



ELDORET CLUB

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

**ELDORET CLUB
P.O BOX 78 - 30100
ELDORET.
TEL. +254-725736066**

Closing on 30th December 2022, at 1730hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

From the enchanting evergreen fairways to the scenic views, delicacies and service, Eldoret Club (EC) is consistently focused on member satisfaction. The club has built its reputation as an exceptional and diverse leisure experience center with a wealth of attractive amenities. We boast of an excellent selection of facilities which include our ultra-modern gym, steam room and sauna, swimming pool, luxury accommodation cottages and a must play signature golf course.

The Club intends prequalify competent & eligible suppliers for the financial years 2023/2024 in the following categories.

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.

Eldoret Club 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.

GENERAL MANAGER

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 Eldoret Club herein referred to as the organization OR the Club, 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. There is a non-refundable access fee of KES 2,500 per category payable via **Paybill No. 827749, Account No. PQS001**
- 5 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.
- 6 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 28th December 2022. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 7 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.
- 8 The successful applicants will be registered in the Club's suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 9 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 10 The Club 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.
- 11 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 12 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.
- 13 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 14 The application of this call closes on 30th December 2022 at 1730hours.
- 15 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 Eldoret Club 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 Eldoret Club 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 Eldoret Club 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 Eldoret Club 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

	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	Experience	
	a) Age of Company	5
	0 to 2 years – 2 marks	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
8	b) Five letters of recommendation from current clients (Not older than 2019) 5 Recommendations, 3 marks each – Total 15 Marks	15
9	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	15
10	Manufacturers or distributors license (If required for your category)	5
11	Special Licenses (if required in your category)	5
12	Evidence of physical address and premises supported by tenancy agreement, lease, title, Utility Bill	5
13	Financial Capacity	25
	Audited financial statements for the last 2 years signed by auditors– 10 marks OR	
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio– 5 Marks	
	Attach letters of reference from the Bankers to support bank relations = 5 marks	
	Credit Period – 5 Marks 30 days – 1 45 days – 3 60 days - 5	
14	Manpower and staffing	10

	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets. 5 Marks – (1 mark each)	
	CVs of Key Management and supervisory the team – 5CVs, 5 Marks. (1 mark each)	
15	Valid Practicing certificates (if required in your category)	5
16	Valid AGPO certificates for special Groups	5
17	Copy of memorandum of association or CR 12 or CR 13	5
	TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

REFERENCE NO.	CATEGORY
EC/01/2022	Supply of general office stationery, computer consumables and office supplies
EC/02/2022	Design and printing of office printed stationery, branded and promotional merchandise
EC/03/2022	Supply, maintenance and repair of computer hardware and software, scanners, routers, printers and other ICT equipment/accessories
EC/04/2022	Supply of office equipment, furniture, furnishings and fittings
EC/05/2022	Supply of electrical, electronic items, appliances, fittings and accessories
EC/06/2022	Supply of assorted fertilizers, manure and agricultural chemicals
EC/07/2022	Provision & supply of office and compound cleaning services, detergents, disinfectants, and related materials.
EC/08/2022	Provision of event management services (decorations, tents & chairs, public address etc.)
EC/09/2022	Supply and maintenance of assorted Golf course Maintenance machinery
EC/10/2022	Supply of bottled water and water dispensing materials
EC/11/2022	Supply of assorted dry foods and cereals
EC/12/2022	Provision of transport, car hire services and courier services
EC/13/2022	Supply of assorted fresh farm produce vegetables, fruits
EC/14/2022	Supply of Kienyeji Chicken & eggs
EC/15/2022	Supply of Fish and fillet
EC/16/2022	Supply of Honey
EC/17/2022	Supply of fresh milk and dairy products eg ice cream, yoghurts, cheese, long life packeted milk
EC/18/2022	Supply of processed meats (Sausages, bacon etc)
EC/19/2022	Supply and delivery of meats and meat products (beef fillet, meat on bone) including live goats
EC/20/2022	Provision of Security Services and systems; CCTV, metal detectors, access control systems and bio metric services and related accessories
EC/21/2022	Provision of fumigation, pest control, garbage collection, solid waste and sanitary collection services
EC/22/2022	Supply, installation and maintenance of air-conditioning and refrigeration services
EC/23/2022	Supply & provision of firefighting equipment fire extinguishers and maintenance of Fire alarm system, smoke detectors
EC/24/2022	Provision of medical and general Insurance Brokerage services
EC/25/2022	Provision of team building and corporate training services

EC/26/2022	Supply and maintenance of audiovisual equipment, telecommunication services including PABX, phones
EC/27/2022	Management consultancy services in research, performance contracting, job evaluation and strategic planning
EC/28/2022	Provision of photography and videography Services
EC/29/2022	Contractors for small works (partitioning, repairs, paint, plumbing and demolition works).
EC/30/2022	Supply and delivery of building and hardware materials (sand, timber)
EC/31/2022	Provision of motor vehicle spare parts, tyres etc and maintenance & service of generator service and repairs (Garages) and supply of
EC/32/2022	Provision of Internet and related services
EC/33/2022	Provision and delivery of alcoholic beverages (beers, wines and spirits) and cigarettes
EC/34/2022	Provision of non-alcoholic drinks, soft drinks, juices
EC/35/2022	Provision and maintenance of kitchenware equipment
EC/36/2022	Supply of glass, kitchen utensils, cutlery and related items
EC/37/2022	Supply of staff uniforms, protective health and safety equipment, supplies, clothing
EC/38/2022	Supply of pool chemicals & related products
EC/39/2022	Provision of Legal Services
EC/40/2022	Supply of Packaging materials and take aways, eg coffee cups, brown packing bags, plastic containers, spoons etc
EC/41/2022	Supply & delivery of bulk gas and gas cylinders
EC/42/2022	Supply & maintenance of gym and sporting equipment and facilities
EC/43/2022	Supply of motor vehicle fuel, lubricants and oils
EC/44/2022	Supply of hotel towels, linen ,beddings & guests' toiletries
EC/45/2022	Supply and provision of golf prizes and golf balls
EC/46/2022	Supply of drugs and pharmaceutical products
EC/47/2022	Provision of maintenance services for drainage systems and exhauster services
EC/48/2022	Provision of Solar solutions for Water heating, Security lighting and irrigation
EC/49/2022	Supply and Maintenance of water pumps and irrigation systems
EC/50/2022	Provision of Audit and taxation services