



PRE-QUALIFICATION /REGISTRATION OF SUPPLIERS

**CATEGORY: SUPPLY OF GOODS, PROVISION SERVICES &WORKS
AND ICT EQUIPMENT & SERVICES**

CATEGORY

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CATEGORY NUMBER.....

PRE- QUALIFICATION OF SUPPLIERS

Pastoralist Girls Initiative (PGI) is a National not for profit, Non-Governmental organization registered in Kenya. The organization is dedicated to alleviating the challenges encountered by the pastoralist communities in Kenya by addressing their needs. PGI believes in Sustainable community development that can only come about by involving the marginalized persons in all dialogue aimed at enhancing community organizations and works with the most vulnerable members of the community by empowering them to play their rightful roles and champion their own rights. Focusing on the girl child and Women, PGI works towards reducing gender based violence by addressing cultural systemic natural, personal and other factors that militate against their economic and social advancements.

Pastoralist Girls Initiative intends to update its register for suppliers for various goods and Services for the period 2020 in PGI Offices-Garissa and Hola. Interested firms are invited to apply for Pre-Qualification indicating the category of goods and services they wish to be considered and the location. **Existing firms who wish to be retained must re-apply.**

CATEGORY: SUPPLY OF GOODS, PROVISION OF SERVICES & WORKS AND ICT EQUIPMENT & SERVICES

GARISSA OFFICE.

CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
G-PGI/GRS/01/2020	Supply of general stationery
G-PGI/GRS/02/2020	Supply of office equipment, office furniture and fittings
G-PGI/GRS/03/2020	Supply and installation of electronic appliances e.g. TVs, radios, fridges, dispensers, air conditioners etc.

G-PGI/GRS/04/2020	Supply of cleaning materials and sundries e.g. soaps, mops, tissues, detergents, bleaching agents etc.
G-PGI/GRS/05/2020	Supply of relief non-food items e.g. blankets, jerry cans, mosquito nets, kitchen sets, blankets, buckets and basins, tarpaulins, dignity kits etc.
G-PGI/GRS/06/2020	Supply and installation of solar panels and accessories
G-PGI/GRS/07/2020	Supply of uniforms
G-PGI/GRS/08/2020	Supply of Vehicle/motor cycle tyres ,tubes and other accessories

CATEGORY B: PROVISION OF SERVICES AND WORKS

CATEGORY NO.	ITEM DESCRIPTION
S/W-PGI/GRS/09/2020	Repair and maintenance of office furniture, fixtures and fittings
S/W-PGI/GRS/10/2020	Hire of tents, tables, chairs and accessories (e.g. décor)
S/W-PGI/GRS/11/2020	Hire of public address systems, audio visual equipment and related services
S/W-PGI/GRS/13/2020	Supply and maintenance of generators, water pumps
S/W-PGI/GRS/14/2020	Provision of catering services
S/W-PGI/GRS/15/2020	Provision of security and related services e.g. alarm response, guards , access control systems
S/W-PGI/GRS/16/2020	Transport and logistics services
S/W-PGI/GRS/17/2020	Provision of Vehicle maintenance services
S/W-PGI/GRS/18/2020	Provision of accommodation and conferencing services.
S/W-PGI/GRS/19/2020	Supply of fuel, oil and lubricants
S/W- PGI/GRS/20/2020	Provision of Design, printing and Publishing services (for newsletters, brochures-shirts, caps, fliers, banners, calendars, envelopes, booklets
S/W-PGI/GRS/21/2020	Provision of Vehicle hire services
S/W-PGI/GRS/22/2020	Provision of consultancy services
S/W-PGI/GRS/23/2020	Provision of Audit services

CATEGORY C: ICT EQUIPMENT AND SERVICES

CATEGORY NO.	ITEM DESCRIPTION
ICT-PGI/GRS/24/2020	Supply, installation, repairs and maintenance of computer equipment e.g. servers, routers, printers and scanners
ICT-PGI/GRS/25/2020	Provision of voice, data communication services and computer networks/video conference – purchase or hire

ICT-PGI/GRS/26/2020	Provision of software solutions, website development, mobile apps development, hosting and licensing
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Pastoralist Girls Initiative.

HOLA OFFICE

CATEGORY A: SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
G-PGI/HOLA/01/2020	Supply of general stationery
G-PGI/HOLA/02/2020	Supply of office equipment, office furniture and fittings
G-PGI/HOLA/03/2020	Supply of electronic hardware e.g. sockets, florescent fittings etc.
G-PGI/HOLA/04/2020	Supply of hard ware related items e.g. sockets, fluorescent fittings, tubes, WC pans, PVC pipes etc.
G-PGI/HOLA/05/2020	Supply of cleaning materials and sundries e.g. soaps, mops, tissues, detergents, bleaching agents etc.
G-PGI/HOLA/06/2020	Supply of refreshments(sodas and juices) and bottled drinking water
G-PGI/HOLA/07/2020	Supply of relief non-food items e.g. blankets, jerry cans, mosquito nets, kitchen sets, blankets, buckets and basins, tarpaulins, dignity kits etc.
G-PGI/HOLA/08/2020	Supply of uniforms

CATEGORY B: PROVISION OF SERVICES AND WORKS

CATEGORY NO.	ITEM DESCRIPTION
S/W-PGI/HOLA/09/2020	Repair and maintenance of office furniture, fixtures and fittings
S/W-PGI/HOLA/10/2020	Hire of tents, tables, chairs and accessories (e.g. décor)
S/W-PGI/HOLA/11/2020	Hire of public address systems, audio visual equipment and related services
S/W-PGI/HOLA/12/2020	Provision of accommodation and conferencing services.
S/W-PGI/HOLA/13/2020	Provision of catering services
S/W-PGI/HOLA/14/2020	Transport and logistics services
S/W-PGI/HOLA/15/2020	Provision of Vehicle/Motor cycle repairs and maintenances services
S/W-PGI/HOLA/16/2020	Supply of fuel, oil and lubricants
S/W-PGI/HOLA/17/2020	Supply of Vehicle/motorcycle tyres, tubes and accessories
S/W-PGI/HOLA/18/2020	Provision of consultancy services
S/W-PGI/HOLA /19/2020	Provision of Vehicle hire services

CATEGORY C: ICT EQUIPMENT AND SERVICES

CATEGORY NO.	ITEM DESCRIPTION
ICT-PGI/HOLA/20/2020	Supply installation, repairs and maintenance of computer equipment e.g. servers, routers, printers and scanners
ICT-PGI/HOLA/21/2020	Provision of voice, data communication services and computer networks/video conference – purchase or hire
ICT-PGI/HOLA/22/2020	Supply of computer accessories

Pastoralist Girls Initiative

1. CONFIDENTIAL QUESTIONNAIRE

a. Business /Company /Individual Name

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(Must attach company profile indicating organizational structure, key personnel and total number of employees if any)

b. Location of business premises:

County

Name.....

Street/road.....

Name of building

FloorRoom

No.....

Branches (if any)

1.

2.

3.

c. Postal Address

P.O Box.....

Code..... Town

Mobile Number.....

Email Address

d. Nature of main business

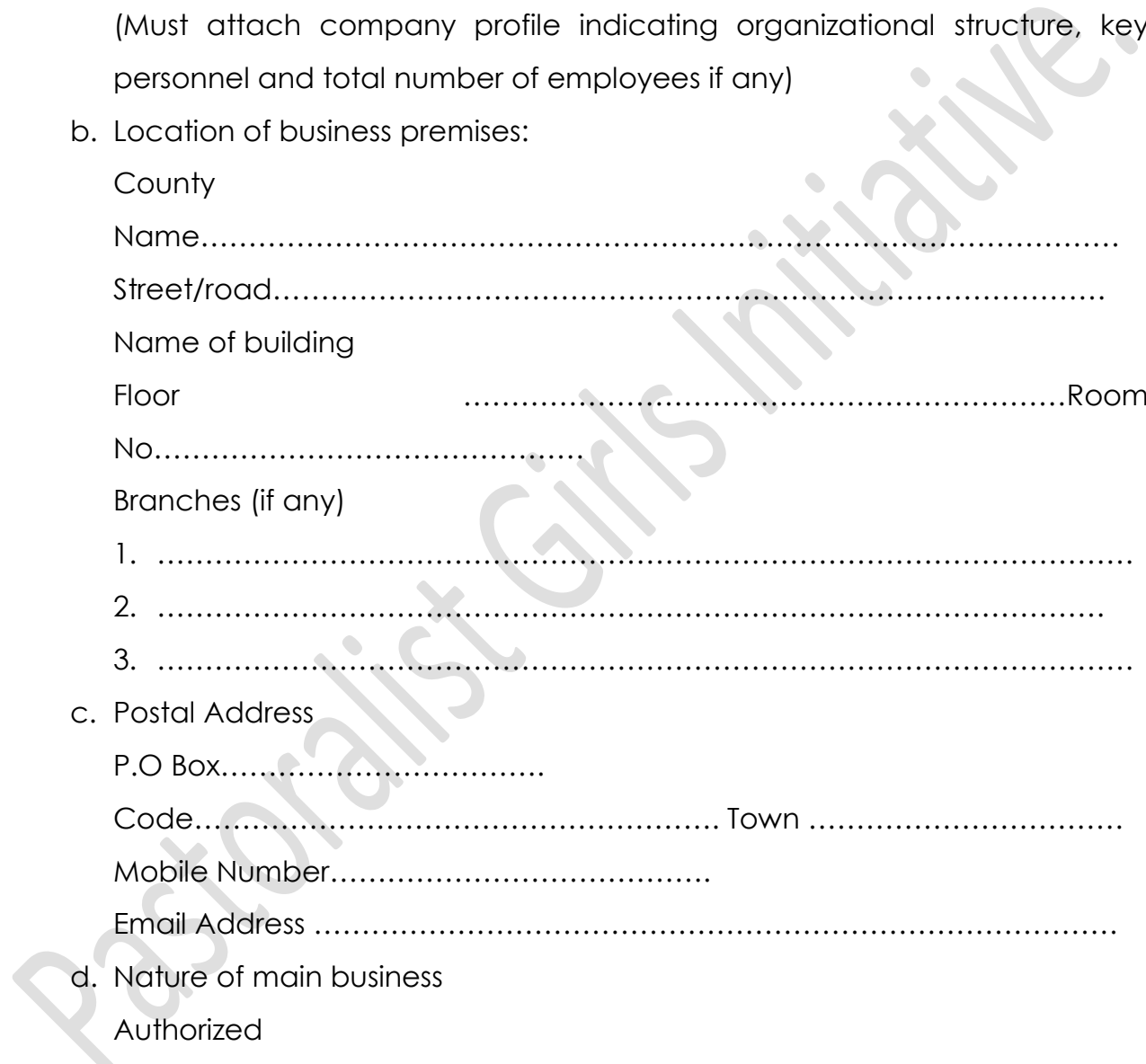
Authorized

Agent.....tender.....

Other (please specify..... (attach dealership appointment letter if any)

Number of Years in

Business.....



e. Contact Personnel

Name.....
Title.....
Mobile number.....
Email Address.....

f. Registration Details

Certificate of registration No.....
(Attach copy)

Trade license No.....Expiring date.....
(Attach copy)

PIN NO(Attach copy)

Valid, county Government license
NO..... (Attach copy)

Certificate form National Construction Authority for contractors.....
(Attach copy)

g. Payment methods

h. Mode of payment.....

Willing to give credit facilities (yes or No)
.....

i. Current KRA Tax Compliance certificate.....
(Attach copy)

j. Provide at least 3 referees from current clients and their detailed contacts (i.e. organization, contact person, position and telephone number preferably of NGOs or similar agencies act) attach reference letter from the clients.

No.	Organization	Contact person	Position	Telephone
1.				
2.				

3.				
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EVALUATION CRITERIA

Required information	Maximum scores	Remarks
Registration documentation <ul style="list-style-type: none"> • Certificate of incorporation • Business permit/trade license • Copy of ID both sides of directors or individual 	20	(Mandatory)
Vat certificate /pin certificate	5	(Mandatory)
Compliance with statutory requirement (valid tax compliance certificate)	10	(Mandatory)
Financial capacity <ul style="list-style-type: none"> • Bank statement for the last six months • Mode of payment and willingness to give credit 	15	
Past experience & performance <ul style="list-style-type: none"> • No of years in business • 3 referees attach proof preferably NGO 	20	
Business Questionnaires <ul style="list-style-type: none"> • Dully filled (Mandatory) • Fixed premises with telephone number • Current physical address, telephone number and email address • Contact personnel, Name, Telephone Number, email address 	10	
Other certificates e.g. from National Construction Authority (NCA) ETC.	10	
Declaration and Company Stamp	10	
Total	100	

2. REQUIREMENTS FOR VEHICLE HIRE

PGI is seeking to pre-qualify the following type of vehicles or equivalent

- **LAND CRUISER HARDTOP (LONG OR SHORT CHASSIS)**
- **HILUX DOUBLE CABIN**
- **LANDCRUISER PICK UP**
- **WATER BOWSER TRUCK**
- **TRUCKS 5 AND 10 TONNER**
- **TOYOTA PRADO (DIESEL)**

Qualified and interested persons/firms /organizations should submit the pre-qualification documents and include the following:

Personal profile, must include name of company or individual, contact personnel, telephone number, email address, location of business, type of the vehicle-fill above questionnaire where applicable letter of recommendation from other Humanitarian organization or public institutions shall be added advantage include company name, contact personnel, Telephone number (Attack Copy) PSV certificates (Attack Copy)

Copy of logbook –preferably vehicles with less eight years (Attach Copy)

Copy of owner's ID or company registration certificates and Drivers ID (Attack Copy)

For companies include ID Copy of one of the directors (Attack copy)

KRA PIN no of vehicle Owner or Company

	Required information	Maximum scores	Remarks
	Personal profile ,must include name of company or individual ,contact personnel ,telephone number, email address, location of business /place ,type of the vehicle	20	(Mandatory)
	Valid Tax compliance certificate/pin certificate	10	(Mandatory)

	Letter of recommendation from other Humanitarian organization or public institution shall be added advantage include company name, contact personnel ,Telephone numbers,	10	(Mandatory)
	<ul style="list-style-type: none"> • Copy of logbook –preferably vehicles with less than eight years • Copy of vehicle insurance (comprehensive • For companies include ID copy of one of the directors • Copy of owner ID or company registration 	20	(Mandatory)
	Certificate and drivers ID		
	valid PSV certificates	10	(Mandatory)
	<ul style="list-style-type: none"> • Bank statement for the last six months • Willing give credit 	10 10	
	Declaration and company stamp	10	
	Total	100	

Vehicle inspection for pre-qualified suppliers will be done by PGI at a later date.

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process

I/we confirm that I/we are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subjects of legal proceedings for any of the foregoing.

I/We confirm that we shall adhere to the following PGI policies

- a) Child safe guarding policy
- b) Fraud, bribery and corruption policy
- c) Code of conduct for suppliers

I/WE confirm that we have read and understood and will adhere to the PGI statement of supplies attached (sign and return statement)

Name _____ of _____ Company _____ or
 Individual.....

Title in the Company if
any.....

Signature
.....

Date.....

GENERAL INFORMATION

1. ELIGIBLE TENDERS

Due diligence will be undertaken during prequalification process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses where applicable accordingly.

2. COST OF TENDERING

The Tenderer shall bear all cost associated with the preparation and submission of its tender, and the Tender Committee, will in no case responsible or liable for those cost, regardless of the conduct or outcome of the tendering process.

4. The pre-qualification documents contents

4.1 The pre-qualification document comprises the documents listed below

4.1.1. invitation to pre-qualification

4.1.2. Confidential Business Questionnaire

4.1.3. Evaluation criteria

4.1.4. General information

4.1.5. Suppliers declaration

4.2. The Tenderer is expected to examine all instruction in the tender documents, failure

To furnish all information required by the tender documents may result in rejection of the tender.

4.3. Invitation to tenders/quotations /proposals

Bidding documents will be made available to those bidders whose qualification are approved after scoring 70 points and above soon after evaluation process.

The preparation of tenders

5. Language of pre-qualification documents

5.1 The documents preparation by the tendered, as well as all correspondence and documents relating to the tender exchanged by the tendered and the tender committee shall be written in English language.

6. Validity of pre-qualification documents

6.1 Pre-qualification documents will be evaluated within 90 days from the date of opening.

7. Format and signing of pre-qualification documents

7.1 The original and all copies of the prequalification documents shall be typed written in indelible ink and shall signed by the tenderer or a person or persons duly authorized to build the tenderer.

7.2 The tender shall have no Erasures or Overwriting except as necessary to correct errors made by the tendered, in which case such corrections shall be initiated by the persons signing the tender.

Submission of prequalification documents

8. Sealing and marking documents

8.1 All documents should be well **bound together into one documents per category**

8.2 Properly completed prequalification documents enclosed in plain sealed envelopes clearly marked ‘ ‘ Category and category Number’ and addressed to:

Tender committee

Pastoralist Girls Initiative (PGI)

457-70100

GARISSA, KENYA

And be dropped in the tender box located in one of the following PGI offices.

Garissa Main Office-Garissa Town, National Bank Building first floor -off Miraa Road

Or

Hola Field Office- Hola Town ,Opposite Milele Guest House along the lane connecting Milele Guest House,Shemeji Hotel and Paula Guest Hotel

8.3. If the envelope is not sealed and marked as required, the tender committee will assume no responsibility for the tender`s misplacement premature opening.

8.4 Those interested in tendering prequalification can access the prequalification documents from (www.pastoralistgirls.org)

9. Deadline for submission of prequalification documents

Documents must be received by the tender committee at the address specified office location not later than **27th January 2020**