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## **Tender Document**

**Invitation for Tender NO: IC/PQS/2024-2025**

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS /  
CONTRACTORS FOR SUPPLY/PROVISION OF GOODS, WORKS &  
SERVICES FOR FINANCIAL YEAR 2024/2025**

# Stable of Contents

- INVITATION FOR PREQUALIFICATION OF SUPPLIERS..... 3**
  - Category A Services..... 3**
  - Category B Supply of Goods and works..... 3**
  - Category C Beverages and drinks ..... 4**
  - Category D Consumables ..... 4**
- SECTION I: INFORMATION TO CANDIDATES..... 6**
  - 1. INTRODUCTION ..... 6**
  - 2. Clarification of Documents ..... 8**
  - 3. Amendment of the Tender Document ..... 8**
  - 4. Language of Tender ..... 8**
  - 5. Documents Comprising the Tender ..... 8**
  - 6. Submission of Application ..... 9**
  - 7. Eligible Candidates ..... 9**
  - 8. Tender Evaluation ..... 9**
  - 9. Confidentiality ..... 12**
- Section 2: Names of applicants clients in the last five years ..... 12**
- Section 3: Confidential Business Questionnaire form ..... 14**
  - Part 1 – General ..... 14
  - Part 2 (a) – Sole Proprietors..... 14
  - Part 3 – Eligibility Status..... 15
- DECLARATION..... 16**
- SECTION 4: TENDER SUBMISSION FORM ..... 17**

## INVITATION FOR PREQUALIFICATION OF SUPPLIERS

Impala Club wishes to invite sealed applications from interested, eligible, capable individuals and firms for prequalification to supply goods, works and services for the year 2024/2025 as envisaged in below category.

### Category A Services

1	IC/PQS/001/ Provision and supply of Detergents, Soaps, Disinfectants & Toiletries
2	IC/PQS/002/Provision of Sanitary Services, Pest Control and fumigation services
3	IC/PQS/003/Provision of Laundry services
4	IC/PQS/004/Provision of Legal Services -registered LSK and proof of registration copy should be attached
5	IC/PQS/005/ Supply &Provision of Generator Accessories Maintenance Services
6	IC/PQS/006/Provision of Insurance Services (Underwriters)-(IRA) Registered
7	IC/PQS/007 Provision of Website Design and Hosting
8	IC/PQS/008/Provision of Cloud Storage
9	IC/PQS/009/Provision of Security Services
10	IC/PQS/010/Provision of Debt Collection Services
11	IC/PQS/011/Provision of Courier services
12	IC/PQS/012/Provision of Photography, video graphics, public address services.
13	IC/PQS/013/Provision of garbage collection and exhauster services.
14	IC/PQS/014/Provision of Solar water heating maintenance services.
15	IC/PQS/015/ Provision of borehole drilling maintenance services.
16	IC/PQS/016/Provision of Decoration services Interior Designer for Sports bar
17	IC/PQS/017/Provision of landscaping services
18	IC/PQS/018/Provision of General repair works for buildings including painting
19	IC/PQS/019/Provision of building & construction services-NCA registered firms.-(Construction of shower /toilet, running track, water pan and installation of water tanks for irrigation
20	IC/PQS/020/Provision of Solar Lightning for the running track
21	IC/PQS/021 /Provision of renovation services of the tennis courts
22	IC/PQS/022/Supply and support of access control / Accounting software development & implementation
	<b>Category B Supply of Goods and works</b>
23	IC/PQS/023/Supply of assorted hotel Linen

24	IC/PQS/024/Supply of Agricultural chemicals, fertilizers & implements/spares
25	IC/PQS/025/Provision and maintenance of cold rooms/fridges conditioning units
26	IC/PQS/026/Supply & repair of gym/spa/sauna equipment
27	IC/PQS/027/Supply of electronic equipment (cameras, Tvs, Mobile phones & wireless/wired lines)- Dealers only
28	IC/PQS/028/Supply of sand, ballast, hard-core, building stones & timber
29	IC/PQS/029/Supply and delivery of general Office Stationery and printing services
30	IC/PQS/030/Supply and Delivery of Office Furniture, fittings and office equipment
31	IC/PQS/031/Supply and delivery of Computers, Laptops, printers, scanners other related ICT (tonners) accessories and maintenance services. (Must provide manufacturer authorization certificates and Valid Services.)
32	IC/PQS/032/Supply and Delivery of General Hardware, Plumbing Materials, Assorted Electrical Materials
33	IC/PQS/033/Supply and installation of Network Equipment and Related. Upgrades, Servicing and Maintenance of the same.
34	IC/PQS/034/Supply and Maintenance Services of Fire Fighting Equipment
35	IC/PQS/035/Supply of Staff Uniforms and protective Clothing
36	IC/PQS/036/Supply and installation of kitchen equipment's and domestic appliances
37	IC/PQS/037/Supply and installation of Gym equipment, repair and Maintenance services
38	IC/PQS/038/Supply and Maintenance Services of water, Sewerage, Swimming Pool Pumps and Pool Chemicals
	<b>Category C Beverages and drinks</b>
39	IC/PQS/039/Supply of soft drinks (Soda, Fresh Juice & Demonte)
40	IC/PQS/040/Supply of drinking water and water dispensers 20 liters
41	IC/PQS/041/Supply of wines, spirits, beers, & Minerals (Must provide manufacture authorization certificate/License.)
42	IC/PQS/042/Supply of Cigarettes & Cigars
	<b>Category D Consumables</b>
43	IC/PQS/043/Supply of dairy milk and related products
44	IC/PQS/044/Supply of fresh fruits and Vegetables
45	IC/PQS/045/Supply of dry goods and Household Materials
46	IC/PQS/046/Supply of meat and meat products
47	IC/PQS/047/Supply of fish and fish products
48	IC/PQS/048/Supply of chicken and chicken products
49	IC/PQS/049/Supply of Eucalyptus and menthol

<b>50</b>	IC/PQS/050/Supply of bulk Cylinder LPG Gas, fuel, Oil & Lubricants (- Should be ERC certified, and legally authorized dealers.)
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The following documents are mandatory and must accompany submissions:

1. Copy of certificate of incorporation / Registration/Business name
2. Copy of valid tax compliance certificate /Pin certificate/Vat certificate
3. Business permit
4. Letters of recommendation from at least three of your major clients
5. Audited books of accounts for the last two or three years and bank statements for at least six months.
6. Food handler's certificates for Meat products.
7. Attach a copy of receipt of purchase of the tender document

Interested firms may obtain a complete set of prequalification document from the procurement Office upon payment of a non-refundable fee per tender document of Ksh. 5000/= in Cash Payable to our Bank ACC. 0451549553 Barclays Hurlingham Branch. Tenders accompanied by tender document payment slip must be delivered in plain sealed envelope marked tender number, name addressed to: The Secretary, Impala Club P.O. Box 41516- 0100 Nairobi. Completed prequalification documents should be deposited in the tender box at the reception as to be received not later than **5th July 2024 by 4.00pm**

## **SECTION I: INFORMATION TO CANDIDATES**

### **1. INTRODUCTION**

1.1 Impala Club will pre-qualify and enlist bidders for the supply of goods, works and services from among those who will have submitted their tenders in accordance with the tender requirements to undertake the assignments described herein. All suppliers currently pre-qualified with the organization should note that they too have to reapply afresh as all other previous pre-qualifications shall stand cancelled.

1.2 Bidders are invited to submit a prequalification tender for the supply of goods, works and services in the categories.

1.3 The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and consider them while preparing the response.

1.4 The Organization does not bind itself to assign supply of goods, works and services but shall endeavor to ensure tenders for specific goods, works and services will be treated equitably.

1.5 Applicants will be informed in writing of the results of the application, without assigning any reason for the organization decision thereof.

1.6 Tenderers will meet all costs associated with preparation and submission of their applications.

1.7 It is the organizations policy to require that tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts.

a) Defines for the purpose of this provision, the terms set forth below as follows:

i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the prequalification process; and

ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers.

b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities for the contract in question.

c) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing a similar contract.

d) Will have the right to examine financial records relating to the performance of such services to determine capability.

e) Will have the right to inspect the business premises of the tenderer.

f) Will declare a Tender ineligible for pre-qualification if at any time it determines that the Tenderer has no legal capacity to enter into a contract for the procurement of goods and services.

g) Will declare a Tender ineligible for prequalification if at any time the organization determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;

h) Will declare a Tender ineligible for pre-qualification if at any time the organization determines that the tenderer is related to an employee of the company or a Member of Board or Tender/Procurement committees of the organization unless otherwise pre-declared to avoid conflict of interest.

1.8 Tenderers shall furnish information as described in the pre-qualification tender document.

## **2. Clarification of Documents**

2.1 A prospective tenderer making inquiries of the tender document may notify the Organization by post, or by email at the organization address indicated in the Invitation to Tender. The organization will respond in writing to any request for clarification of the tender document that is received not later than five (5) days prior to the deadline for the submission of the tenders.

2.2 The organization shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## **3. Amendment of the Tender Document**

3.1 At any time prior to the deadline for submission of the tenders, the organization, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tendering documents by amendment.

3.2 All prospective tenderers that have received the tendering documents will be notified of the amendment in writing and it will be binding on them. It is therefore important that tenderers give the correct details when collecting the tender document.

3.3 In order to allow prospective tenderers reasonable time to consider any amendments in preparation of their tenders, the Agency may at its sole discretion extend the deadline for the submission of tenders based on the nature of the amendments.

## **4. Language of Tender**

4.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the organization shall be in written English language.

## **5. Documents Comprising the Tender**

5.1 This document includes questionnaire forms and documents required from the prospective bidders. In order to be considered for pre-qualification prospective bidders must submit all the information herein requested.



## **6. Submission of Application**

6.1 The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. The person who signs the pre-qualification document must initial any such corrections.

6.2 The Pre-qualification document should be prepared and submitted as specified in the Invitation for Pre-qualification of Suppliers on or before **2nd/07/2018**

6.3 Any tender received after the deadline shall be rejected as a late tender and shall not be considered.

## **7. Eligible Candidates**

7.1 This prequalification document is open to all candidates. All bidders who pass the set criteria shall be prequalified. Due diligence will be undertaken and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

## **8. Tender Evaluation**

8.1 The organization will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

8.2 Tenderers shall not contact the organization on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the organization in the evaluation shall result in the cancellation of their tender.

8.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

8.4 The applicants must have registered offices and the organization 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.

8.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.

8.6 The Agency reserves the right to accept or reject any or all tenders.

8.7 There shall be two phases of carrying out the evaluation of pre-qualification applications:

**a) Preliminary Evaluation; and**

**b) Technical Evaluation.**

8.7.1 Preliminary Evaluation

a) All the applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

1) Certificate of Incorporation / Registration;

2) PIN/VAT Certificate;

3) Current Trade License / Business Permit;

4) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);

5) Current Tax Compliance Certificate;

6) Evidence of Physical Location of business premise;

7) Evidence of Electronic Tax Register (ETR/E-tims);

8) Three (3) letters of commendation from your corporate/major clients;

9) Completed Confidential Business Questionnaire;

10) Audited accounts for the last two years or 6 months Bank Statements;

11) Company profile; and Original Receipt as proof that tenderer purchased the pre-qualification document(s).

12) Copy of food handler's certificate for categories (54, 55, and 56).

c) Casual applicants shall be considered substantially non-responsive and shall be excluded from those considered for detailed evaluation.

d) A list shall be compiled for those tenderers who pass the preliminary evaluation to be evaluated in detail.

### **8.7.2 Technical Evaluation**

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) Details of the applicant's organizational structure, financial capability, annual turnover for the last two years, experience in the relevant field, available resources and references will be assessed

8.8 Information relating to preliminary evaluations of all the applications and those who qualify for pre-qualification shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of prequalification results is made to all applicants.

8.9 Once the list of those who succeeded to be prequalified has been approved and ratified by the Tender Committee, the organization shall notify in writing all those applicants who have been pre-qualified

## 9. Confidentiality

9.1 Information relating to evaluation of tenders and recommendations concerning prequalification shall not be disclosed to the tenderers until the pre-qualified firms have been advised accordingly

### Technical Specifications

The numbers of points to be given under each of the evaluation criteria are:-

No.	Item description	Points
1	Supplier relevance and experience	40
2	a) Technical Capacity	20
	b) Site Visit Report	20
3	Financial Capability	20
	<b>Total pass</b>	<b>100</b>
	<b>Pass Mark</b>	<b>70%</b>

Any tenderer who scores the pass mark of 70 and above out of 100 will be considered for financial evaluation.

### Financial Capability (20) Points

: Attach Copies of audited accounts for the last 2 years (10 points)

: Indicate your terms of payment.

-Within 15 days ( )

-Within 30 days ( )

-Within 45 days ( )

-Within 60 days ( )

## Section 2: Names of applicants clients in the last five years

Name of applicants other clients and values of contract/orders in the last twelve months

### 1. First Clients (organization)

i) Name of 1<sup>st</sup> Client (organization) \_\_\_\_\_

ii) Address of clients organization) \_\_\_\_\_

iii) Telephone No of Client \_\_\_\_\_

iv) Email Address of client \_\_\_\_\_

v) Name of Contact person at client (organization) \_\_\_\_\_

vi) Value of contracts/Orders \_\_\_\_\_

vii) Duration of ongoing contracts\_\_\_\_\_

## 2. **Second Clients (organization)**

i) Name of 2<sup>st</sup> Client (organization)\_\_\_\_\_

ii) Address of clients organization)\_\_\_\_\_

iii) Telephone No of Client\_\_\_\_\_

iv) Email Address of client\_\_\_\_\_

v) Name of Contact person at client (organization)\_\_\_\_\_

vi) Value of contracts/Orders\_\_\_\_\_

vii) Duration of ongoing contracts\_\_\_\_\_

## 3. **Third Clients (organization)**

i) Name of 1<sup>st</sup> Client (organization)\_\_\_\_\_

ii) Address of clients organization)\_\_\_\_\_

iii) Telephone No of Client\_\_\_\_\_

iv) Email Address of client\_\_\_\_\_

v) Name of Contact person at client (organization)\_\_\_\_\_

vi) Value of contracts/Orders\_\_\_\_\_

(NB: You may include additional large clients as you may wish to support your application)

### Section 3: Confidential Business Questionnaire form

You are requested to give the particulars indicated in Part 1; either Part 2(a),

Alternatively, 2. (c) whichever applied to your type of business; and Part 3. You are advised that it is a serious offence to give false information on this form.

#### Part 1 – General

1.1 Business Name \_\_\_\_\_

1.2 Location of Business Premises \_\_\_\_\_

1.3 Plot No \_\_\_\_\_ Street/Road \_\_\_\_\_

Postal Address \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

1.4 Nature of Business \_\_\_\_\_

1.5 Registration Certificate No. \_\_\_\_\_

1.6 Maximum Value of Business that you can handle at any one time – Kshs. \_\_\_\_\_

1.7 Name of your Bankers \_\_\_\_\_

Branch \_\_\_\_\_

#### Part 2 (a) – Sole Proprietors

2a.1 Your Name in Full \_\_\_\_\_ Age \_\_\_\_\_

2a.2 Nationality \_\_\_\_\_

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

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

Part 2 (b) – Registered Company

2b.1 Private or Public \_\_\_\_\_

2b. 2 State the Nominal and Issued Capital of Company-

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

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

2b.3 Give details of all Directors as follows

Name	Nationality	Citizenship Details
1 _____		
2 _____		
3 _____		

**Part 3 – Eligibility Status**

3.1 Are you related to an Employee, Committee Member or Board Member of Impala Club? Yes \_\_\_\_\_ No \_\_\_\_\_

3.2 If answer in '3.1' is YES give the relationship.

\_\_\_\_\_  
\_\_\_\_\_

3.3 Does the Employee, Committee Member, Board Member sit in the Board of Directors or Management of Impala Club? Yes \_\_\_\_\_ No \_\_\_\_\_

3.4 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES \_\_\_\_\_ No \_\_\_\_\_

3.5 If answer in '3.5' above is YES give details:

\_\_\_\_\_  
\_\_\_\_\_

3.7 Have you offered or given anything of value to influence the procurement Process.  
Yes \_\_\_\_\_ No \_\_\_\_\_

If answer in '3.7' above is YES, give details

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## **DECLARATION**

I DECLARE that the information given on this form is correct to the best of my  
Knowledge and belief.

Date \_\_\_\_\_

Signature of Candidate \_\_\_\_\_



## **SECTION 4: TENDER SUBMISSION FORM**

Having studied the pre-qualification information for the above tender category We/I hereby state:

- a. That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the prequalification evaluation.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand either you are not bound to accept in part or completely any tender you receive.

Date: \_\_\_\_\_

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

Represented by \_\_\_\_\_

Signature \_\_\_\_\_

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