



Shining Hope  
for Communities

Shining Hope For Communities (SHOFCO)

SUPPLIERS PREQUALIFICATION GUIDE AND INSTRUCTIONS

SHINING HOPE FOR COMMUNITIES (SHOFCO)

P.O. Box 8303- 00200

NAIROBI

KENYA

**Website: [www.shofco.org](http://www.shofco.org)**

Deadline for application 6<sup>th</sup> July 2022, at 1700hours

## **SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

Shining Hope for Communities (SHOFCO) is a grassroots movement that catalyzes large-scale transformation in urban slums by providing critical services for all, community advocacy platforms, and education and leadership development for women and girls.

SHOFCO is in the process of pre-qualifying suppliers and service providers for a two year period.

For this purpose, new eligible suppliers and service providers are invited to apply and submit an up-to-date information in accordance with the registration guidelines below.

The supplier registration process shall be completed online via SRM eProcurement Portal.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier's dashboard.

SHOFCO reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

**CHIEF EXECUTIVE OFFICER**

## SHINING HOPE FOR COMMUNITIES (SHOFCO)

### SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 SHOFCO herein referred to as the organization, requests applicants/candidates 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](http://www.srmhub.com) for more information and step by step application process available on supplier's dashboard.
- 5 There is no tender fee for invited suppliers.
- 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 6<sup>th</sup> July 2022. 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 SHOFCO 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 SHOFCO 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 (SHOFCO)
- 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 6<sup>th</sup> July 2022 at 1700hours.
- 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.

### **Registration Levels**

- A. Suppliers pre-qualification in each category of work will either be at level one (1) or level two (2) depending on the company's competence, financial, managerial and technical capacity in that particular category.

The levels applicable are as follows:

#### **Primary (Level 1)**

- a) Low to moderate risk projects or supplies generally routine in nature
- b) Low to medium value contracts up to (but not exceeding) an approximate value of Kshs.1 Million.

#### **Secondary (Level 2)**

- a) High risk projects.
- b) Medium and high value contract above Kshs.1 Million.

### **SECTION III. EVALUATION CRITERIA**

- 1 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
- 2 Applicants shall not contact SHOFCO 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 SHOFCO or SRM in the evaluation shall 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 SHOFCO 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 SHOFCO 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 certified copies of:

- i. Self-declaration form
- ii. Confidential Business Questionnaire (Electronic)

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 for General Categories

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	0
2	Self-Declaration form	0
3	Special Licenses if required in your category	3
4	Valid Practicing certificates if required in your category	3
5	Certificate of Incorporation/Business Registration	3
6	Current Tax Compliance Certificates	3
7	PIN/VAT Certificate	3
8	Current Trade License / Business Permit	3
	<b>Experience</b>	
9	<p><b>a) Age of Company</b></p> <p>0 to 2 years – zero marks</p> <p>2 to 5 years – 3 marks</p> <p>Over 5 years – 5 marks</p>	5
10	b) Five Letters of recommendation from current clients (Not older than 2019) – <b>Total 15 Marks</b>	15
11	c) At least five copies of LPOs or Contracts for the last 3 years . 5 LPOs/Contracts of 3 marks each– <b>Total 15 Marks</b>	15

12	Relevant experience for supplying goods or services to similar organizations. 1 Mark for each	5
13	Manufacturers or distributors license (If required for your category)	5
14	Valid certificate for Youth, Women or People with Disability	10
15	Evidence of physical address and premises supported by tenancy agreement, lease, title	7
16	Audited financial statements for the last 2 years (Not older than year 2019)  Bank statement in place of audited accounts within the last 6 months - 3 marks  Signed Accounts by auditors– 5 marks , Liquidity – 5 Marks  Attach letters of reference from the Bankers to support bank relations = 5 marks	15
17	Manpower and staffing  Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks  CVs of Key Management and supervisory team – 5CVs 1 marks each	10
18	CR12 or CR 13 or search details from Registrar of companies	5
	<b>TOTAL (Weighted to 100%)</b>	<b>110</b>

## SECTION IV. REGISTRATION CATEGORIES

CATEGORY NO.	CATEGORY DESCRIPTION
<b>SECTION A: SUPPLY OF GOODS</b>	
SH/001/2022	Supply of food stuff (rice, sugar, wheat flour, cooking oil etc)
SH/002/2022	Supply of assorted meats; chicken, beef, mutton, pork, fish
SH/003/2022	Supply of assorted vegetables
SH/004/2022	Supply of charcoal
SH/005/2022	Supply of office furniture, fittings ( including repairs) and equipment
SH/006/2022	Supply of general office stationery
SH/007/2022	Supply of school, clinic staff uniforms and linen/shoes
SH/008/2022	Supply of fortified/blended flour and high nutrition supplements.
SH/009/2022	Supply of publication works including advertisement, Public address systems, audio-visual equipment including screens, projectors- and related equipment..
SH/010/2022	Supply, delivery, installation, maintenance and calibration of laboratory equipment, reagents, tests and related consumables.
SH/011/2022	Supply of medical equipment and surgical supplies (non-pharmaceuticals), including installation, training and maintenance
SH/012/2022	Supply of pharmaceutical products
SH/013/2022	Supply of milk
SH/014/2022	Supply of toiletries, laundry items an detergents (Vim, Harpic, Airfreshner, Omo, toilet balls, toilet brush, etc)
SH/015/2022	Supply of bottled water and water dispensers
SH/016/2022	Supply of musical instruments
SH/017/2022	Supply of assorted school books (text and exercise books)
SH/018/2022	Supply of water, sanitation and hygiene equipment (WASH)
SH/019/2022	Supply of sports gear (footballs, skipping ropes etc)
SH/020/2022	Assorted Supermarket Supplies
SH/021/2022	Supply of Plastic Chairs
SH/022/2022	Supply of asset tagging bar codes and provision of tagging services
SH/023/2022	Supply of Tents
SH/024/2022	Supply of branded promotional items (both paper and non-paper)
SH/025/2022	Supply of water sanitation supplements i.e. liquid and solid chlorine, aluminum sulphate, water cartridges, aqua tabs etc
SH/026/2022	Supply of sanitary pads and diapers
SH/026/2022	Supply of PPEs
SH/028/2022	Supply of Kitchen items and kitchen wares
SH/029/2022	Supply of Tissue Paper, Kitchen Towels and Serviettes
SH/030/2022	Supply of undergarments
SH/031/2022	Supply, installation, commissioning and maintenance of alternative energy (solar)
SH/032/2022	Supply, installation and maintenance of refrigeration equipment



SH/033/2022	Supply, installation and maintenance/repairs of photocopying/ printer equipment and accessories (including leasing of document and printer services)
SH/034/2022	Supply, installation and maintenance of generators
SH/035/2022	Supply, installation and maintenance of ICT equipment (Servers, Routers, Switches, Wireless Access Points, computer network, cabling, infrastructure, data communication)
SH/036/2022	Supply and maintenance of software and software licenses
SH/037/2022	Supply, installation and maintenance of CCTV, access control and intruder alarms.
SH/038/2022	Supply and delivery, repair, maintenance and servicing of telecommunication equipment and accessories.
SH/039/2022	Supply of computers, computer hardware, printers, scanners mobile phones and related items, including preventive maintenance
SH/040/2022	Supply of genuine toners and cartridges
SH/041/2022	Supply of pipes and fittings (G.I pipes, PVC pipes, Upvc pipes etc)
SH/042/2022	Supply of Sewing machines inter alia including maintenance
SH/043/2022	Supply of gas (cooking gas, oxygen, LPG etc), including refills.
SH/044/2022	Supply of fuel (petrol and diesel, oil etc)
SH/045/2022	Supply of motor vehicle tyres and tubes
SH/046/2022	Supply of general hardware items, electricals, tools and plumbing materials
SH/047/2022	Supply of agricultural tools and equipment
SH/048/2022	Supply of agricultural inputs i.e seeds and fertilizers.
	<b>SECTION B: PROVISION OF SERVICES</b>
SH/050/2022	Provision of Biomedical Engineer Services
SH/051/2022	Provision of clinic and general waste management services, including garbage collection
SH/052/2022	Provision of Quantity Survey (QS) Services
SH/053/2022	Provision of mechanical/ garage services (repair and service of motor vehicles/ motorcycle services) countrywide
SH/054/2022	Provision of general cleaning services
SH/055/2022	Provision of hydrogeological services and borehole advisory
SH/056/2022	Provision of architectural and interior design services
SH/057/2022	Provision of electrical services (Electrician with EPRA certification)
SH/057/2022B	Provision of electrical services (Electrical contractors with EPRA certification)
SH/058/2022	Provision of repairs and maintenance of fire hydrant/ extinguishers services
SH/059/2022	Provision of travel agency services, air ticketing and travel arrangements (IATA registered only)
SH/060/2022	Provision of transport services (PSV, Vans and commercial trucks, car hire, lease and taxi services)
SH/061/2022	Provision of transactional advisors and asset valuation services, accountants, external audit and tax consultant services.

SH/062/2022	Provision of research, survey, and other consultancy services
SH/063/2022	Provision of fumigation and pest control services
SH/064/2022	Provision of clearing and forwarding services
SH/065/2022	Provision of legal services
SH/066/2022	Provision of auctioneering/asset disposal services
SH/067/2022	Provision of insurance services (underwriters/brokerage)
SH/068/2022	Provision of sanitary bins including disposal services
SH/069/2022	Provision of courier services - inter county and international
SH/070/2022	Provision of Hotels, Team Building and event organizing services
SH/071/2022	Provision of Ambulance services
	<b>SECTION C: PROVISION OF WORKS</b>
SH/072/2022	Provision of civil works (large and small works) in building construction, pipe laying, including renovations, office partitioning and general refurbishments and building works
SH/073/2022	Provision of borehole drilling, equipping, electro-mechanical works and rehabilitation
SH/074/2022	Provision of fabricating welding works
SH/075/2022B	Provision of fabricating joinery and carpentry works
SH/075/2022	Provision of construction and supply of prefabricated containers
	<b>SECTION D: LOCAL SUPPLIERS</b>
SH/076/2022	This category is reserved for local suppliers within the County (Women, Youth and People with Disabilities )