



TENDER NO. KFK/PRQ/01/2018

PREQUALIFICATION OF SUPPLIERS 2018 – 2020

(LOCAL & INTERNATIONAL BIDDERS)

TENDER DOCUMENT

JUNE, 2018

(E-PROCUREMENT SYSTEM)

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS
TENDER DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY
SUBMISSION**

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1. SECTION I - INVITATION FOR PREQUALIFICATION (IFPQ)

DATE: JUNE 2018

TENDER NO. KFK/PRQ/01/2018

- 1.1** Knight Frank Kenya Ltd (**herein referred to as KFK**) is the leading real estate consultancy services provider in Kenya providing valuation, real estate advisory and property management, managing a portfolio of buildings cutting across the retail, commercial and residential categories and has experienced a steady growth over the past years. KFK is continuously expanding and upgrading its systems and processes to meet the changing needs of her customers. To meet this objective KFK continuously seeks to partner with competent suppliers and service providers for supply of various goods and provision of various services.

KFK with offices in Nairobi, Nanyuki, Mombasa and Malindi, intends to prequalify eligible Candidates for PREQUALIFICATION OF SUPPLIERS FOR VARIOUS CATEGORIES OF GOODS, SERVICES AND/OR WORKS as listed in Section IV of this prequalification tender document.

- 1.2** **Interested eligible Candidates** may participate in the prequalification exercise through the Knight Frank E-Procurement Portal (powered by MovaPay), provided at:

<http://www.knightfrank.co.ke/news/prequalification-of-suppliers-2018-2020-012545.aspx>

In order to participate in the prequalification exercise, interested firms must pay a non-refundable fee of KShs 3,000 per category in form of mobile money, as given on the Knight Frank E-Procurement Portal (powered by MovaPay).

- 1.3** Prospective bidders may download this tender document for free from the KFK website (<http://www.knightfrank.co.ke/news/prequalification-of-suppliers-2018-2020-012545.aspx>) and apply for the prequalification on the Knight Frank E-Procurement Portal (powered by MovaPay) **by paying a non-refundable fee of KShs 3,000 per category.**

- 1.4** Submission of Tender document

This is an online prequalification exercise on the Knight Frank Kenya E-Procurement Portal (powered by MovaPay) on which the bidders are to give their details and upload scanned copies of documentary evidence and certificates as required, duly certified by a commissioner for oaths/notary public where required, with the completed application to be received on or before **19th July 2018 at 1700hrs (East Africa Time).**

- 1.5** All Candidates whose applications will have been received before the closing date and time will be advised of the results of their applications through the e mail address that they will have provided. Candidates will therefore need to log in to check their status.

1.6 Knight Frank reserves the right to accept or reject any or all applications to the prequalification either in whole or in part without assigning reasons.

1.7 Key Notes on the KFK E-Procurement Portal for Prequalification of Suppliers

1.7.1 Upon clicking the APPLY link on <http://www.knightfrank.co.ke/news/prequalification-of-suppliers-2018-2020-012545.aspx>, the bidders will be redirected to the KFK E-Procurement Portal (*Powered by MovaPay*) where they will be required to register their log-on details. On successful registration, they will receive a SMS from MovaPay confirming that their user account on Knight Frank's Prequalification has been created.

1.7.2 The bidder will then proceed to log on and select category and payment which will be via MPesa as per the instructions given. Upon payment of the non-refundable KShs 3,000 per category, the bidder will receive a SMS confirmation from MPesa confirming receipt of payment to Mobile Payment Solutions Ltd (trading as MovaPay) who are powering the KFK E-Procurement Portal for this prequalification.

1.7.3 After the MPesa payment, the bidder shall receive a payment code from MovaPay confirming successful payment of the non-refundable fee for the selected category. It is this payment code that gives the bidder access to apply for prequalification on the KFK E-Procurement Portal and should be used for any other subsequent log-ons for completion of application for prequalification of that particular category until final submission.

For continuing application, upon entering the payment code, the bidder is to click verify payment code to proceed with the application for the particular category.

1.7.4 Prior to proceeding to the next step or signing out of a session, bidders are required to save their applications lest they lose their information.

2. SECTION II – TENDER MANDATORY DOCUMENTATION SUBMISSION CHECKLIST

This order and arrangement shall be considered as the Tender Format. Candidates shall check against each item indicating that they have provided it.

No.	Documentation	Applicable categories ref no. (as given in Section IV)
1	Duly filled in the registration details of the company	All categories
2	Duly filled in bidder's financial information	All categories
3	Submission of copy of Company or Firm's Certificate of Incorporation/Registration, <i>certified by commissioner for oaths/notary public.</i>	All categories
4	Submission of copy of the Company's Current Valid Tax Compliance Certificate	All categories
5	Submission of Copy of Current Valid County business permit	All categories
6	Evidence of having a Registered office – either copies of lease agreements together with copies of receipts for payment of rent for the last 3 months OR copy of ownership document of the property indicated as the registered offices	All categories
7	Submission of letter of Application duly completed, signed and that the Tender is valid for the period required (<i>download, fill, sign, stamp, scan and upload</i>)	All categories
8	Submission of Bidder's Declaration Form(s) & Integrity Pact(s) duly completed, signed and stamped (<i>download, fill, sign, stamp, scan and upload</i>)	All categories
9	Submission of copy of the CR 12 as issued by the	All categories

No.	Documentation	Applicable categories ref no. (as given in Section IV)
	Registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor, <i>certified by commissioner for oaths/notary public.</i>	
10	Submission of certified copies of the pages of Balance Sheet and Profit and Loss Accounts, for the Company's Audited accounts for the last two financial years (<i>Certified by an ICPAK registered auditor with Certified Public Accountant (CPA - K).</i> Upload the balance sheet and the Profit & loss accounts only.	All categories
11	Submit reference letter from the bidder's bank addressed to Knight Frank Kenya Ltd outlining the current cash and credit position.	All categories
12	Submission of copies of Curriculum Vitae with certified copies of certificates for all the Management/Key Technical personnel (<i>Certified by the company's CEO/MD</i>)	All categories
13	<p>a) Submission of the company's current valid copy of National Construction Authority (NCA) annual practicing license; together with;</p> <p>b) Submission of current valid copy of NCA certifications for the Project Managers relevant to the category applied for</p>	<p>i) KFK/PRQ/2018/58 – Civil/structural consulting engineers</p> <p>ii) KFK/PRQ/2018/59 – Electrical and mechanical consulting engineers</p> <p>iii) KFK/PRQ/2018/68 – Lifts and escalators Statutory inspection</p> <p>iv) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations</p> <p>v) KFK/PRQ/2018/87 – Provision of Construction Services; Including Renovations, Office Partitioning</p> <p>vi) KFK/PRQ/2018/88 – Provision of Major Civil Works Contractors</p>

No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<ul style="list-style-type: none"> vii) KFK/PRQ/2018/89 – Provision of Borehole Drilling works viii) KFK/PRQ/2018/90 – Provision of Borehole equipping and Maintenance ix) KFK/PRQ/2018/91 – Provision of Plumbing Installations and repairs x) KFK/PRQ/2018/92 – Provision of Drainage Services: major waterproofing repair services xi) KFK/PRQ/2018/93 – Provision of Drainage Services: leakages and roof repairs xii) KFK/PRQ/2018/94 – Interior fit out specialists works xiii) KFK/PRQ/2018/100 – Supply, repairs and maintenance services of lifts and escalators
14	<ul style="list-style-type: none"> a) Submission of the company’s current valid copies of ERC certifications; and/or b) ERC certifications for the Project Managers/Site Manager/Chief Engineer 	<ul style="list-style-type: none"> i) KFK/PRQ/2018/04 – Supply of LPG, Diesel & Petrol (<i>required ERC license/permit for specialized Petroleum & LPG carriers</i>) ii) KFK/PRQ/2018/59 – Electrical and mechanical consulting engineers (<i>required ERC for the company</i>) iii) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations (<i>required ERC for the company</i>) i) KFK/PRQ/2018/52 – Provision and maintenance of electric fence (<i>required ERC cert for the chief engineer</i>) ii) KFK/PRQ/2018/59 – Electrical and mechanical consulting engineers (<i>required ERC cert for the project manager/site manager</i>) iii) KFK/PRQ/2018/60 – Renewable energy consultancy services (<i>required ERC cert for the chief engineer</i>)

No.	Documentation	Applicable categories ref no. (as given in Section IV)
		iv) KFK/PRQ/2018/79&80 – Supply, Installation and Maintenance of Generators (<i>required ERC cert for the chief engineer</i>) v) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations (<i>required ERC cert for the project manager/site manager</i>)
15	Submission of current valid copies of NEMA licenses	i) KFK/PRQ/2018/20 – Provision of fumigation and pest control services (<i>required NEMA letter</i>) ii) KFK/PRQ/2018/21 – Provision of garbage collection services (<i>required NEMA license for each garbage trucks with accompanying logbooks</i>) iii) KFK/PRQ/2018/49 – Provision of exhauster, maintenance of sewerage & pits clean-up and related services (<i>required NEMA license for each of the exhauster trucks with accompanying logbooks</i>) iv) KFK/PRQ/2018/55 – Provision of NEMA i.e. Audits, assessment and trainings (<i>required licensed NEMA auditors</i>) v) KFK/PRQ/2018/85 – Provision of sanitary bins and services (<i>required NEMA transportation license for vehicle(s) & incinerator</i>)
16	Submission of current valid County Waste Operator’s permit/license for the relevant categories for waste management	i) KFK/PRQ/2018/21 – Provision of garbage collection services ii) KFK/PRQ/2018/49 – Provision of exhauster, maintenance of sewerage & pits clean-up and related services
17	Submission of copy of current relevant Kenya Bureau of Standards (KEBS) certifications where applicable	i) KFK/PRQ/2018/13 – Supply of drinking water & dispensers (<i>required current valid laboratory test report issued by Kenya Bureau of Standards (KEBS)</i>)

No.	Documentation	Applicable categories ref no. (as given in Section IV)
		ii) KFK/PRQ/2018/17 – Supply of paints (<i>required paints manufacturer’s KEBS certification/ standardization mark</i>)
18	Submission of current valid NHIF and NSSF compliance certificates	i) KFK/PRQ/2018/19 – Provision of office and general building cleaning services ii) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories
19	Submission of evidence of WIBA for staff	i) KFK/PRQ/2018/19 – Provision of office and general building cleaning services ii) KFK/PRQ/2018/52 - Provision and maintenance of electric fence iii) KFK/PRQ/2018/53 – Swimming pool repairs and maintenance iv) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories v) KFK/PRQ/2018/70 – Provision of external-façade glass cleaning service e.g. supply and installation of anchor bolts vi) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations vii) KFK/PRQ/2018/87 – Provision of Construction Services; Including Renovations, Office Partitioning viii) KFK/PRQ/2018/88 – Provision of Major Civil Works Contractors ix) KFK/PRQ/2018/89 – Provision of Borehole Drilling works

No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<ul style="list-style-type: none"> x) KFK/PRQ/2018/90 – Provision of Borehole equipping and Maintenance xi) KFK/PRQ/2018/91 – Provision of Plumbing Installations and repairs xii) KFK/PRQ/2018/92 – Provision of Drainage Services: major waterproofing repair services xiii) KFK/PRQ/2018/93 – Provision of Drainage Services: leakages and roof repairs xiv) KFK/PRQ/2018/94 – Interior fit out specialists works xv) KFK/PRQ/2018/100 – Supply, repairs and maintenance services of lifts and escalators
20	Submission of current valid professional registration certificates with the relevant professional bodies	<ul style="list-style-type: none"> i) KFK/PRQ/2018/54 – Provision of architectural, interior design & landscape design consultancy services (<i>required current valid registration with BORAQS & AAK</i>) ii) KFK/PRQ/2018/58 – Civil/structural consulting engineers (<i>required current valid registration with the ERB or IEK</i>) iii) KFK/PRQ/2018/59 – Electrical and mechanical consulting engineers (<i>required current valid registration with the ERB or IEK</i>) iv) KFK/PRQ/2018/61 – Hydrogeological surveys (<i>required Geologists Registration Board (GRB)</i>) v) KFK/PRQ/2018/62 – Biological Assets Valuation Consultants (<i>required registration with the Valuers Registration Board as per the Valuers Act of Kenya</i>)

No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<ul style="list-style-type: none"> vi) KFK/PRQ/2018/63 – Consulting land surveyors (<i>required current valid registration with ISK & registration from Land Surveyor’s Board</i>) vii) KFK/PRQ/2018/64 - Registered and practicing physical planners (<i>required current valid registration with the Physical Planners Registration Board</i>) viii) KFK/PRQ/2018/65 – Provision of auctioneering & debt collection services (<i>required current valid license from the Auctioneers Licensing Board</i>) ix) KFK/PRQ/2018/66 – Provision of Legal Services (<i>required current valid LSK registration</i>) x) KFK/PRQ/2018/67 – Quantity Surveying Consultancy (<i>required current valid BORAQS registration</i>) xi) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories (<i>required registration with the Private Security Regulatory Authority</i>)
21	Submission of copy of license from the Pest Control Products Board (PCPB)	i) KFK/PRQ/2018/20 – Provision of Fumigation and Pest Control Services
22	Submission of Valid Registration Certificate from Directorate of Occupational Safety & Health Services (DOSH)	<ul style="list-style-type: none"> i) KFK/PRQ/2018/56 – Provision of Fire advisory services (i.e. Audits, assessment and trainings) ii) KFK/PRQ/2018/57 – Provision of occupational safety & health advisory services - DOSH (i.e. Audits, assessment and trainings) iii) KFK/PRC/2018/68 – Lifts and Escalators Statutory Inspection

No.	Documentation	Applicable categories ref no. (as given in Section IV)
23	<p>Submission of Evidence of ownership of equipment and tools for implementation of the chosen category (Give a list and type of relevant tools and equipment owned by the company evidenced by ownership documents.</p> <p>If not company owned, provide documentary evidence of lease or hire of the relevant tools and equipment).</p>	<ul style="list-style-type: none"> i) KFK/PRQ/2018/07 – Provision of pre-printed stationery e.g. Calendars, diaries, pens (<i>required minimum off-set printing machines</i>) ii) KFK/PRQ/2018/08 – Supply of marketing and branded promotional items & merchandise (e.g. Banners, T-Shirts, Shirts, etc. (<i>required minimum fabric printing machines</i>)) iii) KFK/PRQ/2018/11 – Supply & personalization of staff identification cards and lanyards, metal staff badges (<i>required minimum printing machines</i>) iv) KFK/PRQ/2018/13 – Supply of drinking water & dispensers (<i>required minimum water bottling equipment & delivery vehicles logbooks/lease agreements</i>) v) KFK/PRQ/2018/23 – Provision of Qualified Transport and Relocation Services for Office Equipment, Safes, ATM’s, Servers, Generators, etc. (<i>required minimum lifting equipment e.g. forklifts and lorries – logbooks/lease agreements</i>) vi) KFK/PRQ/2018/28 – Provision of security printing services (<i>required secure printing equipment</i>) vii) KFK/PRQ/2018/29 – Provision of call centre services and bulk SMSs (<i>required minimum customer relationship management and multi-channel communications systems</i>) viii) KFK/PRQ/2018/31 – Provision of professional photography, videography & related services (<i>required minimum photography and videography equipment</i>) ix) KFK/PRQ/2018/34 – Provision of courier & mail delivery services (<i>required minimum delivery vehicles – logbooks/lease agreements</i>) x) KFK/PRQ/2018/39 – First aid and emergency response services

No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<p><i>(required minimum first aid equipment & ambulance(s) – logbooks/lease agreements)</i></p> <p>xi) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories <i>(required minimum patrol vehicles, guard dogs’ transport vehicles & kennels, guard dogs with the registration number of the Veterinary Doctor)</i></p> <p>xii) KFK/PRQ/2018/71 - Provision of corporate branded signage, and signage maintenance services, internal and external branding <i>(required minimum signage equipment)</i></p> <p>xiii) KFK/PRQ/2018/96 – Billboards/ signage fabrication and installation <i>(required minimum billboard printing and installations equipment cranes owned or hired)</i></p> <p>xiv) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations <i>(required minimum voltaic & amp meters)</i></p> <p>xv) KFK/PRQ/2018/87 – Provision of Construction Services; Including Renovations, Office Partitioning <i>(required minimum mixer)</i></p> <p>xvi) KFK/PRQ/2018/88 – Provision of Major Civil Works Contractors <i>(required minimum mixer, poker vibrator, plate compactor & vehicles – logbook/lease agreements)</i></p> <p>xvii) KFK/PRQ/2018/89 – Provision of Borehole Drilling works <i>(required minimum borehole drilling machine and lorry/land cruiser – logbooks/lease agreements)</i></p> <p>xviii) KFK/PRQ/2018/91 – Provision of Plumbing Installations and repairs <i>(required minimum plumbing and sanitary installation equipment)</i></p>

No.	Documentation	Applicable categories ref no. (as given in Section IV)
24	Submission of evidence of workshop/factory/hardware shop/premises, owned by the company evidenced by copy of ownership document. If not owned, provide (upload) documentary evidence of lease	<ul style="list-style-type: none"> i) KFK/PRQ/2018/07 – Provision of pre-printed stationery e.g. calendars, diaries, pens (<i>required workshop</i>) ii) KFK/PRQ/2018/08 – Supply of marketing and branded promotional items & merchandise e.g. Banners, calendars, diaries, etc. (<i>required workshop</i>) iii) KFK/PRQ/2018/09 – Supply of Electrical fittings, lighting Décor and related services etc. (<i>required hardware premise/shop</i>) iv) KFK/PRQ/2018/15 – Supply of Plumbing fittings (<i>required hardware shop/premises</i>) v) KFK/PRQ/2018/16 – General Hardware supplies (<i>required hardware shop/premises</i>) vi) KFK/PRQ/2018/35 – Supply of Staff Uniforms and PPEs (<i>required workshop/tailoring premises</i>)
25	Submission of manufacturer’s authorization (in the format provided) on the manufacturer’s letterhead addressed to Knight Frank Kenya Ltd and/or partnership agreement (either bronze, silver, gold or platinum) with the manufacturer where applicable especially for ICT equipment supply. If manufacturer, then the letter should bring out manufacturer	<ul style="list-style-type: none"> i) KFK/PRQ/2018/43 – Repair and maintenance of ICT hardware equipment (<i>required partnership agreement with ICT equipment manufacturer</i>) ii) KFK/PRQ/2018/44 – Multi-functional network printer lease services (<i>required manufacturer’s authorization & partnership agreement</i>) iii) KFK/PRQ/2018/50 – Provision and maintenance of access control systems (<i>required manufacturer’s authorization</i>) iv) KFK/PRQ/2018/51 – Provision and maintenance of parking management systems (<i>required manufacturer’s authorization & software license</i>) v) KFK/PRQ/2018/52 – Provision and maintenance of electric fence

No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<p><i>(required manufacturer's authorization)</i></p> <p>vi) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories <i>(required manufacturer's authorization)</i></p> <p>vii) KFK/PRQ/2018/72 – Supply & maintenance of general office and operation storage equipment i.e. Metallic cash boxes, cash trolleys, metallic filing cabinets, among other office equipment <i>(required evidence of being a manufacturer or manufacturer's authorization)</i></p> <p>viii) KFK/PRQ/2018/74 – Supply and maintenance of computer and computer hardware e.g. servers, PCs, laptops, routers, Cameras, Distos and other related ICT hardware and accessories <i>(required manufacturer's authorization & partnership agreement)</i></p> <p>ix) KFK/PRQ/2018/75 – Supply and maintenance office equipment e.g. printers, photocopiers, scanners, LCD projectors, UPS, Fax machines, telephones and telecommunication equipment, faxes & related accessories <i>(required manufacturer's authorization & partnership agreement)</i></p> <p>x) KFK/PRQ/2018/76 – Supply, Installation, Maintenance and Development of Computer Software and Licenses <i>(required manufacturer's authorization & distribution/partnership agreement)</i></p> <p>xi) KFK/PRQ/2018/77 – Supply and Maintenance of ICT Security, Access Control, CCTV, Access Control Devices, Biometric Equipment, Alarm Systems <i>(required manufacturer's authorization)</i></p> <p>xii) KFK/PRQ/2018/78 – Provision, repair and maintenance of PABX and other telecommunication services <i>(required manufacturer's authorization & partnership agreement)</i></p> <p>xiii) KFK/PRQ/2018/79&80 – Supply, Installation & Maintenance of</p>

No.	Documentation	Applicable categories ref no. (as given in Section IV)
		manufacturer's authorization & partnership agreement
26	Submission of copy of current valid Communications Authority of Kenya license/registration	i) KFK/PRQ/2018/45 – Provision of ISPs, hosting back up, domains, Wi-Fi hotspots, etc. ii) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories iii) KFK/PRQ/2018/77 – Supply and Maintenance of ICT Security, Access Control, CCTV, Access Control Devices, Biometric Equipment, Alarm Systems (<i>Required Communications Authority type approval of equipment</i>) iv) KFK/PRQ/2018/99 – Provision of network infrastructure services, data communication services, computer networks & structured cabling, Wide Area Network
27	Submission of copy of current valid IATA certification/registration	i) KFK/PRQ/2018/36 – Provision of Air Travel & Ticketing Agency Services
28	Submission of copy of current valid Food & Hygiene license/certification from the County Government	i) KFK/PRQ/2018/37 – Provision of catering services
29	Submission of: a) County license for water supply b) Copy of the Water analysis tests done c) Certificates of tanker cleaning - Accompanying certificate per truck with log books	i) KFK/PRQ/2018/03 - Supply of emergency water in bowsers
30	Submit copy of license as a water contractor as issued by the Ministry of water and Irrigation for borehole drilling category	i) KFK/PRQ/2018/89 - Provision of Borehole Drilling works

3. SECTION III – INSTRUCTIONS TO CANDIDATES

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3.1 Definitions

In this tender, unless the context or express provision otherwise requires, all entities referred are Kenyan statutory bodies:

- a) *“Date of Tender Document” shall begin with the first day of the advertisement and end on 19th July 2018.*
- b) *“Day” means calendar day and “month” means calendar month.*
- c) *“KEBS” wherever appearing means the Kenya Bureau of Standards or its successor(s) and assign(s) where the context so admits.*
- d) *“NCA” wherever appearing means the National Construction Authority or its successor(s) and assign(s) where the context so admits.*
- e) *“ERC” wherever appearing means the Energy Regulatory Commission or its successor(s) and assign(s) where the context so admits.*
- f) *“NHIF” wherever appearing means the National Hospital Insurance Fund or its successor(s) and assign(s) where the context so admits.*
- g) *“NSSF” wherever appearing means the National Social Security Fund or its successor(s) and assign(s) where the context so admits.*
- h) *“NEMA” wherever appearing means the National Environment Management Authority or its successor(s) and assign(s) where the context so admits.*
- i) *Reference to “the tender” or the “Tender Document” or the Pre-qualification tender document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- j) *“The Procuring Entity” means Knight Frank Kenya Limited or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as KFK).*
- k) *“The Candidate” means the person(s) submitting its application for the pre-qualification for the supply, installation and commissioning (where applicable) of the goods, equipment and ancillary services in response to the Invitation for Pre-qualification.*
- l) *Where there are two or more persons included in the expression the “Candidate”, any act of default or omission by the Candidate shall be deemed to be an act, default or omission by any one or more of such persons.*
- m) *Words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.*
- n) *Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Candidate” the covenants, agreements and obligations expressed to be made or performed by the Candidate shall be deemed to be made or performed by such persons jointly and severally.*

3.2 Eligibility for Prequalification

- 3.2.1** This Invitation to Prequalify is open to all Candidates eligible that meet the terms and conditions given.
- 3.2.2** KFK's employees, committee members, board members and their relatives (spouse(s) and children) are not eligible to participate in the tender.
- 3.2.3** Candidates shall provide the qualification information statement that the Candidate (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which may be or have been engaged by KFK to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under the ensuing tender.
- 3.2.4** Candidates shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 3.2.5** Tenderers shall not be under declarations as prescribed at Section XI.

3.3 Post – Qualification

- 3.3.1** KFK will from time to time issue tenders, Request for Quotations and/or Proposals for the actual supply of the goods, works, equipment and ancillary services.
- 3.3.2** Only successful identified pre-qualified candidates who are in KFK's Standing List may be invited to tender for future contracts to supply the goods, equipment and ancillary services.
- 3.3.3** The tenders for future contracts to be issued will be over a period as prescribed in any invitations to tender or requests for quotations and/or proposals as may be issued by KFK. After this period KFK may conduct another pre-qualification for the goods, works and services.

3.4 Fresh Pre-Qualification

- 3.4.1** At the end of the pre-qualification period, KFK may conduct another pre-qualification process at which the existing Standing List will automatically expire.
- 3.4.2** At the fresh pre-qualification, all pre-qualified candidates in the Standing List shall be required to re-apply if they so wish to be in the new Standing List.

3.5 Cost of Tendering

3.5.1 The Candidate shall bear all costs associated with the preparation and submission of its Tender, and KFK will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3.5.2 The Prequalification Document shall be at a non-refundable fee of Three Thousand Kenya Shillings (KShs 3,000) per category; payable in form of mobile money as given in the KFK E-Procurement Portal where a SMS receipt confirmation will be issued to the bidder. Only those bidders who have paid the KShs 3,000 non-refundable participatory fees shall be eligible for prequalification.

3.6 Contents of the Prequalification Document

3.6.1 The Prequalification Document comprises the documents listed below and Addendum (where applicable) issued in accordance with clause 3.7 of these Instructions to Candidates:

- a) *Invitation for Prequalification*
- b) *Tender Submission Checklist*
- c) *Instructions to Candidates*
- d) *Description of goods for pre-qualification.*
- e) *Summary of the Evaluation Process*
- f) *Letter of application.*
- g) *Bidder's Registration - Confidential Business Questionnaire Form*
- h) *Bidder's Financial Information*
- i) *Manufacturer's Authorization Form*

3.6.2 The Candidate is expected to examine all instructions, forms, provisions, terms and specifications in the Prequalification Document. Failure to furnish all information required by the Prequalification Document or to submit a tender not substantially responsive to the Prequalification Document in every respect will be at the Candidate's risk and shall result in the rejection of its Tender.

3.7 Clarification of Documents

3.7.1 A prospective Candidate requiring any clarification of the Prequalification Document may notify the Procurement Manager in writing **via email** to the KFK's address indicated in the Invitation

for Prequalification. KFK will respond in writing **via email** to any request for clarification of the Prequalification documents, which it receives not later than seven (7) days prior to the deadline for the submission of Tenders, prescribed by KFK. Written copies of KFK's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Candidates that have duly received the Tender Document having put their correct email addresses.

3.7.2 KFK shall reply to any clarifications sought by the Candidate within three (3) days of receiving the request to enable the Candidate make timely submission of its Tender.

3.7.3 If a prospective Candidate sends an inquiry after the stated days or the inquiry is received by KFK after the stated days, KFK shall have the option of responding to the inquiry and extension of the date of submission of tenders or ignoring it.

3.8 Amendment of Documents

3.8.1 At any time prior to the deadline for submission of Tenders, KFK, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Candidate, may modify the tender documents by amendment.

3.8.2 All prospective Candidates that have received the Prequalification documents will be notified of the amendment(s) (hereinafter referred to or otherwise known as addendum) in writing and will be binding on them.

3.8.3 In order to allow prospective Candidates reasonable time in which to take the amendment into account in preparing their Tenders, KFK, at its discretion, may extend the deadline for the submission of Tenders.

3.9 Language of Tender

The Tender prepared by the Candidate, as well as all correspondence and documents relating to the tender, exchanged between the Candidate and KFK, shall be written in English language, provided that any printed literature furnished by the Candidate may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the Tender, the English translation shall govern. The English translation shall be on the Candidate's letterhead and shall be signed by the duly authorized signatory signing the Tender and stamped with the Candidate's stamp.

3.10 Documents Comprising the Tender

The Tender prepared and submitted by the Candidates shall include but not be limited to all the components relevant to the category, document evidence duly signed, certified and scanned and uploaded onto the KFK E-Procurement Portal.

3.11 Letter of Application

The Candidate shall complete the Letter of Application and all other documents furnished in the Prequalification Document attaching all documents required noting to include originals where necessary. The Candidate should also indicate the items they can tender for and their country of origin if pre-qualified, amongst other information required.

3.12 Candidate's Eligibility and Qualifications

3.12.1 Pursuant to paragraph 3.2, the Candidate shall furnish, as part of its Tender, documents establishing the Candidate's eligibility to tender and its qualifications to be pre-qualified.

3.12.2 The documentary evidence of the Candidate's eligibility to tender shall establish to KFK's satisfaction that the Candidate, at the time of submission of its Tender, is eligible Candidate as defined under paragraph 3.2.

3.12.3 The documentary evidence of the Candidate's qualifications to be pre-qualified if its Tender is accepted shall be established to KFK's satisfaction:

- a) *where applicable, in the case of a Candidate offering to supply goods, equipment and ancillary services upon pre-qualification which the Candidate does not manufacture or otherwise produce, the Candidate has been duly authorized by the goods' manufacturer or producer to supply the goods. The authorization shall strictly be in the form and content as prescribed in the Manufacturer's Authorization Form in this Tender Document (on the online application, candidates are to download the form which is in editable Ms Word for the manufacturer to write the authorization in the format provided, on the manufacturer's letterhead).*

- b) *that the Candidate observes financial discipline by operating distinct accounts for the business. The Candidate shall be required to provide the documents as specified in Section II and V of this prequalification tender document.*
- c) *where applicable, that the Candidate has the technical and production capability necessary to produce the items upon pre-qualification.*
- d) *that the Candidate has the capability necessary to supply the items if and when the candidate becomes the successful tenderer upon actual award of a subsequent tender.*

3.13 Validity of Tenders

3.13.1 Tenders shall remain valid for one hundred and twenty (120) days after the date of tender opening as specified in the Invitation for Pre-qualification or as otherwise may be prescribed by KFK, pursuant to paragraph 3.23. A Tender that is valid for a shorter period shall be rejected by KFK as non-responsive.

3.13.2 In exceptional circumstances, KFK may extend the Tender validity period. The extension shall be made in writing. A Candidate shall not be required nor permitted to modify its tender during the extended period.

3.14 Number of Sets of and Tender Format

3.14.1 The Candidate shall prepare, sign and scan (where necessary) and upload all requisite document evidence as required by this tender. No hard copy document submissions shall be accepted.

3.14.2 Any Tender not prepared and signed in accordance with this paragraph, may be rejected by KFK as non-responsive, pursuant to paragraph 3.28.

3.15 Preparation and Signing of the Tender

3.15.1 The Original Tender documents that require the bidder's signature shall be typed or written in indelible ink. They shall be signed by the Candidate or a person or persons duly authorized to bind the Candidate, then scanned and uploaded as per the section on the KFK E-Procurement Portal.

3.15.2 The authorization shall be indicated by a written Power of Attorney granted by the Tenderer to the authorized person before any of the following persons:

- a) *For local Tenderers, a Commissioner of Oaths or a Notary Public or a Magistrate of the Kenyan Judiciary.*
- b) *For foreign Tenderers, a Notary Public in the country of the Tenderer.*

In either case above, the Power of Attorney shall accompany the Tender.

3.15.3 All pages of the documentation submitted for this Tender, including un-amended printed literature, shall be initialed by the person or persons signing the Tender and serially numbered.

3.15.4 The Tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Candidate, in which case such corrections shall be initialed by the person or persons signing the Tender.

3.15.5 KFK will assume no responsibility whatsoever for the Candidate's failure to comply with or observe the entire contents of this paragraph 3.21.

3.15.6 Any Tender not prepared and signed in accordance with this paragraph may be rejected by KFK as non-responsive, pursuant to paragraph 3.28.

3.16 Sealing and Outer Marking of Tenders - Not applicable under this tender

3.16.1 The Candidates shall submit all documents duly signed, certified and scanned and uploaded onto the KFK E-Procurement Portal.

3.17 Deadline for Submission of Tenders

3.17.1 Tenders must be received by KFK on the E-Procurement Portal by 1700hrs (East Africa Time) on 19th July 2018.

3.17.2 KFK may, at its discretion, extend this deadline for submission of Tenders by amending the pre-qualification documents in accordance with paragraph 3.7, in which case all rights and obligations of KFK and the Candidate's previously subject to the initial deadline, will therefore be subject to the deadline as extended.

3.18 Modification and Withdrawal of Tenders

- 3.18.1** The Candidate may modify or withdraw its Tender after it has submitted it, anytime during the prequalification validity period as per their USER ID and PASSWORD for the particular category they want to modify.
- 3.18.2** A withdrawal notice may also be sent by electronic mail of a scanned copy of official letter duly signed, postmarked not later than the deadline for submission of Tenders.
- 3.18.3** No Tender may be modified after the deadline for submission of Tenders.

3.19 Opening of Tenders (Tenders shall be opened electronically)

- 3.19.1** All bidders who will have completed their response to this prequalification tender on the KFK E-Procurement Portal shall receive an email acknowledgement that their submission(s) has been received and KFK shall open all Tenders electronically promptly after the close of submission.

3.20 Clarification of Tenders

- 3.20.1** To assist in the examination, evaluation and comparison of Tenders KFK may, at its discretion, ask the Candidate for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the substance of the Tender shall be sought, offered, or permitted.
- 3.20.2** Failure to provide timely clarification or substantiation of the information that is essential for effective evaluation of the Candidate's qualifications shall result in the Candidate's disqualification.

3.21 Inspection

- 3.21.1** KFK or its representative(s) shall have the right to inspect the Candidate's capacity, equipment, premises, and to confirm their conformity to the pre-qualification requirements. This shall include the quality management system. KFK's representative(s) retained for these purposes shall provide appropriate identification at the time of such inspection.

3.21.2 KFK shall meet its own costs of the inspection. Where conducted on the premises of the Candidate(s), all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to KFK.

3.21.3 Inspection Report shall be completed upon conclusion of the inspection. This Report will be considered at time of evaluation and or approval as pre-qualified.

3.22 Tender Evaluation

3.22.1 KFK will determine the responsiveness of each Tender. For purposes of this pre-qualification, a responsive Tender is one that conforms to all the requirements of the Evaluation. KFK's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

3.22.2 If a Tender is not responsive, it will be rejected at the earliest stage of evaluation by KFK and cannot subsequently be made responsive by the Candidate by correction of any non-conformity.

3.22.3 Pre-qualification will be based on meeting the requirements to pass in the criteria set out in the Summary of Evaluation Process.

3.23 Process to be Confidential

3.23.1 After the opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations arising there-from shall not be disclosed to a Candidate or other person(s) not officially concerned with such process until conclusion of that process.

3.23.2 Any effort by a Candidate to influence KFK or any of its staff members in the process of examination, evaluation and comparison of tenders and information or decisions concerning award of Contract may result in the rejection of the Candidate's tender.

3.24 Minor Deviations, Errors or Oversights

3.24.1 KFK may waive any minor deviation in a Tender that does not materially depart from the requirements set out in the Tender Document.

3.24.2 KFK may waive errors and oversights that can be corrected without affecting the substance of the Tender.

3.25 Tender Evaluation Period

The tender evaluation committee shall evaluate the tender within the validity period of the tender.

3.26 Debarment of a Candidate

A Candidate who gives false information in the Tender about its eligibility or qualification shall be considered for debarment from participating in future KFK procurement with the information shared with other affiliates of KFK.

3.27 Confirmation of Qualification for Appointment on the Standing List

3.27.1 KFK may confirm to its satisfaction whether the Candidate that is identified is qualified for appointment.

3.27.2 The confirmation will take into account the Candidate's technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Candidate's qualifications submitted by the Candidate, pursuant to paragraph 3.13 as well as confirmation of such other information as KFK deems necessary and appropriate. This may include factory/office/premises and other facilities inspection and audits.

3.27.3 An affirmative confirmation will be a prerequisite for appointment to the Standing List. A negative confirmation will result in rejection of the Candidate's tender.

3.28 Termination of Procurement Proceedings

3.28.1 KFK may at any time terminate prequalification proceedings before approval without notice, and without assigning any reason thereof, and shall not be liable to any person for the termination.

3.29 Approval of Pre-qualification

3.29.1 The approval of pre-qualification will be either pass or fail on the preliminary evaluation and attainment of a minimum pass mark score on technical evaluation, regarding the Candidate's

general and particular experience, capabilities and financial position as demonstrated by the Candidate's response to this Tender and inspection when conducted.

3.29.2 Approval shall be for all Candidates who meet the prequalification requirements set herein.

3.29.3 KFK shall invite tenders or requests for quotations and/or proposals as and when it requires from only the Candidates who have been pre-qualified, subject to applicable thresholds.

3.29.4 Bidders should be able to log in and ascertain their approval status after the expiry of the validity period

3.30 Corrupt or Fraudulent Practices

3.30.1 KFK requires that Candidates observe the highest standards of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows:

- a) *“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a KFK official in the procurement process or in contract execution;*
- b) *“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of KFK and includes collusive practice among Candidates (prior to or after Tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive KFK of the benefits of free and open competition.*

3.30.2 KFK will reject a tender if it determines that the Candidate recommended for approval has engaged in corrupt or fraudulent practices in competing for the pre-qualification.

3.30.3 Further, a Candidate who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in KFK procurement in Kenya and internationally.

4. SECTION IV – LIST OF CATEGORIES FOR PREQUALIFICATION

KFK intends to prequalify eligible Candidates for PREQUALIFICATION FOR VARIOUS CATEGORIES OF GOODS, SERVICES AND/OR WORKS as listed below:

Category Ref No.	Category Name	Non-refundable fee (KShs)
KFK/PRQ/2018/01	Supply of toiletries and detergents	3,000
KFK/PRQ/2018/02	Provision of pool chemicals and supplies	3,000
KFK/PRQ/2018/03	Supply of emergency water in bowsers	3,000
KFK/PRQ/2018/04	Supply of LPG, Diesel & Petrol	3,000
KFK/PRQ/2018/05	Supply of office furniture, furnishings & fittings	3,000
KFK/PRQ/2018/06	Supply of newspapers, magazines and periodicals	3,000
KFK/PRQ/2018/07	Provision of pre-printed stationery e.g. company letterheads, calendars, diaries, pens.	3,000
KFK/PRQ/2018/08	Supply of marketing and branded promotional items & merchandise (e.g. Banners, T-Shirts, Shirts, etc.)	3,000
KFK/PRQ/2018/09	Supply of Electrical fittings, lighting Décor and related services etc.)	3,000
KFK/PRQ/2018/10	Supply of assorted gift items (e.g. Trophies, phones, cameras, photo frames, artifacts)	3,000
KFK/PRQ/2018/11	Supply & personalization of staff identification cards and lanyards, metal staff badges	3,000
KFK/PRQ/2018/12	Supply of general office stationeries e.g. printing papers, toners,	3,000
KFK/PRQ/2018/13	Supply of drinking water & dispensers	3,000
KFK/PRQ/2018/14	Provision of vending services machine (coffee, tea)	3,000
KFK/PRQ/2018/15	Supply of Plumbing fittings	3,000
KFK/PRQ/2018/16	General Hardware supplies	3,000
KFK/PRQ/2018/17	Supply of paints	3,000
KFK/PRQ/2018/18	Provision of market and consumer research	3,000
KFK/PRQ/2018/19	Provision of office cleaning	3,000
KFK/PRQ/2018/20	Provision of fumigation and pest control services	3,000
KFK/PRQ/2018/21	Provision of garbage collection services	3,000
KFK/PRQ/2018/22	Provision of Gardening & landscaping supplies and services, indoor plants, plant seedlings	3,000
KFK/PRQ/2018/23	Provision of Qualified Transport and Relocation Services (Office Equipment, Safes, ATM's, Servers, Generators)	3,000

Category Ref No.	Category Name	Non-refundable fee (KShs)
KFK/PRQ/2018/24	Provision of event supplies and related services, etc.)	3,000
KFK/PRQ/2018/25	Third party marketing agencies i.e. PR and communications/digital marketing	3,000
KFK/PRQ/2018/26	Provision of event management	3,000
KFK/PRQ/2018/27	General Décor and related services etc.)	3,000
KFK/PRQ/2018/28	Provision of security printing services	3,000
KFK/PRQ/2018/29	Provision of call centre services and bulk SMSs	3,000
KFK/PRQ/2018/30	Provision of Musical entertainment, kids entertainment	3,000
KFK/PRQ/2018/31	Provision of professional photography, videography & related services	3,000
KFK/PRQ/2018/32	Provision of entertainment services, pa system, audio-visuals and related services	3,000
KFK/PRQ/2018/33	Provision of fleet tracking and management; vehicle, generator & motor cycle tracking	3,000
KFK/PRQ/2018/34	Provision of courier & mail delivery services	3,000
KFK/PRQ/2018/35	Supply of Staff Uniforms and PPEs.	3,000
KFK/PRQ/2018/36	Provision of Air Travel & Ticketing Agency Services	3,000
KFK/PRQ/2018/37	Provision of catering services	3,000
KFK/PRQ/2018/38	Provision of second hand logbooks transfer & collection services	3,000
KFK/PRQ/2018/39	First aid and emergency response services	3,000
KFK/PRQ/2018/40	Team Building and capacity development services	3,000
KFK/PRQ/2018/41	Provision of repair of office furniture and fittings services	3,000
KFK/PRQ/2018/42	Provision of HR training and consultancy services (i.e. Employee satisfaction, recruitment, team building, psychometric testing, various training services etc.)	3,000
KFK/PRQ/2018/43	Repair and maintenance of ICT hardware equipment	3,000
KFK/PRQ/2018/44	Multi-functional network printer lease services	3,000
KFK/PRQ/2018/45	Provision of ISPs, hosting back up, domains, Wi-Fi hotspots etc.	3,000
KFK/PRQ/2018/46	Provision of website developing, web domain hosting and maintenance services	3,000
KFK/PRQ/2018/47	Provision of Asset Tagging	3,000
KFK/PRQ/2018/48	Servicing and maintenance of electrical equipment & appliances – microwave, tv installations and repairs, cabling, channels configurations, installation and adjustment of brackets	3,000
KFK/PRQ/2018/49	Provision of exhauster, maintenance of sewerage & pits	3,000

Category Ref No.	Category Name	Non-refundable fee (KShs)
	clean-up and related services	
KFK/PRQ/2018/50	Provision and maintenance of access control systems	3,000
KFK/PRQ/2018/51	Provision and maintenance of parking management systems	3,000
KFK/PRQ/2018/52	Provision and maintenance of electric fence,	3,000
KFK/PRQ/2018/53	Swimming pool repairs and maintenance	3,000
KFK/PRQ/2018/54	Provision of architectural, interior design & landscape design consultancy services	3,000
KFK/PRQ/2018/55	Provision of NEMA (i.e. Audits, assessment and trainings)	3,000
KFK/PRQ/2018/56	Provision of Fire advisory services (i.e. Audits, assessment and trainings)	3,000
KFK/PRQ/2018/57	Provision of occupational safety & health advisory services - DOSH (i.e. Audits, assessment and trainings)	3,000
KFK/PRQ/2018/58	Civil/structural consulting engineers	3,000
KFK/PRQ/2018/59	Electrical and mechanical consulting engineers	3,000
KFK/PRQ/2018/60	Renewable energy consultancy services	3,000
KFK/PRQ/2018/61	Hydrogeological surveys	3,000
KFK/PRQ/2018/62	Biological assets valuation consultants	3,000
KFK/PRQ/2018/63	Consulting land surveyors	3,000
KFK/PRQ/2018/64	Registered and practicing physical planners	3,000
KFK/PRQ/2018/65	Provision of auctioneering & debt collection services	3,000
KFK/PRQ/2018/66	Provision of legal services	3,000
KFK/PRQ/2018/67	Quantity surveying consultancy	3,000
KFK/PRQ/2018/68	Lifts and escalators Statutory inspection	3,000
KFK/PRQ/2018/69	Provision & Maintenance of security guarding and alarm response and other related accessories	3,000
KFK/PRQ/2018/70	Provision of external-façade glass cleaning service e.g. supply and installation of anchor bolts	3,000
KFK/PRQ/2018/71	Provision of corporate branded signage, and signage maintenance services (internal and external branding)	3,000
KFK/PRQ/2018/72	Supply & maintenance of general office and operation storage equipment (i.e. Metallic cash boxes, cash trolleys, metallic filling cabinets, among other office equipment)	3,000
KFK/PRQ/2018/73	Supply, installation & maintenance of office window blinds & curtains	3,000

Category Ref No.	Category Name	Non-refundable fee (KShs)
KFK/PRQ/2018/74	Supply and maintenance of computer and computer hardware e.g. servers, PCs, laptops, routers, Cameras, Distos and other related ICT hardware and accessories	3,000
KFK/PRQ/2018/75	Supply and maintenance office equipment e.g. printers, photocopiers, scanners, LCD projectors, UPS, Fax machines, telephones and telecommunication equipment, faxes & related accessories	3,000
KFK/PRQ/2018/76	Supply, installation, maintenance and development of computer software and licenses	3,000
KFK/PRQ/2018/77	Supply and Maintenance of ICT Security, Access Control, CCTV, Access Control Devices, Biometric Equipment, Alarm Systems	3,000
KFK/PRQ/2018/78	Provision, repair and maintenance of PABX and other telecommunication services	3,000
KFK/PRQ/2018/79 & 80	Supply, installation and maintenance of generators	3,000
	Supply & maintenance of generators	
KFK/PRQ/2018/81	Supply, maintenance & servicing of Heating Ventilation and Air Conditioning	3,000
KFK/PRQ/2018/82	Supply & maintenance of firefighting equipment, smoke detection and fire alarm system maintenance, kitchen hood fire suppression system service	3,000
KFK/PRQ/2018/83	Provision and maintenance of cradles	3,000
KFK/PRQ/2018/84	Kitchen equipment Supply, installation, repairs and maintenance (World Bank office)	3,000
KFK/PRQ/2018/85	Provision of sanitary bins and services	3,000
KFK/PRQ/2018/86	Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations	3,000
KFK/PRQ/2018/87	Provision of Construction Services; Including Renovations, Office Partitioning,	3,000
KFK/PRQ/2018/88	Provision of Major Civil Works Contractors	3,000
KFK/PRQ/2018/89	Provision of Borehole Drilling works	3,000
KFK/PRQ/2018/90	Provision of Borehole equipping and Maintenance	3,000
KFK/PRQ/2018/91	Provision of Plumbing Installations and repairs	3,000
KFK/PRQ/2018/92	Provision of Drainage Services: major waterproofing repair services	3,000
KFK/PRQ/2018/93	Provision of Drainage Services: leakages and roof repairs	3,000
KFK/PRQ/2018/94	Interior fit out specialists works	3,000
KFK/PRQ/2018/95	Telephone/Intercom installation and repairs	3,000

Category Ref No.	Category Name	Non-refundable fee (KShs)
KFK/PRQ/2018/96	Billboards/ signage fabrication and installation	3,000
KFK/PRQ/2018/97	Painting Works	3,000
KFK/PRQ/2018/98	Tree cutting contractors	3,000
KFK/PRQ/2018/99	Provision of network infrastructure services, data communication services, computer networks & structured cabling, Wide Area Network	3,000
KFK/PRQ/2018/100	Supply, repairs and maintenance services of lifts and escalators	3,000
KFK/PRQ/2018/101	Supply and maintenance of pumps. e.g. fire pumps, domestic and sump pumps	3,000

5. SECTION V – EVALUATION CRITERIA

5.1 Part I – Preliminary Evaluation Criteria

Under Paragraph [3.22](#). These are mandatory requirements which are different based on the specific category being applied for prequalification.

1. All candidates must meet **all** the requirements from [no.5.1.1 to no.5.1.30](#) below. Those who do not meet any of the requirements will automatically be disqualified from further evaluation.
2. Audited financial statements (certified copies of balance sheets and Profit & Loss Accounts) required must be those that are reported for the latest two years.
3. All copies of documents and certificates must be certified by a commissioner for oaths/notary public. The stamp shall bear the name, address and Telephone contacts of the commissioner for oaths/notary public. Any document **not** certified shall not be evaluated.
4. Tenders will proceed to the Technical Evaluation Stage only if they qualify in full compliance with Part 1 above, Preliminary Evaluation under Paragraph [3.22](#).

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
5.1.1	Duly filled in the registration details of the company	All categories
5.1.2	Duly filled in bidder's financial information	All categories
5.1.3	Submission of copy of Company or Firm's Certificate of Incorporation/Registration, <i>certified by commissioner for oaths/notary public.</i>	All categories
5.1.4	Submission of copy of the Company's Current Valid Tax Compliance Certificate	All categories
5.1.5	Submission of Copy of Current Valid County business permit	All categories
5.1.6	Evidence of having a Registered office – either copies of lease agreements together with copies of receipts for payment of rent for the last 3 months OR copy of ownership document of the property indicated as the registered offices	All categories
5.1.7	Submission of letter of Application duly completed, signed and that the Tender is valid for the period required (<i>download, fill, sign, stamp, scan and upload</i>)	All categories
5.1.8	Submission of Bidder's Declaration Form(s) & Integrity Pact(s) duly completed, signed and stamped (<i>download, fill, sign, stamp, scan and upload</i>)	All categories
5.1.9	Submission of copy of the CR 12 as issued by the Registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor, <i>certified by commissioner for oaths/notary public.</i>	All categories
5.1.10	Submission of certified copies of the pages of Balance Sheet and Profit and Loss Accounts, for the	All categories

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
	Company's Audited accounts for the last two financial years (<i>Certified by an ICPAK registered auditor with Certified Public Accountant (CPA - K).</i> Upload the balance sheet and the Profit & loss accounts only.	
5.1.11	Submit reference letter from the bidder's bank addressed to Knight Frank Kenya Ltd outlining the current cash and credit position.	All categories
5.1.12	Submission of copies of Curriculum Vitae with certified copies of certificates for all the Management/Key Technical personnel (<i>Certified by the company's CEO/MD</i>)	All categories
5.1.13	<p>c) Submission of the company's current valid copy of National Construction Authority (NCA) annual practicing license; together with;</p> <p>d) Submission of current valid copy of NCA certifications for the Project Managers relevant to the category applied for</p>	<p>i) KFK/PRQ/2018/58 – Civil/structural consulting engineers</p> <p>ii) KFK/PRQ/2018/59 – Electrical and mechanical consulting engineers</p> <p>iii) KFK/PRQ/2018/68 – Lifts and escalators Statutory inspection</p> <p>iv) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations</p> <p>v) KFK/PRQ/2018/87 – Provision of Construction Services; Including Renovations, Office Partitioning</p> <p>vi) KFK/PRQ/2018/88 – Provision of Major Civil Works Contractors</p> <p>vii) KFK/PRQ/2018/89 – Provision of Borehole Drilling works</p> <p>viii) KFK/PRQ/2018/90 – Provision of Borehole equipping and Maintenance</p> <p>ix) KFK/PRQ/2018/91 – Provision of Plumbing Installations and repairs</p> <p>x) KFK/PRQ/2018/92 – Provision of Drainage Services: major</p>

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		waterproofing repair services xi) KFK/PRQ/2018/93 – Provision of Drainage Services: leakages and roof repairs xii) KFK/PRQ/2018/94 – Interior fit out specialists works xiii) KFK/PRQ/2018/100 – Supply, repairs and maintenance services of lifts and escalators
5.1.14	c) Submission of the company’s current valid copies of ERC certifications; and/or d) ERC certifications for the Project Managers/Site Manager/Chief Engineer	i) KFK/PRQ/2018/04 – Supply of LPG, Diesel & Petrol (<i>required ERC license/permit for specialized Petroleum & LPG carriers</i>) ii) KFK/PRQ/2018/59 – Electrical and mechanical consulting engineers (<i>required ERC for the company</i>) iii) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations (<i>required ERC for the company</i>) i) KFK/PRQ/2018/52 – Provision and maintenance of electric fence (<i>required ERC cert for the chief engineer</i>) ii) KFK/PRQ/2018/59 – Electrical and mechanical consulting engineers (<i>required ERC cert for the project manager/site manager</i>) iii) KFK/PRQ/2018/60 – Renewable energy consultancy services (<i>required ERC cert for the chief engineer</i>) iv) KFK/PRQ/2018/79&80 – Supply, Installation and Maintenance of Generators (<i>required ERC cert for the chief engineer</i>) v) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<i>(required ERC cert for the project manager/site manager)</i>
5.1.15	Submission of current valid copies of NEMA licenses	i) KFK/PRQ/2018/20 – Provision of fumigation and pest control services <i>(required NEMA letter)</i> ii) KFK/PRQ/2018/21 – Provision of garbage collection services <i>(required NEMA license for each garbage trucks with accompanying logbooks)</i> iii) KFK/PRQ/2018/49 – Provision of exhauster, maintenance of sewerage & pits clean-up and related services <i>(required NEMA license for each of the exhauster trucks with accompanying logbooks)</i> iv) KFK/PRQ/2018/55 – Provision of NEMA i.e. Audits, assessment and trainings <i>(required licensed NEMA auditors)</i> v) KFK/PRQ/2018/85 – Provision of sanitary bins and services <i>(required NEMA transportation license for vehicle(s) & incinerator)</i>
5.1.16	Submission of current valid County Waste Operator’s permit/license for the relevant categories for waste management	i) KFK/PRQ/2018/21 – Provision of garbage collection services ii) KFK/PRQ/2018/49 – Provision of exhauster, maintenance of sewerage & pits clean-up and related services
5.1.17	Submission of copy of current relevant Kenya Bureau of Standards (KEBS) certifications where applicable	i) KFK/PRQ/2018/13 – Supply of drinking water & dispensers <i>(required current valid laboratory test report issued by Kenya Bureau of Standards (KEBS))</i> ii) KFK/PRQ/2018/17 – Supply of paints <i>(required paints manufacturer’s KEBS certification/ standardization mark)</i>
5.1.18	Submission of current valid NHIF and NSSF compliance certificates	i) KFK/PRQ/2018/19 – Provision of office and general building cleaning

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		services ii) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories
5.1.19	Submission of evidence of WIBA for staff	i) KFK/PRQ/2018/19 – Provision of office and general building cleaning services ii) KFK/PRQ/2018/52 - Provision and maintenance of electric fence iii) KFK/PRQ/2018/53 – Swimming pool repairs and maintenance iv) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories v) KFK/PRQ/2018/70 – Provision of external-façade glass cleaning service e.g. supply and installation of anchor bolts vi) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations vii) KFK/PRQ/2018/87 – Provision of Construction Services; Including Renovations, Office Partitioning viii) KFK/PRQ/2018/88 – Provision of Major Civil Works Contractors ix) KFK/PRQ/2018/89 – Provision of Borehole Drilling works x) KFK/PRQ/2018/90 – Provision of Borehole equipping and Maintenance xi) KFK/PRQ/2018/91 – Provision of Plumbing Installations and repairs

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		xii) KFK/PRQ/2018/92 – Provision of Drainage Services: major waterproofing repair services xiii) KFK/PRQ/2018/93 – Provision of Drainage Services: leakages and roof repairs xiv) KFK/PRQ/2018/94 – Interior fit out specialists works xv) KFK/PRQ/2018/100 – Supply, repairs and maintenance services of lifts and escalators
5.1.20	Submission of current valid professional registration certificates with the relevant professional bodies	i) KFK/PRQ/2018/54 – Provision of architectural, interior design & landscape design consultancy services (<i>required current valid registration with BORAQS & AAK</i>) ii) KFK/PRQ/2018/58 – Civil/structural consulting engineers (<i>required current valid registration with the ERB or IEK</i>) iii) KFK/PRQ/2018/59 – Electrical and mechanical consulting engineers (<i>required current valid registration with the ERB or IEK</i>) iv) KFK/PRQ/2018/61 – Hydrogeological surveys (<i>required Geologists Registration Board (GRB)</i>) v) KFK/PRQ/2018/62 – Biological Assets Valuation Consultants (<i>required registration with the Valuers Registration Board as per the Valuers Act of Kenya</i>) vi) KFK/PRQ/2018/63 – Consulting land surveyors (<i>required current valid registration with ISK & registration from Land Surveyor’s Board</i>) vii) KFK/PRQ/2018/64 - Registered and practicing physical planners (<i>required current valid registration with the Physical Planners</i>)

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<p><i>Registration Board)</i></p> <p>viii) KFK/PRQ/2018/65 – Provision of auctioneering & debt collection services (<i>required current valid license from the Auctioneers Licensing Board</i>)</p> <p>ix) KFK/PRQ/2018/66 – Provision of Legal Services (<i>required current valid LSK registration</i>)</p> <p>x) KFK/PRQ/2018/67 – Quantity Surveying Consultancy (<i>required current valid BORAQS registration</i>)</p> <p>xi) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories (<i>required registration with the Private Security Regulatory Authority</i>)</p>
5.1.21	Submission of copy of license from the Pest Control Products Board (PCPB)	i) KFK/PRQ/2018/20 – Provision of Fumigation and Pest Control Services
5.1.22	Submission of Valid Registration Certificate from Directorate of Occupational Safety & Health Services (DOSHS)	<p>i) KFK/PRQ/2018/56 – Provision of Fire advisory services (i.e. Audits, assessment and trainings)</p> <p>ii) KFK/PRQ/2018/57 – Provision of occupational safety & health advisory services - DOSHS (i.e. Audits, assessment and trainings)</p> <p>iii) KFK/PRC/2018/68 – Lifts and Escalators Statutory Inspection</p>
5.1.23	Submission of Evidence of ownership of equipment and tools for implementation of the chosen category (Give a list and type of relevant tools and equipment owned by the company evidenced by ownership documents. If not company owned, provide documentary	<p>i) KFK/PRQ/2018/07 – Provision of pre-printed stationery e.g. Calendars, diaries, pens (<i>required minimum off-set printing machines</i>)</p> <p>ii) KFK/PRQ/2018/08 – Supply of marketing and branded promotional items & merchandise (e.g. Banners, T-Shirts, Shirts, etc. (<i>required minimum fabric printing machines</i>))</p>

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
	evidence of lease or hire of the relevant tools and equipment).	<ul style="list-style-type: none"> iii) KFK/PRQ/2018/11 – Supply & personalization of staff identification cards and lanyards, metal staff badges (<i>required minimum printing machines</i>) iv) KFK/PRQ/2018/13 – Supply of drinking water & dispensers (<i>required minimum water bottling equipment & delivery vehicles logbooks/lease agreements</i>) v) KFK/PRQ/2018/23 – Provision of Qualified Transport and Relocation Services for Office Equipment, Safes, ATM’s, Servers, Generators, etc. (<i>required minimum lifting equipment e.g. forklifts and lorries – logbooks/lease agreements</i>) vi) KFK/PRQ/2018/28 – Provision of security printing services (<i>required secure printing equipment</i>) vii) KFK/PRQ/2018/29 – Provision of call centre services and bulk SMSs (<i>required minimum customer relationship management and multi-channel communications systems</i>) viii) KFK/PRQ/2018/31 – Provision of professional photography, videography & related services (<i>required minimum photography and videography equipment</i>) ix) KFK/PRQ/2018/34 – Provision of courier & mail delivery services (<i>required minimum delivery vehicles – logbooks/lease agreements</i>) x) KFK/PRQ/2018/39 – First aid and emergency response services (<i>required minimum first aid equipment & ambulance(s) – logbooks/lease agreements</i>) xi) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories (<i>required minimum patrol vehicles, guard dogs’ transport vehicles & kennels, guard dogs with the registration number of the Veterinary Doctor</i>)

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<p>xii) KFK/PRQ/2018/71 - Provision of corporate branded signage, and signage maintenance services, internal and external branding (<i>required minimum signage equipment</i>)</p> <p>xiii) KFK/PRQ/2018/96 – Billboards/ signage fabrication and installation (<i>required minimum billboard printing and installations equipment cranes owned or hired</i>)</p> <p>xiv) KFK/PRQ/2018/86 – Provision of Electrical Services & Maintenance of Electrical Equipment Minor and Major electrical repairs and installations (<i>required minimum voltaic & amp meters</i>)</p> <p>xv) KFK/PRQ/2018/87 – Provision of Construction Services; Including Renovations, Office Partitioning (<i>required minimum mixer</i>)</p> <p>xvi) KFK/PRQ/2018/88 – Provision of Major Civil Works Contractors (<i>required minimum mixer, poker vibrator, plate compactor & vehicles – logbook/lease agreements</i>)</p> <p>xvii) KFK/PRQ/2018/89 – Provision of Borehole Drilling works (<i>required minimum borehole drilling machine and lorry/land cruiser – logbooks/lease agreements</i>)</p> <p>xviii) KFK/PRQ/2018/91 – Provision of Plumbing Installations and repairs (<i>required minimum plumbing and sanitary installation equipment</i>)</p>
5.1.24	Submission of evidence of workshop/factory/hardware shop/premises, owned by the company evidenced by copy of ownership document. If not owned, provide (upload) documentary evidence of lease	<p>i) KFK/PRQ/2018/07 – Provision of pre-printed stationery e.g. calendars, diaries, pens (<i>required workshop</i>)</p> <p>ii) KFK/PRQ/2018/08 – Supply of marketing and branded promotional items & merchandise e.g. Banners, calendars, diaries, etc. (<i>required workshop</i>)</p> <p>iii) KFK/PRQ/2018/09 – Supply of Electrical fittings, lighting Décor and</p>

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<p>related services etc. <i>(required hardware premise/shop)</i></p> <p>iv) KFK/PRQ/2018/15 – Supply of Plumbing fittings <i>(required hardware shop/premises)</i></p> <p>v) KFK/PRQ/2018/16 – General Hardware supplies <i>(required hardware shop/premises)</i></p> <p>vi) KFK/PRQ/2018/35 – Supply of Staff Uniforms and PPEs <i>(required workshop/tailoring premises)</i></p>
<p>5.1.25</p>	<p>Submission of manufacturer’s authorization (in the format provided) on the manufacturer’s letterhead addressed to Knight Frank Kenya Ltd and/or partnership agreement (either bronze, silver, gold or platinum) with the manufacturer where applicable especially for ICT equipment supply. If manufacturer, then the letter should bring out manufacturer</p>	<p>i) KFK/PRQ/2018/43 – Repair and maintenance of ICT hardware equipment <i>(required partnership agreement with ICT equipment manufacturer)</i></p> <p>ii) KFK/PRQ/2018/44 – Multi-functional network printer lease services <i>(required manufacturer’s authorization & partnership agreement)</i></p> <p>iii) KFK/PRQ/2018/50 – Provision and maintenance of access control systems <i>(required manufacturer’s authorization)</i></p> <p>iv) KFK/PRQ/2018/51 – Provision and maintenance of parking management systems <i>(required manufacturer’s authorization & software license)</i></p> <p>v) KFK/PRQ/2018/52 – Provision and maintenance of electric fence <i>(required manufacturer’s authorization)</i></p> <p>vi) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories <i>(required manufacturer's authorization)</i></p> <p>vii) KFK/PRQ/2018/72 – Supply & maintenance of general office and operation storage equipment i.e. Metallic cash boxes, cash trolleys, metallic filling cabinets, among other office equipment <i>(required</i></p>

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		<p><i>evidence of being a manufacturer or manufacturer's authorization)</i></p> <p>viii) KFK/PRQ/2018/74 – Supply and maintenance of computer and computer hardware e.g. servers, PCs, laptops, routers, Cameras, Distos and other related ICT hardware and accessories (<i>required manufacturer's authorization & partnership agreement</i>)</p> <p>ix) KFK/PRQ/2018/75 – Supply and maintenance office equipment e.g. printers, photocopiers, scanners, LCD projectors, UPS, Fax machines, telephones and telecommunication equipment, faxes & related accessories (<i>required manufacturer's authorization & partnership agreement</i>)</p> <p>x) KFK/PRQ/2018/76 – Supply, Installation, Maintenance and Development of Computer Software and Licenses (<i>required manufacturer's authorization & distribution/partnership agreement</i>)</p> <p>xi) KFK/PRQ/2018/77 – Supply and Maintenance of ICT Security, Access Control, CCTV, Access Control Devices, Biometric Equipment, Alarm Systems (<i>required manufacturer's authorization</i>)</p> <p>xii) KFK/PRQ/2018/78 – Provision, repair and maintenance of PABX and other telecommunication services (<i>required manufacturer's authorization & partnership agreement</i>)</p> <p>xiii) KFK/PRQ/2018/79&80 – Supply, Installation & Maintenance of manufacturer's authorization & partnership agreement</p>
5.1.26	Submission of copy of current valid Communications Authority of Kenya license/registration	<p>i) KFK/PRQ/2018/45 – Provision of ISPs, hosting back up, domains, Wi-Fi hotspots, etc.</p> <p>ii) KFK/PRQ/2018/69 – Provision & Maintenance of security guarding and alarm response and other related accessories</p>

Sr No.	Documentation	Applicable categories ref no. (as given in Section IV)
		iii) KFK/PRQ/2018/77 – Supply and Maintenance of ICT Security, Access Control, CCTV, Access Control Devices, Biometric Equipment, Alarm Systems (<i>Required Communications Authority type approval of equipment</i>) iv) KFK/PRQ/2018/99 – Provision of network infrastructure services, data communication services, computer networks & structured cabling, Wide Area Network
5.1.27	Submission of copy of current valid IATA certification/registration	i) KFK/PRQ/2018/36 – Provision of Air Travel & Ticketing Agency Services
5.1.28	Submission of copy of current valid Food & Hygiene license/certification from the County Government	i) KFK/PRQ/2018/37 – Provision of catering services
5.1.29	Submission of: d) County license for water supply e) Copy of the Water analysis tests done f) Certificates of tanker cleaning - Accompanying certificate per truck with log books	i) KFK/PRQ/2018/03 - Supply of emergency water in bowsers
5.1.30	Submit copy of license as a water contractor as issued by the Ministry of water and Irrigation for borehole drilling category	i) KFK/PRQ/2018/89 - Provision of Borehole Drilling works

NOTE: all copies of statutory documents are to be scanned and uploaded onto the KFK E-Procurement Portal (*powered by MovaPay*), as appropriate to the relevant category.

5.2 Part II – Technical Evaluation Criteria

Under Paragraph 3.22. Tenderers who score above Eighty Percent (80%) and above of the total per specific category they are applying to be prequalified in the Technical evaluation stage will be considered as technically responsive. Where applicable, Prequalification may be to the top 10 per category in consideration of the geographical presence of the bidders in Nairobi, Nanyuki, Mombasa and Malindi amongst those who pass the preliminary evaluation and attain the minimum technical evaluation pass mark of 80%.

Sr No.	Technical Evaluation Criteria	Max Score
5.2.1	Experience of the company in the particular category applied for:	
	(a) List minimum of 5 clients where provision of goods/services/works similar category applied for was successfully undertaken, with the value of business – 1mark per client	Max 5marks
	(b) Attach relevant reference letters addressed to Knight Frank Kenya Ltd duly signed by the client listed in (a) above – 5 reference letters for provision of similar category – 4marks per relevant reference letter	Max 20marks
5.2.2	(a) Qualification of Team Leader (Project Manager) in the company relevant to the category applied for who will actively be involved in the proposed provision. <i>(Upload detailed CV accompanied by relevant academic and professional certificates. Telephone contacts must be provided)</i>	<ul style="list-style-type: none"> • Degree & above – 10marks • Diploma – 6marks • Certificate – 4marks
	(b) For specialized categories, evidence of registration of the team leader (Project Manager/site manager/clerk of works) with relevant professional bodies, e.g. ERC, NCA, LSK registration <i>(Upload detailed CV accompanied by relevant academic and professional certificates. Telephone contacts must be provided)</i>	<ul style="list-style-type: none"> • Evidence of Registration – 10marks
5.2.3	Experience of the Team Leader (Project Manager) who will actively be involved in the proposed category being applied for. (This has to be captured in the CV that is accompanying the relevant academic and professional certificates) – <i>LIST</i>	<ul style="list-style-type: none"> • ≥ 10 years = 10marks • ≥ 6years but ≤ 9years = 6marks • ≥ 3years but ≤ 5years = 3marks
5.2.4	<i>For works categories: Qualification of the Safety Officer who will actively be involved in the proposed project. Evidence of registration with relevant professional bodies. (Upload detailed CV accompanied by relevant academic and professional certificates. Telephone contacts must be provided). – LIST</i>	<ul style="list-style-type: none"> • Degree & above – 10marks • Diploma – 6marks • Certificate – 4marks
5.2.5	<i>For works categories: Experience of the Safety Officer who will actively be involved in the proposed project. (This has to be captured in the CV that is accompanying the relevant academic and</i>	<ul style="list-style-type: none"> • ≥ 10 years = 5marks • ≥ 6years but ≤ 9years = 3marks

Sr No.	Technical Evaluation Criteria	Max Score
	<i>professional certificates) – LIST</i>	<ul style="list-style-type: none"> • ≥ 3 years but ≤ 5 years = 1 mark
5.2.6	<p>Qualification of the other Key Technical team apart from the Team Leader (Projects Manager) & the Safety Officer (for works categories) in the company relevant to the category applied for who will actively be involved in the proposed provision for the particular category.</p> <p>Evidence of registration with relevant professional bodies. (Upload detailed CV accompanied by relevant academic and professional certificates. Telephone contacts must be provided).</p> <p>Upload valid evidence of availability and appropriate qualification of key personnel.</p> <p>Undergraduate- whether an individual member has more than undergraduate degree.</p> <p>Diploma - whether an individual member has a Diploma.</p> <p>Certificate - whether an individual member has a certificate</p>	<ul style="list-style-type: none"> • Undergraduate degree or above minimum 3 employees = Max marks are 10marks • Diploma for minimum 3 employees = Max marks are 6marks • Certificate for minimum 3 employees = Max marks are 4marks
5.2.7	<p>Tools and equipment for relevant applicable categories with the minimum required as given in 5.1.23. Give a list and type of relevant equipment for the category applied for construction tools and equipment owned by the company evidenced by ownership documents (upload proof of ownership). Upload documentary evidence of those that are leased or hired.</p>	<ul style="list-style-type: none"> • Owned marks are 20marks • Leased marks are 15marks
5.2.8	<p>Recycling plan and evidence of recycling premises for waste disposal categories – <i>garbage collection services category KFK/PRQ/2018/21</i></p>	<ul style="list-style-type: none"> • 10marks
5.2.9	<p>Warranty: signed commitment to offer a minimum of 1 – 2 years warranty on certain equipment and utilities – <i>Categories: KFK/PRC/2018/09; KFK/PRC/2018/74; KFK/PRC/2018/75 & KFK/PRC/2018/77</i></p>	<ul style="list-style-type: none"> • Warranty of 2 years = 20 marks • Warranty of 1 year = 10 marks
5.2.10	<p>Financial standing:</p> <ul style="list-style-type: none"> • positive current ratio (=current assets/current liabilities) of 1 and above • Posted Annual profit for the two years as per audited accounts <p>Bidders are to upload copies of the only the Balance Sheet and Profit & Loss Accounts of the latest two years' audited accounts duly certified by the licensed CPA auditor</p>	<ul style="list-style-type: none"> • Positive acid test ratio (of ≥ 1) = 10marks • Positive acid test ratio (of ≥ 1) = 15 marks for works & supply of fuel • Profit for the two years = 5marks
	<p>TOTAL (based on the particular category max. scores) where it will be divided with the specific denominator (total) for the particular category to give a Percentage Score with the pass mark to be considered technical responsive being 80%</p>	

6. SECTION VI – LETTER OF APPLICATION

Date.....

Tender No. KFK/PRQ/01/2018

To: KNIGHT FRANK KENYA LTD
LION PLACE, GROUND FLOOR, WESTLANDS, NAIROBI
P O BOX 39773-00623 NAIROBI,

Ladies and Gentlemen,

1. Having read, examined and understood all of the pre-qualification information provided in the Prequalification Document, the receipt of which is hereby duly acknowledged, we, the undersigned Candidate, hereby apply to be prequalified by yourselves as a potential bidder for Category Ref No..... Category Name: *[enter the category ref no. & name]*
2. We agree to abide by this Tender for a **period of.....days (Candidate please indicate validity of your tender)** from the date fixed for tender opening as per the Prequalification Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. This application, together with your written appointment thereof, shall not constitute a contract between us nor commit KFK to any actual tender or amount of contract.
4. We understand that you are not bound to accept any application you may receive.
5. We declare that the statements made and the information provided in our prequalification tender document are complete, true, and correct in every detail.

Yours sincerely,

Name of Candidate

Name and Capacity of authorized person signing the Application

Signature of authorized person signing the Tender

Stamp or Seal of Candidate

- NOTES:**
- (i) KFK requires a validity period of at least ninety (90) days.
 - (ii) This form must be duly signed and stamped, then scanned & uploaded onto the KFK E-Procurement Portal

7. SECTION VII – BIDDERS REGISTRATION

As registration for the prequalification exercise, bidders are to fill in their details appropriately onto the KFK E-Procurement Portal which will be in the format of the Confidential Business Questionnaire below:

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>Contact Person Name.....</p> <p>County Business is located..... Town Business is located.....</p> <p>Name of Building & Floor</p> <p>Plot No,Street/Road.....</p> <p>Postal address Tel No.Email.....</p> <p>Other towns with business presence</p> <p>Nature of Business</p> <p>Registration Certificate No (on the certificate of registration issued by Registrar of Companies)</p> <p>Maximum value of business which you can handle at any one time – KShs.....</p> <p>Name of your bankers</p>																				
	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full..... Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p>																				
	<p><i>Part 2 (b) – Partnership</i></p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <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> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship Details	Shares																		
1.																		
2.																		
3.																		
4.																		
	<p><i>Part 2 (c) – Registered Company</i></p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal KShs. Issued KShs.</p> <p>Given details of all directors as follows</p> <table border="1"> <thead> <tr> <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> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.	2.								
Name	Nationality	Citizenship Details	Shares																		
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	<ol style="list-style-type: none">3.4.5. Etc.
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8. SECTION VIII – FINANCIAL INFORMATION

Bidders are to input information onto the KFK E-Procurement Portal as below:

No.	PARTICULARS		
1.	What was your turnover & profit/loss in the last two years?	for year ended 20____ --/--/----	for year ended 20____ --/--/----
a)	Turnover	KShs. _____	KShs _____
b)	Net Profit/Loss – <i>if loss, then indicate as loss</i>	KShs. _____	KShs _____
2.	What was your Total Current Assets and Total Current Liabilities (from the balance sheet)	for year ended 20____ --/--/----	for year ended 20____ --/--/----
a)	Total Current Assets	KShs. _____	KShs _____
b)	Total Current Liabilities	KShs. _____	KShs _____
3.	Please provide details of your current insurance covers as below:		
a)	Employer's Liability	KShs.	
b)	Public Liability	KShs.	
c)	Professional Indemnity (if applicable)	KShs.	
d)	W.I.B.A	KShs.	
4.	Has your organization met all its obligations to pay its creditors and staff during the past year? Has your company been listed with the Credit Reference Bureau (CRB)	Yes / No	
	If No, please give details		
5.	What is the name and branch of your bankers (<i>who are to</i>	Name of Bank:	
		Branch:	

	<i>provide the mandatory reference letter from your bank)</i>	Bank Account number(s):				
		Telephone Number:				
		Postal Address:				
		Contact Person Name and contacts:				
6.	Provide a copy of the following					
	<ul style="list-style-type: none"> <i>Copies of Balance Sheet & Profit & Loss Account of your most recent 2 year(s) audited accounts – certified by the auditor (CPA – K licensed auditor)</i> 					
	<ul style="list-style-type: none"> <i>Provide a bank reference letter on the bank's letterhead giving the bidder's credit worthiness – outlining the current cash and credit position</i> 					
7.	CONTRACTOR'S OWN ASSESSMENT OF FINANCIAL CAPABILITY:					
	Monthly, contractor can meet orders of KShs:					
	A) Up to KES 200,000	B) KES 200,000 to 1,000,000	C) KES 1000,000 to 5,000,000	D) KES 5,000,000 to 20,000,000	E) Over KES 20,000,000	

9. SECTION IX – EXPERIENCE RECORD FORM

Bidders are to input information onto the KFK E-Procurement Portal as below:

1. Name of company _____
2. Experience of the company in provision of goods/service/works similar to the category applied for: _____ no. (Years)
3. Brief description of goods/services/works offered in the past:

Experience of the company in provision of goods/service/works similar to the category applied for:

	Client 1	Client 2	Client 3	Client 4
Name of client (organization)				
Address of client (organization)				
Name of contact person at the client (Organization)				
Telephone of the client				
Email address of the client				
Value of contract				
Duration & time of the contract				
<i>Upload (attach) relevant client's reference letter addressed to Knight Frank Kenya Ltd – on the client's letterhead)</i>				

10. SECTION X – EXPERIENCE OF THE TENDERER’S PERSONNEL FORM

Give detailed information of the following 1 (one) key supervisory personnel, who would be employed as full-time staff on the project for the category applied for, if awarded contract at any period. Give similar details for (a) Project Manager (b) One Technical Director (c) Safety Officer *(for the works categories)* This will be in the format below.

(Copies of Curriculum Vitae with certified copies of certificates for all the Management/Technical Personnel certified by an Advocate or Magistrate should be attached)

(a) 1st Key Personnel – Supervisory personnel/overall manager

1. Name _____
2. Highest Level of Education _____
3. Speciality _____
4. Professional Registration (if any) _____
5. Length of service with company _____ Years:
6. Years of experience _____

(b) 2nd key personnel *[input position in the company]*

1. Name _____
2. Highest Level of Education _____
3. Speciality _____
4. Professional Registration (if any) _____
5. Length of service with company _____ Years:
6. Years of experience _____

(c) **3rd Key personnel** [*input position in the company*]

1. Name _____
2. Highest Level of Education _____
3. Speciality _____
4. Professional Registration (if any) _____
5. Length of service with company _____ Years:
6. Years of experience _____

(d) **Safety Officer** [*for works categories*]

1. Name _____
2. Highest Level of Education _____
3. Speciality _____
4. Professional Registration (if any) _____
5. Length of service with company _____ Years:
6. Years of experience _____

11. SECTION XI – BIDDER’S DECLARATION AND INTEGRITY PACT

BIDDER’S DECLARATION

We/I the undersigned, in the capacity of
for [name of the
company/firm/individual] certify that the **bidder is NOT in any of the following situations:**

- 1 Bankruptcy; are the subject of proceedings for a declaration of bankruptcy, or of an order for compulsory winding up or administration by court, or of any other similar proceedings;
- 2 Payments to us have been suspended in accordance with the judgment of a court other than a judgment declaring bankruptcy and resulting, in accordance with our national laws, in the total or partial loss of the right to administer and dispose off our property;
- 3 Legal proceedings have been instituted against us involving an order suspending payments and which May result, in accordance with our national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of our property;
- 4 Are being wound up, or our affairs are being administered by court, or have entered into an arrangement with creditors, or have suspended business activities or are subject to an injunction against running business by a court of law;
- 5 Have been convicted by a final judgment of any crime or offence concerning our/my professional conduct;
- 6 Are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or execution of a tender already awarded; and
- 7 Are in breach of contract on another contract with the Government of Kenya or other local or international contracting authority or foreign government.
- 8 Have been convicted of an offence concerning our/my professional conduct by a court of law, or found guilty of grave professional misconduct;
- 9 Have not fulfilled obligations relating to payments of taxes or statutory contributions.

If the bidder is in any of the above listed situations, kindly attach documents giving details of the situation.

Names in full: [.....] [CEO/MD]

Duly authorized to sign this bid on behalf of (bidder’s name):

[.....]

Place and date: [.....]

Stamp of the firm/company:

Participation of near Relatives of Employees in the Prequalification

I/We/Our Organization, [*name of the company/firm/individual*] including our Partners/Shareholders/Directors hereby certify that **none** of my/our relative(s) is/are employed in Knight Frank Kenya Limited/Agility Supply Chain Consultants/Mobile Payment Solutions Ltd or is/are near relatives of any employee of Knight Frank Kenya Limited/Agility Supply Chain Consultants/Mobile Payment Solutions. In case at any stage, if it is found that the information given by me/us is false/incorrect, Knight Frank Kenya Limited shall have the absolute right to take any action as deemed fit including termination of any contract without any prior intimation to me/us.

Names in full: [.....] [*Chief Executive Officer/Managing Director*]

Duly authorized to sign this bid on behalf of (bidder's name):

[.....]

Place and date: [.....]

Stamp of the firm/company:

INTEGRITY PACT

Bidder's Oath to fulfill the Integrity Pact

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present tender for: _____, all personnel of _____ and its sub-contractors and agents hereby agree that:

1. We shall not conduct any unethical business practices, such as bid-rigging for the sake of a particular bidder to win the bid, or price-fixing. If proven as a fact that we have engaged in bid-rigging for the sake of a particular bidder to win the bid, we shall accept to be prohibited from submitting bids placed by Knight Frank Kenya Ltd (herein referred to as Knight Frank) for a period of two (2) years. If proven that we have discussed with other bidders in a bid to fix a price or rigged a bid for a particular bidder to win the bid, we shall accept the prohibition from submitting bids placed by KNIGHT FRANK for a period of two (2) years. If any unethical behaviour is tantamount to a fraudulent practice, we accept that such a case May be handed over to the authorities for investigation and possible prosecution.
2. In the process of bidding, or concluding or execution of a contract, we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, and in case it is proved that we have violated any terms of this Integrity Pact in relation with a bid, or concluding or execution of a contract, or offered bribes for favours in a contract, to win a contract, or facilitate payment which should not have been forthcoming, we shall accept the prohibition from submitting a bid placed by KNIGHT FRANK for a period of two (2) years. If proven as a fact that we have offered bribes to KNIGHT FRANK or related officials for favours regarding a bid or contract to a bidder or a winning bidder, or for the purpose of faulty execution of the objectives of a contract, we shall accept the prohibition from submitting bids placed by KNIGHT FRANK for a period of two (2) years. If proven that we have offered bribes to KNIGHT FRANK or related officials in relation to bidding, or concluding or execution of a contract, we shall accept the prohibition from submitting bids placed by KNIGHT FRANK for a period of two (2) years.
3. In case it is proven that we have offered bribes to a related official or a KNIGHT FRANK official regarding a bid, or concluding or execution of a contract, we shall accept the cancellation of the contract, and shall not file any civil, administrative or criminal appeals.
4. We shall make our best effort to institute a Company Code of Conduct that prohibits bribery, bid rigging/fixing or any other corrupt practices in business relations with officials and KNIGHT FRANK, and a company regulation that prohibits any retaliatory acts toward anyone reporting inside corruption.
5. In addition, I confirm on behalf of the bidder that the details included in the bidder's profile and experience sheet and our quotation are correct to the best of my knowledge and belief. In

addition, we authorize, KNIGHT FRANK to seek information from any source to confirm our compliance with the requirements of this Integrity Pact.

- 6 The bidder authorizes KNIGHT FRANK, to seek information from any source, including publication of the name of the bidder to confirm that the bidder is compliant with the requirements of this Integrity Pact.

We shall fulfill this Integrity Pact as a solemn oath made on the basis of mutual trust, and, if and when we win a bid, we shall sign and fulfill the above as a “Special Condition of Contract,” and not file any civil, administrative or criminal appeals regarding any of the above terms.

Dated: _____

Signed by: _____
(Chief Executive/Managing Director)

Full Name printed: _____

Company Stamp:

12. MANUFACTURER'S AUTHORIZATION FORM

To KNIGHT FRANK KENYA LTD
LION PLACE, GROUND FLOOR, WESTLANDS, NAIROBI
P O BOX 39773-00623 NAIROBI,

WHEREAS [name of the manufacturer]
who are established and reputable manufacturers of [name and/or
description of the goods] having factories at [address of
factory] do hereby authorize [name and address of Agent] to submit a
tender, and subsequently negotiate and sign the Contract with you against tender No.
..... [reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for
the goods offered for supply by the above firm against this Invitation for Tenders.

[Signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be
signed by a person competent duly authorized to sign on behalf of the manufacturer.