



**NEUMANN KAFFEE GRUPPE
NKG Coffee Mills Kenya**

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on July 7th 2023 at 17h30 EAT

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

NEUMANN KAFFEE GRUPPE, operating as NKG Coffee Mills Kenya, is a global green coffee service group with more than 50 companies in 26 countries. In Kenya, NKG is the largest exporter of green coffee.

NKG Coffee Mills Kenya is in the process of updating its supplier database and is therefore inviting interested and eligible suppliers to submit their applications for the prequalification of suppliers for various goods, services and works for the 2023-2026 period 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.

NKG Coffee Mills 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.

Procurement Manager

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 NKG Coffee Mills Kenya herein referred to as “the organization’ OR ‘NKG Coffee Mills Kenya”, 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. 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 30th 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 7th 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 NKG Coffee Mills 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 NKG Coffee Mills 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 NKG Coffee Mills Kenya 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 NKG Coffee Mills 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
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	Pass/ fail
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	Manufacturers or distributors license (If required for your category)	5
12	Special Licenses (if required in your category)	5
13	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
Financial Capacity		
14	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	
15	Attach letters of reference from the Bankers to support bank relations = 5 marks	
Manpower and staffing		
16	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	10
17	CVs of Key Management and supervisory the team – 5CVs 1 marks each	
18	Valid Practicing certificates (if required in your category)	5
	TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

CATEGORY A: SUPPLY AND DELIVERY OF GOODS	
CATEGORY NUMBER	ITEM DESCRIPTION
NKG/A01/2023-26	Supply of milk and/or dairy products(Fresh Pasteurized Milk, Yoghurt, Ice cream, Butter, Cheese, Custard)
NKG/A02/2023-26	Supply and delivery of newspapers, magazines and periodicals
NKG/A03/2023-26	Supply and delivery of cleaning materials, toiletries and detergents
NKG/A04/2023-26	Supply of commercial cleaning equipment and materials (Floor scrubbing machines, vacuum cleaners, mops, long handle brooms, brushes, buckets, dustpans, towels etc)
NKG/A05/2023-26	Supply of assorted general office supplies and stationery
NKG/A06/2023-26	Supply of Printed stationary, calendars, diaries, books, Brochures, fliers etc.
NKG/A07/2023-26	Supply and delivery of branded promotional materials and merchandise i.e., notebooks, t-shirts, umbrellas, caps etc.
NKG/A08/2023-26	Supply and delivery of office furniture, furnishings, and fittings
NKG/A09/2023-26	Supply and delivery of staff uniforms, protective wear-PPE clothing, dust masks, hairnets, textile material, linen and safety shoes
NKG/A10/2023-26	Supply and Delivery of Computers, laptops, printers, scanners, and other related ICT accessories
NKG/A11/2023-26	Supply and installation of computer software, Antivirus, and other standard applications
NKG/A12/2023-26	Supply and installation of telecommunication equipment i.e., Telephones, PABX machines and assorted accessories
NKG/A13/2023-26	Supply and maintenance of networking equipment e.g., LAN cabling
NKG/A14/2023-26	Supply and installation of audio-visual equipment and service
NKG/A15/2023-26	Supply and maintenance of power back-up systems, UPS, and inverters
NKG/A16/2023-26	Supply and delivery of motor vehicle tyres, tubes, and rims
NKG/A17/2023-26	Supply of motor vehicle spare parts and accessories
NKG/A18/2023-26	Supply of motor vehicle batteries and accessories
NKG/A19/2023-26	Supply and delivery of motorcycle sales and service
NKG/A20/2023-26	Supply and delivery of motor vehicles (new and or used) sales and service
NKG/A21/2023-26	Supply and delivery of oils and lubricants
NKG/A22/2023-26	Supply of tractor spare parts
NKG/A23/2023-26	Supply and installation of vehicle tracking and management services
NKG/A24/2023-26	Supply, installation, commissioning, and servicing of CCTV & access control equipment
NKG/A25/2023-26	Supply of liquid petroleum gas (LPG)
NKG/A26/2023-26	Supply and delivery of general hardware materials and tools (Paint, Spirit, Thinners, Paint Brushes, Sand Paper, Nails, Repair tools)
NKG/A27/2023-26	Supply of coffee packaging material (poly sacks, gunny bags, Grainpro bags, bulk bags, sample packaging material, roasted coffee packaging material)
NKG/A28/2023-26	Supply of warehouse equipment and fittings e.g., pallets, weighing scales, sample weighing scales, soil scanners, moisture meters

NKG/A29/2023-26	Supply and maintenance of fire safety equipment, fire suppression & detection system and related spare parts/ consumables
NKG/A30/2023-26	Supply of agricultural tools and inputs
NKG/A31/2023-26	Supply of coffee laboratory equipment (Roasters, Espresso machines and accessories, jugs etc
NKG/A32/2023-26	Supply, installation and maintenance/calibration of weighbridge, scales, and accessories
NKG/A33/2023-26	Supply of paper lining
NKG/A34/2023-26	Supply of electrical equipment, spare parts & consumable
NKG/A35/2023-26	Supply of mechanical equipment, spare parts & consumables
NKG/A36/2023-26	Supply and maintenance of standby power generators
NKG/A37/2023-26	Supply and installation of solar equipment
NKG/A38/2023-26	Supply of corporate gift items
NKG/A84/2023-26	Supply of airtime
NKG/A85/2023-26	Supply of electronic equipment e.g TVs
CATEGORY NUMBER	CATEGORY B: PROVISION OF SERVICES
NKG/B39/2023-26	Provision and commissioning of WAN services and equipment
NKG/B40/2023-26	Leasing of Photocopiers, spares, and consumables
NKG/B41/2023-26	Provision of servers, HP care pack, storage, disc arrays, enclosures, NAS, and SAN
NKG/B42/2023-26	Provision of bulk sms services, USSD, short-code and mobile application services
NKG/B43/2023-26	Provision of internet services
NKG/B44/2023-26	Provision of fleet management system
NKG/B45/2023-26	Provision of taxi and car hire services
NKG/B46/2023-26	Provision of towing and recovery services
NKG/B47/2023-26	Provision of coffee transport services
NKG/B48/2023-26	Service, fabrication, and repair of motor vehicles
NKG/B49/2023-26	Service and repair of motorcycles
NKG/B50/2023-26	Provision of wheel balancing and alignment services
NKG/B51/2023-26	Provision of water pump servicing and maintenance
NKG/B52/2023-26	Provision of clearing and forwarding services
NKG/B53/2023-26	Provision of air ticketing & travel agency services (IATA registered)
NKG/B54/2023-26	Provision of Hotel accommodation and conference facilities in all counties
NKG/B55/2023-26	Provision of outside catering services
NKG/B56/2023-26	Provision of security services (guarding), security deterrence services (alarm systems, electric fences)
NKG/B57/2023-26	Provision of airconditioning and maintenance services
NKG/B58/2023-26	Provision of local courier services and dedicated riders
NKG/B59/2023-26	Provision of event planning and management services including DJ, PA system, audio visual display boards, tents, chairs, décor etc
NKG/B60/2023-26	Provision of professional and or ordinary photography and videography and related services
NKG/B61/2023-26	Provision of outsourced labour
NKG/B62/2023-26	Servicing, repair and maintenance of coffee laboratory equipment e.g., roasters, espresso machines, grinders, sealing machines etc

NKG/B63/2023-26	Provision of seals for locking containers
NKG/B64/2023-26	Provision of fumigation and pest control services
NKG/B65/2023-26	Provision of garbage collection services
NKG/B66/2023-26	Provision of tagging/ Marking of assets services
NKG/B67/2023-26	Provision of debt collection services
NKG/B68/2023-26	Provision of design and printing services
CATEGORY NUMBER	CATEGORY C: CONSULTANCY
NKG/C69/2023-26	Provision of IT cyber security audit services
NKG/C70/2023-26	Provision of vehicle valuation services
NKG/C71/2023-26	Provision of staff recruitment and selection services
NKG/C72/2023-26	Provision of First Aid and fire fighting training
NKG/C73/2023-26	Provision of team building facilitators
NKG/C74/2023-26	Provision of pre-employment background checks
NKG/C75/2023-26	Provision of statutory auditing and risk assesment services (food safety, environmental audit, fire audit, Human right risk assessment)
NKG/C76/2023-26	Occupational health and safety training services.
NKG/C77/2023-26	Provision of Insurance services
NKG/C78/2023-26	Provision of HR legal and Policy formulation
NKG/C79/2023-26	Provision of staff development and training services
NKG/C80/2023-26	Provision of Employee engagement survey services
CATEGORY NUMBER	CATEGORY D: WORKS
NKG/C81/2023-26	Provision of contractors for borehole drilling and maintenance services
NKG/C82/2023-26	Provision of major civil works contractors
NKG/C83/2023-26	Provision of construction services; including renovations, office partitioning and general refurbishments