



HAND IN HAND EASTERN AFRICA

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 25th August 2023 at 1730 EAT

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Hand in Hand Eastern Africa (HiH EA) is a registered NGO in Kenya and Tanzania and is part of the Hand in Hand global network. The organization started operations in Kenya in October 2010 and is currently operating with 23 Field offices serving 33 out of 47 Counties in Kenya. HiH EA has so far mobilised, trained and has under training, over 350,000 members (80% women, 40% youth) who have created over 330,000 enterprises (30% eco-enterprises) and over 450,000 jobs on the Kenyan programme.

The HiH EA enterprise development model is premised on the need to create sustainable income generating activities by addressing major challenges facing many small-scale farmers/entrepreneurs. The Hand in Hand approach sees job creation as a highly effective development tool where micro-entrepreneurs are key drivers for economic growth and poverty reduction.

Hand in Hand Eastern Africa is 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 consultancy services 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.

HiH EA 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 Hand in Hand Eastern Africa herein referred to as 'the organization' OR 'HiH EA', 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 24th 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 25th August 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 Hand in Hand Eastern Africa 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 HiH EA 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 Hand in Hand Eastern Africa 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 Hand in Hand Eastern Africa 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

PREQUALIFICATION 2023-2025		
CATEGORY CODE	CATEGORY DESCRIPTION	ADDITIONAL CRITERIA
HIHEA/01/2023	Supply of General stationery	
HIHEA/02/2023	Supply, repair and maintenance of ICT related items e.g. computers, laptops, printers and accessories	Manufacturer or distributor license
HIHEA/03/2023	Supply of office furniture, office equipment, repairs and fittings	
HIHEA/04/2023	Supply and maintenance of fire extinguishers	Manufacturer or distributor license
HIHEA/05/2023	Provision of courier and delivery services	Courier operator license
HIHEA/06/2023	Provision of implementation, configuration, support and maintenance of Dynamic 365 Business Central system	Manufacturer or distributor license
HIHEA/07/2023	Provision of office cleaning and fumigation services	NEMA or PCPB license
HIHEA/08/2023	Provision of Insurance brokerage services general insurances (All risk, Motor vehicle and Motorcycle, Fidelity, Money ,e.t.c)	IRA License
HIHEA/009/2023	Provision of Insurance brokerage services staff medical insurance	IRA License
HIHEA/010/2023	Provision of Insurance brokerage services staff insurance (WIBA EGL e.t.c)	IRA License
HIHEA/011/2023	Provision of Insurance brokerage services micro insurance, credit life, agricultural and MSME's	IRA License
HIHEA/012/2023	Repair and maintenance of motor vehicles, alarms and tracking services	
HIHEA/013/2023	Provision of design and production of promotional materials and branded items	
HIHEA/014/2023	Provision of professional videography and photography services (Documentary, short stories, interviews)	
HIHEA/015/2023	Provision of media Agency services	
HIHEA/016/2023	Provision of legal services	Practicing Certificate from Law Society of Kenya
HIHEA/017/2023	Provision of Audit services	ICPAK Practicing license

HIHEA/018/2023	Provision of HR services (recruitment and outsourcing)	IHRM practicing license
HIHEA/019/2023	Provision of air ticketing and other travel agency services; vehicle hire and taxi services	IATA License
HHEA/020/2023	Provision of farm structures construction services (poultry and dairy houses, rabbit hatch, black solder fly houses, demo farm) in these regions; Nairobi, Western , Eastern , Coast, Central, Rift Valley	