



UNTOLD+

UNTOLD KENYA

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

**UNTOLD KENYA
+254 113 408 841
www.untold.org**

Closing on 2nd March 2023, at 1730hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

UNTOLD KENYA, previously known as **CARE for AIDS (CFA)** is an international NGO, which exists to embrace and equip people to live a life beyond AIDS. It collaborates with churches to operate life-transforming centers that serve the physical, spiritual, emotional, economic and social needs of families affected by HIV/AIDS. Their 9-month program provides counselling, vocational training, medical and nutritional support, and spiritual care - mainly to parents with an aim of orphan prevention and has been operating in Kenya since the year 2010 in Nairobi, Kisumu, Homabay, Mombasa and Kilifi Counties.

Untold Kenya invites interested and eligible bidders to submit their applications for the prequalification of suppliers for various goods, services and works for the 2023-2024 Financial Year for all the centers under the categories listed on www.srmhub.com

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.

Untold 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 FINANCE OFFICER

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 Untold Kenya herein referred to as “the organization’ OR ‘Untold”, 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 2,000 per category payable via M-pesa **Paybill No. 805291, Account No. “Name of the Supplier/ Service Provider”**
- 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 1st March February 2023. 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 organisation’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 2nd March 2023 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 Untold 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 Untold 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 Untold 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 Untold 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	Score Attained
1	Certificate of Incorporation/Business Registration	0	Pass / Fail
2	Current Tax Compliance Certificates	0	Pass / Fail
3	PIN/VAT Certificate	0	Pass / Fail
4	Current Trade License / Business Permit	0	Pass / Fail
5	Duly filled Confidential Business Questionnaire (electronic)	0	Pass / Fail
6	Self-Declaration form PQ-2	0	Pass / Fail
7	<p>Experience of Company/major clients (5 marks each)</p> <p>a) Age of Company</p> <ul style="list-style-type: none"> ▪ 0 to 2 years – zero marks ▪ 2 to 5 years – 3 marks ▪ Over 5 years – 5 marks <p>b) Five Letters of recommendation from current clients (Not older than Yr 2019) – Total 15 Marks</p> <p>c) At least five copies of LPOs or Contracts for the last 3 years– Total 15 Marks</p> <ul style="list-style-type: none"> ▪ 5 LPOs/Contracts of 3 marks each 	35	
8	Evidence of physical address and premises supported by (Utility bill, Tenancy agreement, lease, title)	10	

9	<p>Audited financial statements for the last 2 years (Not older than year 2020)</p> <p>Signed Accounts – 10 Marks</p> <p>Bank statements for 3 months – 5 Marks</p> <p>Liquidity – 5 Marks</p> <p>Attach letters of reference from the Bankers/financiers regarding suppliers credit position or financial support – 5marks</p>	20	
	<p>▪</p>		
12	Special licenses or Practicing certificates (Specific categories)	5	
13	Work in similar organizations (1 mark for each)	5	
14	CR12 or search details from Registrar of companies	5	
15	Manufacturers or distributors authorization (specific categories)	5	
16	<p>Credit terms</p> <p>No Credit - 0 marks</p> <p>Net 30 – 3 Marks</p> <p>Net 45 – 5 marks</p>	5	
	TOTAL (Weighted)	100	

SECTION IV. REGISTRATION CATEGORIES

Locations – Nairobi, Kisumu, Mombasa Offices

REFERENCE NO.	CATEGORY
UK/01/2023	Supply of general office stationery and office supplies
UK/02/2023	Design and printing of office printed stationery, IEC communication materials, branded and promotional merchandise
UK/03/2023	Supply, maintenance and repair of computer hardware and software, printers, UPS's, laptops, LAN and other ICT equipment/accessories
UK/04/2023	Supply of office furniture, furnishings and fittings
UK/05/2023	Supply of electrical, electronic items, appliances, fittings and accessories
UK/06/2023	Supply of pharmaceutical, non-pharmaceutical and other medical supplies
UK/07/2023	Provision of office and compound cleaning services, including supply of detergents, disinfectants, and cleaning materials
UK/08/2023	Provision of designing, printing, photocopying and binding services.
UK/09/2023	Provision of Hotel accommodation, conference, and catering services
UK/10/2023	Supply of bottled water and water dispensing materials
UK/11/2023	Provision of air ticketing, tour and travel services
UK/12/2023	Provision of transport, taxi hire and car hire services
UK/13/2023	Supply and maintenance of audiovisual equipment, telecommunication services including PABX and phones, airtime
UK/14/2023	Provision of Security Services including guards, installation and maintenance of fire alarm equipment and security systems including CCTV, door access, metal detectors and related accessories
UK/15/2023	Provision of fumigation, pest control, garbage collection, solid waste and sanitary collection services
UK/16/2023	Supply of protective health and safety equipment, supplies, clothing
UK/17/2023	Supply, installation and maintenance of air-conditioning and refrigeration services
UK/18/2023	Repair and maintenance of office equipment, furniture & fittings
UK/19/2023	Provision of medical and general Insurance Brokerage services
UK/20/2023	Provision of team building and training services
UK/21/2023	Provision of event management (outside catering, decorations, tents & chairs, public address etc.)
UK/22/2023	Management consultancy services in research, performance contracting, job evaluation, baseline/end line surveys and strategic planning
UK/23/2023	Provision of photography and videography Services

UK/24/2023	Provision, installation and maintenance of Fire alarm system, smoke detectors and fire extinguishers
UK/25/2023	Contractors for small works (partitioning, repairs, paint, plumbing and demolition works).
UK/26/2023	Supply and delivery of building and hardware materials
UK/27/2023	Provision of courier services
UK/28/2023	Provision of Internet services
UK/29/2023	Provision of Bibles and Spiritual Materials
UK/30/2023	Development of Biometric Application (fingerprints) services
UK/31/2023	Provision of Clearing and Forwarding services
UK/32/2023	Supply of dry food items, including maize, beans, rice, lentils etc
UK/33/2023	Provision of Legal Services
UK/34/2023	Provision of Audit Services
UK/35/2023	Provision of packing bags and gum tapes (for the cereals)
UK/36/2023	Provision of Architectural designs Services
UK/37/2023	Provision of Structural Engineering Services
UK/38/2023	Provision of Quantity Surveying Services
UK/39/2023	Provision of Interior Designs services(Fittings)
UK/40/2023	Provision of General Construction and Civil Works services including Electrical, Plumbing and Tiling