



**KENYA NATIONAL CHAMBER OF COMMERCE & INDUSTRY
(KNCCI)**

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 19th September, 2023 at 17h30 EAT

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Kenya National Chamber of Commerce and Industry (KNCCI) was established in 1965. The Chamber has an international network of 177 chambers, regional networks and a countywide reach of 47 county chapters.

The Chamber of commerce is a long-established business membership organization of the business community with extensive and country wide network in Kenya operating with its core mandate of promoting, protecting and developing the interests of its members and the entire business community by fostering a business-friendly environment.

KNCCI plays a central role in facilitating growth of the Kenyan economy through entrepreneurial development in an enabling and conducive environment for business, geared to result in creation of wealth and employment while influencing developing policies, strategies and support measures so as to achieve the best economic climate for these varied interests.

KNCCI 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 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.

KNCCI 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 Executive Officer,
Kenya National Chamber of Commerce & Industry,
Heritan House, Ground Floor, Hurlingham
P.o Box 47024-00100
NAIROBI**

SECTION II – INSTRUCTIONS TO APPLICANTS

1. Kenya National Chamber of Commerce & Industry (KNCCI) herein referred to as “the organization’ OR ‘KNCCI”, 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. Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of KES 2,500/- per Tender category.

The fee is payable via the following channels:

A/C Name: Kenya National Chamber of Commerce & Industry
Bank Name: Equity Bank (Kenya) Limited
Branch Name: Mayfair Supreme Centre
Swift Code: EQBLKENA

OR

MPESA Paybill No: 247247
Account Number: 1510265711268
Please attach the proof of payment in your submission.

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 18th September 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 organization’s suppliers list for a three-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 September 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

SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

Applicants shall not contact KNCCI 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 KNCCI or SRM in the evaluation may result in the cancellation of their application. Or any other type of conversing.

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.

The applicants must have registered offices and KNCCI 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.

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.

KNCCI reserves the right to accept or reject any or all applications.

There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

a. Preliminary Evaluation (Mandatory)

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.

All the applications shall be sorted out according to the various categories contained in the application for registration form.

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 Compliance Certificate

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.

The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list. A detailed assessment of each applicant will be made in the course of evaluating the application. Applications will be evaluated against the criteria in the table below

Evaluation Criteria

NO	Pre-qualification Statutory requirements (Mandatory)	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	Valid CR 12 or CR 13	Pass/ fail
8	Payment Receipt	Pass/ fail
Experience		
9	a) Age of Company	10
	Below 1 year – 2 marks	
	1 to 2 years – 4 marks	
	2-3 years – 6 marks	
	3-4 years - 8 Marks	
	Over 4 Years – 10Marks	
10	b) Three letters of recommendation from current clients) not more than 3 years old (Where applicable as per the category applied for) . Recommendations, 5 marks each – Total 15 Marks	15
11	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
12	Provide Professional License OR Practising license/Certificate where required as per category required	10
13	Manufacturers or distributors license Where Applicable	5
14	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
Financial Capacity		
15	Audited financial statements for the last 3 year signed by auditors– 10 marks OR	20
	Bank statements/ Mpesa Statement for the last 6 months – 5 marks	
16	Attach a letter 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 – 5 CVs 1mark each	
19	KNCCI membership in any chapter supported by Certificate or Payment receipt	5
	TOTAL (Weighted to 100%)	100

Evaluation Criteria for Special Groups (Youth, Women and PWDs)

NO	Pre-qualification Statutory requirements (Mandatory)	Youth/Women/PWDs
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 (Youth & Women)	5
5	PIN/VAT Certificate	Pass/ fail
6	Current Trade License / Business Permit	5
7	Valid CR 12	5
8	Payment Receipt	Pass/ fail
Experience		
9	a) Age of Company	10
	Below 1 year – 2 marks	
	1 to 2 years – 4 marks	
	2-3 years – 6 marks	
	3-4 years - 8 Marks	
	Over 4 Years and above – 10 Marks	
10	b) Three letters of recommendation from current clients) not more than 3 years old (Where applicable as per the category applied for) . Recommendations, 5 marks each – Total 15 Marks	15
11	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
12	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
13	Proof of belonging to special groups e.g AGPO , Registration with PWDs Board etc	10
Financial Capacity		
	Bank statements/ Mpesa Statement for the last 6 months – 10 marks	10
Manpower and staffing		
13	Company Profile (Organogram, Business overview, products/services, clients, vision, mission, markets– 2 marks each total = 10Marks	10
14	KNCCI membership (Proof of Certificate or Payment receipt) - Registered Chamber Membership Certificate in any Chapter or (Valid proof of payment receipt)	5

SECTION IV. REGISTRATION CATEGORIES

TENDER NO.	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY	Requirement
CATEGORY A	WORKS AND CONSULTANCY	All Bidders	
KNCCI/PREQ/001/2023	Provision of Consultancy Services on advocacy training and Policy issues	All Bidders	As per the scoring criteria
KNCCI/PREQ/002/2023	Provision of Consultancy Services for Legal, Compliance & Governance Audit	All Bidders	ICPAK Practicing license,
KNCCI/PREQ/003/2023	Provision of Public Relations and communication Consultancy Services.	All Bidders	As per the scoring criteria
KNCCI/PREQ/004/2023	Provision of Board Training and Team building Consultancy Services	All Bidders	As per the scoring criteria
KNCCI/PREQ/005/2023	Provision of Consultancy on Human Resource , Finance matters	All Bidders	As per the scoring criteria
KNCCI/PREQ/006/2023	Provision of consultancy on Corporate Governance	All Bidders	As per the scoring criteria
KNCCI/PREQ/007/2023	Provision of consultancy services on proposal writing and project management	All Bidders	As per the scoring criteria
KNCCI/PREQ/008/2023	Provision of Tax Training Consultancy Services	All Bidders	As per the scoring criteria
KNCCI/PREQ/009/2023	Provision of ICT Systems Audit Consultancy Services	All Bidders	As per the scoring criteria
KNCCI/PREQ/010/2023	Provision of Fixed Assets Valuation Consultancy Services	All Bidders	As per the scoring criteria
KNCCI/PREQ/011/2023	Provision of Organizational Policy review and Development	All Bidders	As per the scoring criteria
KNCCI/PREQ/012/2023	Provision of asset tagging services	All Bidders	As per the scoring criteria
KNCCI/PREQ/013/2023	Provision for Research , monitoring , evaluation and capacity building for SMES consultancy	All Bidders	As per the scoring criteria
KNCCI/PREQ/014/2023	Provision of trade digitization training and life skills training	All Bidders	As per the scoring criteria
KNCCI/PREQ/015/2023	Provision of business mentorship and coaching consultancy	All Bidders	As per the scoring criteria
CATEGORY B	GOODS	STATUS	
KNCCI/PREQ/016/2023	Supply of General office stationery and printing services	Youth, Women, PWDS in business	As per the scoring criteria
KNCCI/PREQ/017/2023	Supply and delivery of computer equipment and their accessories [servers, routers, printers and scanners, headsets, mouse, laptop chargers, cables, Etc mobile phones, tablets, and related accessories	All Bidders	Manufacturer or distributor license

KNCCI/PREQ/018/2023	Supply of office Furniture, Furnishings, Fittings and equipment	All Bidders	As per the scoring criteria
KNCCI/PREQ/019/2023	Supply of Motor vehicles Fuel, Tyres, Batteries and Accessories	All Bidders	As per the scoring criteria
KNCCI/PREQ/020/2023	Supply of Promotional, Communication, and Marketing items and Materials, printing of T-shirts, Calendars, Brochures, Staff uniform and general branding	All Bidders	As per the scoring criteria
KNCCI/PREQ/021/2023	Supply of Office Utilities (Dispensed water, mineral water, milk, cleaning items and other items)	Youth, Women, PWDS in business	As per the scoring criteria
KNCCI/PREQ/022/2023	Supply of Newspapers and Periodicals	Youth, Women, PWDS in business	As per the scoring criteria
KNCCI/PREQ/023/2023	Supply, Installation, Commissioning & servicing of Time attendance, Access Control and CCTV.	All Bidders	Manufacturer or distributor license
CATEGORY C	SERVICES		
KNCCI/PREQ/024/2023	Services and Maintenance of Computers, Printers and UPS related accessories and networks	All Bidders	As per the scoring criteria
KNCCI/PREQ/025/2023	Provision of Bulk emails and SMS Services	All Bidders	As per the scoring criteria
KNCCI/PREQ/026/2023	Provision of Air Travel Agency Services (IATA Registered)	All Bidders	IATA License
KNCCI/PREQ/027/2023	Provision and Supply, installation and maintenance of Computer software, website Upgrade and consultancy , Design and Maintenance . (Domain & Firewall Management)	All Bidders	As per the scoring criteria
KNCCI/PREQ/028/2023	Provision of General Insurance Services (IRA registered Underwriters and Brokers)	All Bidders	IRA License
KNCCI/PREQ/029/2023	Provision of Chattels Insurance cover Services	All Bidders	IRA License
KNCCI/PREQ/030/2023	Provision of Cyber Security and Cyber Crime Insurance Services	All Bidders	IRA License
KNCCI/PREQ/031/2023	Provision of Network infrastructure, Cloud services and Internet Services and Cloud services	All Bidders	As per the scoring criteria
KNCCI/PREQ/032/2023	Provision of Outside catering services .(catering Food Handlers Certificate from City Council)	All Bidders	As per the scoring criteria
KNCCI/PREQ/033/2023	Provision of Courier & freight services.	All Bidders	Courier operator license
KNCCI/PREQ/034/2023	Provision of Airtime (credit) Services.	All Bidders	As per the scoring criteria

KNCCI/PREQ/035/2023	Provision, installation Services and Maintenance of PABX, and Telecommunications Equipment.	All Bidders	As per the scoring criteria
KNCCI/PREQ/036/2023	Provision of Hotels, Conference and Accommodation Services Internationally and Locally in the 47 counties	All Bidders	As per the scoring criteria
KNCCI/PREQ/037/2023	Provision of Taxi Services (Vans, Mini-Buses and Buses).	All Bidders	As per the scoring criteria
KNCCI/PREQ/038/2023	Provision of creative artwork design and printing Services.	All Bidders	
KNCCI/PREQ/039/2023	Provision of Advertising Agency Services (Concept Design, artwork execution and Media strategy).	All bidders	As per the scoring criteria
KNCCI/PREQ/040/2023	Provision of Language Translation Services.(Indicate Language expertise	All Bidders	As per the scoring criteria
KNCCI/PREQ/041/2023	Provision of External auditor firm	All Bidders	As per the scoring criteria
KNCCI/PREQ/042/2023	Provision of cleaning and fumigation services.	Youth, Women, PWDS in business	NEMA or PCPB license
KNCCI/PREQ/043/2023	Provision of Bottled water (mineral water)	Youth, Women, PWDS in business	As per the scoring criteria
KNCCI/PREQ/044/2023	Provision of Beverages, Sugar, fresh milk and related products	All Bidders	As per the scoring criteria
KNCCI/PREQ/045/2023	Provision for entertainment services(DJ'S Bands, Musicians, Models, Hostesses, MC's, Dancers etc.)	Youth, Women, PWDS in business	As per the scoring criteria
KNCCI/PREQ/046/2023	Provision of leased printers and copiers	All Bidders	As per the scoring criteria
KNCCI/PREQ/047/2023	Provision for videography, photography and documentary services	All Bidders	As per the scoring criteria
KNCCI/PREQ/048/2023	Provision of Event Organization and management, Exhibitions and Experiential/ Road -show services, dome tents, chairs and related services	All Bidders	As per the scoring criteria
KNCCI/PREQ/049/2023	Provision of Security Services day and night office guarding	All Bidders	As per the scoring criteria
KNCCI/PREQ/050/2023	Provision of Legal Services.	All Bidders	Practicing Certificate from Law Society of Kenya
CATEGORY D	REPAIR & MAINTENANCE		As per the scoring criteria
KNCCI/PREQ/051/2023	Repair and maintenance of Electrical and Masonry works	All Bidders	
KNCCI/PREQ/052/2023	Repair, maintenance and servicing of motor vehicles	All Bidders	As per the scoring criteria

KNCCI/PREQ/053/2023	Repair and maintenance of Printers, Computers UPS and other ICT related accessories, LAN, WAN and Networking and Telephone and Telecommunication Equipment	Youth, Women, PWDS in business	As per the scoring criteria
KNCCI/PREQ/054/2023	Repair and Maintenance of C.C.T.V and Air Conditioning, Systems	Youth, Women, PWDS in business	As per the scoring criteria
KNCCI/PREQ/055/2023	Services and Maintenance of Photocopier, and Telephones	All Bidders	As per the scoring criteria
KNCCI/PREQ/056/2023	Supply and fitting of motor vehicle spare types, tubes, batteries, tyres repairs, wheel alignment	All Bidders	As per the scoring criteria
KNCCI/PREQ/057/2023	Provision of small works office repairs including office portioning, paint works, installation of minor equipment's	All Bidders	As per the scoring criteria