



**GUIDELINES FOR
PRE-QUALIFICATION OF SUPPLIERS**

TENDER NO.KWS/PQ/2010-2011

**KENYA WILDLIFE SERVICE
P.O.BOX 40241
NAIROBI.**

SUPPLIER PRE-QUALIFICATION QUESTIONNAIRE

**THIS PREQUALIFICATION QUESTIONNAIRE IS
TO BE COMPLETED BY PROSPECTIVE SUPPLIERS
WHO WISH TO PROVIDE GOODS OR SERVICES TO
KENYA WILDLIFE SERVICE**

**THE INFORMATION IS STRICTLY CONFIDENTIAL AND
SOLELY FOR THE USE OF KWS**

Company Name-----

POSTAL ADDRESS-----

Tel/Fax-----

E-mail-----

All applicants must indicate the details below:

Category applied for-----

Item code -----

Item Description-----

Ref: KWS/HQS/PQ/2009-10

SUBJECT: PRE-QUALIFICATION OF SUPPLIERS

1. The Kenya Wildlife Service invites you to submit sealed applications for **Pre-qualification of suppliers for the financial year 2010-2011**
2. Interested eligible candidates may obtain further information from and inspect the tender documents at the office of:
Head of Supply Chain Management
Kenya Wildlife Service,
P.O BOX 40241,
Nairobi.
Tel.6000800 Fax: 6003792
E-mail: kws@kws.go.ke .
3. To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following documents:-
 - a. License of trade and certificate of business registration
 - b. A declaration or certificate that the candidates have fulfilled the obligation to pay taxes- Tax Compliance certificate
 - c. An abstract of the candidate's accounts accompanied by a certificate by a certified Auditor for the years 2008 and 2009.
4. The bidders **MUST** comply with all the instructions, terms and conditions and particularly ensure that all the forms required are properly completed and submitted to the **Director Kenya Wildlife Service, PO BOX 40241 Nairobi, and be deposited into the Tender Box at the entrance of Simba court by 11.00 A.M. on the date indicated against each category.**
5. The Tender closes on **the date indicated against each category** and will be opened immediately thereafter in the presence of candidates' representatives who choose to attend at the offices of Kenya Wildlife Service, Boardroom.
6. This set of guidelines for pre-qualification is obtainable upon payment of a non - refundable fee of Ksh 2,000 (Two thousands shillings only) to our cash office between 9.00 A.M and 4.P.M during working days.

7. This pre-qualification does not amount to any contractual obligation on the part of KWS, and KWS is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
8. Kenya Wildlife Service has the right to invite Open Tenders for goods, works or services in any of the categories as and when required in line with the Public Procurement and Disposal Act and the regulations.
9. KWS reserves the right to authenticate information provided herein without reverting to the participant.
10. Kenya Wildlife Service reserves the right to accept or reject any tender without assigning any reasons for the decision.

Yours faithfully,

Head of Supply Chain Management
For: Director

GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that Submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. **Submission of tenders:** The application for prequalification should be submitted in sealed envelopes properly labeled with the **Item category**, **the item code** and the **item description** as applied for.
5. In selection of suppliers, KWS will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works. Registered service providers, contractors, manufactures, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The document should be signed by the authorized representative of the organization, stamped and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **must** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.

PART 1

OFFICIAL RECEIPT NO.-----

GENERAL AND COMPANY INFORMATION

(A) COMPANY PROFILE

1. Company Name-----

2. Trading Name (if different from above)-----

3. Legal status (partnership/sole proprietor/ Ltd. Company)-----

4. a) Company registration certificate No.----- (attach copy)
b) Certification by regulatory bodies (eg KPLC, Ministry of public works etc)
(Attach copies)

5. Nature of business licensed to operate -----

6. Current trade license No ----- Expiring Date----- (attach copy)

7. (a) VAT No.----- (Attach copy)
(b) Tax compliance certificate (attach copy)

9. Contact Person: Name-----
Title-----
Tel .No.-----

- 10 Postal Address: -----
Tel No: -----
Fax: -----
Physical location-----

- 11 E-mail address-----
Website-----

12 Names of Directors and their nationality:

	Names of partners/shareholders	Nationality	Citizenship	Percentage of shares
1				
2				
3				
4				
5				

13 Name of Bank-----Branch -----

14 Insurers-----

(B) ELIGIBILITY

15 Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?----
----- If yes, when----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

16 Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? -----

17 Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? Yes---- No-----

18 Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?-----

(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

19 What products/services to do you want to be considered to supply-----
(indicate relevant category and product code)

20 How many employees do you have? ----- How many are permanent? -----
How many are temporary? -----

21 Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)

22 Provide details of your key personnel and attach their CV'S
(Use a separate sheet of paper)

23 What is the country of origin for goods or services? -----

24 Are you a manufacturer/wholesaler/retailer/other (please specify)-----

25 If a manufacturer or service organization, are your products certified by Kenya Bureau of standards or are you affiliated to a recognized accrediting body? Yes/No. (Attach documentary evidence of certification)

24. If you are not a manufacture, are you an authorized dealer? – Yes----No----(attach manufactures authorization)

25 Who are your major corporate clients for the past 2yrs. State Clients name, Product service Provided, value of goods, works or service and contact person.

	Name of organization	Value of business per Month	Contact person	TEL. No.
1				
2				
3				
4				
5				
6				

6 (a) To what extent is your firm e-enabled with your suppliers and clients and how do you intend to carry out business with KWS?-----

- i. What is your average response time to a request for quotation/RFP-----
- ii. What is your average response to delivery of goods /services after issuance of LPO?-

7. What is the maximum value of business, which you can handle at any one time? Ksh-----

8. If your firm is pre-qualified and awarded the tender to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by Kenya wildlife service? Yes-----No---

(D) PAST AND CURRENT PERFORMANCE AND EXPERIENCE

- b. Is this firm or its directors in any way associated with any other firm that is currently conducting business with or have applied to be considered for pre-qualification or any or any other tender in Kenya wildlife service? If yes, please provide the name(s) of those firm(s), their address, their nature of business and indicate the relationship with the company making this application. (Attach details)
- c. Is the firm making this application currently or in previous periods been contracted to supply goods or services to Kenya wildlife service? Yes-----No---. If yes indicate hereunder the financial year, the goods or services that you supplied and their value

Financial year	Goods or service supplied	Total Value

- d. Have you at any one time been requested to quote for supply of goods and services and failed to return the quotation without assigning reason for your action? -----
- e. Have you at any one time been issued with a purchase order by KWS and failed to deliver the goods or services without assigning and reason for your action? -----
- f. If you are a current or previous period supplier of goods and services to KWS, have you at any one time been issued with a letter of cancellation of LPO for failure to supply goods within the agreed time or supplying inferior goods not within specifications?

DECLARATION

Declaration of Business relationship (company owner/management)

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any existing business relationship with any KWS employee.

Are you a relative or do you have a relationship with any KWS employee that would cause any real or perceived conflict of interest?

Yes/No----- (specify) -----

Information submitted by _____

Title _____

Signature _____

Stamp:

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR FY 2010-2011

Kenya Wildlife Service wishes to update its list of suppliers for the FY 2010/2011 and now invites sealed applications from interested and eligible firms to be considered for pre-qualification to supply various goods, works and services hereunder.

CATEGORY A: Headquarters only, Closing time and date: 11.00 AM on 28th June 2010

KWS/PQ/1A/2010-11	Building and structural contractors
KWS/PQ/1B/2010-11	Civil engineering contractors
KWS/PQ/1C/2010-11	Electrical contractors
KWS/PQ/2/2010-11	Design and printing of security documents.
KWS/PQ/3/2010-11	Air travel ticketing services
KWS/PQ/4/2010-11	Outside Catering services
KWS/PQ/5/2010-11	Auctioneering services
KWS/PQ/6/2010-11	Design, layout and printing of KWS publications, calendars, diaries.
KWS/PQ/7/2010-11	Production of documentaries
KWS/PQ/8/2010-11	Writing and Editing services
KWS/PQ/9/2010-11	Provision of branded corporate gifts, memorabilia, general merchandise and related items.
KWS/PQ/10/2010-11	Provision of Event Management services

CATEGORY B:(Headquarters only, Closing time and date:11.00 AM on 29th June 2010)

KWS/PQ/10/2010-11	Computers, printers and accessories
KWS/PQ/11A/2010-11	Electrical fencing materials
KWS/PQ/11B/2010-11	Supply of Fencing Posts
KWS/PQ/12/2010-11	Solar panels, batteries, charge controllers and Wind mills
KWS/PQ/13/2010-11	Aircraft spares
KWS/PQ/14/2010-11	Creative Design and Printing of marketing and promotional materials
KWS/PQ/15/2010-11	Plaques and lit signage
KWS/PQ/16/2010-11	Copiers, faxes and related spare parts and consumables
KWS/PQ/17/2010-11	PABX, 2-way communication radios, repeaters, lattice masts and accessories
KWS/PQ/18/2010-11	Veterinary laboratory equipment, reagents and other related consumables
KWS/PQ/19/2010-11	Veterinary drugs
KWS/PQ/20/2010-11	Electronics and Scientific Equipments (GPS, Camera traps, Cameras,Binoculars,LCD projectors etc)
KWS/PQ/21/2010-11	Tax Consultancy Services
KWS/PQ/22/2010-11	Repair and maintenance of Quarantine facility and Veterinary Capture equipment
KWS/PQ/23/2010-11	Disposal of clinical hazardous waste services
KWS/PQ/24/2010-11	Darting Equipments
KWS/PQ/25/2010-11	Installation of underground fuel tanks and dispensing machines
KWS/PQ/26/2010-11	Interior design services
KWS/PQ/27/2010-11	Landscaping works

CATEGORY C: HEADQUARTERS, PARKS, STATIONS, KWSTI AND MANYANI (Closing time and date: 11.00 AM on 30th June 2010)

KWS/PQ/28/2010-11	Building materials hardware tools, paints and fittings
KWS/PQ/29/2010-11	Buyers of used cartons
KWS/PQ/30/2010-11	Electrical fittings and lighting materials
KWS/PQ/31/2010-11	Supply and maintenance of firefighting equipment
KWS/PQ/32/2010-11	Computer consumables
KWS/PQ/33/2010-11	Supply, Maintenance and repairs of generators.
KWS/PQ/34/2010-11	Tyres and tubes
KWS/PQ/35/2010-11	Car batteries
KWS/PQ/36/2010-11	Fuel and lubricants
KWS/PQ/37/2010-11	Motor vehicle spare parts
KWS/PQ/38/2010-11	General office stationery
KWS/PQ/39/2010-11	Office furniture and other furnishings,
KWS/PQ/40/2010-11	Design and Printing of stationery
KWS/PQ/41/2010-11	Design, stitching and supply of Staff uniforms
KWS/PQ/42/2010-11	Raw foodstuffs and Vegetables
KWS/PQ/43/2010-11	Telephone sets and accessories
KWS/PQ/44/2010-11	Medical drugs and related consumables-Manyani FTS
KWS/PQ/45/2010-11	Vehicle & Construction equipment Repairs garages
KWS/PQ/46/2010-11	Accident vehicle repair garages
KWS/PQ/47/2010-11	Motor vehicle Specialized Electrical and mechanical services (Starter motors, Alternators, Diesel & petrol Injection systems, Block reboring, Shaft regrinding etc)
KWS/PQ/48/2010-11	Installation of Speed governors
KWS/PQ/49/2010-11	Supply of sports uniform, gears, equipment and medals
KWS/PQ/50/2010-11	Supply of musical band equipment and accessories
KWS/PQ/51/2010-11	Supply of Boat spares , general Marine equipment and maintenance

Bidders who are currently pre-qualified (2009-2010FY) need not to apply unless they are interested in a different category of goods or service.

Interested firms will be required to submit the following mandatory documents among other requirements:-

1. Copy of Incorporation certificate/Business registration certificate
2. Copy of Valid KRA Tax Compliance certificate
3. Audited Accounts for the Year 2008 and 2009 **OR** Bank statement for the last 1 Year

Further information may be obtained from the Procurement office at KWS Headquarters. The pre-qualification guidelines may be obtained upon payment of a non-refundable fee of **Ksh 2,000.00**. Candidates may also download the documents from KWS website (www.kws.go.ke).

APPLICATIONS TO PARKS AND RESERVES

Potential suppliers, who wish to be pre-qualified for supply of goods to KWS Parks, Reserves, field stations, Manyani FTS, and Naivasha KWSTI, may obtain the guidelines from the warden in charge of the park or station of their interest, upon payment of Ksh 500.00 in cash or Bankers cheque for items in category C only.

HEAD –SUPPLY CHAIN MANAGEMENT