



**NSSF Building, Block A 10<sup>th</sup> Floor, Eastern Wing,  
P.O. Box 30406-00100 (GPO) Nairobi'  
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## **TENDER DOCUMENT**

**FOR**

**PREQUALIFICATION/REGISTRATION OF SUPPLIERS OF GOODS  
AND SERVICES**

**FOR FINANCIAL YEAR 2018/2019**

**SEPTEMBER 2018**

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## TENDER NOTICE

### TENDER NAME: PRE-QUALIFICATION OF SUPPLIERS

Kenya Dairy Board invites application for Pre-qualification of suppliers of goods and services, as and when required for the financial years 2018/2019 as follows:-

	<b>Tender No</b>	<b>Description</b>	<b>Closing Date</b>	<b>Eligibility</b>	<b>Time</b>
1	KDB/G/100/18	General Stationary	27/09/2018	Special Groups	10.00am
2	KDB/G/101/18	Design and Printing	27/09/2018	Special Groups	10.00am
3	KDB/G/102/18	Computers and Accessories	27/09/2018	Special Groups	10.00am
4	KDB/G/103/18	Office Equipment	27/09/2018	Special Groups	10.00am
5	KDB/G/105/18	Office Furniture	27/09/2018	Special Groups	10.00am
6	KDB/G/106/18	Staff Uniforms	27/09/2018	Special Groups	10.00am
7	KDB/G/108/18	Computer Toners and Cartridges	27/09/2018	Special Groups	10.00am
8	KDB/G/117/18	Promotional Materials	27/09/2018	Special Groups	10.00am
9	KDB/G/109/18	Laboratory Consumables and Reagents	27/09/2018	Open	10.00am
10	KDB/G/110/18	Supply of Motor Vehicle Tyres	27/09/2018	Open	10.00am
11	KDB/S/302/18	Repair and service of Office Equipment	27/09/2018	Special Groups	10.00am
12	KDB/S/206/18	Carpet cleaning, upholstery and Fumigation	27/09/2018	Special Groups	10.00am
13	KDB/S/208/18	Security Printing	27/09/2018	Open	10.00am
14	KDB/S/202/18	Travel agents and Related Services	27/09/2018	Open	10.00am
15	KDB/S/211/18	Provision of Laboratory Testing Services	27/09/2018	Open	10.00am
16	KDB/S/214/18	PR and Event Management Services	27/09/2018	Open	10.00am
17	KDB/S/301/18	Repair and Service of Motor vehicles	27/09/2018	Open	10.00am
18	KDB/W/401/18	Renovations/Small Works	27/09/2018	Open	10.00am

Interested eligible bidders may obtain further information and inspect the tender documents from the procurement office NSSF Building, Block A 10th Floor, Eastern Wing.

A complete set of tender documents may be obtained by interested firms upon payment of non-refundable fee of ksh.1000 payable to the cashier's office in cash or banker's cheque payable to the Kenya Dairy Board. Alternatively, tender documents may be obtained free of charge by downloading from KDB website: [www.kdb.co.ke](http://www.kdb.co.ke) or [supplier.treasury.go.ke](http://supplier.treasury.go.ke). Documents

downloaded are free of charge and bidders are advised to register their bid documents at the procurement office or email at [procurement@kdb.co.ke](mailto:procurement@kdb.co.ke) for records or further clarification and addenda. (Refer to registration form in the tender document).

Tenders should be submitted in plain sealed envelopes clearly marked with **Tender No. and name** addressed to:

**The Managing Director  
Kenya Dairy Board  
P.O. Box 30406-00100 Nairobi.**

and deposited in the tender box situated in NSSF Building, Block A 10th Floor, Eastern Wing, so as to reach on or before the above indicated dates. Tenders will be opened immediately after the closing time in presence of Tenderers or their representatives who choose to attend at KDB Boardroom, NSSF Building, Block A Eastern wing 11<sup>th</sup> Floor.

Please provide your details below for purposes of communication in case you download this tender document from KDB website/IFMIS website:

Name of the firm:.....  
Postal Address:.....  
Telephone Contacts.....  
Company email address:.....  
Contact Person:.....  
Once completed please submit these details to the email: [procurement@kdb.co.ke](mailto:procurement@kdb.co.ke)

**MANAGING DIRECTOR**

## **PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 INTRODUCTION**

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

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

The main objective is to supply and deliver assorted items, and also to provide services under relevant tenders/quotations to the Kenya Dairy Board as and when required during the period July 2018 to June 2019.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION document to the MANAGING DIRECTOR – KENYA DAIRY BOARD so that they may be pre-qualified for submission or quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions of similar size and complexity.

Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5 Pre-Qualification Document**

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

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

***All the documents from prospective suppliers must be properly bound (serialized or paginated) no loose papers/documents will be allowed.***

### **1.6 Distribution of Pre-qualification Documents**

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

**The Managing Director  
Kenya Dairy Board,  
P.O Box 30406-00100  
NAIROBI**

Not later than **THURSDAY 27<sup>th</sup> September at 10.00 am.**

## **1.7 Questions Arising from Documents.**

Questions that may arise from the pre-qualification documents should be directed to the Managing Director whose address is given in part. 16.

## **1.9 Additional Information**

The Kenya Dairy Board reserves the right to request submission of additional information from prospective bidders.

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

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

The supplier will have to pay custom duty and VAT as applicable of all imported materials to be supplied unless the item(s) is /are donor funded.

### **2.2 Customs Clearance**

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

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the client's Accounting Officer or Tender Committee. Prices quoted should be inclusive of all delivery charges and taxes.

### **2.4 Payment**

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

### **3. PREQUALIFICATION DATA INSTRUCTIONS**

#### **3.1 Pre-qualification data forms**

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

3.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink

#### **3.2 Qualification**

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Kenya Dairy Board in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

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

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

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective suppliers requires special experience and capability to organize supply and delivery of items, or services at short notice

#### **3.3.2 Personnel**

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

#### **3.3.3 Financial Condition**

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

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

### 3.3.5 Past Performance

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

### 3.4 Statement

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

### 3.5 Withdrawal Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Board could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Board reserves the right to reject the tender from such bidder even though her was initially pre-qualified.

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

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

### 3.7 Prequalification Criteria

Required Information	Form	Points
1. Registration	3A	MANDATORY
2. Pre-qualification Data	3B	15
3. Supervisory Personnel	3C	15
4. Financial Position	3D	20
5. Confidential Report	3E	10
6. Past Experience	3F	20
7. Litigation History	3G	20
<b>TOTAL</b>		<b>100</b>

3.8 The qualification is 70 points and above



**Form 3A****PRE-QUALIFICATION**

All firms must provide the following:-

1. Copies of Certificate of Registration/Incorporation and CR 12 for limited companies
2. Copy of VAT Registration Certificate.
3. Copy of Valid Tax Compliance Certificate
4. Copies of PIN Certificate of firm/company/individual.
5. Copy of current Business permit.
6. AGPO Certificate (special groups)
7. Ministry of transport/public works approved garages (Repair and Service of Motor vehicles)
8. ISO 17025 Accreditation Certificate (laboratory testing services)
9. Company profile
10. NCA license (renovations and small works)
11. Proof of Past Experience i.e. Recommendation Letters from at least five clients.
12. Audited financial Statements for three (2) years

***Bids that do not contain all the above mandatory items will be declared non responsive and shall not be evaluated further.***

**FORM 3B**

**PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

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

of.....  
(Item Description)

.....  
(Category No.)

Post Office Address.....

Town.....

Street.....

Name of building.....

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

Telephone No.....

Full Name of applicant.....

Other branches location.....

**2. Organization & Business Information**

Management Personnel.....

President (chief Executive).....

Secretary.....

General Manager.....

Treasurer.....

Other.....

Partnership (if applicable)

Names of Partners

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

**(15 Points)**

**FORM 3C- SUPERVISORY PERSONNEL**

Name.....

Age.....

Academic Qualification.....

Profession Qualification.....

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

.....

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

(15 Points)

**FORM 3D- FINANCIAL POSITION AND TERMS OF TRADE**

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

**(20 Points)**



<input type="checkbox"/>	<p style="text-align: center;"><i>Part 2 ( c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Ksh.....</p> <p style="padding-left: 20px;">Issued Ksh.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%; text-align: center;"><b>Name</b></th> <th style="width: 20%; text-align: center;"><b>Nationality</b></th> <th style="width: 25%; text-align: center;"><b>Citizenship Details</b></th> <th style="width: 15%; text-align: center;"><b>Shares</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p><i>*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration</i></p>		<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....
	<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>																	
1.	.....	.....	.....	.....																	
2.	.....	.....	.....	.....																	
3.	.....	.....	.....	.....																	
<p>Certification:</p> <p>I, undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.</p> <p>Name..... Title.....</p> <p>Date ..... Signature.....</p> <p>Stamp.....</p>																					

(10 Points)

**FORM 3F**

**PAST EXPERIENCE**

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

1) Name 1<sup>st</sup> Client (Organization

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

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

2) Name 2<sup>nd</sup> Client (Organization)

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

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

3) Name 3<sup>rd</sup> Client (Organization)

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

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



4) Name 4<sup>th</sup> Client (Organization)

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

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

**(20 points)**

**FORM 3G - LITIGATION HISTORY**

Name of Contract Supplier

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

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

**(20 Points)**

**FORM 3H - SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I hereby state

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation document to follow.
- c) We enclose all the required documents and information required for the pre-qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

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