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SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 16th February 2024, at 1730hours, EAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Sanlam General Insurance Limited is a Kenyan diversified financial services company providing a comprehensive suite of financial solutions tailored to meet the distinctive Kenyan market needs. Sanlam General Insurance Limited invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods, works and services period 2024-2025 in Kenya

The pre-qualification process will therefore be conducted electronically on **SRM eProcurement Portal** i.e www.srmhub.com. The categories for the supply of various goods and services are listed on <https://shorturl.at/chvy2>

SANLAM 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.

Finance Manager

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Sanlam General Insurance Limited** herein referred to as “the organization’ or ‘Sanlam”, 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 Bold Insights eProcurement portal (SRM eProcurement)
- 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 3,000.00 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 15th February 2024. 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 16th February 2024 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 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact SANLAM or Bold Insight 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 SANLAM or Bold Insight 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 SANLAM 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 SANLAM 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 criterion.

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 mark	
	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	5
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 III - REGISTRATION CATEGORIES

Category Code	Descriptions
SGI/PQ/2024-2025/01	Supply of branded promotional items - paper based
SGI/PQ/2024-2025/02	Supply of branded promotional items – non paper based
SGI/PQ/2024-2025/03	Supply of internal and external corporate branding services e.g. branding of vehicles, installation of vinyl stickers /murals for walls, window markings, exterior led signage, billboards etc.
SGI/PQ/2024-2025/04	Supply of corporate gift items
SGI/PQ/2024-2025/05	Supply and maintenance of telephones and telecommunication equipment, related accessories)
SGI/PQ/2024-2025/06	Supply and maintenance of ICT equipment (computers, laptops, routers, switches, telephones(cisco) wireless access points)
SGI/PQ/2024-2025/07	Supply of personal protective equipment (PPE)
SGI/PQ/2024-2025/08	Supply of temperature screening devices
SGI/PQ/2024-2025/09	Supply and installation of CCTV, access control, intruder alarms
SGI/PQ/2024-2025/10	Supply of metal and explosive detectors
SGI/PQ/2024-2025/11	Supply and maintenance of power inverters AVR/AVS and UPS
SGI/PQ/2024-2025/12	Supply of office furniture, furnishings and fittings
SGI/PQ/2024-2025/13	Supply and maintenance of generators
SGI/PQ/2024-2025/14	Supply and maintenance of fire-fighting equipment, smoke detection and fire alarm
SGI/PQ/2024-2025/15	Supply of fire system maintenance and kitchen hood fire suppression system services
SGI/PQ/2024-2025/16	Supply, installation and maintenance of air conditioning and refrigeration services
SGI/PQ/2024-2025/17	Supply, installation and maintenance of office window blinds and curtains
SGI/PQ/2024-2025/18	Supply and maintenance of aquarium services
SGI/PQ/2024-2025/19	Supply and maintenance services of lifts and escalators
SGI/PQ/2024-2025/20	Supply and maintenance of power back-up systems UPS & inverters
SGI/PQ/2024-2025/21	Supply and maintenance of CCTV, access control, intruder alarms, bollards, visitor management system, parking management system
SGI/PQ/2024-2025/22	Supply and Maintenance of Motor vehicle
SGI/PQ/2024-2025/23	Supply of tyres, tubes and motor vehicle accessories
SGI/PQ/2024-2025/24	Supply of petrol, diesel and fuel cards
SGI/PQ/2024-2025/25	Supply of drinking water including bottled drinking water, dispensers and accessories
SGI/PQ/2024-2025/26	Supply of water cleaning and water treatment chemicals
SGI/PQ/2024-2025/27	Supply of toiletries, detergents, hand dryers
SGI/PQ/2024-2025/28	Supply and maintenance of franking machines
SGI/PQ/2024-2025/29	Supply and personalization of staff identification smart cards, lanyards and metal staff badges
SGI/PQ/2024-2025/30	Supply of multi-functional network printer lease services
SGI/PQ/2024-2025/31	Supply of printed staff smart cards and medical cards
SGI/PQ/2024-2025/32	Supply of printed stationery
SGI/PQ/2024-2025/33	Supply of general office stationeries
SGI/PQ/2024-2025/34	Supply of customized rubber stamps and office seals
SGI/PQ/2024-2025/35	Provision of professional and ordinary photography, videography and related services
SGI/PQ/2024-2025/36	Provision of entertainment services, DJ, PA system, audio-visuals display boards

SGI/PQ/2024-2025/37	Provision of digital marketing services
SGI/PQ/2024-2025/38	Provision of advertising services
SGI/PQ/2024-2025/39	Provision of media buying services
SGI/PQ/2024-2025/40	Provision of gardening and landscaping
SGI/PQ/2024-2025/41	Provision of construction services; including renovations, office partitioning and general refurbishments
SGI/PQ/2024-2025/42	Provision of major civil works contractors
SGI/PQ/2024-2025/43	Provision of contractors for boreholes drilling services
SGI/PQ/2024-2025/44	Provision of property and land valuation services
SGI/PQ/2024-2025/45	Provision of architectural, interior design and landscape design consultancy services
SGI/PQ/2024-2025/46	Provision of electrical engineering consulting services
SGI/PQ/2024-2025/47	Provision of mechanical engineering consulting services
SGI/PQ/2024-2025/48	Provision of security guarding services
SGI/PQ/2024-2025/49	Provision of international and local courier, postage and parcel services
SGI/PQ/2024-2025/50	Provision of fire response services
SGI/PQ/2024-2025/51	Provision of fixed assets management solutions
SGI/PQ/2024-2025/52	Provision of repair of office furniture and fittings services
SGI/PQ/2024-2025/53	Provision of plumbing installations and drainage services
SGI/PQ/2024-2025/54	Provision of pump servicing and maintenance
SGI/PQ/2024-2025/55	Provision of sewerage, pits clean-up and maintenance services
SGI/PQ/2024-2025/56	Provision of electrical equipment and appliances maintenance services
SGI/PQ/2024-2025/57	Provision of welding and fabrication services
SGI/PQ/2024-2025/58	Provision of electrical supplies (i.e. bulbs, cables sockets etc.)
SGI/PQ/2024-2025/59	Provision of electrical fittings repairs and maintenance
SGI/PQ/2024-2025/60	Provision of boreholes maintenance services (i.e., rehabilitation, equipment)
SGI/PQ/2024-2025/61	Provision and maintenance of building façade access equipment
SGI/PQ/2024-2025/62	Provision of inspection services for lifts, hoist and pressurized systems
SGI/PQ/2024-2025/63	Provision of motor vehicle tracking services
SGI/PQ/2024-2025/64	Provision of motor vehicles valuation services
SGI/PQ/2024-2025/65	Provision of supply of secondhand vehicle spare parts and windscreens
SGI/PQ/2024-2025/66	Provision of office cleaning, sanitary services
SGI/PQ/2024-2025/67	Provision of fumigation and pest control services
SGI/PQ/2024-2025/68	Provision of electrical audit services
SGI/PQ/2024-2025/69	Provision of energy audit services
SGI/PQ/2024-2025/70	Provision of occupational safety and health advisory services (i.e., audits, assessment and trainings)
SGI/PQ/2024-2025/71	Provision of first aid training, fire marshals training, fire audit, safety audit services
SGI/PQ/2024-2025/72	Provision of occupational health safety audit & training services
SGI/PQ/2024-2025/73	Provision of local courier services and dedicated riders
SGI/PQ/2024-2025/74	Provision of bulk SMS services, USSD, short-code and mobile application services
SGI/PQ/2024-2025/75	Provision of car hire, buses and minibuses

SGI/PQ/2024-2025/76	Provision of air travel and ticketing agency services (IATA registered only)
SGI/PQ/2024-2025/77	Provision of qualified transport and relocation services
SGI/PQ/2024-2025/78	Provision of hotel accommodation (Nairobi and Upcountry)
SGI/PQ/2024-2025/79	Provision of Outside Catering Services
SGI/PQ/2024-2025/80	Provision of Septic Management Services
SGI/PQ/2024-2025/81	Provision of Hotel Booking Services
SGI/PQ/2024-2025/82	Provision of Milk Supply Services
SGI/PQ/2024-2025/83	Provision of water Bowser in 5000 Litres
SGI/PQ/2024-2025/84	Provision of Cab Services
SGI/PQ/2024-2025/85	Provision of Décor Services and Flowers
SGI/PQ/2024-2025/86	Provision of Social Media Management Service
SGI/PQ/2024-2025/87	Provision of Phones and Phone Repairs Services
SGI/PQ/2024-2025/88	Provision of Solar Equipment
SGI/PQ/2024-2025/89	Provision of Bakery Products
SGI/PQ/2024-2025/90	Provision of Document Management Services
SGI/PQ/2024-2025/91	Provision of Waste Management Services
SGI/PQ/2024-2025/92	Provision of Consumables- Supermarkets
SGI/PQ/2024-2025/93	Provision of Digitization Services-Scanning and Documents Upload
SGI/PQ/2024-2025/94	Provision of Delivery (Parcels) Services
SGI/PQ/2024-2025/95	Provision of Team Building Services
SGI/PQ/2024-2025/96	Provision of Debt collection services
SGI/PQ/2024-2025/97	Provision of Auctioneering services
SGI/PQ/2024-2025/98	Provision of Investigation services
SGI/PQ/2024-2025/99	Provision of assorted consultancies - HR, market research