



NAIROBI CLUB

TENDER DOCUMENT

FOR

**PREQUALIFICATION OF SUPPLIERS OF GOODS AND
SERVICES**

FOR FINANCIAL YEAR 2019 - 2021

REF: NC/PRQ/01/2019 - 2021

FEBRUARY 2019

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TENDER NOTICE

PRE-QUALIFICATION: TENDER NO. NC/PRQ/07/2017 - 2019

The Nairobi Club invites tenders from interested firms (bidders) to apply for Prequalification as Suppliers for goods, works and services for the period 2019 – 2021 under the following categories

CATEGORY A: SUPPLY OF GOODS

REF No	Item Description
NC /PRQ/1/2019-21/G1	Supply of General Office stationery
NC /PRQ/1/2019-21/G2	Supply of Computer/ Photocopier Consumables
NC /PRQ/1/2019-21/G3	Supply of ICT Equipments, Computer Equipment's, and Accessories
NC /PRQ/1/2019-21/G4	Supply of Office Furniture, furnishings and fittings
NC /PRQ/1/2019-21/G5	Supply of Cleaning Materials, Detergents and Disinfectants
NC /PRQ/1/2019-21/G6	Supply of Hardware and Electrical items
NC /PRQ/1/2019-21/G7	Supply of Staff uniforms, Foot ware and Protective Clothing & Other Branded Clothing
NC /PRQ/1/2019-21/G8	Supply of Fire Fighting Equipment and detection equipment
NC /PRQ/1/2019-21/G9	Supply of Fresh Fruits & Vegetables
NC /PRQ/1/2019-21/G10	Supply of Meat & Meat products
NC /PRQ/1/2019-21/G11	Supply of Bottled water
NC /PRQ/1/2019-21/G12	Supply of fresh fruit juices
NC /PRQ/1/2019-21/G13	Supply of wines , spirits and beers
NC /PRQ/1/2019-21/G14	Supply of computer stationery, hardware, printers, scanners, software etc
NC /PRQ/1/2019-21/G15	Supply of fuels, oils, lubricants & LPG
NC /PRQ/1/2019-21/G16	Supply of charcoal & brickets
NC /PRQ/1/2019-21/G17	Supply of local, international newspapers, magazines & periodicals
NC /PRQ/1/2019-21/G18	Supply and delivery of firefighting equipment
NC /PRQ/1/2019-21/G19	Supply of Beds bedding linen, mattresses, towels, mosquito nets & blankets
NC /PRQ/1/2019-21/G20	Supply of Maintenance supplies(i.e. building & repair items)
NC /PRQ/1/2019-21/G21	Supply of farming supplies(Red soil, manure, fertilizers)
NC /PRQ/1/2019-21/G22	Supply of crockery, Cutlery & related kitchen equipment
NC /PRQ/1/2019-21/G23	Printing of office stationery
NC /PRQ/1/2019-21/G24	Supply of fresh Cut Flowers and maintenance of indoor plants
NC /PRQ/1/2019-21/G25	Supply of Cigarettes and cigars
NC /PRQ/1/2019-21/G26	Supply of Sand, Ballast, Hard core and Building stones
NC /PRQ/1/2019-21/G27	Supply Of Timber
NC /PRQ/1/2019-21/G28	Supply of fresh products- Fish, Pork, Poultry, Seafood, Beef, Lamb & dairy products
NC /PRQ/1/2019-21/G29	Supply of electronic equipment (CCTV, TV's, Mobile phones, & wireless/wired handsets)
NC /PRQ/1/2019-21/G30	Supply & repair of gym/spa/sauna/sports equipment
NC /PRQ/1/2019-21/G31	Supply of software solutions & licenses
NC /PRQ/1/2019-21/G32	Supply of promotional materials & corporate gifts
NC /PRQ/1/2019-21/G33	Supply and delivery of milk & milk products
NC /PRQ/1/2019-21/G34	Supply and delivery of Dry goods
NC /PRQ/1/2019-21/G35	Supply and delivery of laundry detergents, Multipurpose detergents, Tissue paper & serviettes

NC /PRQ/1/2019-21/G36	Supply and hire of tents, Chairs etc
NC /PRQ/1/2019-21/G37	Supply and delivery of calling cards/airtime
NC /PRQ/1/2019-21/G38	Supply of Office Furniture
NC /PRQ/1/2019-21/G39	Supply of Health and Safety Equipment
NC /PRQ/1/2019-21/G40	Supply of Bread
NC /PRQ/1/2019-21/G41	Supply of Uniforms
NC /PRQ/1/2019-21/G42	Supply of Crockery, Glassware, Silverware and Chinaware

CATEGORY B: PROVISION OF SERVICES

REF No	Item Description
NC /PRQ/1/2019-21/S30	Consultancy Services for Staff Recruitment and Job Placement
NC /PRQ/1/2019-21/S31	Provision Courier Services/Mail delivery
NC /PRQ/1/2019-21/S32	Repair and Maintenance of office equipment's i.e. Telephone, Printers, Photocopiers, Servers ,Air conditioners etc.
NC /PRQ/1/2019-21/S33	Provision of leasing services for Laundry equipment
NC /PRQ/1/2019-21/S34	Provision of cleaning services Fumigation , Pest Control and Sanitary services
NC /PRQ/1/2019-21/S35	Provision of Medical Insurance Brokerage Services
NC /PRQ/1/2019-21/S36	Provision of Consultancy services
NC /PRQ/1/2019-21/S37	Provision of Event Management Services
NC /PRQ/1/2019-21/S38	Design and Printing, General printing services, Accountable Documents, Promotional and publicity materials.
NC /PRQ/1/2019-21/S39	Provision of Auctioneering Services
NC /PRQ/1/2019-21/S40	Provision of Asset Valuation Services
NC /PRQ/1/2019-21/S41	Provision of Security and Guarding services
NC /PRQ/1/2019-21/S42	Provision of Garbage Collection Services
NC /PRQ/1/2019-21/S43	Provision of Internet services
NC /PRQ/1/2019-21/S44	Maintenance of firefighting equipment
NC /PRQ/1/2019-21/S45	Maintenance of Diesel generators
NC /PRQ/1/2019-21/S46	Maintenance & Servicing of Kitchen Equipment
NC /PRQ/1/2019-21/S47	Provision of borehole drilling & maintenance services
NC /PRQ/1/2019-21/S48	Provision of Swimming pool repairs/maintenance/equipments and accessories
NC /PRQ/1/2019-21/S49	Provision of Legal Services
NC /PRQ/1/2019-21/S50	Provision of weighing machine calibration and standardization services
NC /PRQ/1/2019-21/S51	Provision of Audit services
NC /PRQ/1/2019-21/S52	Supply and maintenance of sanitary bins and related services
NC /PRQ/1/2019-21/S52	Servicing of CCTV cameras & ICT equipment
NC /PRQ/1/2019-21/S52	Servicing of LPG tanks
NC /PRQ/1/2019-21/S52	Provision of Asset Management Services
NC /PRQ/1/2019-21/S52	Provision of Debt Management Services
NC /PRQ/1/2019-21/S52	Provision of Forensic Audit Services
NC /PRQ/1/2019-21/S52	Provision of Cab/Transport services
NC /PRQ/1/2019-21/S52	Provision of Laundry Services
NC/PRO/1/2019-21/S53	Provision of Fireworks Display

Completed pre- qualification documents clearly marked:

PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES

FOR FINANCIAL YEARS 2019 - 2021

REF: NC/PRQ/07/2019 - 2021

Category Number.....

Item Description.....

; Do not open before 10.00 am, 25th February 2019. Should be addressed to:

**The Chief Executive Officer
Nairobi Club
P.O. Box 30171-00100
Nairobi**

So as to reach the addressee on or before **10.00a.m. 25th February 2019**. The tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at the Nairobi Club's board room.

PRE-QUALIFICATION INSTRUCTIONS

1.1 INTRODUCTION

The Nairobi Club would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Club to perform the contract of supply and delivery or provision of goods and services to the Club.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to the Club as and when required during the period February 2019 to February 2021.

1.3 Invitation of Pre-qualification

Suppliers registered with the Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION document to the CHIEF EXECUTIVE OFFICER – NAIROBI CLUB so that they may be pre-qualified for submission or quotations. Bids will be submitted in complete lots - singly or in combination. Frame work agreements will be entered to where appropriate. 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 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.

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

All the documents from prospective suppliers must be properly bound, no loose papers/documents will be allowed.

1.6 Distribution of Pre-qualification Documents

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

**The Chief Executive Officer
Nairobi Club
P.O. Box 30171-00100
Nairobi**

Not later than **Monday, 25th February 2019, at 10.00 a.m.**

1.7 Questions Arising from Documents.

Questions that may arise from the pre-qualification documents should be directed to via e-mail to the procurement office using the e-mail address: [*procurement@nairobiclub.com*](mailto:procurement@nairobiclub.com)

1.9 Additional Information

The Nairobi Club reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations will be made available only to those bidders whose qualifications are accepted by the Club after scoring more than 75% points after the completion of the pre-qualification process.

2. REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable of all imported materials to be supplied.

2.2 Customs Clearance

The contractor shall be responsible for customs clearance of their imported goods and materials.

2.3 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 of the Club. Prices quoted should be inclusive of all delivery charges and taxes.

2.4 Payment

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

3. PREQUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms. 3A, 3B-, 3C, 3D, 3E, 3F, 3G, 3H, are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 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

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the club 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.

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

3.3 Essential Criteria for Pre-qualification

- 3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Prospective suppliers requires special experience and capability to organize supply and delivery of items, or services at short notice

3.3.2 Personnel

The names and pertinent information and CV of the key personnel of individual of group to execute the contract must be indicated in form 3C.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the pre-qualification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form 3D. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form 3F

3.4 Statement

Application must include a sworn statement form 3H by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the club 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 commitments, the club reserves the right to reject the tender from such bidder even though her was initially pre-qualified.

3.6 The firm must have a fixed Business premises and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.6.1 The firm must show proof that is has paid all its statutory obligations and have current Tax Compliance Certificate.

3.7 Prequalification Criteria

3A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

SNO	REQUIREMENTS	SCORE
	A Valid Certificate of registration	
	VAT Certificate	
	Copy of PIN Certificate	
	NHIF Compliance Certificate	
	Audited Accounts for the last two years	
	Proof of physical location-attach evidence e.g. Copy of title deed, utility bills, lease agreements etc	
	NSSF Compliance Certificate	
	A valid copy of the current Business permit	
	Valid Tax Compliance Certificate at the time of opening	
	Certificate of Confirmation of Directors and Shareholding(CR 12) for limited companies/ID Card for Sole Proprietorship & Partnership	
	An abstract of the candidates audited accounts for the last two years OR Bank statement of the company for the last six(6)months	
	Provide at least Five (5) letters of recommendation from your corporate clients other than Nairobi Club	
	For services of Professional nature as specified bidders must provide certification & registration with relevant authorities	

SNO	REQUIREMENTS	SCORE
3B	Duly filled Pre-qualification Data	
3C	Supervisory Personnel: i) Graduate-10 ii) Diploma-6 iii) Certificate-4 iv) High School-3	
3D	Financial Position: Firm's audited accounts/Bank Statements for previous one year.(attach proof)	
	Letter of reference from the banker regarding supplier's credit position.	
3E	Duly filled Confidential Business Questionnaire	
3F	Relevant Past Experience: Provide names of three clients i) One client- ii) Two Clients- iii) Three Clients- (Attach recommendation letters/LPO's /Award letters)	
3G	Litigation History (Provide current sworn affidavit)	
TOTAL SCORE		

Registration	3A	30
Prequalification Data	3B	10
Supervisory Personnel	3C	10
Financial Position	3D	20
Business Questionnaire	3E	10
Past Experience	3F	10
Litigation History	3G	10

3.8 The minimum score for qualification is 75 points

FORM 3A- MANDATORY REQUIREMENTS - 30Marks

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....hereby apply for registration as
(Name of Company/Firm)

Supplier of.....

(Item Description)

.....
(Category No.)

Post Office Address.....

Town.....

Street.....

Name of building.....

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

Telephone No.

Full Name of applicant.....

Other branches location.....

2. Organization & Business Information

Management Personnel.....

Chief Executive Officer).....

Secretary.....

General
Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated.....
4. Under present management since.....
5. Net worth equivalent KShs.....
6. Bank reference and address.....
.....
7. Bonding company reference and address.....
8. Enclosed copy of organization chart of the firm indicating the main filed
of activities.....
9. State any technological innovations or specific attributes which distinguish
you from your competitors.....
10. Indicate terms of trade/sale.....

(10 Points)

FORM 3C- SUPERVISORY PERSONNEL

Name.....

Age.....

Academic
Qualification.....

Professional Qualification.....

Length of service with Contractor or Supplier position held.....

(Attached copies of certificate & CV of key personnel in the organization)

(10 Points)

FORM 3D- FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two latest certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attached letters of reference from the bankers regarding supplier's credit position.
- (3) State credit period(minimum proposed is 30days)

(20 Points)

FORM 3E -CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

Part I- General :	
Business Name:	Phone:
Postal Address:	Fax:
Location of business premises:	Plot No:
	Street/Road:
Email:	
Current Trade License No..... Expiry Date:	PIN:
	VAT No.
Nature of Business:	
Maximum value of business which you can handle at any one time: KShs:	
Name of your bankers	Branch
<input type="checkbox"/>	<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><i>*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or</i></p>
<input type="checkbox"/>	<p>Registration</p>

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal KShs.....

Issued KShs.....

Given details of all directors as follows:-

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.

**if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration*

Certification:

I, undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Name.....Title.....

DateSignature.....

Stamp.....

(10 points)

FORM 3F

PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS AND VALUES OF CONTRACT/ORDERS.

1) 1st Client

- i) Name of Client
(organization).....
- ii) Address of Client
(Organization).....
- iii) Name of Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract
(Date).....

(Attach documental evidence of existence of contract and recommendation letter)

2) 2nd Client

- i) Name of Client
(organization).....
- ii) Address of Client
(Organization).....
- iii) Name of Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter)

3) 3rd Client

- i) Name of Client
(organization).....
- ii) Address of Client
(Organization).....
- iii) Name of Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter)

4) 4th Client

- i) Name of Client (organization).....
- ii) Address of Client (Organization).....
- iii) Name if Contact Person at the client (Organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract and recommendation letter)

(10 points)

FORM 3G - LITIGATION HISTORY

Name of Contract Supplier

Contract/Suppliers should provide information on any history of litigation or arbitration resulting from contract executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT)

(10 Points)

FORM 3H - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I 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 the basis of provisions in the tender or quotation document to follow.
- c) We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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

