SUPPLIER PRE-QUALIFICATION DOCUMENT FOR THE PERIOD 2020 – 2022

Category Number: _________________________________________

Category Description: _________________________________________

Name of the Company/Firm _________________________________________

Physical Location ________________________________________________

P.O.BOX _______________________________________________________

Telephone Contacts ______________________________________________

Contact person ___________________________________________________
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1.0 Introduction

FEMNET is a pan-African regional women’s rights network that has been in existence for over 30 years and has been at the forefront championing gender equality and women’s rights through delivery of critical information and strengthening linkages and collaboration among Women’s organizations and individuals.

The purpose of this document is to provide FEMNET with basic information to help identify the suppliers to invite to tender for the provision of goods and services for the period 10 July, 2020-30 June, 2022.

Please complete Pre-Qualification Questionnaire (PQQ) marked with the item code for the category applied for, and sent the document in a sealed envelope to:

The Executive Director,
African Women’s Development and Communication Network (FEMNET),
P O BOX 54562-00200, Kilimanjaro Avenue, Off Mara Road,
Behind KUSCCO Centre, Upper Hill
NAIROBI, Kenya
Tel: +254 20 2712971/2, Fax: +254 20 2712974,
E-mail: admin@femnet.or.ke

All responses should be received not later than 12 noon on 30th June, 2020, any queries regarding the completion of this PQQ document should be addressed to: Lilian Mutua, e-mail: reception@femnet.or.ke

Please do not alter any part of the PQQ and answer all the questions clearly and directly.

1.1 Category and Item Description

FEMENT invites interested and eligible Suppliers / Contractors / Consultants for registration/prequalification to its database for the provision of goods, works and services from 10th July 2020 to 30th June 2022. Currently registered firms with us who wish to be retained should apply and submit up to date information requested in the Registration /prequalification document.

<table>
<thead>
<tr>
<th></th>
<th>FNT/PQS/01/2020-2022</th>
<th>Supply &amp; Delivery of General Office &amp; Computer Stationery</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>FNT/PQS/02/2020 - 2022</td>
<td>Supply &amp; Delivery of Computers, Software, Consumables, Accessories, Printers, Scanners, Fax Machines and Photocopiers &amp; their Maintenance</td>
</tr>
<tr>
<td>3</td>
<td>FNT/PQS/03/2020 - 2022</td>
<td>Supply &amp; Delivery of Office Furniture, Furnishings, Fittings &amp; Other Office equipment, and their repairs and maintenance.</td>
</tr>
<tr>
<td></td>
<td>FNT/PQS/04/2020 - 2022</td>
<td>Supply of Drinking water, water dispensers &amp; related services</td>
</tr>
<tr>
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<td>------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>FNT/PQS/05/2020-2022</td>
<td>Insurance Brokerage (motor vehicles, medical, office equipment &amp; Others)</td>
</tr>
<tr>
<td>6</td>
<td>FNT/PQS/06/2020-2022</td>
<td>Provision of asset tagging/Coding services</td>
</tr>
<tr>
<td>7</td>
<td>FNT/PQS/07/2020-2022</td>
<td>Internet service providers (ISPs)</td>
</tr>
<tr>
<td>8</td>
<td>FNT/PQS/08/2020-2022</td>
<td>Independent ICT Management Services</td>
</tr>
<tr>
<td>9</td>
<td>FNT/PQS/09/2020-2022</td>
<td>Provision of Consultancy Services (Rapporteur, HR and related services, Legal services, and Procurement consultancy Services)</td>
</tr>
<tr>
<td>10</td>
<td>FNT/PQS/10/2020-2022</td>
<td>Provision of Simultaneous Interpretation Services, Equipment and Translation (English- French, Spanish, Swahili, Arabic, Portuguese and Vice versa.)</td>
</tr>
<tr>
<td>11</td>
<td>FNT/PQS/11/2020-2022</td>
<td>Provision of Tours and Travel Services and Air travel and ticketing services (IATA registered firms)</td>
</tr>
<tr>
<td>12</td>
<td>FNT/PQS/12/2020-2022</td>
<td>Courier services</td>
</tr>
<tr>
<td>13</td>
<td>FNT/PQS/13/2020-2022</td>
<td>Provision of transport/ Taxi services</td>
</tr>
<tr>
<td>14</td>
<td>FNT/PQS/14/2020-2022</td>
<td>Provision of professional cleaning and fumigation Services</td>
</tr>
<tr>
<td>15</td>
<td>FNT/PQS/15/2020-2022</td>
<td>Provision of printing services (Journals, Brochures, Banners, Campaign Materials, Staff I/D Cards, Caps, T-shirts, bags etc), Provision of Documentary and Film Production, Photography and Script Writing Services</td>
</tr>
<tr>
<td>16</td>
<td>FNT/PQS/16/2020-2022</td>
<td>Repair, service &amp; maintenance of motor vehicles</td>
</tr>
<tr>
<td>17</td>
<td>FNT/PQS/17/2020-2022</td>
<td>Maintenance of PABX Machine &amp; related Telecommunication equipment</td>
</tr>
<tr>
<td>18</td>
<td>FNT/PQS/18/2020-2022</td>
<td>Renovation, partitioning, repairs, interior fit outs and improvement of office premises, including plumbing, electrical, carpentry and masonry works.</td>
</tr>
</tbody>
</table>

**2.0 Point of Contact**

Suppliers are asked to provide a single point of contact; this contact will be considered the sole spokesperson for the supplier during the PQQ process.

**3.0 Evaluation of PQC responses**

The objective of the PQQ evaluation is to assess the responses and select potential suppliers for the next stages of the procurement process. **FEMNET wishes to ascertain:**

a) **Supplier capability** - the supplier must have appropriate expertise and guaranteed capacity to meet the FEMNET specification.

b) **Supplier track record** - the supplier must be able to demonstrate a successful track record of providing services similar to those required by FEMNET.
c) **Financial standing** – the supplier must be considered financially sound.

*The specification criteria to be considered at the selection stage include:*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Management Calibre &amp; qualification</td>
<td></td>
</tr>
<tr>
<td>b Reputation</td>
<td></td>
</tr>
<tr>
<td>i Clients rendered similar service within last 1 yr (references)</td>
<td></td>
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<tr>
<td>ii Past performance record of bidder</td>
<td></td>
</tr>
<tr>
<td>c Competence and Capacity</td>
<td></td>
</tr>
<tr>
<td>i Tools and equipment</td>
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<td>ii Workshop facilities</td>
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<tr>
<td>iii Volume of work that the bidder can handle</td>
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<tr>
<td>iv Timeliness in meeting delivery schedules</td>
<td></td>
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<tr>
<td>d Life Long Costs</td>
<td></td>
</tr>
<tr>
<td>i Maintenance</td>
<td></td>
</tr>
<tr>
<td>ii Service contract</td>
<td></td>
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<td>iii Warranty</td>
<td></td>
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<tr>
<td>e Credit terms (30, 60, 90 days)</td>
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<tr>
<td>f After sales back-up service</td>
<td></td>
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<tr>
<td>g Ease of accessibility to vital information</td>
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<tr>
<td>h Compliance with tax and other statutory obligations etc</td>
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<tr>
<td>i Other general conditions (location, etc)</td>
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</tbody>
</table>

Total Score

If questions are insufficienly, incorrectly, or completely unanswered, then the likelihood of being included in the pre-qualification phase is minimal.

### 4.0 General and company / business information

#### 4.1 Mandatory requirements

To be eligible, the suppliers must prove they qualify to participate in Procurement by providing the following document;

- Copy of Certificate of business incorporation/registration
- Copy of Valid Tax compliance certificate
- Copy of valid Trade licence

*(Attach copies of all certificate required)*
4.2 Company / Business Profile

Company Name
-------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------
Trade Name (if different from the above) ---------------------------------------------------------------------
-------------------------------------------------------------------------------------
Legal status (partnership/sole proprietor/Ltd Company) -----------------------------------------------
Company registration certificate No.  ---------------------------------------------------------------------------------------------------------------
(Attach copy from (A) above)
Certificate by regulatory bodies (e.g. KPLC, Ministry of Public Works, County Council, Ministry of Health, IATA, IRA, RBA etc)
-------------------------------------------------------------------------------------
(Specify and attach copy)
Nature of business licensed to operate -----------------------------------------------------------------------------------------------------------------
Tax Registration No. ---------------------------------------------------------------------------------------------------------------
(Attach copy)
Contact person:
Name: ---------------------------------------------------------------------------------------------------------------
Title---------------------------------------------------------------------------------------------
Telephone # (fixed and Mobile) ---------------------------------------------------------------------------------------------------------------
Business postal address---------------------------------------------------------------------------------------------
Tel no/Fax No---------------------------------------------------------------------------------------------
Physical Location---------------------------------------------------------------------------------------------
E-mail Address---------------------------------------------------------------------------------------------
Website---------------------------------------------------------------------------------------------
Name of directors and their nationalities:

1. 
2. 
3. 
4. 
5. 
6. 

Names of Partners/ Shareholder (if different from 10)

<table>
<thead>
<tr>
<th>Name of partner/shareholder</th>
<th>Nationality</th>
<th>Citizenship</th>
<th>Percentage shares</th>
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<tbody>
<tr>
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</table>

Bank Details

- Name of the bank
- Branch

4.3 Compliance with Kenya Procurement Legislation

FEMNET will disqualify any supplier:-

a) Who is bankrupt or is being wound up, whose affairs are being administered by the court, where it has entered into an arrangement with creditors, where it has suspended business antilogous situation arising from similar procedures under national laws and regulations.
b) Has been convicted by a judgement which has the force of res judicatior in accordance with the legal provision of the country or any offence concerning his professional conduct  

c) Has committed any act of grave professional misconduct  

d) Has not fulfilled obligation relating to the payment of taxes in accordance with the legal provision of the host country - Kenya.  

e) Is guilty of serious misrepresentation in supplying the information required under this section  

f) Has been subject of conviction of corruption  

g) Has been subject of conviction of fraud.  

Please confirm whether any of the above applies to your organisation or its Directors or any other person who has power of representation, decision or control of the organisation?

Yes / No-------------------------------------------------------------------------------------------------------------------------------

Where the answer is affirmative, please provide details-----------------------------------------------------------------------------------------------

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FEMNET may seek evidence at a later date, in confirmation of your answer and reserves the right to verify the information with any relevant competent authority.  

4.4 Category of Items  

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reference No</th>
<th>Category Description</th>
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</thead>
<tbody>
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</table>
4.5 Capability and competency to deliver goods or services

a) What products/services do you want to be considered to supply ( indicate relevant category and product)

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-----------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------------------------------------------------------

b) Number of staff employed.

Full time employees----------------------------------------

Others------------------------------------------

c) Which quality standard certificate have you attained in the past years (attach copies and give details where possible)

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-----------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------------------------------------------------------


d) Are you a manufacturer/Wholesaler/retailer/agent/other (Please Specify)

-----------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------------------------------------------------------


e) If manufacturer or service organisation, are your products certified by Kenya Bureau of Standards? (KEBS) or affiliated to a recognised accrediting body?

Yes/No (attach documentary evidence of certification) ----------------------------------------

-----------------------------------------------------------------------------------------------------------------

f) If you are not a manufacturer are you an authorised dealer? Yes/No----------------------

------------------------------(attach manufacturer authorisation)

g) Provide details of your key personnel and attach their CV’S if you are applying for provision of professional services (use separate sheet of paper)

h) Where applicable, what is the country of origin for the goods or services offered?

-----------------------------------------------------------------------------------------------------------------

i) If you intend to use sub-contractor to perform part of the obligation under your area of business please provide details

-----------------------------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------------
j) Please provide a description of the tools, plant or technical equipment which would be used to carry out the contract (for construction contract) disregard if not applicable.

k) Who have been your major corporate clients for the past 2 years? State client’s name, product/service provided, value of goods, works or services and contact person

<table>
<thead>
<tr>
<th>Contact person</th>
<th>Value of business</th>
<th>organisation</th>
<th>Contact Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>7</td>
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</tr>
</tbody>
</table>

l) What is the average response time to a request for quotation or request for expression of interest (REOI), *(indicate time in days, weeks, months)*

m) What is the average response to delivery of goods/services after issuance of LPO/LSO?  

n) What is the maximum value of business that you can handle at any one time? Kshs/USD

o) If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specification of FEMNET.
4.6 Professional Organisation

Please indicate to which professional or trade bodies your organisation belongs-----------------------------

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4.7 Comments

Please insert any general comments you wish to make. This must fit the space provided below.

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5.0 Terms of Trade

FEMNET would wish to work on deliveries after issuance of a Local Purchase/Service Order and payment after deliveries are made.

Confirm acceptance of this: Acceptable/ Not acceptable

Declaration

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any FEMNET employee and /or Board.

Do you have a relationship with any FEMNET employee and /or Board that would cause any real or perceived conflict of interest?

Yes/No---------------------------------------------------------------------------------------------

(Specify)---------------------------------------------------------------------------------------------

I---------------------------------------------------------------------------------------------declare, for and on behalf of--------------------------

(Company/company) that all the information furnished to FEMNET in connection with this pre-qualification is true and accurate in all materials respect. FEMNET is here by authorised to make such inquiries relating to information including with the firms/company’s clients and bankers as it may deem necessary without prior notice to the firm/company.
Form completed by:

Name ..............................................................................................................................................................

Tel No..............................................................................................................................................................

Signature............................................................................................................................................................

Date....................................................................................................................................................................

Position...............................................................................................................................................................

Thank you for completing this questionnaire.

The information in this form will be held in confidence by FEMNET and only used for the purpose of determining the applicant’s suitability to meet the general requirement for the provision of Goods and/or services.

Payment Instructions

Applicants can issue bankers’ cheque in the name of FEMNET, deposit or transfer funds to FEMNET using the details below:

1. Bank Payment

Bank Account Information Payments

<table>
<thead>
<tr>
<th>Currency – USD/KSH</th>
<th>Beneficiary</th>
<th>Account Number</th>
<th>Address</th>
<th>Beneficiary Bank</th>
<th>SWIFT Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Kshs Account 01020-969-152-00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2. Pay through Mpesa

**FEMNET Mpesa, click Pay-Bill**

Business number: 329329
Enter Account number: 0102096915200