



HAART KENYA

TENDER NO. HAART/PREQUALIFICATION/001/2021-2022

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/ CONTRACTORS FOR
SUPPLY/PROVISION OF GOODS, WORKS & SERVICES**

FIRM'S NAME:
TENDER NO.:
CATEGORY NO:



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**INTRODUCTION**

HAART Kenya would like to prequalify suppliers and now invites applications for prequalification of suppliers from interested bidders for supply and delivery of goods and provision of services to HAART Kenya for the year 2021/2022. Suppliers who are currently supplying goods and services to HAART Kenya are requested to equally apply. All suppliers must have their businesses registered by the relevant government authorities under the Kenyan law.

TENDER NOTICE

INVITATION TO TENDERS FOR PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR PROCUREMENT OF GOODS, WORKS AND SERVICES FOR FINANCIAL YEAR 2021-2022

CATEGORIES OF GOODS AND SERVICES

A : SUPPLY OF GOODS			
No	Category No.	Items Description	Eligibility
1.	HAART/PQ/A1/2021	Supply And Delivery Of Office Stationery	Open
2.	HAART/PQ/A2/2021	Supply And Delivery Of Photocopiers, Printers, Computer Hardware And Accessories	Open
3.	HAART/PQ/A3/2021	Supply And Delivery Of Office Furniture	Open
4.	HAART/PQ/A4/2021	Supply And Delivery Of Printed Stationery Materials, Office Stamps And Office Tags	Open
5.	HAART/PQ/A5/2021	Supply And Delivery Of Toners, Printing Cartridges And Photocopier Ink	Open
6.	HAART/PQ/A6/2021	Supply And Delivery Of Detergent And Cleaning Materials	Open
7.	HAART/PQ/A7/2021	Supply Of Promotional Materials & Branded Gifts.	Open
8.	HAART/PQ/A8/2021	Supply And Delivery Of Electrical And Electronic Items (e.g. Refrigerators And Kitchen Appliance)	Open

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9.	HAART/PQ/A9/20 21	Supply & Delivery Of Dry Foods And Related Foodstuff e.g Maize And Beans	Open
10.	HAART/PQ/A10/2 021	Supply & Delivery Of Fresh Vegetables, Fruits And Other Food Stuff (Non - Processed)	Open
11.	HAART/PQ/A11/2 021	Supply & Delivery Of Milk And Related Dairy Products	Open
12.	HAART/PQ/A12/2 021	Supply & Delivery Of Meat, Fish & Chicken	Open
13.	HAART/PQ/A13/2 021	Supply Of Water Dispensers, Mineral Water, Bottled Water And Water Related Services	Open
14.	HAART/PQ/A14/2 021	Supply Of Airtime (Scratch/Calling Cards)	Open
15.	HAART/PQ/A15/2 021	Supply & Maintenance Of Fire Equipment And Fire Detection Systems	Open
B: PROVISION OF SERVICES			
16.	HAART/PQ/B16/20 21	Provision Of Professional Cleaning Services	Open
17.	HAART/PQ/B17/20 21	Provision Of Fumigation And Pest Control Services	Open
18.	HAART/PQ/B18/20 21	Provision Of Repairs & Maintenance Of Electronic Items.	Open
19.	HAART/PQ/B19/20 21	Provision Of Catering Services	Open
20.	HAART/PQ/B20/20 21	Provision Of Internet Services	Open
21.	HAART/PQ/B21/20 21	Electrical Works/Installation Services /Supply, Installation And Maintenance Of Solar Water Heating Solution/Supply, Installation And Maintenance Of Solar Lighting.	Open

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22.	HAART/PQ/B22/2021	Provision Of Photography & Video Graphic Services	Open
23.	HAART/PQ/B23/2021	Hiring Of Tents, Canopies, Tables And Banqueting Furniture	Open
24.	HAART/PQ/B24/2021	Provision Of Event Management Services(Sound Systems And Event Equipment)	Open
25.	HAART/PQ/B25/2021	Repairs & Maintenance For ICT Infrastructure (Servers, Storage, Computers, Printers, Scanners, Projectors)	Open
26.	HAART/PQ/B26/2021	Provision of Interior Design services	Open
27.	HAART/PQ/B27/2021	Provision of 3-5 star hospitality services (conference facilities & accommodation)	Open
28.	HAART/PQ/B28/2021	Provision Of Security Services & CCTV systems.	Open
29.	HAART/PQ/B29/2021	Supply & Delivery Of Motor Vehicles, Spare Parts And Batteries, Tyres/Tubes Flaps And Garages For Servicing, Repair And Maintenance Of Motor Vehicles.	Open
30.	HAART/PQ/B30/2021	Provision Of Insurance Services	Open
31.	HAART/PQ/B31/2021	Provision Of Garbage Collection Services	Open
32.	HAART/PQ/B32/2021	Supply of sanitary waste management services(sanitary bins)	Open
33.	HAART/PQ/B33/2021	Supply of sewer line maintenance services & septic tank exhaust services	Open
34.	HAART/PQ/B34/2021	Provision of plumbing services and plumbing items including water pumps and repairs services	Open

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35.	HAART/PQ/B35/20 21	Provision Of Lawn Mowing, Gardening And Landscaping Services	Open
36.	HAART/PQ/B36/20 21	Provision Of Professional Services And Consultancy	Open



PREQUALIFICATION INSTRUCTIONS

Introduction

The HAART KENYA hereinafter referred to as “Procuring entity” intends to pre-qualify firms for the supply and delivery of goods and services.

Prequalification is open to eligible firms/ Individuals as indicated in the instructions.

Pre-qualification objective

The main objectives of this part is to qualify firms to supply goods and services under the relevant tenders/quotations and proposals as and when required during the period

Language

All the information requested for pre- qualification shall be provided in the English language.

Invitation of pre-qualification

Firms registered with the registrar of companies under the laws of Kenya with respective to merchandise or services are invited to submit their tender documents to the Procurement Committee, **HAART KENYA**. Firms are encouraged to apply in the appropriate categories for consideration. All mandatory information must be provided by any eligible and interested firm.

Experience

Prospective firms must have carried out successful supply and delivery of similar goods/services to institutions of similar size and complexity. Potential firms must demonstrate the willingness and commitment to meet the tender criteria.

Terms and Conditions

Eligible and interested firms shall be required to read and be willing to abide by the HAART Kenya purchase order terms and conditions.

Eligible firms

The procuring entity’s employees and their relatives (spouse and children) are not eligible to participate in the pre-qualification process.



Pre-qualification document

A complete set of pre-qualification documents may be accessed and downloaded by interested firms or individuals from the following website: www.haartkenya.org

The document includes questionnaire forms and documents required from prospective firms. All eligible and interested firms must provide required information in the attached questionnaire forms.

Submission and deadline of pre-qualification documents

A soft copy PDF document shall be submitted via email: procurement@haartkenya.org clearly marked with the tender name, category reference and addressed to:

THE PROCUREMENT COMMITTEE

HAART KENYA

P.O Box 26893-00504

Nairobi Kenya



QUESTIONS ARISING FROM PRE-QUALIFICATION DOCUMENTS

Questions and clarification that may arise from the Pre-qualification documents should be sent to the email address below: procurement@haartkenya.org

HAART Kenya will only respond to questions received five days before the closing.

Additional Information

HAART Kenya reserves the right to request the submission of additional information from prospective firms.

Background Checks of Suppliers/Contractors/Sub grantees

HAART shall review services/products provided by a supplier in all its projects. A background check shall be mandatory for all suppliers, contractors and sub-grantees. The background check shall be conducted by a procurement team constituted by the Finance Officer based on the specific needs of each project. It shall include consulting public databases e.g. System for Award Management (SAM), as well as the UN Consolidated list i.e. Specially Designated Nationals (SDN) List and the UN's Sanction List.

Invitation to Tender/Quotation

Bidding documents (Tender/Quotation) will be made available only to those bidders whose pre-qualification documents are accepted by HAART Kenya after the completion of the pre-qualification process.

Inquiries during Evaluation of Pre-Qualification Process

Inquiries, canvassing or direct phone calls shall not be allowed during the evaluation of pre-qualification process.

Customs Clearance

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

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 and on the authority of the client's accounting officer or tender.

Payments

All local purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the agreement.

Notification of Successful and Unsuccessful Firms

Only successful pre-qualified firms will be notified in writing. Any firm that does not receive communication from HAART Kenya should consider themselves unsuccessful.



PRE-QUALIFICATION DATA INSTRUCTIONS

Pre-qualification Data Form

The attached questionnaire forms 1, 2, 3, 4, 5, 6, 7, 8 and appendix 1 of sworn statements are to be completed by prospective suppliers/ firms who wish to be pre-qualified for the specified tender category.

Incomplete Application

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered.

The Pre-Qualification Data

It is understood and agreed that the pre-qualification data of the prospective firms is to be used by **HAART Kenya** in determining, according to its sole judgment and discretion, the qualifications of prospective firms to perform in respect categories as described by the client.

Qualification Requirements

Prospective firms will not be considered qualified unless in the judgment of **HAART Kenya** they possess the capability, experience, qualified personnel, available and sustainable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

Essential Criteria for Pre-Qualification

EXPERIENCE

The prospective bidder shall have at least one-year experience in the supply of goods, services and allied items. Potential suppliers/firms should show competence, willingness and capacity to service the contract.

Prospective suppliers should have special experience and capability to organize, supply and deliver items or services on short notice.

PERSONNEL

The names and pertinent information and the title of the key personnel for individual or group to execute the contract must be indicated.

FINANCIAL CONDITION

The suppliers financial condition will be determined by latest audited financial statements submitted with the pre-qualification documents. Potential suppliers/firms will be pre-qualified on the satisfactory information given.



PAST PERFORMANCE

Past performance will be given due consideration during the pre-qualification evaluation. Letters of reference from past customers should be included in form where applicable.

SWORN STATEMENT

Application must include a sworn statement by the tender applicant certifying the accuracy for the information given.

WITHDRAWAL OF PRE-QUALIFICATION

HAART Kenya reserve the right to reject the tender from a pre-qualified firm even though the firm was initially pre-qualified, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the HAART Kenya 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 commitment.

PRE-QUALIFICATION CRITERIA

No.	Information Required	Form Type
1	General Information	FORM 1
2	Specific Requirements	FORM 2
3	Management Structure	FORM 3
4	Financial position	FORM 4
5	Past experience	FORM 5
6	Confidential questionnaire	FORM 6
7	Litigation History	FORM 7
8	Bank Details	FORM 8
9	Code of Ethics	FORM 9
10	Sworn statement	Appendix 1

**CRITERIA MANDATORY REQUIREMENTS**

No	Requirement	Score
1	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2	Valid Tax Compliance Certificate	Mandatory
3	Outside Catering - Bidders must avail food handling certificate from the County Government.	Mandatory
4	Single Business Permit from the County Government	Mandatory
5	Evidence of Physical Registered Office	Mandatory
6	A minimum of three reference letters from current clients	Mandatory
7	Financial Statements	Mandatory

TECHNICAL EVALUATION

No.	Requirements (Submit Evidence)	Score
1	Registration documentation	20
2	Evidence of physical registered office	20
3	Other certifications	10
4	Manpower/Staffing	10
5	Past performance & experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters.	10
6	Financial Capability	10

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7	Litigation History	10
8	Sworn statement	10
	Total	100
	Pass mark	70



FORM 1: GENERAL INFORMATION

Category Applied for.....

Business Name of the firm

Legal name of firm if different from business name

Place of incorporation/ Year of incorporation/Registration.....

Post office Address

Street/Road

City

Country.....

Telephone No. Mobile.....

Contact personnel.....

Title

Organization and business information

Management personnel:

MD

Directors

General Manager



FORM 2 : SPECIFIC REQUIREMENTS

All firms must provide (Tick appropriate box):

Copies of Certificate of Registration.

No Yes

List of at least 3 ongoing Contracts/Projects (goods, services).

No Yes

Membership to professional body for professional services if any

No Yes Not applicable

Indicate willingness to provide goods and services on 30 days credit terms

No Yes

Applicants should only apply in their areas of expertise



FORM 3: MANAGEMENT STRUCTURE

No.	Item Description	Indicate
1	No. of Staff: 1-20	
2	No. of Staff: >20 and <50	
3	No of Staff: 50 & above	
4	Does the Company have a board of directors?	

Number of staff employed.....



FORM 4: FINANCIAL POSITION

All firms except those run by women and youth must provide (Tick appropriate box):

Two audited financial statements (Year, & if any).

No Yes

No Yes

No Yes

Provide a copy of the company's bank statement for the last six months i.e..

No Yes



FORM 5: PAST EXPERIENCE

Provide a list of 5 current clients/customers that you have transacted business with and value (NGO if any) for the past three years.

	Client 1	Client 2	Client 3
Name of client (organization)			
Address of client (organization)			
Name of contact person at the client (Organization)			
Telephone/Email address of the client			
Value of contract			
Duration & time of the contract			

	Client 4	Client 5
Name of client (organization)		
Address of client (organization)		
Name of contact person at the client (Organization)		
Telephone/Email address of the client		
Value of contract		

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Duration & time of the contract.		
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Others

Copies of work orders, completion certificate or other documents in support of work done



Delivery & Logistics

Submit a brief statement of supply and service delivery methods and procedures the firm proposes /plans to use to execute the contract

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FORM 6: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You must provide details requested in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.

Please note that providing false information this form shall lead to disqualification.

PART 1: GENERAL

Business Name

Physical Location of Business Premises

Plot No

Building Name

Street/Road.....

Postal Address

Tel:.....

Email address

Contact personnel.....

Nature of business

Current Trade License No.Expiring date.....

Maximum value of business which you can handle at any one time Kshs

Number of years the firm has been in business

PART 2(A) –Sole Proprietor

Your name in full

Nationality

Country of Origin.....

Citizenship details.....

PART 2 (B) –Partnership

No.	Name	Nationality	Citizenship Details
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1			
2			
3			
4			
5			
6			

PART 2(C)-Registered Companies (Public or Private)

Nominal Capital.....

Issued Capital.....

Give details of all directors as follows:

No.	Name	Nationality	Citizenship Details	Shares
1				
2				
3				
4				
5				
6				



FORM 7: LITIGATION HISTORY

Does the company have any litigation (Tick appropriate box)?

- Yes (give details below) No

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last four years. A separate sheet should be used for each partner of a joint venture.

Year	Award for or against applicant	Name of client, cause of litigation, and matter dispute	Disputed amount



FORM 8: ELECTRONIC FUNDS TRANSFER DETAILS

Physical & Postal Address

Box No.....

Building.....

Road/Street.....

Date.....

To: The Chief Executive Office

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.....
.....

NAIROBI

Dear Sir,

ELECTRONIC FUNDS TRANSFER DETAILS

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier :

Bank and branch :

Bank and Branch Code :

Bank Account Number :

Valid Email Address of Supplier:

Contact Person:

Company Registration No:

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature:

Name of Company Secretary:

ID/No.....

Signature:

Name of Director:.....

ID/No.....

Affix Company Seal Here.



FORM 9: CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

HAART Kenya procurement guidelines stipulate that HAART Kenya should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Employees of HAART Kenya are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. Especially in cases where it is obvious that the gift will result in an expected reciprocal action from the organization.

The standard of conduct for all potential suppliers include the following:

- Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of HAART Kenya who may be in a position to influence the procurement decision.
- Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of the HAART Kenya as indicated below, and confirm that you have read the code of ethics and is in agreement with it.

Has any employee of HAART Kenya been your employee in the past one year? If yes, please give details

.....
.....
.....
.....



Do you have any family ties with any HAART Kenya employee(s) through spouse or immediate family? If so, please explain:

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.....
.....
.....
.....

Have you had past business dealings with any employee of HAART Kenya ? If yes, please give details:

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.....
.....

Do you have other social or political relationships with an employee of HAART Kenya in procurement, which may impede his/her independence or objectivity?

.....
.....
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....



APPENDIX 1 : SWORN STATEMENT

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

The information furnished in our application is accurate to the best of my/our knowledge.

Have read and understood the terms and conditions for **HAARTKenya** including the credit period of 30 days.

That in case of being qualified we acknowledge that this grants me/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.

If the legal, technical, financial conditions or the contractual capacity of the firm changes when the call for Tenders/Quotations is issued, we commit ourselves to inform you and acknowledge your right to review the tender made.

We enclose all the required documents and information required for the prequalification evaluation.

Date

Applicant's Name

Represented by

Signature

Designation

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

