



# **SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS FOR GARAGES**

**Closing on 26<sup>th</sup> April 2024, at 1600hours, EAT**

## **Locations:**

Nairobi, Mombasa, Kisumu, Kisii, Nakuru, Eldoret, Meru, Machakos, Nanyuki, Kitale, Thika, Limuru, Embu, Nyeri, Kipsigis, Muranga, Kakamega, Naivasha, Mumias, Malindi, Bungoma, Webuye, Watamu, Nyahururu, Voi, Kerugoya, Kitui, Kapenguria, Taveta, Voi, Kwale.

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

G4S is an Allied **Universal**® Company, the world's leading global, integrated security company specialising in the delivery of security and related services in 90 countries globally with 800,000 employees.

G4S invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods, works and services period 2024-2026 in Kenya

The pre-qualification process will therefore be conducted electronically on **SRM eProcurement Portal** i.e [www.srmhub.com](http://www.srmhub.com). The categories for the supply of various goods and services are listed on

G4S 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 **G4S Kenya Limited** herein referred to as “the organization’ or ‘G4S”, 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](http://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 25<sup>th</sup> April 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 26<sup>th</sup> April 2024 at 1600hours.
- 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 G4S 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 G4S 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 G4S 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 G4S 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. Incorporation/Registration certificate
- iii. Business permit
- iv. PIN certificate
- v. 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

<b>Mandatory Requirements</b>	
1. Copy of Company or Firm's Registration Certificate	Pass or fail
2. Copy of PIN Certificate	Pass or fail
3. Copy Of Valid tax compliance certificate	Pass or fail
4. Declaration form duly completed and signed	Pass or fail
5. Application Questionnaire fully completed electronically	Pass or fail
<b>Technical Evaluation</b>	<b>Rating</b>
<b>A. Security</b>	
Perimeter wall	7
Security guard	7
Alarm system/electric fence	3
Proof of physical location – by way of lease title deed, utility bill, rent invoice, rent receipt	4
<b>B. Financial and Structure</b>	
Audited Accounts – Not older than year 2021 or bank statements for last 6 months	10
CR12 or Equivalent	3
<b>C. EXPERIENCE</b>	
Proof of similar work through Purchase orders or recommendation letters -3 Marks Each	15
Company profile detailing products, locations, team, contact information, mission and vision	5
<b>D. W/Shop tools and equipment</b>	
Proof of equipment listed for each category by way of ownership or lease. (Purchase invoices, receipts, or lease agreements) each equipment 3 marks	25
<b>E. Staff</b>	
Mechanics,	9
Electricians	7
Panel beaters/painters	5
<b>TOTAL</b>	<b>100</b>

### SECTION III - REGISTRATION CATEGORIES

**Locations: -**

Nairobi, Mombasa, Kisumu, Kisii, Nakuru, Eldoret, Meru, Machakos, Nanyuki, Kitale, Thika, Limuru, Embu, Nyeri, Kipsigis ,Muranga, Kakamega, Naivasha, Mumias, Malindi, Bungoma, Webuye, Watamu, Nyahururu, Voi, Kerugoya, Kitui, Kapenguria, Taveta,Voi, Kwale

<b>Category</b>	<b>Specific Category Requirements</b>
1. Provision of Repairs & Servicing for Motor Vehicles, MotorCycles & Plant (Garages)	Proof of Tool boxes, Arc welding Machine, Gas welding equipment, Trolley jack, Safety stands, Greasing equipment, Fire fighting equipment, Spray painting equipment, Inspection/ramp pit, Engine hoist, Rescue services
2. Provision of Repairs & Servicing for MotorCycles(Garages)	Gas welding, painting, W/Shop tools and equipment
3. Provision of Injector pump nozzles, servicing and repairs services.	Proof of Diesel injector repairs tool kit, Diesel pump test bench, Injector & glow plug removal kit, Diesel system spare part
4. Provision of Machining & engineering works	Proof of W/Shop tools and equipment, Workshop machines 40, Other necessary hand tools
5. Supply of Motor Vehicles & Plant spare parts – (Shops/outlets)	