



WORLD RESOURCES INSTITUTE

SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 16th June 2023, at 1730hours

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

World Resources Institute (WRI) is a global research organization that works with governments, businesses, multilateral institutions and civil society groups to develop practical solutions that improve people's lives and ensure nature can thrive. We organize our work around seven global challenges: Food, Forests, Water, Energy, Climate, the Ocean and Cities. We analyze these issues through the lenses of our four Centers of Excellence: Business, Economics, Finance and Equity.

WRI 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.

World Resources Institute 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.

FINANCE MANAGER

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 World Resources Institute herein referred to as “the organization’ OR ‘WRI”, 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 15th June 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 16th June 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 World Resources Institute 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 World Resources Institute 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 World Resources Institute 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 World Resources Institute 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) Five letters of recommendation from current clients (Not older than 2020) 5 Recommendations, 3 marks each – Total 15 Marks	15
10	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
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 2 years 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 – 5CVs 1 marks each	
19	Valid Practicing certificates (if required in your category)	5
TOTAL (Weighted to 100%)		100

CATEGORIES

World Resources Institute - Prequalification Categories	
SUPPLY OF GOODS	
Category Code	Category Name
WRI/PQ/001/2023-2025	Supply & Delivery of Laptops, Tablets and Related accessories
WRI/PQ/002/2023-2025	Supply & Delivery of Mobile Phones and related accessories
WRI/PQ/003/2023-2025	Supply and delivery of Office Furniture
WRI/PQ/004/2023-2025	Supply of general office equipment, items and supplies
WRI/PQ/005/2023-2025	Supply of drinking mineral water and water dispensers
WRI/PQ/006/2023-2025	Supply of Newspapers
WRI/PQ/007/2023-2025	Supply & delivery of office stationery, printing, promotional and Visibility materials
WRI/PQ/008/2023-2025	Supply of Refrigerators , Freezers, Kitchen appliances
WRI/PQ/009/2023-2025	Supply of Office Stationery
WRI/PQ/010/2023-2025	Supply and Maintenance of ICT related Equipment - Networking Equipment and Related Accessories (Routers, Server cabinets, cables, Access points)
WRI/PQ/011/2023-2025	Supply and Design of Branded Merchandise and materials
WRI/PQ/012/2023-2025	Supply and Leasing of Printers and Printing Services (Printer, Scanner, Copier)
WRI/PQ/013/2023-2025	Supply of Toners- Black and Color
PROVISION OF SERVICES	
WRI/PQ/014/2023-2025	Provision of Legal Services
WRI/PQ/015/2023-2025	Provision of Travel agency services (ticketing, reservations etc)
WRI/PQ/016/2023-2025	Provision of Taxi and car hire services
WRI/PQ/017/2023-2025	Provision of Pest control and Fumigation services
WRI/PQ/018/2023-2025	Provision of hotels, conference and accommodation services (Hotels in Nairobi, Mombasa, Naivasha, Nakuru, Makueni, Eldoret for individuals and teams)
WRI/PQ/019/2023-2025	Provision of outside catering services
WRI/PQ/020/2023-2025	Provision of events management , decor services, PA system/DJ/sound,tents, tables, chairs etc. (all on hire) and other related party accessories
WRI/PQ/021/2023-2025	Provision of health and safety training,fire training, first aid training
WRI/PQ/022/2023-2025	Provision of photography, videography, and audio visual services
WRI/PQ/023/2023-2025	Provision of branding and signage works
WRI/PQ/024/2023-2025	Provision asset tagging/ coding services & asset verification services
WRI/PQ/025/2023-2025	Provision of Asset Disposal Services
WRI/PQ/026/2023-2025	General repair contractors for plumbing, electrical, painting works
WRI/PQ/027/2023-2025	Provision of office cleaning services
WRI/PQ/028/2023-2025	Provision of Medical Insurance Servicesfor staff (Underwriters & Brokerage)
WRI/PQ/029/2023-2025	Provision of Tax and Audit Consultancy services