

# **OFFICE OF THE AUDITOR-GENERAL**

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## **PREQUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2014/15 & 2015/16**

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TENDERER'S NAME: .....

CATEGORY NO: .....

ITEM DESCRIPTION:.....

.....

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**OFFICE OF THE AUDITOR GENERAL  
PRE-QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR THE FINANCIAL YEARS  
2014/2015 & 2015/2016**

The Office of the Auditor General wishes to invite interested eligible suppliers/contractors to apply for pre-qualification for supply of goods, works and provision of services for the next two financial years 2014-2016 as listed below;

**A. SUPPLY OF GOODS**

<b>CATEGORY NO.</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
A1	Supply of general office stationery	Special Groups
A2	Supply of ICT equipments (Servers, computers, laptops, UPS units, printers, copiers, projectors, and scanners)	Open
A3	Supply of computer software, IT accessories & consumables	Open
A4	Supply of General Supplies (e.g Milk, sugar, cleaning materials, detergents, toiletries etc)	Special Groups
A5	Supply of office furniture, equipments & fittings including cabinets, safes, shredders, water dispensers, Television sets, window blinds, curtains and Carpets.	Open
A6	Supply of motor vehicle tyres, tubes and batteries	Open
A7	Supply of staff uniforms.	Open
A8	Design, production and delivery of Information, Education and Communication (IEC) materials and publications.	Open
A9	Supply of mobile phones and sim cards	Open
A10	Supply of drinking mineral water	Open
A11	Supply of newspapers, periodicals and magazines	Special Groups
A12	Supply of PABX, Telephone Heads and other Telecommunication Equipment, spares and accessories	Open
A13	Supply , installation and maintenance of Network Equipment & Structured Cabling (LAN, WAN etc)	Open
A14	Supply, Installation, Commissioning and servicing of Air Conditioners (AC) systems	Open
A15	Supply, Installation, Commissioning and servicing of Access Control System	Open
A16	Supply and delivery of hardware and electrical	Open

	materials	
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## B. PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
B1	Provision of Asset Tagging/Coding services	Special Groups
B2	Provision of travel and air ticketing services – (IATA/ KATA registered firms only)	Open
B3	Repair and maintenance of telephone equipment, fax machines and PABX	Open
B4	Provision of outside catering services	Open
B5	Repair and maintenance of servers, desktop computers, local area network, printers, copiers, projectors and UPS units	Open
B6	Provision of Fumigation and Sanitary Services	Special Groups
B7	Repair and maintenance of air conditioning equipments (National Construction Authority registered firms only)	Open
B8	Office repairs and maintenance including plumbing, electrical and carpentry	Open
B9	Office Partitioning, Interior designs & decorations and Renovations	Open
B10	Provision of design, printing and binding services	Special Groups
B11	Repair, maintenance and servicing of motor vehicles (CM&TE registered firms only)	Open
B12	Provision of cleaning services for carpets, sofa sets, and curtains,	Special Groups
B13	Provision of courier services	Open
B14	Provision of Asset Valuation Services	Open
B15	Provision of Car wash Services	Special Groups
B16	Provision of Car hire and taxi Services (State your geographical locations preferably Nairobi, Mombasa, Kisumu, Nakuru, Eldoret, Nyeri, Embu, Garissa, Kakamega etc)	Open
B17	Provision of Hotels, Conference and accommodation services	Open
B18	Production of documentaries	Open
B19	Provision of signage and outdoor advertising services	Open
B20	Provision of Waste disposal including paper, glass and	Open

	electronic waste.	
B21	Maintenance of Integrated Security Systems (CCTV, Alarms and Access Control)	Open
B22	Data Center Equipment Maintenance - Fire Suppression, Electrical Systems and related.	Open
B23	Maintenance of networks and Networking Equipment	Open
B24	Records Digitization services	Open
B25	Website Development and Maintenance	Open
B26	Supply and maintenance of conference equipment	Open

### C. CONSULTANCY/SPECIALIZED SERVICES

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
C1	Provision of consultancy services in: (a) Human resource management (b) Procurement (c) Public relations and Communication services (d) Event Organization services (e) Legal Services (f) Estate Agent Services (g) Architectural Consultancy Services (h) Auctioneer services	Open
C2	Provision of Insurance Brokerage Services-General insurance.	Open
C3	Provision of electrical and structured cabling works	Open
C4	Provision of Professional Counselling Services	Open
C5	Consultancy services for software development	Open

**Special Groups include Youth, Women and Persons with Disability who have been duly registered with the National Treasury (Directorate of Procurement) and they MUST show proof of registration by providing the certificate of registration.**

Pre-qualification documents containing detailed terms and conditions shall be downloaded from the **Office of the Auditor-General website** [www.kenao.go.ke](http://www.kenao.go.ke) free of charge.

Completed pre-qualification documents in plain sealed envelopes clearly indicating **the title of the item and the Category Number** and addressed to;

**The Auditor General  
Kenya National Audit Office  
P.O. Box 30084-00100  
Nairobi**

Should be deposited in the Tender Box situated at 8<sup>th</sup> floor Anniversary Towers on or before **27<sup>th</sup> June 2014 at 10.00 AM East African Time.**

Applications will be opened immediately thereafter, in the presence of candidates or their representatives who choose to attend the opening meeting, in the Board room on the 4<sup>th</sup> floor of Anniversary Towers.

The Pre-Qualification Category applied for **MUST** be clearly indicated on the envelope.

**THE AUDITOR GENERAL**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

The Office of the Auditor-General invites interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, works and services to the government.

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items, works and also provide services under relevant tenders/quotations to the **Office of the Auditor General** as and when required during the period ending 30<sup>th</sup> June, 2016.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise, works or services are invited to submit their PRE-QUALIFICATION documents to The Auditor General, so that they may be pre-qualified for **Framework Contracts** or **submission of quotations** and **Restricted Tenders**. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items, works and /or services to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness, commitment and ability to meet the pre-qualification criteria.

### **1.5 Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers.

### **1.6** In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

## **1.7 Distribution of Pre-qualification Documents**

Two copies of the completed pre-qualification data and other requested information shall be submitted to reach:

**The Auditor General,  
Kenya National Audit Office  
Anniversary Towers  
P. O. Box 30084-00100  
NAIROBI**

**Tel: 020 342330**

**Not later than 27<sup>th</sup> June, 2014 at 10.00 a.m. (East African Time)**

## **1.8 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the **Auditor General**, whose address is given in par 1.7.

## **1.9 Additional Information**

The Auditor-General reserves the right to request submission of additional information from prospective bidders.

- 1.10** Framework Contracts, Request for quotations or Restricted tender will be made available only to those bidders whose qualifications are accepted by the Office of the Auditor-General after scoring more than 80% points after the completion of the pre-qualification process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The Supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

### **2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials.



## **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges.

## **2.4 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the Contract Agreement.

## **3. PRE-QUALIFICATION DATA INSTRUCTIONS**

### **3.1 Pre-qualification data forms**

**3.1.1** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

**3.1.2** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Office of the Auditor General in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of the Office of the Auditor General they possess capability, experience, qualified personnel and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### **3.3 Essential Criteria for Pre-qualification**

**3.3.1** (a) Experience: Prospective bidders shall have carried out successful supply and delivery of similar items, works and /or services to Government institutions of similar size and complexity and/or should show competence, willingness, capacity and commitment to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

#### **3.3.2 Personnel**

The names and pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

#### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined either by latest financial statement submitted with the prequalification documents, letters of reference from their bankers regarding suppliers/contractors credit position or their commitment in writing that they have the capacity to execute the contract once prequalified.

**3.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. However, potential bidders should provide evidence of financial capability/commitment to execute the contract.

#### **3.3.5 Past Performance**

Past performance will be given consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-5

### **3.4 Statement**

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Prequalification**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Office of the

Auditor General could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the client reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

**3.6** The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of registration or incorporation/memorandum and Article of Association, copies of which must be attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax compliance certificate or exemption as the case may be. (Copy must be provided)

**3.7 Prequalification Criteria**

<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1. Statutory Requirements	PQ-1	30
2. Pre-qualification Data	PQ-2	20
3. Supervisory Personnel	PQ-3	10
4. Confidential Report	PQ-4	10
5. Past Experience	PQ-5	15
6. Litigation History	PQ-6	5
7. Sworn Declaration/Statement	PQ-7	10
	<b>TOTAL</b>	<b>100</b>

**3.8 The qualification mark is 80 points and above.**

## **FORM PQ-1      STATUTORY REQUIREMENTS**

All firms must provide:-

1.      Copies of Certificate of Registration/incorporation.
2.      Copy of VAT Registration Certificate.
3.      Current Tax Compliance Certificate/exemption from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of your application).
4.      Copies of KRA PIN Certificate of firm/company/individual.
5.      Proof of registration with relevant professional bodies for categories that requires professional approvals.

**NB: Business units owned by Special Groups i.e Youth, Women and People with Disability shall be required to attach their Registration certificate with the National Treasury (Procurement Directorate) in accordance with the Public Procurement and Disposal (Preference and Reservations) Regulations, 2011.**

(30 points)

**FORM PQ-2 - PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as supplier(s)  
(Name of Company/Firm)

of .....  
(Item Description)

.....  
(Category No.)

Post Office Address .....

Town .....

Street .....

Name of building .....

Room/Office No. .... Floor No. ....

Telephone Nos. ....

Full Name of applicant .....

Other branches location .....

**2. Organization & Business Information**

Management Personnel .....

President (Chief Executive) .....

Secretary .....

General Manager .....

Treasurer .....

Other ..... \

3. Partnership (if applicable)

Names of Partners

Business founded or incorporated .....

Under present management since .....

Net worth equivalent Kshs. ....

Bank reference and address .....

.....

Bonding company reference and address .....

Enclose copy of organization chart of the firm indicating the main fields of  
activities .....

State any technological innovations or specific attributes which distinguish you  
from your competitors .....

.....

.....

Indicate terms of trade/sale .....

(20 Points)

**PQ-3          SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

.....

Professional Qualification .....

.....

Length of service with Contractor or Supplier position held .....

.....

(Attach copies of CV and certificates of key personnel in the organization)

(10 Points)

**FORM PQ-4**

**OFFICE OF THE AUDITOR GENERAL  
CONFIDENTIAL BUSINESS QUESTIONNAIRE-(10 Points)**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. **(Attach KRA Form CR 12 that provides details of directors).**

You are advised that it is a serious offence to give false information on this form

<p><i>Part I- General :</i></p> <p>Business Name .....</p> <p>Location of business premises.....</p> <p>Plot No. .... Street/Road.....</p> <p>Postal Address..... Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade License No..... Expiring date.....</p> <p>Maximum value of business which you can handle at any one time: Ksh .....</p> <p>Name of your bankers..... Branch .....</p>																									
<input type="checkbox"/>	<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....				
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<input type="checkbox"/>	<p><b>Part 2 (c) – Registered Company:</b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Ksh .....</p> <p style="padding-left: 20px;">Issued Ksh .....</p> <p>Given details of all directors as follows:-</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr><td>1. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>2. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>3. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>4. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>5. ....</td><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
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5. ....	.....	.....	.....																						
<p>Date .....Signature &amp; Stamp of Candidate.....</p>																									

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.



**FORM PQ-5 - PAST EXPERIENCE**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1.
  - i) Name of Client (organization) .....
  - ii) Address of Client (organization) .....
  - iii) Name of Contact Person at the client (organization) .....
  - iv) Telephone No. of Client .....
  - v) Value of Contract .....
  - vi) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
  
2. Name of 2<sup>nd</sup> Client (organization)
  - i) Name of Client (organization) .....
  - ii) Address of Client (organization) .....
  - vii) Name of Contact Person at the client (organization) .....
  - viii) Telephone No. of Client .....
  - ix) Value of Contract .....
  - x) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
  
3. Name of 3<sup>rd</sup> Client (organization)
  - i) Name of Client (organization) .....
  - ii) Address of Client (organization) .....
  - xi) Name of Contact Person at the client (organization) .....
  - xii) Telephone No. of Client .....
  - xiii) Value of Contract .....
  - xiv) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)
  
4. Others .....

(15 Points)

**FORM PQ-6 - LITIGATION HISTORY**

Name of Contract Supplier

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT, CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)</b>

(5 Points)

**FORM PQ-7 - SWORN DECLARATION/STATEMENT**

Having studied the pre-qualification information provided above I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date** .....

**Applicant's Name** .....

**Represented by** .....

**Signature** .....

**(Full name and designation of the person signing and stamp or seal)**

(10 Points)