



**TENDER NUMBER:**

**CFK AFRICA/09/11/2023/001**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS  
FOR THE PROVISION OF GOODS, WORKS AND SERVICES FOR THE  
PERIOD 2024-2025.**

**FIRM'S NAME:**

**CATEGORY NO:**

CFK AFRICA intends to register suppliers for the under listed categories for goods, works and services for a period of two (2) years.

CFK Africa invites applications for interested and eligible firms for registration as suppliers and contractors for the period between 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2025 to provide goods, services and works.

The registration documents containing the submission information detailed terms and conditions for qualification can be downloaded free of charge via the link below.

<https://cfkafrica.org/work-with-us/>

Completed serialized and paginated registration documents are to be enclosed on plain envelopes marked with the registration category number and name and deposited in the Tender Box at CFK AFRICA's headquarters at Olympic, Kibera Ground Floor (opposite the reception) addressed to:

THE ADMIN & OPERATIONS LEAD,

CFK AFRICA,

P.O BOX 10763-00100, NAIROBI.

To be received on or before 00:00hrs EAT on 20<sup>th</sup> December 2023.

Applications/Tenders will be opened immediately thereafter at CFK AFRICA's headquarters' Conference Room on the Ground floor in the presence of candidates or their representatives who may wish to attend, any canvassing in whatever way will render the prospective bidder(s)/applicant(s) ineligible for participation.

**Local suppliers are encouraged to apply.**

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## **TENDER NOTICE.**

### **INVITATION TO TENDERS FOR PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2024/2025.**

<b>Reference Number</b>	<b>CATEGORY A: SUPPLY OF GOODS</b>
CFK/01/2024-2025	Supply of general office stationery and computer/printer consumables.
CFK/02/2024-2025	Supply and maintenance of photocopiers, camera equipment and accessories, PA system, servers, scanners, computers, printers, tablets, Uninterruptible Power Supply (UPS), laptops, software, toners and accessories.
CFK/03/2024-2025	Supply of branded items and promotional materials.
CFK/04/2024-2025	Supply, installation and maintenance of fire and security alarms equipment and security systems.
CFK/05/2024-2025	Supply, installation and maintenance of firefighting equipment and materials.
CFK/06/2024-2025	Supply of bottled drinking water, dispensing machines and maintenance.
CFK/07/2024-2025	Supply and delivery of generator fuel.
CFK/08/2024-2025	Supply, installation, maintenance and delivery of medical gases.
CFK/09/2024-2025	Supply of office furniture, fittings (including blinds) and fixtures.
CFK/010/2024-2025	Supply of cleaning materials, soap making ingredients, detergents, disinfectants and tissue papers.
CFK/011/2024-2025	Supply of dry foods (maize, beans, green grams, rice)
CFK/012/2024-2025	Supply and delivery of fresh meat and eggs.
CFK/013/2024-2025	Supply and delivery of fresh vegetables.
CFK/014/2024-2025	Supply and delivery of fresh processed & packaged milk.
CFK/015/2024-2025	Supply and delivery of clean water in bowers.
CFK/016/2024-2025	Supply and delivery of generators and related accessories.
CFK/017/2024-2025	Supply and delivery of diapers and sanitary towels.
CFK/018/2024-2025	Supply of general office equipment (metal filing cabinets etc.)

CFK/019/2024-2025	Supply and delivery of medical scrubs and crocs, hospital linen and patient wear.
CFK/020/2024-2025	Supply, installation and maintenance of Medical /Surgical/Laboratory/Radiology Equipment.
CFK/021/2024-2025	Supply and delivery of LPG gas.
CFK/022/2024-2025	Supply of Sports gear, sports equipment and related items.
CFK/023/2024-2025	Supply and delivery of pharmaceutical products (medical drugs), non-pharmaceuticals and other medical consumables.
CFK/024/2024-2025	Supply, Installation & commissioning of networking equipment, (structured cabling (IP) PABX, switches, routers, hubs, firewalls, wireless control).
CFK/025/2024-2025	Supply, installation, and maintenance of general electronic equipment and appliances e.g., TV, microwave, fridge, air conditioner, PA system.
	<b>CATEGORY B: PROVISION OF SERVICES</b>
CFK/026/2024-2025	Provision of office repairs, renovations, partitioning and construction services.
CFK/027/2024-2025	Provision of air travel, reservations and ticketing services (IAT registered firms only).
CFK/028/2024-2025	Provision of office cleaning, sanitary, fumigation, and pest control services.
CFK/029/2024-2025	Provision of internet connectivity services.
CFK/030/2024-2025	Provision of media coverage services (airing shows et al).
CFK/031/2024-2025	Provision of courier and mail delivery services both local and international.
CFK/032/2024-2025	Repair, maintenance services of generators.
CFK/033/2024-2025	Provision of hotel accommodation and conference facilities.
CFK/034/2024-2025	Provision of legal services.
CFK/035/2024-2025	Provision of garbage collection and incineration services (medical and non-medical waste).
CFK/036/2024-2025	Provision of Brokerage services for vehicles, WIBA, Medical and General Insurance.
CFK/037/2024-2025	Provision of asset tagging/coding services.
CFK/038/2024-2025	Provision of cloud services, security, firewall products and services
CFK/049/2024-2025	Provision of security services (guards, dog patrols and security survey).

CFK/040/2024-2025	Provision of photography and video graphic and editing, including digital communication services.
CFK/041/2024-2025	Provision of transport and taxi services.
CFK/042/2024-2025	Provision of events equipment (tents, chairs and Public Address (PA) equipment).
CFK/043/2024-2025	Provision of audit services.
CFK/044/2024-2025	Provision of outside catering services
CFK/045/2024-2025	Repair, maintenance and servicing of motor vehicles
CFK/046/2024-2025	Provision of clearing and forwarding services, custom duty exemption advice and related consultancy services
CFK/047/2024-2025	Provision of staff training and development services
CFK/048/2024-2025	Provision of tracking services to motor vehicles
CFK/049/2024-2025	Provision of language translation services
CFK/050/2024-2025	Provision of electrical equipment, fittings and repair services (Registered with EPRA).
CFK/051/2024-2025	Provision of OSH audits and workplace registration services
CFK/052/2024-2025	Minor plumbing, drainage and sewerage services.
CFK/053/2024-2025	All Painting works.
CFK/054/2024-2025	Provision of wash Consultancy and Engineering services

## **1. PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

CFK Africa a Non-Profit organization headquartered in Kibera would like to invite 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 and services to the organization.

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

The main objective is to supply and deliver assorted items and provide services under relevant tenders/quotations to CFK Africa as and when required during the stated period.

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

Suppliers 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 Admin & Operations lead –CFK Africa so that they can be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. Prospective suppliers are required to supply mandatory information for pre- qualification. Local suppliers are encouraged to apply.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods/works/services to Government/Corporations/ NGOs/ institutions of similar size or larger than the procuring entity and complexity. Potential suppliers/contractors must demonstrate the willingness, ability and commitment 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. Any bidder who does not meet all the relevant mandatory requirements will be disqualified.

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

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

**ADMIN & OPERATIONS LEAD**

**CFK AFRICA,**

**P. O. BOX 10763-00100**

**NAIROBI**

**Not later than 00:00 hours EAT, 20<sup>th</sup> December 2023**

## **1.8 Additional Information**

CFK Africa reserves the right to request submission of additional information from prospective bidders.



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

### **2.1 Taxes.**

CFK Africa possesses a tax exemption certificate covering the period of pre-qualification. Terms and conditions will apply.

### **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 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 may be stipulated in the Contract Agreement.

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

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

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, & PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

- 3.1.1** 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 CFK Africa 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 CFK Africa they possess the capability, experience, qualified personnel available 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 at least 3 years' experience in the supply of goods, services and related items in case a potential supplier/contractor should show competence, willingness and capacity 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, pertinent information and CVs 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 by the latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 3.3.4** Special consideration will be given to the financial resources available as working capital, considering the number of uncompleted orders on contract and now in progress. Data to

be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration to pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

### **3.4 Statement**

Applications must include a sworn statement Form PQ-8 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 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, then CFK Africa reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

### **3.6 Information on suppliers**

The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles 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 has a current Tax Compliance Certificate or any other relevant certificate.

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

**3.6.3** Any effort by the tenderer to influence CFK Africa in the tender evaluation, tender comparison or contract award decisions will result in the rejection of the tenderer's tender.

### 3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	33
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	17
5. Confidential Report	PQ-5	15
6. Experience	PQ-6	10
7. Litigation History	PQ-7	10
<b><u>TOTAL</u></b>		<b><u>100</u></b>

The qualification pass mark is 70 points and above

## FORM PQ-1 REGISTRATION DOCUMENTATION

All firms must provide:

### MANDATORY REQUIREMENTS:

1. Copy of Certificate of Registration of Business Name.
2. Certified bank statements for the most recent 12 months (from September 2020-October 2021)
3. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of current Trade License/ Current business licenses from relevant authorities e.g., City council
5. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors.
6. Copy of Letter of recommendation from 3 previous organizations served with similar works.
7. Copy of Practicing Certificate for all professionals e.g., certificate of affiliated bodies/associations (Pharmacist license, legal, medical)
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, Municipal / City Council Certificates of health for food stuffs handling,
11. Copy of quality assurance certificates if any e.g., ISO9000/9001

**NOTE: A COPY OF THE ORIGINAL BANKING SLIPS MUST BE ATTACHED**

(Max 33 points)

**3 marks each for every requirement**

## 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 No(s).....

**Email address (MUST).....**

Full Name of applicant .....

Other branches location .....

Organization & Business Information

Management Personnel .....

Chief Executive .....

Secretary .....

General Manager .....

Treasurer .....

Other.....

1. Partnership (if applicable)
2. Names of Partners
3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address .....
7. Bonding company reference address.....
8. Enclose copy of organization chart of the firm indicating the main fields of activities  
.....
9. State any technological innovations or specific attributes which distinguish you from  
your competitors  
.....
10. Indicate terms of trade/sale

(5 Points)

### **PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

Undergraduate.....

Postgraduate.....

Diploma.....

High School.....

Professional Qualification .....

(Attach copies of Certificates if any)

Length of service with Contractor or Supplier position held.

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)

#### **PQ-4 FINANCIAL POSITION AND TERMS OF TRADE**

- (1) Attach certified copies of the most recent two years audited accounts (From 2018 and above) - 7 marks
- (2) Attach letters of recommendation from the firm's bankers- 7 marks
- (3) State Credit period (minimum proposed is 30 days) – 3 marks

(17 Points)

#### **PQ-5 REPUBLIC OF KENYA**

##### **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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.

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

\*if Kenya 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: Kshs.....

.....

Name of your banker: .....

Account No.: ..... Branch: .....

Swift code: ..... Branch code: .....

Bank Currency.....

**Part 2 (b) Partnership:**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....			
.....			
.....			
.....			

**Part 2 (c) Registered Company:**

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows: -

Name	Nationality	Citizenship Details	Shares
1.			
2			
3.			
4			

**Date:** ..... **Signature of Candidate:** .....

(15 Points)

**FORM PQ-6 PAST EXPERIENCE**

**NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER  
CLIENTS AND VALUES OF CONTRACT/ORDERS**

- 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) .....
- 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)

**3. Name of 3<sup>rd</sup> Client (organization)**

- 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)

**4. Others .....**

**(10 Points)**

**3 marks each and an additional point for one other**

**FORM PQ-7 LITIGATION HISTORY****Name of Contract Supplier**

Contractors/Suppliers should provide information on any history of 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>

(10 Points)

## FORM PQ-8 SWORN STATEMENT

Having studied the pre-qualification information for the above project 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 the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. 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)