



Kiambu Golf Club

KIAMBU GOLF CLUB

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on August 04 2023 at 17h30 EAT

www.srmhub.com

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Kiambu Golf Club, is a nine-hole course established in 1916 serving the Locals widely and located 15km from Nairobi on your way to Kiambu Town and a 100mtrs from the Kiambu Police Station on the road to Kirigiti Centre.

The Club 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.

Kiambu Golf Club 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.

Vice Chairman

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 Kiambu Golf Club herein referred to as “the organization’ OR ‘the Club”, 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 August 3rd 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 4th 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 Kiambu Golf Club 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 club 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 Kiambu Golf Club 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 Kiambu Golf Club 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) Three letters of recommendation from current clients (Not older than 2020) 3 Recommendations, 5 marks each – Total 15 Marks	15
10	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
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 1 year 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 – 3 CVs 1marks each	
19	Valid Practicing certificates (if required in your category)	5
	TOTAL (Weighted to 100%)	100

SECTION IV. REGISTRATION CATEGORIES

Category Code	Category Name
KGC/PQ/01/2023-2025	Supply & Delivery of Dry Goods/Foods
KGC/PQ/02/2023-2025	Supply & Delivery of Fresh Vegetables and Fruits
KGC/PQ/03/2023-2025	Supply and Delivery of soft and non-alcoholic drinks
KGC/PQ/04/2023-2025	Supply & Delivery of Meat & related Meat Products
KGC/PQ/05/2023-2025	Supply and Delivery of fish and seafood products
KGC/PQ/06/2023-2025	Supply & Delivery of Poultry & Eggs
KGC/PQ/07/2023-2025	Supply & Delivery of Dairy products
KGC/PQ/08/2023-2025	Supply of drinking water & water dispensers
KGC/PQ/09/2023-2025	Supply & Delivery of cleaning Detergents & Polishes
KGC/PQ/10/2023-2025	Supply & Delivery of Toiletries
KGC/PQ/11/2023-2025	Supply & Delivery of Wine and spirits
KGC/PQ/12/2023-2025	Supply & Delivery of General Hardware, Electrical & Construction Material/Equipment
KGC/PQ/13/2023-2025	Supply & Beer & Cigarettes
KGC/PQ/14/2023-2025	Supply & Delivery of Golf Course Chemicals & Fertilizers
KGC/PQ/15/2023-2025	Supply & Delivery of golf balls
KGC/PQ/16/2023-2025	Supply & maintenance of power backup system, power inverters, AVR/AVS and UPS
KGC/PQ/17/2023-2025	Supply of Printed Office Stationery (Letterhead, Diaries, Notebooks, Envelopes)
KGC/PQ/18/2023-2025	Supply & Delivery of toners and cartridges, Data card ribbons, plain PVC cards
KGC/PQ/19/2023-2025	Supply & Delivery of General Office Stationery
KGC/PQ/20/2023-2025	SUPPLY & Delivery of newspapers, magazines and periodicals
KGC/PQ/21/2023-2025	SUPPLY & Delivery of cut flowers and flower arrangements
KGC/PQ/22/2023-2025	SUPPLY & Delivery of fuel, oil and gas (bulk and cylinders)
KGC/PQ/23/2023-2025	SUPPLY & Delivery of charcoal
KGC/PQ/24/2023-2025	Supply & Delivery of Kitchen Equipment & Electrical Equipment
KGC/PQ/25/2023-2025	Supply & Delivery Golf Course Machinery & Equipment
KGC/PQ/26/2023-2025	Supply & Delivery of Building materials e.g sand, ballast, hardcore, murrum etc
KGC/PQ/27/2023-2025	Supply & Delivery of Kitchen ware, cutlery and crockery
KGC/PQ/28/2023-2025	Supply & Delivery of Office Furniture, fitting & office equipment
KGC/PQ/29/2023-2025	Supply of ICT equipment (computers, laptops, UPS unit, servers, phones and related accessories)
KGC/PQ/30/2023-2025	Supply & Delivery of gym equipment
KGC/PQ/31/2023-2025	Supply & delivery of pure honey
KGC/PQ/32/2023-2025	Provision of Garbage collection services
KGC/PQ/33/2023-2025	Provision of Sewing & embroidery services
KGC/PQ/34/2023-2025	Provision of Airtime
KGC/PQ/35/2023-2025	Provision of fumigation & pest control services
KGC/PQ/36/2023-2025	Provision of Cleaning & Upholstery Services
KGC/PQ/37/2023-2025	Provision of Communication and collaboration services (Bulk Emails, Data sharing, bulk SMS)
KGC/PQ/38/2023-2025	Provision of Security services-physical guarding services, alarm response and alarm equipment maintenance services
KGC/PQ/39/2023-2025	Provision of Human Resource services that includes Recruitment, a review of the HR Policy, Organizational Structure, Job Evaluation and development of grading and remuneration structure.
KGC/PQ/40/2023-2025	Provision of Tax consultancy Services
KGC/PQ/41/2023-2025	Provision of Legal Services