



NATIONAL MUSEUMS OF KENYA

WHERE HERITAGE LIVES ON

**PREQUALIFICATION OF SUPPLIERS FOR
GOODS AND SERVICES FOR THE YEAR
2018/2019/2020**

NMK/T/9/2018/2019/2020

MAY 2018

Table of Contents

	Page
INTRODUCTION	3
SECTION I - Invitation for prequalification	4
SECTION II - Instructions to Candidates.....	5
SECTION III - General Company Information.....	7
SECTION IV - Declaration.....	10

INTRODUCTION

- 1.1 This standard procurement prequalification document has been prepared for use by the National Museums of Kenya for the purpose of registration of suppliers.
- 1.2 The document includes a form for invitation for prequalification, instructions to candidates and a letter of application with attached forms for candidates to complete.

SECTION 1 - INVITATION FOR PREQUALIFICATION (IFQ)

Tender No. NMK/T/9/2018/2019/2020

Tender Name: PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2018/2019/2020

1. The National Museums of Kenya hereinafter referred as “NMK” intends to prequalify candidates for the Prequalification of Suppliers for Goods and Services for the year 2018/2019/2020.
2. The Prequalification is open. This includes candidates with AGPO certification, i.e. Youth, Women and Persons with Disability (PWD).
3. Eligible candidates may obtain the prequalification document from the NMK Website <http://www.museums.or.ke> and on the Government portal website www.mygov.go.ke.
4. Interested eligible candidates may obtain further information by inspecting the tender documents at the office of the Office of the Principal Procurement Officer, National Museums of Kenya Headquarters, along Museum Hill Road, Nairobi.
5. Candidates intending to apply for more than one category should fill and submit a separate set of the Tender/Prequalification documents for each category applied for.
6. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the tender Box provided at the entrance of Earth Sciences Building and be addressed to:

**The Director General
National Museums of Kenya
P.O. Box 40658, 00100
Nairobi**

so as to be received on or before **Tuesday, 22nd May, 2018**

7. All candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only candidates prequalified under this prequalification process will be invited to tender.

8. Applications will be opened immediately thereafter in the presence of the applicants/tenderers who choose to attend at the NMK Old Board Room.

SECTION 2 - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.2.1 National Museums of Kenya reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.
- 2.2.5 A consultations and clarifications meeting will be held at NMK Louis Leakey Auditorium on Thursday 3rd May, 2018, 10:00AM, at which applicants may request clarifications of the prequalification document. Attendance of this meeting will be voluntary.
- 2.2.6 This prequalification does not amount to any contractual obligation on the part of NMK. NMK is not obliged to invite any quotations from any or all candidates who have expressed their interest by responding to this invitation.
- 2.2.7 NMK has the right to invite quotations for goods, works and services in any of the categories as and when required. NMK reserves the right to accept or reject any tender without assigning any reasons for the decision.
- 2.2.8 Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.
- 2.2.9 Responses to the prequalification questionnaire must be in accordance with the requirements for information in the documents.
- 2.2.10 Answers to the questionnaire should be relevant to the goods, services or works applied for and should be as clear and concise as possible.
- 2.2.11 Submission of tenders: The application for prequalification should be submitted in sealed envelopes properly labeled with the category number and the category description.
- 2.2.12 The documents should be signed by 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 considered.

2.3 Eligible Candidates

- 2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the instructions to candidates section.
- 2.3.2 NMK employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following as part of the **Mandatory Documents:-**

1. Valid Tax Compliance Certificate
2. Company Registration/ Incorporation Certificate
3. Detailed Company profile
4. Audited accounts for the last two years, 2016 and 2017
5. Current relevant Business permit from the county government
6. Referee letters from three major clients
7. Evidence that the firm is NHIF compliant
8. Evidence that the firm is NSSF compliant
9. Registered with relevant professional body
10. National treasury certificate of registration as a youth, woman or a person with disability (PWD).

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered.

NB: The clarity and presentation of the prequalification document are also criteria considered when carrying out the evaluation exercise.

It is understood and agreed that the pre-qualification data on prospective suppliers is to be used by NMK 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.

Prospective bidders will not be considered qualified unless in the judgment of NMK 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/works/services.

2.4.1 Essential Criteria for Pre-qualification

(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.

Prospective supplier requires special experience and capability to organize supply and delivery of items, or service at short notice.

(b) Personnel: The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated.

(c) 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.

(d) Past Performance: Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included.

(e) Statement: Application must include a declaration statement (Page 12) by the Tenderer ensuring the accuracy of the information given.

(f) Business Premise: The firm must have a fixed Business Premise and must be registered in Kenya with certificate of Registration/incorporation/Memorandum and Articles of association, copies of which must be attached.

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

SECTION 3: GENERAL AND COMPANY INFORMATION

A) COMPANY PROFILE

1. Company Name
2. Legal status (partnership / sole proprietor / limited company)
3. Company registration certificate Number. (attach copy)
4. Certification of regulatory bodies if any.....(attach copies)
5. Nature of business licensed to operate
-
6. Current Business Permit No. Expiring date(attach copies)
7. VAT No.....(attach copy)
8. Tax compliance certificate(attach copy)
9. Contact Person:
 - i. Name
 - ii. Title
 - iii. Tel. No.
10. Postal address:
11. Tel No.....
12. Company Email address.....
13. Website.....
14. Physical Location.....

	NAMES OF PARTNERS/ SHAREHOLDERS	GENDER	AGE	TELEPHONE	NATIONALITY
1					
2					
3					
4					
5					

15. Names of Directors and their Particulars

NO.	NAME	NATIONALITY	CITIZENSHIP	SHARE DETAILS
1.				
2.				
3.				

Name of Bank.....

Branch

Insurers

B) ELIGIBILITY

1. Have you or your principals been subject of legal proceedings for insolvent, bankruptcy, receivership or your business activities suspended for related reasons?(**Yes or No**), if yes, when ?provide present legal documentary evidence that you cleared and your business is now solvent
2. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?
3. Are you or your servants or agents been 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

4. 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

1. What category do you want to be considered to supply?.....

- a. How many employees do you have?
- b. How many are permanent?.....
- c. How many are temporary.....

2. Which quality standards certification have you attained in the last two years? (Attach copies)

3. Provide details of your key personnel and attach CVs

4. Are you a manufacturer /wholesaler/retailer/other (please specify)

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

5. If you are not a manufacturer, are you an authorized dealer Yes/ No(Attach proof of certification)

6. Who are your major corporate clients in the past two years? State the clients name, product or service provided, value of goods, works or service and contact person.

	NAME OF ORGANIZATION	PRODUCT/ SERVICE PROVIDED	VALUE OF BUSINESS	CONTACT PERSON	TEL.
1					
2					
3					
4					
5					

6					
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7. What is the maximum value of business that you can handle at any one time?.....

10. If your firm is pre-qualified to supply goods or services, will you abide by the agreed delivery period, quality and price as per specifications by National Museums of Kenya?.....

SECTION 4: DECLARATION

I / we the undersigned state that the above information is correct and that I / we give the National Museums of Kenya to seek any references concerning my / our company from whatever sources deemed relevant e.g. Company registrar' office, bankers etc.

Signed:.....ID. No.....

and on behalf of M/S

In the capacity of.....

Dated thisday of2018.

Witnessed by:.....ID. No.....