



VETLAB SPORTS CLUB

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

VETLAB SPORTS CLUB
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Closing on 11th November 2022, at 1700hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

The Veterinary Laboratory Sports Club commonly referred to as VetLab Sports Club and widely revered as a golf club, is an 18-hole golf course located in Upper Kabete, Nairobi. The Club prides itself in being the bedrock on which great golfing talent is identified, nurtured and grown, with membership open to every Kenyan within the provisions of the club's Constitution.

The Golf Club wishes to prequalify competent & eligible bidders for the Supply & Delivery of various Goods, Services and works for the 2023/2024 Financial Year

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.

Vetlab 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 The Veterinary Laboratory Sports Club commonly referred to as VetLab Sports Club, 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 2,500.00 category payable via using **M-pesa Paybill No. 905400, Account No. AN.015-C**
- 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 9th 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 Vetlab'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 VetLab 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 11th November 2022 at 1700hours.
- 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 Vetlab 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 Vetlab 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 Vetlab 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 Vetlab 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
- vii. Copy of memorandum of association or CR 12 or CR 13

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
7	Copy of memorandum of association or CR 12 or CR 13	Pass/ fail
8	Transaction Receipts/Mpesa Codes	Pass/ fail
	Experience	
7	<p>a) Age of Company</p> <p>0 to 2 years – 2 marks</p> <p>2 to 5 years – 5 marks</p> <p>Over 5 years – 10 marks</p>	10
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. 2 Mark for each	10
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 or utility bill	5

14	(i) Extension of Credit- Up to Kes.250,000/- (ii) Credit From Kes.250,000 – Kes.500,000/= (iii) Above Kes.500,000/=	2 3 5
15.	(i) Credit Period- Up to 30 days (ii) Credit period-Above 30days-45days	2 3
16	Financial Capacity Audited financial statements for the last 2 years signed by auditors– 10 marks OR Bank statements for the last 2 months in year 2022 - 5 marks Liquidity Ratio– 5 Marks Attach letters of reference from the Bankers to support bank relations = 5 marks	10
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 the team – 5CVs 1 marks each	5
18	Valid Practicing certificates (if required in your category)	5
	TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

CATEGORY A: SUPPLY AND DELIVERY OF GOODS		
No	TENDER No.	Description
1	VLSC/01/2023-24	Supply & Delivery of Dry Goods/Foods
2	VLSC/02/2023-24	Supply & Delivery of Fresh Vegetables And Fruits
3	VLSC/03/2023-24	Supply & Delivery of Soft Drinks
4	VLSC/04/2023-24	Supply & Delivery of Meat & related products
5	VLSC/05/2023-24	Supply & Delivery of poultry & Eggs
6	VLSC/06/2023-24	Supply & Delivery of Dairy products
7	VLSC/07/2023-24	Supply & Delivery of wines & Spirits , Beer & Cigars
8	VLSC/08/2023-24	Supply of drinking water , water dispensers and drinking cups
9	VLSC/09/2023-24	Supply & Delivery of cleaning Detergents & Polishes
10	VLSC/10/2023-24	Supply & Delivery of Toiletries
11	VLSC/11/2023-24	Supply & Delivery of General Hardware , Electrical & Construction Material/Equipment
12	VLSC/12/2023-24	Supply & Delivery of Golf Course Chemicals & Fertilizers
13	VLSC/13/2023-24	Supply & Delivery of Staff Uniforms & Personal protective Clothing
14	VLSC/14/2023-24	Supply of Printed Office Stationery (Letterhead, Diaries, Notebooks, Envelopes)
15	VLSC/15/2023-24	Supply & Delivery of genuine ink toners and cartridges, Data card ribbons, plain PVC cards
16	VLSC/16/2023-24	Supply & delivery of General Office Stationery
17	VLSC/17/2023-24	Supply & Delivery of Fuel ,Oil, Gas and related products
18	VLSC/18/2023-24	Supply & Delivery of Kitchen Equipment & Electrical Equipment
19	VLSC/19/2023-24	Supply & Delivery Golf Course Machinery & Equipment
20	VLSC/20/2023-24	Supply & Delivery of Building materials e.g sand, ballast, hardcore, murrum etc
21	VLSC/21/2023-24	Supply & Delivery of Kitchen ware, cutlery and crockery
22	VLSC/22/2023-24	Supply & Delivery of Office Furniture, fitting & office equipment
CATEGORY B - FACILITIES MANAGEMENT		
23	VLSC/23/2023-24	Provision of Plumbing Services
24	VLSC/24/2023-24	Supply and maintenance of power backup system, power inverters, AVR/AVS and UPS
25	VLSC/25/2023-24	Provision of garbage collection services
26	VLSC/26/2023-24	Provision of fumigation & pest control services
27	VLSC/27/2023-24	Provision of sanitary services
28	VLSC/28/2023-24	Provision of Cleaning & Upholstery Services
29	VLSC/29/2023-24	Provision of repairs & maintenance of gym equipment
30	VLSC/30/2023-24	Food and Beverage Equipment Maintenance
31	VLSC/31/2023-24	Electrical works Maintenance
32	VLSC/32/2023-24	Maintenance and servicing of Irrigation and Water Pumps

33	VLSC/33/2023-24	Provision of Landscaping and Floral arrangements services
34	VLSC/34/2023-24	Provision of Laundry services
CATEGORY C- ICT EQUIPMENT & RELATED SERVICES		
35	VLSC/35/2023-24	Supply of IT equipment (computers, laptops, UPS unit, servers, phones and related accessories)
36	VLSC/36/2023-24	Supply, installation and maintenance of communication equipment (VHF,PABX-VOIP, telephone etc) and related accessories
37	VLSC/37/2023-24	Provision of internet services-Fiber and wireless
38	VLSC/38/2023-24	Repair and maintenance of servers
39	VLSC/39/2023-24	Repair and maintenance of Laptops, desktops and UPS unit
40	VLSC/40/2023-24	Provision of communication and collaboration services (Bulk Emails, Data sharing ,bulk SMS)
41	VLSC/41/2023-24	Provision of data recovery services
CATEGORY D- SECURITY SERVICES & EQUIPMENT		
42	VLSC/42/2023-24	Provision of security services-physical guarding services, alarm response and alarm equipment maintenance services
CATEGORY E- PROFESSIONAL SERVICES		
43	VLSC/43/2023-24	Provision of training services
44	VLSC/44/2023-24	Provision of occupational Health and safety audit and training services
45	VLSC/45/2023-24	Provision of HR recruiting and selection services
46	VLSC/46/2023-24	Provision of other HR services that includes a review of the HR Policy, Organizational Structure, Job Evaluation and development of grading and remuneration structure.
CATEGORY F -MARKETING		
47	VLSC/47/2022-24	Provision of general printing services, design, colour separation and printing promotional, communication and advertising materials eg. Printing T-shirts, caps, banners, fliers, booklets, brochures etc
48	VLSC/48/2022-24	Supply of Branded corporate items
49	VLSC/49/2022-24	Provision of events management services (provision of tent & décor services, interior design, Sound etc)