



NOVA PIONEER EDUCATION GROUP

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 19th May 2023, at 1730hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

The Nova Pioneer Education Group (Nova) is a network of schools developing generations of innovators and leaders who will shape the African Century. Nova Pioneer is a launch pad where young Africans can begin to shape a better future for the continent.

Nova invites interested and eligible bidders to submit their applications for the prequalification of suppliers for various goods, services and works for the 2023-2026 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.

The Nova Pioneer Education Group 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 Nova Pioneer herein referred to as “the organization’ OR ‘Nova Pioneer”, 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 10th May 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 19th May 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 Nova Pioneer 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 Nova Pioneer 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 Nova Pioneer 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 Nova Pioneer 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	CR12 or search or articles of association	0	Pass / Fail
6	Completed Self-Declaration Form	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"> • Below 1 year • 1-3 years • 4-6 years • 7-10 years • Above 10 years <p>b) Five Letters of recommendation from current clients – 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, rent invoices)	10	

9	<p>Audited financial statements for the last 2 years (Not older than year 2020) Signed Accounts or bank statements – 6 Marks</p> <p>Attach letters of reference from the Bankers/financiers regarding suppliers credit position or financial support – 5marks</p>	11	
10	<p>Manpower and staffing</p> <ul style="list-style-type: none"> ▪ Company Profile – locations, team, mission, vision, products, markets e.t.c – 5 Marks ▪ Organogram and number of staff – 7marks <ul style="list-style-type: none"> • No staff – 0 Marks • 1-5 staff – 1 Marks • 6-10 staff -3 Marks • 11-20 staff -5 Marks • Above 20 staff -7 Marks 	12	
11	Completed Pending Litigation & Litigation History Form	5	
12	Special licenses or Practicing certificates (Specific categories)	10	
	<p>Lead time</p> <ul style="list-style-type: none"> • 1-7 days – 4 Marks • 8-14 days – 3 Marks • 15-21 days - 2 Marks • 21-30 days -1 Mark • Above 30 days – 0 Marks 	4	
15	Manufacturers or distributors authorization (specific categories)	5	
16	<p>Credit terms</p> <p>No Credit - 0 marks</p> <p>Net 30 – 10 Marks</p> <p>Net 45 – 5 marks</p>	10	
	TOTAL (Weighted)	100	

SECTION IV. REGISTRATION CATEGORIES

Locations – Nairobi and Eldoret

NOVA PIONEER SUPPLIER REGISTRATION/PREQUALIFICATION FOR THE PERIOD 2023-2026		
	SUPPLY OF GOODS	Category Certification
Category Code	Category Name	
NP/PQ/01/2023-2026	Supply of milk and/or dairy products(Fresh Pasteurized Milk, Yoghurt, Ice cream, Butter, Cheese, Custard)	Food Hygiene license - 10MKS
NP/PQ/02/2023-2026	Supply and delivery of meat and meat products (Cubed or diced, minced meat, sausages)	Food Handlers medical certificate, Hallal Certificate, meat transport license
NP/PQ/03/2023-2026	Supply of dry foodstuff and general provisions (Wheat Flour, Maize Flour, Self raising flour, Sugar, Cooking Oil, Coffee, Drinking chocolate, Tea Bags, Vinegar, Squash, Popcorn, Salt)	
NP/PQ/04/2023-2026	Supply and delivery of perishable foodstuff - Vegetables and Fruits (Cabbages, Onions, Potatoes, Tomatoes, Carrots, Spinach, Kale, Peppers, Garlic, Ginger, Cucumber, Sweet potatoes, Fruit in season)	Food handler's/ health clearance certificate
NP/PQ/05/2023-2026	Supply of Dry Cereals (Yellow beans, Green Lentils, Black beans, Rice)	
NP/PQ/06/2023-2026	Supply of Bread and Snacks (Fresh Bread, Biscuits, Scones, Buns, Croissants)	
NP/PQ/07/2023-2026	Supply of fuel (petrol and diesel for a fleet), bottled gas and bulk LPG	Petroleum Business licence from Energy regulatory commission, Certificate of registration of workplace by DOHSS (OSHA 2007)
NP/PQ/08/2023-2026	Supply of utensils, kitchenware ((Spoons, Plates, Cups, Forks, Jugs, knives, inserts, Mugs, cooking pots), kitchen equipment & installation(Brat Pans, cookers, freezers, microwave)	
NP/PQ/09/2023-2026	Supply of Kitchen Food Contact Materials (Aluminium Foil, Cling Film, Serviettes)	
NP/PQ/10/2023-2026	Supply, Installation & maintenance of electronic appliances (Industrial Laundry Equipment, Water Treatment Plants, Generators, Cold Rooms & Freezer Room & bulk LPG Tanks)	

NP/PQ/11/2023-2026	Supply of beverages and soft drinks/water (Drinking Water (bottled), Soda)	regulatory or accrediting bodies or associations such as KEBS
NP/PQ/12/2023-2026	Supply of Sports Equipment (all sports) & Playground Equipment, Indoor & Outdoor toys (Bouncing castles, swings, slides, see-saws, play houses)	
NP/PQ/13/2023-2026	Supply and delivery of Drama and Music Festival Materials, Attire, Props, backdrops and Accessories	
NP/PQ/14/2023-2026	Supply of office Stationery (Printing Paper, Whiteboard Markers, Box Files, Pencils, Pens, Erasers, Rulers, Flipchart Paper, Sticky notes, Paper clips, Staplers, Paper Punch, Scissors, clear folders, Whiteboard erasers,)	
NP/PQ/15/2023-2026	Supply of commercial cleaning equipment, materials and detergents (Floor scrubbing machines, vacuum cleaners, mops, long handle brooms, brushes, buckets, dustpans, towels etc)	quality certification document i.e KEBS, ISO, CE
NP/PQ/16/2023-2026	Supply of PPE (Personal Protective Equipment) and clothing e.g. Uniform for Housekeeping, Drivers Security and Catering teams, gloves, safety boots, dust-masks and other protective clothing	
NP/PQ/17/2023-2026	Supply of Laboratory Equipment and Chemical Reagents (School lab apparatus and reagents)	
NP/PQ/18/2023-2026	Supply of School Infirmary Supplies (Medical Drugs, Medical Equipment and Accessories)	Pharmacy and Poisons Board or relevant certification
NP/PQ/19/2023-2026	Supply of Tires, tubes, batteries, oil lubricants, body fabrication, other vehicle accessories, motor vehicle spare-parts, repair, maintenance and servicing	
NP/PQ/20/2023-2026	Supply and Installation of Curtains and Curtain Rods, Window blinds, Sheers and window frosting (Specifications to be provided to successful bidders)	
NP/PQ/21/2023-2026	Supply of School Textbooks both Primary and Secondary books (List of recommended titles to be provided)	Kenya booksellers & stationers association
NP/PQ/22/2023-2026	Supply of Branded Exercise Books (Branded with Nova Pioneer Logo and Map of Africa)	
NP/PQ/23/2023-2026	Supply of Newspapers, magazines and periodicals	
NP/PQ/24/2023-2026	Supply of school uniform items in Nairobi and Eldoret	
NP/PQ/25/2023-2026	Supply and body fabrication of school buses and Vans (51 seater, 33 seater and 14 seater vehicles branded as per school buses	

	regulations)	
NP/PQ/26/2023-2026	Supply of Laundry Bags and Laundry Trolleys	
NP/PQ/27/2023-2026	Supply and Design of Promotional Merchandise and materials such as T Shirts, Notebooks, Pens, Diaries, Mugs, Cards, Certificates, Brochures Etc	
NP/PQ/28/2023-2026	Supply and delivery of school and office furniture both wooden and metal furniture and repairs - Desks, Chairs, Stools, Bunk Beds, Mattresses, Lockers, Cubbies, Sofa'S, Shelving and Fittings (Specifications to be provided to successful bidders)	
NP/PQ/29/2023-2026	Supply and Delivery of Toiletries and Accessories- Tissue, Hand Paper Towels, Serviettes, Sanitary Bins, Foam Soap, Air Freshener and Tissue Dispensers	quality certification document i.e KEBS, ISO, CE
NP/PQ/30/2023-2026	Supply and Delivery of Swimming Pool Treatment Chemicals and Related Products	
NP/PQ/31/2023-2026	Supply, Delivery and Maintenance of Electronic Equipment (Water Dispensers, Iron Boxes, Microwave, Fridges and Water Kettle)	
NP/PQ/32/2023-2026	Supply and maintenance of White boards and Information(Softboards) boards	
NP/PQ/33/2023-2026	Supply and Leasing of Printers and Printing Services (Printer, Scanner, Copier)	
NP/PQ/34/2023-2026	Supply of Printing Toners- Black and Color	
NP/PQ/35/2023-2026	Supply and Maintenance of ICT related Equipment - Networking Equipment and Related Accessories (Routers, Server cabinets, cables, Access points)	
NP/PQ/36/2023-2026	Supply and Delivery of Audio Visual Equipment (PA Gear, Projectors, Screens)	
NP/PQ/37/2023-2026	Supply & repair of Laptops, Desktop Computers, Tablets and Related Accessories (Laptops, Desktops, Chargers, Laptop bags, Computer Mouse, UPs)	
NP/PQ/38/2023-2026	Supply and delivery of general hardware materials and tools (Paint, Spirit, Thinners, Paint Brushes, Sand Paper, Nails, Repair tools)	
NP/PQ/39/2023-2026	Supply of home science and art related materials (Knitting needles, play dough, sewing thread, ribbons, cotton fabric and other related materials)	

NP/PQ/40/2023-2026	Supply of general items (School canteen stock, Padlocks, Clocks, batteries)	
NP/PQ/41/2023-2026	Supply and maintenance of fire safety equipment, fire suppression & detection system and related spare parts/ consumables	registration from Directorate of Occupational safety and health (DOSH), fire fighting certificate
NP/PQ/42/2023-2026	Supply and maintenance of alarm services, wireless surveillance camera/IP CCTV, Security control operation services, walkthroughs scanners, biometric , guarding management services and access control systems	
NP/PQ/43/2023-2026	Supply and maintenance of domestic water pumps & other related items	
NP/PQ/44/2023-2026	Supply and maintenance of Solar related equipment- Solar water heater, solar street lights	
	PROVISION OF SERVICES	
NP/PQ/45/2023-2026	Provision of roadside Emergency Rescue and Support Service - medical and roadside rescue, ambulance / medical evacuation services. (Ambulance provision)	Emergency, Medical and Casualty Evacuation and Rescue Services from any recognized accreditation body.
NP/PQ/46/2023-2026	Provision of Legal Services (Corporate Matters, contract analysis, commissioning.)	LSK, Professional Indemnity
NP/PQ/47/2023-2026	Provision of Tours and Travel agency services (International and local travel, School Trips)	International Air Transport Association (IATA) Certification, Kenya Association of Travel Agents (KATA)
NP/PQ/48/2023-2026	Provision of courier (petty errands) services within Nairobi and its environs	Courier Service Provider Certificate/ Courier Operator License/ PSV
NP/PQ/49/2023-2026	Provision of Taxi and car hire services i.e. small cars, tour vans, buses	NTSA, PSV certificates
NP/PQ/50/2023-2026	Provision of Pest control and Fumigation services	Pest control Products Board
NP/PQ/51/2023-2026	Provision of Hazardous and/or Bio Medical Waste Management Services and/or Sanitary-Waste Collection services and/or Ordinary Waste/ Garbage Collection services	Environmental Impact Assessment certificate from NEMA
NP/PQ/52/2023-2026	Provision of hotels and conference and accommodation services (Airbnb accommodation in Nairobi, Nakuru, Eldoret, Mombasa, for individuals and teams)	
NP/PQ/53/2023-2026	Labeling of student items (uniform, shoes, lab coats, linen etc.), furniture (desks, chairs,	Food Hgiene, Clearance Certificate for Fire prevention,

	lockers, computers) (Furniture labeling and embroidery services)	food handler's clearance certificate, insurance cover for the premises
NP/PQ/54/2023-2026	Provision of Petty cash management services for companies.	
NP/PQ/55/2023-2026	Provision of outside catering services (For all school related events)	Food Hygiene Certificate, food handler's/ health clearance certificate
NP/PQ/56/2023-2026	Provision of events management , decor services, PA system/DJ/sound, tents, tables, chairs etc. (all on hire) and other related party accessories (For all school related events)	
NP/PQ/57/2023-2026	Provision of health and safety training, fire training, first aid training, school emergency management training and osha audit services	National Industrial Training Authority compliance certificate
NP/PQ/58/2023-2026	Provision of Housekeeping Services (Cleaning) and / or deep cleaning services	NSSF, NHIF compliance and workers' injury benefit (WIBA) insurance policy
NP/PQ/59/2023-2026	Provision of IT security solutions (backup and recovery)	
NP/PQ/60/2023-2026	Provision of computerized ERP system (facilities, library, procurement stores, finance, maintenance, point of sale, clinic management system etc.)	
NP/PQ/61/2023-2026	Provision of landscaping services in Nairobi and Eldoret	
NP/PQ/62/2023-2026	Provision of photography, videography, and audio visual services	
NP/PQ/63/2023-2026	Provision of outdoor branding and signage works	billboards license, or business permit authorizing sign writing & advertising
NP/PQ/64/2023-2026	Provision of property valuation services	
NP/PQ/65/2023-2026	Provision of textbooks repair and binding services	
NP/PQ/66/2023-2026	Provision asset tagging/ coding services & asset verification services	Communications Authority of Kenya as an Application Service provider
NP/PQ/67/2023-2026	Provision of Locum Nurse services in Nairobi and Eldoret	
NP/PQ/68/2023-2026	Provision for clearing and forwarding services (inbound logistics and outbound)	Membership Certificate for KIFWA-Kenya International Freight and Warehousing Association, Clearing agent certification

NP/PQ/69/2023-2026	Provision of disposal for Old/obsolete computer hardware, phones and peripherals	
NP/PQ/70/2023-2026	Provision of Security Guarding Services , provision of k9 services and provision of security control room back-up services	Kenya Security Industry Association (KSIA), WIBA insurance, NSSF,NHIF
	PROVISION OF CONSULTANCY SERVICES	
NP/PQ/71/2023-2026	Provision of STEAM (science, technology, engineering, art and mathematics) equipment and consultancy services (Lego's, Robots, Steam kits)	
NP/PQ/72/2023-2026	Provision of Academic Educational consultancy services (curriculum, university placement, art, home science, drama festivals and other related consultancy services	National Industrial Training Authority compliance certificate
NP/PQ/73/2023-2026	Provision of Consultancy services- general building contractors for minor and major works, kitchen design and layout	National Construction Authority(At least NCA 7 Certificate)
	PROVISION OF WORKS	
NP/PQ/74/2023-2026	General repair contractors for plumbing, electrical, woodwork & painting works	National Construction Authority(At least NCA 7 Certificate)
NP/PQ/75/2023-2026	Water Quality Testing and Analysis for Microbial and Physiochemical parameters	certificate or authorization letter from NEMA
NP/PQ/76/2023-2026	Maintenance of swimming pools & water features	National Construction Authority(At least NCA 7 Certificate), certification document for example KEBS, ISO, CE for water treatment