



Investing in Children and their Societies

(KENYA)

ICS-SP

PREQUALIFICATION OF SUPPLIERS

FOR FINANCIAL YEAR 2017

SUPPLIER NAME:

CATEGORY CODE (Please Indicate):

CATEGORY DESCRIPTION (Please Indicate):

I. GENERAL INFORMATION

1. The purpose of this document is to assist Investing in Children and their Societies in the identification and evaluation of interested suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/or services within the specified category under a framework agreement where necessary.
2. You are requested to provide all the general information as per the prequalification document.
3. The Tender committee reserves the right to visit and inspect business premises of all the applicants to verify the information provided to determine capability.
4. Pre-qualification documents should be submitted spiral/velo binded and stamped.
5. Information provided in the prequalification document is strictly confidential and solely for use by Compassion International.
6. All documents submitted should be signed off and initialed by Director/ partner of the organization.
7. ICS-SP will disqualify a supplier where it is determined that the supplier has engaged in fraudulent activities in competing for the prequalification.

II. PREQUALIFICATION INSTRUCTIONS

a) Introduction

Investing in Children and their Societies would like to invite interested candidates who must qualify by meeting the set criteria as provided by ICS-SP to perform the contract of supply and delivery or provision of goods and services.

b) Objective

The main objective is to supply and deliver assorted items and also provide services under relevant quotations to ICS-SP as and when required during the stated period.

c) Additional Information

ICS-SP reserves the right to request for submission of additional information from prospective bidders. Request for quotations will be made available only to those bidders who meet the evaluation criteria after the completion of the prequalification process.

d) Payments

All Local Purchase Orders shall be on credit of a minimum of **Thirty (30) days** or as may be stipulated in the contract agreement.

e) Qualifications

Bidders will not be considered qualified unless they possess capability, experience, qualified personnel available, sustainability of equipment and capital sufficient to satisfactorily execute the contract for goods/services.

III) MANDATORY ATTACHMENTS

Attach the following documents where applicable:

- a) Certificate of registration
- b) VAT registration
- c) PIN certificate of the firm/company
- d) Current trade licence
- e) Valid Registration certificate with relevant professional bodies/ authorities
- f) CVs of Directors & Organization structure
- g) Bank details - give a blank cancelled cheque of the same account
- h) Letter of recommendation / references from previous organizations/firms served
- i) Company profile on letterhead
- j) Practicing certificate for all professionals where applicable
- k) Transport firms must attach evidence of insurance covers
- l) Tax compliance certificate
- m) Memorandum of Association
- n) Audited reports for 2014 and 2015

| IV) GENERAL INFORMATION | |
|---|--|
| Name of the company | |
| Street Address: Location: City/Town: Country: | PO Box and Mailing Address: Postal Code: |
| Telephone: Email: | Web address: |
| Contact Person Name: Title: | Telephone: Email: |
| Parent / holding Company if Any | |
| Type of Business | Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Sole trader <input type="checkbox"/> other <input type="checkbox"/> |
| Date of Establishment: | |
| Company Tax PIN VAT Registration Number Certificate of Registration/Incorporation No. Trade License Number | |

| V) FINANCIAL INFORMATION | |
|--|--|
| Annual Value of business: | Year 2015: Ksh: |
| | Year 2014: Ksh: |
| | Year 2013: Ksh: |
| Name of Company's Certified Auditors: | Provide report of most recent Audited financial report |
| Awards received: | |
| Bank Names: | Address: |
| Bank Account Number: | |
| Branch: | SWIFT CODE: |
| Email address for sending details of the payments: | |

| VI) TECHNICAL CAPABILITY | |
|--|---------------------|
| Quality Assurance Certification: | |
| National/International Quality standards: | |
| Recent Contracts with International Organizations: | |
| Record of work that is sub-let or outsourced to other organizations: A) B) C) | |
| List Core Production Goods: | List Core Services: |
| Attach a detailed catalogue of description for goods and/or services with pricing per unit in Ksh. | |

| VII) OWNERSHIP OF THE COMPANY | |
|--|------------------|
| Names of three controlling Directors: | CONTACT & TITLE: |
| Management Team: | |
| List all the names under which you have conducted the business, time period of each during last 7 years. | |

| VIII) TRADE REFERENCES (3 key projects) | | |
|---|----------|---------|
| ORGANIZATION : | CONTACT: | SIGNED: |
| NAME: | | |
| Title: | | |
| ORGANIZATION : | CONTACT: | SIGNED: |
| NAME: | | |
| Title: | | |
| ORGANIZATION : | CONTACT: | SIGNED: |
| NAME: | | |
| Title: | | |

IX) EXPERIENCE

| | |
|---|------------------------|
| Personnel | Number Staff Employed: |
| Qualifications: | |
| Level of experience: | |
| No. of Years in Operation: | |
| Years Done business with Compassion: | |

X) LITIGATION

Are any criminal proceedings or court issued warrant or summons pending or going on against proprietorship / partnership or its proprietor, partner, authorized signatory before a court in Kenya?

Please List any International, National or professional Organizations of which your Company is a Member:

DECLARATION

I/We the undersigned declare that to the best of my/our knowledge the information submitted in this pre-qualification document and any supporting documentation is accurate and to the best of your knowledge.

I/We give Investing in Children and their Societies authority to seek any references it may deem vital while carrying out their evaluation.

Name: _____ Signed: _____

Stamped/Seal: _____ Date: _____