSHE Kenya 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
	Experience	
7	<p>a) Age of Company</p> <p>0 to 2 years – 0 marks</p> <p>2 to 5 years – 2 marks</p> <p>Over 5 years – 5 marks</p>	5
8	<p>b) Five letters of recommendation from current clients (Not older than 2019) 5 Recommendations, 3 marks each – Total 15 Marks</p>	15
9	<p>c) At least Five copies of LPOs or Contracts for the last 3 years from your major clients. 5 LPOs/Contracts of 3 marks each– Total 15 Marks</p>	15
10	Relevant experience for supplying goods or services of similar nature to similar organizations. 1 Mark for each	5
11	Manufacturers or distributors license (If required for your category)	5
12	Special Licenses (if required in your category)	5
13	Evidence of physical address and premises supported by tenancy agreement, lease, title	5
14	<p>Financial Capacity</p> <p>Audited financial statements for the last 2 years signed by auditors– 10 marks OR Bank statements for the last 6 months - 5 marks</p> <p>Liquidity Ratio– 5 Marks</p>	20

	Attach letters of reference from the Bankers to support bank relations = 5 marks	
15	<p>Manpower and staffing</p> <p>Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– (1 mark each) 5 Marks</p> <p>CVs of Key Management and supervisory the team – 5CVs (1 mark each) 5 Marks</p>	10
16	Valid Practicing certificates (if required in your category)	5
17	Valid AGPO certificates for special Groups	10
18	Copy of memorandum of association or CR 12 or CR 13	5
	TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

CATEGORY NO.	CATEGORY DESCRIPTION
	SECTION A: SUPPLY OF GOODS
RK/001/2022	Supply of food stuff (Groceries, Perishables, Dry Goods)
RK/002/2022	Supply of Fresh Meat, Chicken Meat, Fresh Fish, and Dried Omena
RK/003/2022	Supply of charcoal
RK/004/2022	Supply of office furniture, fittings (including repairs) and equipment
RK/005/2022	Supply of general office stationery
RK/006/2022	Supply of school uniforms/shoes
RK/007/2022	Supply of fortified/blended flour and high nutrition supplements.
RK/008/2022	Supply of public address systems, audio-visual equipment including screens, projectors- and related equipment, digital equipment (video camera, still camera).
RK/009/2022	Supply, delivery, of tie and die materials & VAT & Natural Dyes
RK/010/2022	Supply of packing materials (khaki bags, labeled carry bags)
RK/011/2022	Supply of pharmaceutical products & First Aid Kits
RK/012/2022	Supply of milk and Bread
RK/013/2022	Supply of toiletries, laundry items and detergents (Vim, Harpic, Airfreshner, Omo, toilet balls, toilet brush, etc)
RK/014/2022	Supply of bottled water and water dispensers
RK/015/2022	Supply of Toys and musical instruments
RK/016/2022	Supply of assorted schoolbooks (text and exercise books)
RK/017/2022	Supply of water, sanitation and hygiene equipment (WASH)
RK/018/2022	Supply of sports gear (footballs, skipping ropes etc)
RK/019/2022	Supermarket Supplies
RK/020/2022	Supply of Plastic Chairs and Tables
RK/021/2022	Supply of asset tagging bar codes and provision of tagging services
RK/022/2022	Supply of Tents and tarpaulins
RK/023/2022	Supply of Printing items and branded promotional items (T-shirts, Banners, letter heads, envelopes, note pads, notebooks, diaries, calendars, mugs, cups)
RK/024/2022	Supply of water supplements i.e., liquid, and solid chlorine, aluminum sulphate, water cartridges, aqua tabs etc
RK/025/2022	Supply of sanitary pads and diapers
RK/026/2022	Supply of PPEs
RK/027/2022	Supply of Kitchen items and kitchen wares
RK/028/2022	Supply of Tissue Paper, Kitchen Towels and Serviettes
RK/029/2022	Supply of Safety equipment's (fire extinguishers, Fire blankets etc)
RK/030/2022	Supply, installation, commissioning, and maintenance of alternative energy (solar)

RK/031/2022	Supply, installation, and maintenance of refrigeration equipment (AC)
RK/032/2022	Supply, installation and maintenance/repairs of photocopying/printer equipment and accessories (including leasing of printer services)
RK/033/2022	Supply, installation and maintenance of generators
RK/034/2022	Supply, installation and maintenance of ICT equipment (Servers, Routers, Switches, Wireless Access Points, computer network, cabling, infrastructure, data communication)
RK/035/2022	Supply, installation and maintenance of CCTV, access control and intruder alarms.
RK/036/2022	Supply and delivery, repair, maintenance and servicing of telecommunication equipment, Mobile Phones and accessories.
RK/037/2022	Supply of computers, computer hardware, printers, scanners mobile phones and related items, including preventive maintenance & repairs
RK/038/2022	Supply of genuine toners and cartridges
RK/039/2022	Supply of pipes and fittings (G.I pipes, PVC pipes, Upvc pipes etc)
RK/040/2022	Supply of Sewing machines and maintenance
RK/041/2022	Supply of gas (cooking gas, oxygen, LPG etc), including refills.
RK/042/2022	Supply of fuel (petrol and diesel, oil etc)
RK/043/2022	Supply of motor vehicle parts, tyres and tubes
RK/044/2022	Supply of general Electricals, tools, and Equipment's
RK/045/2022	Supply of Hardware items and equipment
RK/046/2022	Supply of Textile Materials (Viscose, Canvas, cotton, zippers).
SECTION B: PROVISION OF SERVICES	
RK/047/2022	Provision of Security & Alarm response Services
RK/048/2022	Provision of general waste management services, including garbage collection and water treatment
RK/049/2022	Provision of Consultancy for Recruitment services
RK/050/2022	Provision of mechanical/garage services (repair and service of motor vehicles/motorcycle services)
RK/051/2022	Provision of general cleaning services
RK/052/2022	Provision of hydrogeological services and borehole advisory
RK/053/2022	Provision of architectural and interior design services
RK/054/2022	Provision of Motor vehicle tracking services
RK/055/2022	Provision of repairs and maintenance of fire hydrant/extinguishers services
RK/056/2022	Provision of travel agency services, air ticketing and travel arrangements (IATA registered only)
RK/057/2022	Provision of transport services (PSV, Vans and commercial trucks, car hire, lease and Taxi services)
RK/058/2022	Provision of transactional advisors and asset valuation services, accountants, external Audit, and tax consultant services.
RK/059/2022	Provision of research, survey, Counseling, and other consultancy services
RK/060/2022	Provision of fumigation and pest control services

RK/061/2022	Provision of clearing and forwarding services
RK/062/2022	Provision of legal services
RK/063/2022	Provision of auctioneering/asset disposal services
RK/064/2022	Provision of insurance services (underwriters)(Medical, General & Life)
RK/065/2022	Provision of sanitary bins including disposal services
RK/066/2022	Provision of courier services
RK/067/2022	Provision of Hotels, Catering, Team Building and event organizing services
RK/068/2022	Provisional of professional Photography and videography
RK/069/2022	Provision of ERP Systems and service maintenance
RK/070/2022	Provision of Staff training & Job Evaluation consultancy
RK/071/2022	Provision of delivery of bore hole Water Supply services
RK/072/2022	Provision of Internet services (Fiber optic, 5G,4G, Satellite etc)
RK/073/2022	Provision of Advertising & Communication Services
RK/074/2022	Provision of safety, health, and First Aid trainings
	SECTION C: PROVISION OF WORKS
RK/075/2022	Provision of civil works (large and small works) in building construction, pipe laying, including renovations, office partitioning and general refurbishments and building works
RK/076/2022	Provision of borehole drilling, equipping, electro-mechanical works and rehabilitation
RK/077/2022	Provision of fabricating, welding and joinery (carpentry), Plumbing works
RK/078/2022	Provision of construction and supply of prefabricated containers
RK/079/2022	Provision of electrical works
	SECTION D: LOCAL SUPPLIERS
RK/080/2022	This category is reserved for local suppliers of (Women, Youth and People with Disabilities)