



**PREQUALIFICATION OF SUPPLIERS  
FOR SUPPLY OF GOODS &  
SERVICES FOR THE YEARS JULY  
2024 & JUNE 2027**

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## PRE-QUALIFICATION INSTRUCTIONS

### 1. Introduction

**Global Alliance for Improved Nutrition (GAIN) Kenya invites interested and eligible suppliers to apply for pre-qualification indicating the category of goods and services as they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the prequalification documents.**

Item No.	Reference	Category
1	GAIN -1/2024	Supply and Delivery of General Office Stationeries
2	GAIN -2/2024	Provision of Air Ticketing & Other Travel Agency Services
3	GAIN -3/2024	Provision of Transport – Car Hire and Taxi Services
4	GAIN -4/2024	Provision of Photography, live streaming, and Videography (coverage of meetings, launches and conceptualizing, scripting and production of documentaries and testimonials)
5	GAIN -5/2024	Production of Materials such as branded stationery, folders, banners, Cards, Diaries, Corporate Newsletter, Stickers, Signage, Fliers, Brochures, Booklets etc and general branding and printing services
6	GAIN -6/2024	Provision of Creative Design of Materials such as branded stationery, folders, banners, Cards, Diaries, Corporate Newsletter, Stickers, Signage, Fliers, Brochures, Booklets etc
7	GAIN -7/2024	Provision of Courier Services Countrywide
8	GAIN -8/2024	Supply of IT Equipment and Accessories, including phones
9	GAIN -9/2024	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment
10	GAIN -10/2024	Supply & Provision of crates and pallets.
11	GAIN -11/2024	Provision of Security Alarm System, Monitoring and Response Service
12	GAIN -12/2024	Supply and Delivery of Office Furniture, window blinds
13	GAIN -13/2024	Provision of internet services
14	GAIN -14/2024	Supply of promotional advertising and marketing materials
15	GAIN -15/2024	Provision of occupational health, safety, and firefighting training services
16	GAIN -16/2024	Supply and installation of solar equipment
17	GAIN -17/2024	Supply and installation of cold storage facilities in markets
18	GAIN -18/2024	Provision of transport/logistics for fresh produce (cold storage services)

19	GAIN -19/2024	Provision of vegetable drying (Solar)/preservation equipment
20	GAIN -20/2024	Human Resources outsourcing services
21	GAIN -21/2024	Provision/training on extension services
22	GAIN -22/2024	Food testing services/laboratory services

### 1.1. Pre-qualification Objective

The main objective of prequalification is to maintain a register of suppliers and service providers under relevant tenders/quotations to GAIN Kenya on as and when required basis.

### 1.2. Invitation of Pre-qualification

Suppliers/Service providers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to The Procurement Committee – GAIN Kenya so that they may be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification

### 1.3. Experience

Prospective suppliers/Service Providers/contractors must have undertaken successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### 1.4. Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers/Service Providers. To be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

N/B: All filled prequalification documents should emailed applications should be clear, readable, and submitted in a SINGLE PDF/ZIPPED ATTACHMENT. Email subject should be e.g. (GAIN -1/2024- Supply and Delivery of General office stationeries)

### 1.5. Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other required information shall be submitted to reach: [gainkenya@gainhealth.org](mailto:gainkenya@gainhealth.org) not later than 28<sup>th</sup> May 2024 at 5.00pm

### 1.6. Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Procurement Committee on the following address [gainkenya@gainhealth.org](mailto:gainkenya@gainhealth.org) not later than 15<sup>th</sup> May 2024.

### 1.7. Additional Information

GAIN Kenya Limited reserves the right to request submission of additional information from prospective bidders.

### 1.8. Request for quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by GAIN Kenya at the disclosure of the Procurement Committee after the completion of the pre – qualification process

## 2. BRIEF CONTRACT REGULATIONS/GUIDELINES

### 2.1. Taxes on Imported Materials

GAIN Kenya is not exempted from any taxes.

### 2.2. Customs Clearance

The suppliers 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 Procurement Committee. Prices quoted should be inclusive of all delivery charges and valid for 90 days.

### 2.4. Payments

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

## 3. PRE-QUALIFICATION AND DATA INSTRUCTIONS

### 3.1. Pre-qualification Data Forms

The attached questionnaire forms GPQ-1, GPQ-2, GPQ-3, GPQ-4, GPQ-5, GPQ-6, are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

*Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.*

### 3.2. Qualification

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

Prospective bidders will not be considered qualified unless in the judgment of GAIN Kenya, they possess capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

### 3.3. Essential Criteria for Pre-qualification

3.3.1 (a) Prospective bidders must have at least 2 years' experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contract.

(b) Prospective suppliers must demonstrate 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 of the personnel to execute the contract must be indicated in form GPQ-2.

3.3.3 Financial Condition The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding suppliers/service providers credit position. Potential suppliers/service providers will be prequalified on the basis of information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and work in progress. These should be provided on Form GPQ-3. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance Contract Past performance will be given due consideration in pre—qualifying of bidders. Letters of reference from past customers must be included in Form GPQ-4

### 3.4. Declaration Statement

Application must include a Declaration statement (Form GPQ-5) by the tenderer vouching for the accuracy of the information provided.

### 3.5. Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre—qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, GAIN Kenya reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

### 3.6. Information on Suppliers

The firm must have a fixed Business Premise and be registered in Kenya, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided

3.6.1 The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate

3.6.2 The firm must declare any conflict of interest in relation to any member of staff. GAIN Kenya will not procure goods or services from suppliers where the employees have not declared conflict of interest

3.6.3 GAIN Kenya will carry out a due diligence exercise for the shortlisted prequalified suppliers

3.6.4 Any effort by the tenderer to influence GAIN Kenya in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender

### 3.7. Pre-qualification Criteria

Suppliers shall be qualified based on information and data as scored per the following forms

	<b>Required Information Form</b>	<b>Form Type</b>	<b>Points Score</b>
1	Registration Documents	GPQ-1	25
2	Pre-qualification Data	GPQ-2	15
3	Financial Position	GPQ-3	20
4	Experience	GPQ-4	20
5	Declaration	GPQ-5	10
6	Confidential Report	GPQ -6	10

## 4. FORM GPQ-1 REGISTRATION DOCUMENTATION

Mandatory Requirements

1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority.
3. Must submit certified bank statements for the most recent 12 months
4. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority
5. Copy of valid Trade License/ Current business licenses from relevant authorities
6. Copy of Letter of recommendation from 3 previous organizations served with similar works
7. Copy of Practicing Certificate for all professionals
8. Copy of Memorandum of Understanding or Articles of Association
9. Transport Hire firms must attach evidence of having taken all the Insurance covers.
10. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. IATA, Certificates of health for food stuffs handling
11. Copy of quality assurance certificates if any e.g. ISO 9000/9001
12. Copy of documented policy on customer service if any.
13. Copy of code of Conduct if any

## 5. FORM GPQ-2: PRE-QUALIFICATION DATA

1/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. ....

Email address (MUST).....

Full Name of applicant .....

Other branches location .....

Organization & Business Information Management Personnel

.....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other.....

## 6. FORM GPQ-3 FINANCIAL POSITION

Attach a copy of two recent and certified financial statements giving summary of assets  
and current liabilities/or any other financial support.

## 7. FORM GPQ-4 PAST EXPERIENCE

Names of the Applicants Clients in the last two years

1. Name of 1st Client (Organization)

i) Name of Organization \_\_\_\_\_

ii) Address of Organization \_\_\_\_\_

iii) Name of Contact Person at the Organization \_\_\_\_\_

iv) Telephone Number of Organization \_\_\_\_\_

v) Value of Contract \_\_\_\_\_

vi) Date of Contract (Date) \_\_\_\_\_



2. Name of 2nd Client (Organization)

- i) Name of Organization \_\_\_\_\_
- ii) Address of Organization \_\_\_\_\_
- iii) Name of Contact Person at the Organization \_\_\_\_\_
- iv) Telephone Number of Organization \_\_\_\_\_
- v) Value of Contract \_\_\_\_\_
- vi) Date of Contract (Date) \_\_\_\_\_

Name of 3rd Client (Organization)

- Name of Organization \_\_\_\_\_
- ii) Address of Organization \_\_\_\_\_
- iii) Name of Contact Person at the Organization \_\_\_\_\_
- iv) Telephone Number of Organization \_\_\_\_\_
- v) Value of Contract \_\_\_\_\_
- vii) Date of Contract (Date) \_\_\_\_\_

8. FORM GPQ-5 DECLARATION STATEMENT

Having studied the pre-qualification information we/I 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 submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Represented By \_\_\_\_\_

Signature \_\_\_\_\_

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

9. FORM GPQ-6: **CONFIDENTIAL** BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), (b) or (c), whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form \*if Kenyan Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

Part I - General

Business Name

.....

Location of business

premises.....

Plot No. ....

Street/Road.....

Postal Address..... Tel.  
 No.....  
 Email address  
 (MUST).....  
 Nature of  
 business.....  
 Current Trade License. No..... Expiring  
 date.....  
 Maximum value of business which you can handle at any one time:  
 Ksh..... Name of your bankers  
 ..... Branch .....  
 Account No..... Branch..... Swift  
 code..... Branch code..... Bank  
 Currency.....

**PART 2 (a) – SOLE PROPRIETOR**

Full Name \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship Details \_\_\_\_\_

**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship	Details
Shares			
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

**PART 2 (C) – Registered Company**

Private or Public State the nominal and issue capital of the company

Nominal Kshs \_\_\_\_\_

Issued Kshs \_\_\_\_\_

Give details of all directors as follows:

Name	Nationality	Citizenship	Details	Shares
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____