



**ANANDA MARGA UNIVERSAL RELIEF TEAM
(AMURT)
209 MOUNTAIN VIEW ESTATE
P. O. BOX 29049 – 00625
NAIROBI, KENYA**

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS
AND SERVICES FOR THE YEAR 2019 – 2021**

TENDER NO: AMURT/PQ/2019-2021

CATEGORY NO.:

ITEM DESCRIPTION:.....

RECEIPT NO.:

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1. TENDER NOTICE

Ananda Marga Universal Relief Team (AMURT) is a local non-governmental, health and development organization. AMURT works in a total of 10 counties in Kenya to support the implementation of a wide range of Health and development programs. Since its inception, AMURT has worked towards its vision of a world where communities realize their full developmental potential and attain highest possible health status while respecting people's rights, culture and dignity.

All AMURT programs heavily utilize community-based approaches to elicit maximum participation and increase potential for ownership and sustainability. This approach places the rights and participation of beneficiary population groups that includes, children, women, youth, men and persons with disabilities at the center of development and is built upon the fundamental principles of inclusion, non-discrimination, and gender equality.

AMURT particularly strives for the realization of Child rights to Education, health adequate food and nutrition for all within the broader context of human rights, including equal rights for women, men, girls, boys disabled and the elderly as entrenched within the Kenyan constitution.

Since its establishment in 1993, AMURT's programs have supported over 200 marginalized communities and benefited 5.2 million people. AMURT operates through a partnership approach, and is currently working within 10 counties within the larger Nairobi, Central, Nyanza, Coast and Rift valley regions, with fully operational Programme offices located in Rarieda, Homa Bay, Kilifi, Kwale and Nairobi, implementing programmes in six main program areas: MNCH, OVC, nutrition, education, HIV/AIDS care & treatment, primary care clinical services and improved livelihoods. AMURT implements these programs in close collaboration with the GOK, County Governments, Donors, Private Sector, NGO's, CBO's, FBO's and local communities both in form of service delivery and capacity development.

TENDER NO: **AMURT/PQ/2019-2021**

AMURT invites applications for pre-qualification/registration of Suppliers from interested and eligible bidders for the period 2019-2021 financial year.

Interested eligible bidders may obtain the prequalification documents from the official website: www.amurtafrica.org

Completed tender documents in plain sealed envelopes clearly marked with the **tender number**, **category applied for** and **the receipt number** should be addressed to:

**THE EXECUTIVE DIRECTOR
ANANDA MARGA UNIVERSAL RELIEF TEAM (AMURT)
209 MOUNTAIN VIEW ESTATE, OFF WAIYAKI WAY
P. O. BOX 29049 – 00625
NAIROBI, KENYA**

and should be deposited in the tender box, situated on the ground floor room, AMURT Health Care Centre building, or posted so as to be received on or before **14th December 2018 upon payment of a non-refundable fee of Ksh 2,000 (Two thousand shillings only) payable to AMURT, Account Number 0102097217900, Bank: Standard Chartered Bank, Branch: Harambee Avenue.**

2. PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

AMURT would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery or provision of goods, works and services to the organization.

2.2. Pre-qualification Objective

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

2.3. Invitation for Pre-qualification

Suppliers registered with Registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their pre-qualification documents to the Executive Director, AMURT so that they may be pre-qualified/registered for submission of quotations. The prospective suppliers are required to provide mandatory information for pre-qualification/registration.

2.4. Experience

Prospective suppliers/contractors must have carried out successful supply and delivery of similar services to Private/Government institutions of similar size and complexity. Potential service providers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5. Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

2.6. Consideration

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

2.7. Distribution of Pre-qualification Documents

The completed pre-qualification/registration documents shall be submitted to:

**THE EXECUTIVE DIRECTOR
ANANDA MARGA UNIVERSAL RELIEF TEAM (AMURT)
209 MOUNTAIN VIEW ESTATE, OFF WAIYAKI WAY
P. O. BOX 29049 – 00625
NAIROBI, KENYA**

2.8. Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Procurement Office, AMURT through the email: procurement@amurtafrica.org

2.9. Additional Information

AMURT reserves the right to request submission of additional information from prospective bidders.

2.10. Invitation to Tenders/Quotations

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

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1. Taxes on Imported Materials

The Supplier will have to pay transport or delivery charges, discount, custom duty, VAT and sales tax as applicable for all imported and local materials to be supplied unless the item(s) is/are donor funded.

3.2. Customs Clearance

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

3.3. 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 on the authority of the client's Procurement entity. Prices quoted should be inclusive of all delivery charges.

3.4. Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the Contract Agreement and will be made upon the supplier satisfying the supply conditions.

4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1. Pre-qualification data forms

- i) The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tenders for the specific category.
- ii) The pre-qualification 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.

4.2. Qualification

- i) It is understood and agreed that the pre-qualification data on prospective bidders is to be used by AMURT 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.
- ii) Prospective bidders will not be considered qualified unless in the judgment of AMURT, 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.

4.3. Essential Criteria for Pre-qualification

- i) Prospective bidders shall have at least 3 years' experience in the supply of goods, services and allied items. In case of potential supplier/contractor they should show competence, willingness and capacity to service the contract.
- ii) Prospective suppliers are required to have special experience and capability to organize supply and deliver items, or services on short notice.
- iii) Prospective suppliers must meet all the Kenya Revenue Authority requirements for VAT and must be registered, must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business.

4.4. Personnel

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

4.5. Financial Condition

- i) The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- ii) Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders and contract and now in progress. Data on form PQ-4 will be used for potential bidders who should provide evidence of financial capability to execute the contract.

4.6. Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-5

4.7. Statement

Application must include a sworn statement Form PQ-6 by the potential supplier/contractor ensuring the accuracy of the information given.

4.8. Withdrawal of Pre-qualification

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 client 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, AMURT reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

4.9. Outlined supply and delivery

The applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in Form PQ-3.

4.10. Confidentiality

Information relating to the examination, evaluation of application, and recommendation for the successful candidates shall not be disclosed to applicants or any other persons not officially concerned with such process until approval to successful applicants has been announced. Any efforts by an applicant to influence the employer's processing of applications or approval decisions may result in the rejection of the applications.

4.11. Notification of qualified applicants

- i) Applicants whose applications are determined to be successful will be notified by AMURT within 30 days from the date of opening of the pre-qualification documents.
- ii) At the same time AMURT notifies qualified applicants that their applications are responsive, AMURT shall notify the other applicants whose applications are not responsive.

4.12. Prequalification Criteria

Required Information	Form Type	Points Scored
1. Registration Documentation	PQ-1	20
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	5
4. Financial Position	PQ-4	15
5. Past Experience	PQ-5	20
6. Sworn statement	PQ-6	5
7. Confidential Questionnaire	PQ-7	20
8. Litigation History	PQ-8	10
TOTAL		100

4.13. Qualification Mark

The qualification mark shall be 75 marks and above. AMURT reserves the right to adjust the qualification marks accordingly.

5. FORM PQ-1: REGISTRATION DOCUMENTS

All firms must provide:

- i) Copy of Certificate of Registration or Incorporation
- ii) Copy of VAT Registration Certificate
- iii) Copy of PIN Certificate of the Firm/Company Individual
- iv) Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to approve compliance, will lead to automatic disqualification thus no further evaluation of your application)
- v) Copy of current Trade License or Single business permit from the relevant County Authority
- vi) Copy of cash receipt for Ksh 2,000 payable to AMURT for each set of documents (Category)

6. FORM PQ-2 – PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

1. Contractor Identification

I/We hereby apply for
 registration as supplier(s) (Name of Company/Firm) of
 (Item Description)
 Category No.:
 Post Office Address
 Town
 Street
 Name of building:
 Room/Office No. Floor No.
 Telephone Nos.
 Full Name of applicant
 Other branches location.....

2. Organization & Business Information

Management Personnel.....

President (Assistant/ Director / Executive)

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners

Business registered or incorporated

Under present management since

Net worth equivalent Kshs

Bank reference and address

Bonding company reference and address

State any technological innovations or specific attributes which distinguish you from your competitors

.....

.....

Indicate terms of trade/sales

(Enclose copy of organization chart of the firm indicating the main fields of activities)

7. PQ-3: SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Professional Qualification

Length of service with Contractor or Supplier position held

Name

Age

Academic Qualification

Professional Qualification

Length of service with Contractor or Supplier position held

Name

Age

Academic Qualification

Professional Qualification

Length of service with Contractor or Supplier position held

(Attach copies of certificates of key personnel in the organization)

Brief statement of supply and service delivery method the supplier plans to use to execute the contract

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8. PQ-4: FINANCIAL POSITION

- i) Attach a copy of firm’s two certified financial statements giving summary of assets and current liabilities/or any other financial support.
- ii) Attach letters of reference from the bankers regarding supplier’s credit position.

9. FORM PQ-5: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (Organization)

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

2. Name of 2nd Client (Organization)

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

3. Name of 3rd Client (Organization)

- i) Name of Client Organization
- ii) Name of Contact Person at the Client Organization

- iii) Address
- iv) Telephone No.
- v) Value of Contract
- vi) Duration of Contract (Dates)

4. Name of 4th Client (Organization)

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

5. Name of 5th Client (Organization)

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

6. What measures are undertaken by you company to ensure that good/services provided are of world quality standards? (Attach evidence)

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7. How do you ensure that the goods/services provided are not degrading to the environment?

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10. PQ-6: SWORN STATEMENT

Having studied the prequalification information for the above project, I/We hereby state:

- i) That the information furnished in our application is accurate to the best of our knowledge.
- ii) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of tenders or quotations on the basis of the provision in the tender or quotation documents.
- iii) That when the call for tenders/quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes, I/We shall inform you and acknowledge your right to review the prequalification made.

Date

Applicants (Bidders Firm) Name

Represented by

Signature

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

11. FORM PQ-7: 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.

You are advised that it is a serious offence to give false information on this form

Part 1. General:

Business Name

Location of business premises

Plot No.

Street/Road

Postal AddressTel. No. Fax

Email

Nature of business

Registration Certificate No.

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

Name of your bankers Branch:

Part 2(a) - Sole proprietor:

Your name in full.....Age.....

Nationality.....Country of origin

Citizenship details

Part 2(b) - Partnership

Give details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) - Registered Company

Public or Private

State the nominal and issued capital of the company

Nominal Ksh

Issued Ksh

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date

Signature of Tenderer

If a Kenyan citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

12. FORM PQ-8: LIGATION HISTORY

Name of Supplier/Contractor

Contractors should provide information on any history of litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution.

Year	Award for or Against	Name of Client, cause of litigation and matter in dispute	Disputed amount (current value in Ksh)