

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

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. 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.

Prequalification is open to all eligible firms/ Individuals.

All mandatory information must be provided by any eligible and interested firm. A soft copy of this duly filled pre-qualification document should be sent to procurement@haartkenya.org with the subject being the category reference and the company name addressed to the Procurement Committee.

CATEGORIES OF GOODS AND SERVICES

A: SUPPLY OF GOODS			
No	Category No.	Items Description	Eligibility
1.	HAART/PQ/A1/2023	Supply And Delivery Of Office Stationery	Open
2.	HAART/PQ/A2/2023	Supply And Delivery Of Photocopiers, Printers, Computer Hardware And Accessories	Open
3.	HAART/PQ/A3/2023	Supply And Delivery Of Office Furniture	Open
4.	HAART/PQ/A4/2023	Supply And Delivery Of Printed Stationery Materials, Office Stamps And Office Tags	Open
5.	HAART/PQ/A5/2023	Supply And Delivery Of Toners, Printing Cartridges And Photocopier Ink	Open
6.	HAART/PQ/A6/2023	Supply And Delivery Of Detergent And Cleaning Materials	Open

7.	HAART/PQ/A7/2023	Supply Of Promotional Materials & Branded Gifts	Open
8.	HAART/PQ/A8/2023	Supply And Delivery Of Electrical And Electronic Items (e.g. Refrigerators And Kitchen Appliance)	Open
9.	HAART/PQ/A9/2023	Supply & Delivery Of Dry Foods And Related Foodstuff E.G. Maize And Beans	Open
10.	HAART/PQ/A10/2023	Supply & Delivery Of Fresh Vegetables, Fruits And Other Food Stuff (Non - Processed)	Open
11.	HAART/PQ/A11/2023	Supply & Delivery Of Milk And Related Dairy Products	Open
12.	HAART/PQ/A12/2023	Supply & Delivery Of Meat, Fish & Chicken	Open
13.	HAART/PQ/A13/2023	Supply Of Water Dispensers, Mineral Water, Bottled Water And Water Related Services	Open
14.	HAART/PQ/A14/2023	Supply Of Airtime (Scratch/Calling Cards)	Open
15.	HAART/PQ/A15/2023	Supply & Maintenance Of Fire Equipment And Fire Detection Systems	Open
B: PROVISION OF SERVICES			
16.	HAART/PQ/B16/2023	Provision Of Professional Cleaning Services	Open
17.	HAART/PQ/B17/2023	Provision Of Fumigation And Pest Control Services	Open

18	HAART/PQ/B18/2023	Provision Of Repairs & Maintenance of Electronic Items	Open
19	HAART/PQ/B19/2023	Provision Of Conferencing , Hotel and Catering Services	Open
20	HAART/PQ/B20/2023	Provision Of Internet Services	Open
21	HAART/PQ/B21/2023	Electrical Works/Installation Services /Supply, Installation And Maintenance Of Solar Water Heating Solution/Supply, Installation And Maintenance Of Solar Lighting	Open
22	HAART/PQ/B22/2023	Provision of Professional IT services, computer and printer servicing	Open
23.	HAART/PQ/B23/2023	Provision Of Photography & Video Graphic Services	Open
24.	HAART/PQ/B24/2023	Hiring Of Tents, Canopies, Tables And Banqueting Furniture	Open
25.	HAART/PQ/B25/2023	Provision Of Event Management Services(Sound Systems And Event Equipment)	Open
26.	HAART/PQ/B26/2023	Repairs & Maintenance For ICT Infrastructure (Servers, Storage, Computers, Printers, Scanners, Projectors)	Open
27.	HAART/PQ/B27/2023	Provision Of Security Services	Open
28.	HAART/PQ/B28/2023	Supply & Delivery Of Motor Vehicles, Spare Parts And Batteries, Tyres/Tubes Flaps And Garages For Servicing, Repair And Maintenance Of Motor Vehicles	Open

29.	HAART/PQ/B29/2023	Provision Of Insurance Services	Open
30.	HAART/PQ/B30/2023	Provision Of Garbage Collection Services	Open
31.	HAART/PQ/B31/2023	Provision Of Professional Services And Consultancy	Open
32.	HAART/PQ/B30/2023	Provision Of Designing and branding services	Open

APPLICANT INFORMATION

Company Business Name:	
Category:	
Location: (Street, Building, Town, PO Box)	
Telephone number:	
E-mail/Fax:	
Nature of Business:	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Distributor <input type="checkbox"/> Agent <input type="checkbox"/> Contractor/Service provider <input type="checkbox"/> Other specify:
Year established:	
Number of employees:	
Diversity and Inclusion across the Company. Do you employ individuals such as / or	<input type="checkbox"/> Women, if yes, how many?..... <input type="checkbox"/> Disabilities <input type="checkbox"/> Survivors of Human Trafficking <input type="checkbox"/> Youth

with....?	<input type="checkbox"/> Refugees <input type="checkbox"/> Other, please specify.....	
Name, Title, phone of key personnel involved in contract execution	<ul style="list-style-type: none"> • Xx • Xx • Xx • xx 	
Gross turnover sales (KES)	Current year estimate:	
	Previous year:	
	Two years ago:	
Major contracts during the last 2 years including amount in KES	<ul style="list-style-type: none"> • Xx • Xx • Xx • xx 	
Bank Details:	Bank:	
	Branch:	
	Bank Address:	
Terms of Payment:	<input type="checkbox"/> 30 Days Credit <input type="checkbox"/> Other/specify:.....	
References:	Client/Company Name:	
	Contact Person:	
	Email/Phone Contact:	
References:	Client/Company Name:	
	Contact Person:	
	Email/Phone Contact:	
References:	Client/Company Name:	
	Contact Person:	
	Email/Phone Contact:	

Please attach copies of the following:

- Company profile including names of Directors
- Copy of Certificate of Incorporation/Registration
- Copy of PIN & VAT Certificates
- Licences from relevant Authorities where applicable
- Current Tax Compliance/ETR Compliance Certificate from Kenya Revenue Authority (KRA)
- Audited Accounts for the immediate last two years.
- Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number(s).
- Written confirmation on your letterhead that you have not been debarred as a supplier, service provider or consultant for goods, services or works in Kenya; and that you are eligible to participate in Procurement and also a statement declaring that if selected, you shall not be involved in corruption.
- Attach copies of reference evidence from clients e.g LPO

Important note: all pages need to be signed by both parties.

Declaration

I / We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated if requested to do so ANY inaccuracy in the information filled herein will be used as ground for removal from or termination of the qualification process.

I / We confirm that I /We are not insolvent in receivership, bankrupt or being wound up. Our business activities have not been suspended and we are NOT the subject of legal proceedings for any of the foregoing.

I / We certify that the information given is correct.

Name/ Title:	
Signature:	
Date:	
Company's Stamp/Seal	

Witness Name:	
Signature:	
Date:	

Reviewed by:	
Signature:	
Date:	