



**PRE-QUALIFICATION /REGISTRATION OF  
SUPPLIERS**

**SUPPLY OF GOODS, SERVICES & WORKS FOR  
THE FINANCIAL YEAR 2018/2019**

**DATE POSTED**

**CLOSING DATE/TIME:**

# **TENDER NOTICE**

## **PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS, SERVICES & WORKS FOR FINANCIAL YEAR 2018/2019**

Tysons Limited invites application from interested and eligible bidders for the pre-qualification/registration as supplier(s) of goods, works and services for the financial year 2018/2019.

The prequalification tender documents, containing submission information, detailed terms and conditions of qualification may be obtained from Tysons Limited website: [www.tyson.co.ke](http://www.tyson.co.ke)

Prospective Suppliers are required to make a non-refundable fee of **Kshs.3,000.00** per tender document in cash to Tysons Limited.

Note: Each supplier is eligible for pre-qualification in only one category in the list provided (Category of their specialty)

Completed pre-qualification documents in plain sealed envelopes clearly marked on the envelope;

### **PRE-QUALIFICATION OF SUPPLIERS 2018/2019**

#### **TENDER NUMBER**

#### **SUPPLY OF/PROVISION OF**

**Addressed to:-**

**The Procurement Committee  
Tysons Limited  
P.O. Box 40228-00100  
NAIROBI**

And be deposited in the tender box located at Tysons Limited, Jubilee Insurance Centre, 1<sup>st</sup> Floor, Wabera Street so as to be received **on or before Thursday 15<sup>th</sup> February, 2018 at 11.00am. Bids received after closing date and/or time shall not be accepted.**

**CATEGORIES OF GOODS, WORKS AND SERVICES FOR PRE-QUALIFICATION OF SUPPLIERS FOR FINANCIAL YEAR 2018/2019**

<b>CATEGORY A: SUPPLY AND DELIVERY OF GOODS</b>		
<b>REF.NO</b>	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>
TL/CA1/2018-2019	Supply and delivery of general office stationery and printed materials	Open
TL/CA2/2018-2019	Supply and delivery of cleaning materials and detergents	Open
TL/CA3/2018-2019	Supply and delivery of office furniture and fittings	Open
TL/CA4/2018-2019	Supply and delivery of computers, printers, UPS, Scanners, Toners, Cartridges and related accessories	Open
TL/CA5/2018-2019	Design, supply and delivery of branded promotional materials e.g brochure, signage, banners, etc	Open
<b>CATEGORY B: PROVISION OF WORKS AND SERVICES</b>		
TL/CB6/2018-2019	Provision of cleaning services	Open
TL/CB7/2018-2019	Provision of electrical works	Open
TL/CB8/2018-2019	Provision of plumbing works	Open
TL/CB9/2018-2019	Provision of general contractors	Open
TL/CB10/2018-2019	Provision of auctioneering services	Open
TL/CB11/2018-2019	Provision of repair and maintenance of telecommunication and network equipment, data communication and firewall	Open

## **1.0 PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

Tyson's limited would like to invite interested candidates who must qualify by meeting the set criteria as provided by Tyson's Limited to perform the contract of supply and delivery or provision of works and services.

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

The main objective is to assist in the identification & evaluation of potential suppliers who may subsequently be invited to tender for supply and delivery of assorted goods/works and also provide services under relevant tenders/quotations to Tyson's Limited as and when required during the stated period.

### **1.3 Invitation or Pre-qualification**

Suppliers registered with Register of Companies under the Laws of Kenya and the relevant Government Ministry in respective merchandise or services are invited to submit their prequalification documents so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness 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 Tender Security**

Prospective suppliers are required to make payment of a non-refundable fee of Kshs.3,000.00 per tender document in cash and obtain an official receipt from our office.

In order to be considered for pre-qualification, prospective suppliers must attach the official receipt to the tender.

### **1.7**

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

## **1.8 Submission Address for pre-qualification Documents**

Completed pre-qualification data and other requested information shall be submitted to reach;

**The Procurement Committee  
Tysons Limited  
P.O. Box 40228-00100  
Nairobi**

## **1.9 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Procurement Committee, Tysons Limited whose address is as stated above.

**1.10** Tysons Limited preserves the right to request submission of additional information from prospective bidders.

Due diligence for prospective suppliers may be conducted as part of pre-qualification.

## **2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes**

The supplier shall pay VAT as required by the Law.

### **2.2 Payments**

All local purchases shall be on credit of a minimum of 30 days or as may be stipulated in the Contract Agreement.

## **3.0 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 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific tender.

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**

It is understood and agreed that the pre-qualification data provided by prospective suppliers is to be used by Tysons Limited 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.

Prospective bidders will not be considered qualified unless in the judgment of Tysons Limited they possess capability, experience and qualified personnel available to satisfactorily executed the contract for goods/works/services.

### **3.3 Essential Criteria for Pre-qualification**

- 3.3.1 Experience: Prospective bidders shall have at least minimum of 3 years' experience in the supply of goods, services and allied items in case of potential suppliers/contractor should show competence, willingness and capacity to service the contract.

Prospective supplier require special experience and capability to organize supply and delivery of items, or service at short notice.

#### **3.3.2 Personnel**

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-1.

#### **3.3.3 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. List of reference from past customers should be included in form PQ-4.

### **3.4 Statement**

Application must include statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Pre-qualification**

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 as such but not limited to bankruptcy, change in ownership or new commitments Tysons Limited reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

- 3.6 The firm must have a fixed Business premise and must be registered in Kenya with Certificate of Registration/Memorandum of 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 have current Tax Compliance Certificate.

### 3.7 Pre-qualification Criteria

<b>1</b>		<b>PRELIMINARY</b>	<b>SCORES</b>
	a)	Copy of registration/Certificate of Incorporation/Business Permit (2 Points)	
	b)	Copy of Current KRA Compliance Certificate (2 Points)	
<b>2</b>		<b>FORM PQ1-REGISTRATION APPLICATION</b>	
	a)	Name of the Company/Firm/Supplier (1 Point)	
	b)	E-mail address (1 Point)	
		Postal address (1 Point)	
		Mobile No./Telephone (1 Point)	
		All other information filled as required (4 Points)	
<b>3</b>		<b>FORM PQ2-FINANCIAL POSITION &amp; TERMS OF TRADE</b>	
	a)	Credit period (Willingness to offer Credit Services (10 Points)	
<b>4</b>		<b>FORM PQ3-CONFIDENTIAL BUSINESS QUESTIONNAIRE</b> (Must be filled accordingly) (3 Points)	
<b>5</b>		<b>FORM PQ4-PAST EXPERIENCE</b>	
	a)	At least 5 Names of the applicants clients in the past two years and value of the contracts entered into and completed satisfactorily and the duration of the contract (must be listed) (6 Points)	
	b)	Signed contracts/LPOs/ (proof of a. above) (3 Points)	
	c)	Attach at least 3 recommendation letters each from a different client (3 Points)	
<b>6</b>		<b>FORM PQ5-LITIGATION HISTORY</b> (Must be filled accordingly) (2 Points)	
<b>7</b>		<b>FORM PQ6-STATEMENT</b> (Must be filled accordingly) (2 Points)	
<b>TOTAL POINTS</b>			

## **PRE-QUALIFICATION DOCUMENTS**

All firms must provide:-

1. Copies of Certificate of registration of Business Name.
2. Copy of VAT Registration Certificate
3. Tax Compliance Certificate from KRA (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application).
4. Copy of PIN Certificate of Firm/Company or Individual.
5. Copy of Business Permit.
6. A profile of the owners or shareholders.
7. E-mail contracts – a valid and active e-mail address



**FORM PQ-1 PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for

Name of Company/Firm (Compulsory)

Registration as supplier(s) of .....

(Item Description)

(Category)

E-mail address .....

(Compulsory)

Post Office address .....

(Compulsory)

Town ..... Street .....

Name of building .....

Room/Office No. .... Floor No. ....

Telephone No. ....

Mobile telephone/cell phone No. ....

(Compulsory)

Full Name of applicant .....

(Compulsory)

Other branches location .....

**ORGANIZATION & BUSINESS INFORMATION**

Management personnel (Contact person) .....

Chief Executive .....

General Manager .....

Other .....

Partnership (if applicable)

Names of Partners .....

Business founded or incorporated .....

Under present management since .....

Net worth equivalent Kshs. ....

Bank reference and address .....

.....

Indicate terms of trade .....

In compliance with the instructions on this document, we have paid a non-refundable amount of Kshs. .... as Tender Security. (Attach copy of official receipt)

**Note:** Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

## FORM PQ-2 FINANCIAL POSITION AND TERMS OF TRADE

State credit period .....

<b>CREDIT PERIOD</b>	<b>MARKS EARNED (For evaluation)</b>
More than 90 days	10
60 – 90 days	6
30 – 60 days	4
30 – 0 days	2

***(Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall automatically be disqualified).***

**Note:** Any information marked compulsory must be provided failure to which the applicant shall be automatically disqualified.

## FORM PQ-3 Confidential Business Questionnaire Form

You are requested to give the particulars indicated in Part 1 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.

<p>Part 1 – General</p> <p>Business Name: .....</p> <p>Location of business .....</p> <p>Plot No. .... Street/Road .....</p> <p>Postal address ..... Tel. No. ....</p> <p>Nature of business .....</p> <p>Current trade Licence No. .... Expiry date .....</p> <p>Maximum value of business which you can handle at any one time Kshs. ....</p> <p>Name of your bankers .....</p>
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	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <p>* Citizenship details .....</p>																				
	<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows:-</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....
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1.	.....	.....	.....	.....																	
2.	.....	.....	.....	.....																	
3.	.....	.....	.....	.....																	

Part 2 (c) – Registered Company

Private or Public .....

State the nominal and issued capital of company

Nominal Kshs. ....

Issued: Kshs. ....

Give details of all directors as follows:

	Name	Nationality	Citizenship details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

Date .....

Seal/Signature of candidate .....

**FORM PQ4 PAST EXPERIENCE**

**A) NAMES OF THE APPLICANTS CLIENTS IN THE PAST ONE YEAR AND VALUE OF THE CONTRACTS ENTERED INTO AND COMPLETED SATISFACTORILY (At least 3 firms)**

I

- 1. Name of client (organization) .....
- 2. Address of client (organization) .....
- 3. Name of contact person at the client (organization) .....
- 4. Telephone No, of client .....
- 5. Value of contract .....
- 6. Duration of contract (date) .....

***Attach the following documental evidence of existence of contract as above:- Signed contract/LPOs/LSOs (Compulsory)***

II

- 1. Name of client (organization) .....
- 2. Address of client (organization) .....
- 3. Name of contact person at the client (organization) .....
- 4. Telephone No, of client .....
- 5. Value of contract .....
- 6. Duration of contract (date) .....

***Attach the following documental evidence of existence of contract as above:- Signed contract/LPOs/LSOs (Compulsory)***

III

- 1. Name of client (organization) .....
- 2. Address of client (organization) .....
- 3. Name of contact person at the client (organization) .....
- 4. Telephone No, of client .....
- 5. Value of contract .....
- 6. Duration of contract (date) .....

***Attach the following documental evidence of existence of contract as above:- Signed contract/LPOs/LSOs (Compulsory)***

**B. RECOMMENDATION LETTERS FROM THE APPLICANTS CLIENTS OF THE LAST FIVE YEARS.**

Attach at least 3 recommendation letters each from a different client (Compulsory)

# FORM PQ5 LITIGATION HISTORY

Name of contractor/supplier .....

Contractor/supplier 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>

**FORM PQ6      FIRM'S DECLARATION**

Having studied the pre-qualification information for the above works I/We 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 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 and evaluation.

**Category No.** .....

**Supply/Provision of** .....

**Date** .....

**Applicant's Name** .....

**Represented by (Authorised signatory)** .....

**Signature** .....

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