



Rural Agency for Community Development and Assistance (RACIDA)

SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 31st July 2023, at 1730hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Rural Agency for Community Development and Assistance (RACIDA) is a regional non-profit organization headquartered in Kenya and with country programs in Ethiopia, Somalia, and South Sudan. Our goals are to Provide Human Assistance, Build Resilience and Promote Peace and Security.

These are our pillars;

- Humanitarian Assistance
- Resilience Building
- Peace and Security
- Gender Empowerment
- Organizational Integrity

RACIDA is in the process of expanding its operations in Kenya and therefore is seeking the services of interested and eligible suppliers to submit their applications for the prequalification for various goods, services and works for the 2023-2025 Financial Year 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.

Rural Agency for Community Development and Assistance 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.

Managing Director

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 Rural Agency for Community Development and Assistance herein referred to as “the organization’ or ‘RACIDA”, 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, Account No. “Auto-generated at the payment stage”**
- 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 5th August 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 31st July 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 Rural Agency for Community Development and Assistance 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 Rural Agency for Community Development and Assistance 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 Rural Agency for Community Development and Assistance 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 Rural Agency for Community Development and Assistance 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
7	Copy of memorandum of association or CR 12 or CR 13	5
Experience		
8	a) Age of Company	5
	0 to 2 years – 1 marks	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
9	b) Three letters of recommendation from current clients (Not older than 2020) 3 Recommendations, 5 marks each – Total 15 Marks	15
10	c) At least three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each– Total 15 Marks	15
11	Relevant experience for supplying goods or services of similar nature to similar organizations. 2 Marks for each	10
12	Manufacturers or distributors license (If required for your category)	5
13	Special Licenses (if required in your category)	5
14	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	5
Financial Capacity		
15	Audited financial statements for the last 1 year signed by auditors– 10 marks OR	20
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio– 5 Marks	
16	Attach letters of reference from the Bankers to support bank relations = 5 marks	
Manpower and staffing		
17	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	10
18	CVs of Key Management and supervisory the team – 3 CVs 1marks each	
19	Valid Practicing certificates (if required in your category)	5
TOTAL (Weighted to 100%)		100

SECTION III - REGISTRATION CATEGORIES

CATEGORY NO.	CATEGORY DESCRIPTION
	SECTION A: SUPPLY OF GOODS
RACIDA/PQ/01/2023-2025	Supply of office furniture, fittings (including repairs) and equipment
RACIDA/PQ/02/2023-2025	Supply of public address systems, audio-visual equipment including screens, projectors- and related equipment, digital equipment (video camera, still camera).
RACIDA/PQ/03/2023-2025	Supply of pharmaceutical products & First Aid Kits
RACIDA/PQ/04/2023-2025	Supply of bottled water and water dispensers
RACIDA/PQ/05/2023-2025	Supply of water, sanitation and hygiene equipment (WASH)
RACIDA/PQ/06/2023-2025	Supply of sports gear (footballs, skipping ropes etc)
RACIDA/PQ/07/2023-2025	Supply of Plastic Chairs and Tables
RACIDA/PQ/08/2023-2025	Supply of asset tagging bar codes and provision of tagging services
RACIDA/PQ/09/2023-2025	Supply of Tents and tarpaulins
RACIDA/PQ/10/2023-2025	Supply of Printing items and branded promotional items (T-shirts, Banners, letter heads, envelopes, note pads, notebooks, diaries, calendars, mugs, cups)
RACIDA/PQ/11/2023-2025	Supply of water supplements i.e., liquid, and solid chlorine, aluminium sulphate, water cartridges, aqua tabs etc
RACIDA/PQ/12/2023-2025	Supply of sanitary pads
RACIDA/PQ/13/2023-2025	Supply of PPEs, family Muac
RACIDA/PQ/14/2023-2025	Supply of Kitchen items and kitchen wares
RACIDA/PQ/15/2023-2025	Supply of Safety equipment's (fire extinguishers, Fire blankets etc)
RACIDA/PQ/16/2023-2025	Supply, installation, commissioning, and maintenance of alternative energy (solar)
RACIDA/PQ/17/2023-2025	Supply, installation, and maintenance of refrigeration equipment (AC)
RACIDA/PQ/18/2023-2025	Supply, installation and maintenance/repairs of photocopying/printer equipment and accessories (including leasing of printer services)
RACIDA/PQ/19/2023-2025	Supply, installation and maintenance of generators
RACIDA/PQ/20/2023-2025	Supply, installation and maintenance of ICT equipment (Servers, Routers, Switches, Wireless Access Points, computer network, cabling, infrastructure, data communication)
RACIDA/PQ/21/2023-2025	Supply, installation and maintenance of CCTV, access control and intruder alarms.
RACIDA/PQ/22/2023-2025	Supply and delivery, repair, maintenance and servicing of telecommunication equipment, Mobile Phones and accessories.
RACIDA/PQ/23/2023-2025	Supply of computers, computer hardware, printers, scanners mobile phones and related items, including preventive maintenance & repairs
RACIDA/PQ/24/2023-2025	Supply of genuine toners and cartridges
RACIDA/PQ/25/2023-2025	Supply of pipes and fittings (G.I pipes, PVC pipes, Upvc pipes etc)
RACIDA/PQ/26/2023-2025	Supply of Sewing machines and maintenance
RACIDA/PQ/27/2023-2025	Supply of fuel (petrol and diesel, oil etc)
RACIDA/PQ/28/2023-2025	Supply of motor vehicle parts, tyres and tubes
RACIDA/PQ/29/2023-2025	Supply of general Electricals, tools, and Equipment
RACIDA/PQ/30/2023-2025	Supply of Hardware items and equipment
	SECTION B: PROVISION OF SERVICES
RACIDA/PQ/31/2023-2025	Provision of Security & Alarm response Services
RACIDA/PQ/32/2023-2025	Provision of general waste management services, including garbage collection and water treatment
RACIDA/PQ/33/2023-2025	Provision of Consultancy for Recruitment services
RACIDA/PQ/34/2023-2025	Provision of mechanical/garage services (repair and service of motor vehicles/motorcycle services)

RACIDA/PQ/35/2023-2025	Provision of general cleaning services
RACIDA/PQ/36/2023-2025	Provision of hydrogeological services and borehole advisory
RACIDA/PQ/37/2023-2025	Provision of architectural and interior design services
RACIDA/PQ/38/2023-2025	Provision of Motor vehicle tracking services
RACIDA/PQ/39/2023-2025	Provision of repairs and maintenance of fire hydrant/extinguishers services
RACIDA/PQ/40/2023-2025	Provision of travel agency services, air ticketing and travel arrangements (IATA registered only)
RACIDA/PQ/41/2023-2025	Provision of transport services (PSV, Vans and commercial trucks, car hire, lease and Taxi services)
RACIDA/PQ/42/2023-2025	Provision of transactional advisors and asset valuation services, accountants, external Audit, and tax consultant services.
RACIDA/PQ/43/2023-2025	Provision of research, survey, Counseling, and other consultancy services
RACIDA/PQ/44/2023-2025	Provision of fumigation and pest control services
RACIDA/PQ/45/2023-2025	Provision of clearing and forwarding services
RACIDA/PQ/46/2023-2025	Provision of legal services
RACIDA/PQ/47/2023-2025	Provision of insurance services (underwriters)(Medical, General & Life)
RACIDA/PQ/48/2023-2025	Provision of sanitary bins including disposal services
RACIDA/PQ/49/2023-2025	Provision of courier services
RACIDA/PQ/50/2023-2025	Provision of Hotels, Catering, Team Building and event organizing services
RACIDA/PQ/51/2023-2025	Provisional of professional Photography and videography
RACIDA/PQ/52/2023-2025	Provision of ERP Systems and service maintenance
RACIDA/PQ/53/2023-2025	Provision of Staff training & Job Evaluation consultancy
RACIDA/PQ/54/2023-2025	Provision of delivery of bore hole Water Supply services
RACIDA/PQ/55/2023-2025	Provision of Internet services (Fiber optic, 5G,4G, Satellite etc)
RACIDA/PQ/56/2023-2025	Provision of Advertising & Communication Services
RACIDA/PQ/57/2023-2025	Provision of safety, health, and First Aid trainings
SECTION C: PROVISION OF WORKS	
RACIDA/PQ/58/2023-2025	Provision of civil works (large and small works) in building construction, pipe laying, including renovations, office partitioning and general refurbishments and building works
RACIDA/PQ/59/2023-2025	Provision of borehole drilling, equipping, electro-mechanical works sand rehabilitation
RACIDA/PQ/60/2023-2025	Provision of fabricating, welding and joinery (carpentry), Plumbing works
RACIDA/PQ/61/2023-2025	Provision of construction and supply of prefabricated containers
RACIDA/PQ/62/2023-2025	Provision of electrical works