



**BrandKE**  
Kenya Export Promotion & Branding Agency

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**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS**

**FOR**

**SUPPLY/PROVISION OF GOODS, WORKS AND SERVICES**

**FOR**

**THE FINANCIAL YEARS 2019/2020 & 2020/2021**

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**Tender No: BrandKE/PREQ/SCM/01/2019 – 2021**

**ISSUED ON: Tuesday 8th October, 2019**

**CLOSING AND OPENING DATE: Tuesday 22<sup>nd</sup> October 2019 AT 11.00 A.M.**

[www.Brandkenya.go.ke](http://www.Brandkenya.go.ke) & [www.epc.go.ke](http://www.epc.go.ke)

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## Tender Notice

Tender Number: **BrandKE/PREQ/SCM/01/2019 – 2021** Date: **8<sup>th</sup> October 2019**

Tender Name: **PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FOR FINANCIAL YEARS 2019 - 2021**

Kenya Export Promotion and Branding Agency (BrandKE) was formed vide Legal Notice no.110 of 9th August, 2019 following the merger of Export Promotion Council and Brand Kenya Board. BrandKE invites applications from interested and eligible bidders for registration of suppliers, consultants and contractors for the **Financial Years 2019 – 2021 ending 30<sup>th</sup> June 2021** as per the under listed categories and descriptions of goods, services, works and consultancy.

### PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS 2019-2021

NO.	TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY
<b>CATEGORY A: PRE-QUALIFICATION AND SUPPLY OF GOODS</b>			
1.	BrandKE/PREQ/001/2019-2021	Supply and Delivery of General Office stationery	AGPO Groups
2.	BrandKE/PREQ/002/2019-2021	Supply and Delivery of computer consumables and its related Accessories.	AGPO Groups
3.	BrandKE/PREQ/003/2019-2021	Supply and Delivery of computers, printers, UPS, fax machines, photocopiers and other related office Equipment.	Open
4.	BrandKE/PREQ/004/2019-2021	Design and supply of branded Promotional materials: T-shirts, Shirts, Caps, Banners, carrier bags, Caps, DVDs, USBs etc.	AGPO Groups
5.	BrandKE/PREQ/005/2019-2021	Supply and Delivery of General Office Furniture and Equipment.	Open
6.	BrandKE /PREQ/006/2019-2021	Supply of Newspapers, magazines, periodicals and publications.	AGPO Groups
7.	BrandKE /PREQ/007/2019-2021	Supply, delivery and installation of ICT Security, Software, hardware and Licenses	Open
8.	BrandKE /PREQ/008/2019-2021	Supply and Delivery of African themed gifts (e.g. giveaways)	AGPO Groups
9.	BrandKE /PREQ/009/2019-2021	Supply of Office suppliers (Beverages, sugar and fresh milk etc)	AGPO Groups
10.	BrandKE /PREQ/010/2019-2021	Supply of cleaning materials (detergents, serviettes, soaps, tissue paper etc)	AGPO Groups
11.	BrandKE /PREQ/011/2019-2021	Supply and delivery of staff uniform and protective clothing	AGPO Groups
12.	BrandKE /PREQ/012/2019-2021	Supply of motor vehicle spare parts, tyres, tubes/abridge tyres and Batteries	Open
13.	BrandKE /PREQ/013/2019-2021	Supply and fittings of office curtains, sheers, blinds and wall papers.	AGPO Groups

NO.	TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY
<b>CATEGORY B: PRE-QUALIFICATION FOR PROVISION OF WORKS AND SERVICES</b>			
14.	BrandKE/PREQ/014/2019-2021	Repairs and maintenance of computers, printers, computer network and devices, servers, UPS, fax machines, Photocopiers, projectors, Telecommunication equipment, PABX and another related ICT equipment)	Open
15.	BrandKE /PREQ/015/2019-2021	Repairs and maintenance of Air-Conditioners and Fire Extinguishers	Open
16.	BrandKE/PREQ/016/2019-2021	Provision of Travel Arrangements and Air-ticketing services (IATA Registered Firms only)	AGPO Groups
17.	BrandKE/PREQ/017/2019-2021	Provision of internet services, website development and hosting, domain hosting and off-site backup	Open
18.	BrandKE/PREQ/018/2019-2021	Provision of hotel accommodation, conference facilities and outside catering services	Open
19.	BrandKE/PREQ/019/2019-2021	Provision of office refurbishment and furnishings e.g. Curtains, sheers, blinds, wall papers and carpets Services	Open
20.	BrandKE/PREQ/020/2019-2021	Provision of transport/Taxi Services (Saloon cars, Vans, Mini-Buses and Buses)	Open
21.	BrandKE/PREQ/021/2019-2021	Provision of Logistics Services (Transportation. Clearing and forwarding)	AGPO Groups
22.	BrandKE/PREQ/022/2019-2021	Provision of Event Organization, Exhibitions and Experiential/Road-show services, EXPOs	AGPO Groups
23.	BrandKE/PREQ/023/2019-2021	Provision of Mass media monitoring and analysis consultancy services	Open
24.	BrandKE/PREQ/024/2019-2021	Provision of Photography and Image Sourcing	Open
25.	BrandKE/PREQ/025/2019-2021	Provision of services on design and supply of the Themed Attires for International Marketing Events	AGPO Groups
26.	BrandKE/PREQ/026/2019-2021	Provision of website maintenance, updating and hosting consultancy services	Open
27.	BrandKE/PREQ/027/2019-2021	Provision of PR and communication Agency	Open
28.	BrandKE/PREQ/028/2019-2021	Provision of printing for small works and below the line materials Services.	AGPO Groups
29.	BrandKE/PREQ/029/2019-2021	Provision of Creative design, printing, content development, publication and editorial services	Open
30.	BrandKE/PREQ/030/2019-2021	Provision of online databases access (subscription to published materials/data) in marketing, Brand management and public diplomacy consultancy	Open
31.	BrandKE/PREQ/031/2019-2021	Provision of photography, audiovisual production and editing services (film, documentary, radio production, Voice Over, video coverage and clips etc)	Open
32.	BrandKE/PREQ/032/2019-2021	Provision of entertainment services during events at National and County levels (Disco Jockers (DJs), Bands, Musicians, Models, Hostesses, Master of Ceremony (MCs), Dancers, etc)	AGPO Groups
33.	BrandKE/PREQ/033/2019-2021	Provision of Editorial Services for content development for event documentaries	Open
34.	BrandKE/PREQ/034/2019-2021	Provision of Translation Services (Kiswahili, Sign languages, French, Arabic, Chinese etc)	Open

NO.	TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY
35.	BrandKE/PREQ/035/2019-2021	Provision of outdoor media services	Open
36.	BrandKE/PREQ/036/2019-2021	Provision of Pyrotechnics/Fireworks/Special effects Services	Open
37.	BrandKE/PREQ/037/2019-2021	Provision of MCs and Entertainment Bands/ Musicians /Dance groups service	Open
38.	BrandKE/PREQ/038/2019-2021	Provision of Influencers, Bloggers and Digital media content creators services	Open
39.	BrandKE/PREQ/039/2019-2021	Provision of digital advertising services (social networks, phone, internet, social media management & monitoring analysis etc)	Open
40.	BrandKE/PREQ/040/2019-2021	Provision of cleaning and fumigation services.	AGPO Groups
41.	BrandKE/PREQ/041/2019-2021	Provision of repair and maintenance services of office furniture & fittings.	AGPO Groups
42.	BrandKE/PREQ/042/2019-2021	Provision of bottled water 18.9 litres (mineral water), disposal cups and leasing of dispensers	AGPO Groups
43.	BrandKE/PREQ/043/2019-2021	Supply of fuel and lubricants (Electronic fuel card services)	Open
44.	BrandKE/PREQ/044/2019-2021	Provision of Insurance Services	Open
45.	BrandKE/PREQ/045/2019-2021	Provision of leasing services of Multi-functional devices for printing, copying and scanning	Open
46.	BrandKE /PREQ/046/2019-2021	Provision of Training of Public Procurement and Asset Disposal Act 2015.	Open
47.	BrandKE /PREQ/047/2019-2021	Provision of Minor Repairs and Maintenance of Building (Plumbing, electrical, masonry and carpentry)	
48.	BrandKE /PREQ/048/2019-2021	Provision of services on Verification, Valuation and tagging of Assets	Open
49.	BrandKE /PREQ/049/2019-2021	Provision of Mail and Courier services	Open
50.	BrandKE /PREQ/050/2019-2021	Provision of Insurance services	Open
51.	BrandKE /PREQ/051/2019-2021	Deployment and Management of cloud services	Open
52.	BrandKE /PREQ/052/2019-2021	Provision of Architectural and design services, Interpretation of design theme and development of story boards for Expositions and Exhibitions	Open
53.	BrandKE /PREQ/053/2019-2021	Provision of ISO Certification services	Open
54.	BrandKE /PREQ/054/2019-2021	Supply and fittings of office curtains, sheers, blinds and wall papers.	
55.	BrandKE /PREQ/055/2019-2021	Provision of support and maintenance of Navision ERP	Open
<b>CATEGORY C: PRE-QUALIFICATION FOR PROVISION OF CONSULTANCY SERVICES</b>			
56.	BrandKE /PREQ/056/2019-2021	Provision of Branding consultancy services e.g. Brand strategy development, country Brand Audits, Country image and perception management	Open

NO.	TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY
57.	BrandKE /PREQ/057/2019-2021	Provision of Corporate Governance Capacity Building services and conducting Governance and Legal audits	open
58.	BrandKE /PREQ/058/2019-2021	Provision of marketing training and activation of marketing campaigns services	open
59.	BrandKE /PREQ/059/2019-2021	Provision of Legal Services	Open
60.	BrandKE /PREQ/060/2019-2021	Provision of consultancy services on Human Resource Services (e.g. human resource policies, capacity building, training and management, strategy development, staff recruitment, change management, health and safety etc)	Open
61.	BrandKE /PREQ/061/2019-2021	Provision of ISO Management Consultancy and Training Services	Open
62.	BrandKE /PREQ/062/2019-2021	Provision of Consultancy in Risk Management and Training services	Open
63.	BrandKE /PREQ/063/2019-2021	Provision of consultancy Services on Market Surveys and Product Research	Open
64.	BrandKE /PREQ/064/2019-2021	Provision of consultancy Services on Export Trade Training	Open
65.	BrandKE /PREQ/065/2019-2021	Provision of consultancy Services on Capacity Building for SMEs on Export Trade	Open
66.	BrandKE /PREQ/066/2019-2021	Provision of consultancy Services on Product design and development and value-added processing for Textiles, Leather, Apparels and Accessories for the Export Market.	Open
67.	BrandKE /PREQ/67/2019-2021	Provision of consultancy Services on Product design and development and value-added processing for Manufactured Products including light manufactures for the Export Market	Open
68.	BrandKE /PREQ/068/2019-2021	Provision of consultancy Services on Product design and development and value-added processing for Agricultural products for the Export Market.	Open
69.	BrandKE /PREQ/069/2019-2021	Provision of consultancy Services on Product design and development and value-added processing for Livestock products for the Export Market.	Open
70.	BrandKE /PREQ/070/2019-2021	Provision of consultancy services in theme and concept development on stand design and construction.	Open
71.	BrandKE /PREQ/071/2019-2021	Provision of research consultancy services (e.g. County Competitiveness Indices, customer satisfaction, and national perception survey, Employees satisfaction, work environment survey services, customer satisfaction and corruption perception survey)	Open
72.	BrandKE /PREQ/072/2019-2021	Provision for consultancy services on Monitoring and Evaluation	Open
73.	BrandKE /PREQ/073/2019-2021	Provision for consultancy services for Training, Development and Implementation of Performance Management System Using Balanced Score Cards (BSC)	Open
74.	BrandKE /PREQ/074/2019-2021	Provision and implementation of Car Track System	Open
75.	BrandKE /PREQ/075/2019-2021	Provision of Consultancy services on product packaging Design Development, labelling and branding services for the export market	Open

NO.	TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY
76	BrandKE /PREQ/076/2019-2021	Event organizer for Trade Promotion activities - Trade fairs, buyer seller meets, Expos etc. locally and abroad	Open
77	BrandKE /PREQ/077/2019-2021	Provision of Consultancy services on Sports management Agency	Open
78	BrandKE /PREQ/078/2019-2021	Provision of Consultancy services on Marketing and advertising Agency	Open
79	BrandKE /PREQ/079/2019-2021	Provision of Entertainment Service (Performance artists, acrobats, bands, Musicians etc)	AGPO Groups
80	BrandKE /PREQ/080/2019-2021	Provision of Master of Ceremony & Moderators	Open
81	BrandKE /PREQ/081/2019-2021	Provision of Sound, Screens and lighting in Events	AGPO Groups
82	BrandKE /PREQ/082/2019-2021	Provision of flowers and decorations services	AGPO Groups
83	BrandKE /PREQ/083/2019-2021	Provision of staff pension administration	Open
84	BrandKE /PREQ/084/2019-2021	Provision of staff pension fund management	Open
85	BrandKE /PREQ/085/2019-2021	Provision of car wash services	Open

The complete set of registration/Prequalification documents may be obtained free of charge by interested applicants by downloading from the following BrandKE's websites: *Brand Kenya Board* ([www.brandkenya.go.ke](http://www.brandkenya.go.ke)), *Export Promotion Council* ([www.epc.go.ke](http://www.epc.go.ke)) and the *Public Procurement Information Portal* ([www.tenders.go.ke](http://www.tenders.go.ke)) . The complete submissions should be in plain sealed envelope clearly marked; **TENDER NO. BrandKE/PREQ/SCM/01/2019 – 2021, respective category, Item Description and Target Group should be addressed to:**

**The Chief Executive Officer**  
**Kenya Export Promotion & Branding Agency (BrandKE).**  
**16<sup>th</sup> Floor, Anniversary Towers, University Way**  
**P.O Box: 40247- 00100 GPO**  
**NAIROBI**

To be received and deposited in Tender Box at the reception on or before **(Tuesday 22<sup>th</sup> October 2019 at 11.00am.** Tenders will be opened immediately thereafter, in the presence of tenderers' representatives who choose to attend on the same date and time in the Company Headquarters Boardroom. Bidders will be notified via the **Brand Kenya Board and Export Promotion Council Websites** on the outcome.

**NB:** The special target group (Youth, Women and Persons living with Disability) should have been duly registered with the National Treasury (Directorate of Public Procurement) and **MUST** show proof of registration by providing the certificate of registration.

Bidders who download the tender document from these websites must forward their particulars immediately for record purposes.





Completed Pre-qualification documents in plain sealed envelopes clearly marked:

**“PRE-QUALIFICATION/REGISTRATION DOCUMENTS FOR SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FINANCIAL YEAR 2019- 2021: Tender No: BrandKE/PREQ/SCM/01/2019 – 2021**

CATEGORY NO .....  
TARGET GROUP.....  
ITEM DESCRIPTION.....

and addressed to:

**The Chief Executive Officer  
Kenya Export Promotion & Branding Agency (BrandKE).  
4<sup>th</sup> Floor, NHIF Building, Ragati Road  
P.O Box 40500 - 00100  
NAIROBI.**

Should be deposited in the tender box located at the Reception, 4<sup>th</sup> Floor, and NHIF building so as to be received on or before **Tuesday 22<sup>nd</sup> October 2019 at 11.00am.**





## REGISTRATION INSTRUCTIONS

### 1.1 Introduction

Kenya Export Promotion and Branding Agency would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods, works, consultancy and services to the Agency.

### 1.2 Registration Objective

The main objective is to supply and deliver assorted items, provide services, consultancy and works under relevant tenders/quotations to the, **Kenya Export Promotion & Branding Agency (BrandKE)**, **NHIF Building** as and when required during the period ending **30<sup>th</sup> June 2021**.

### 1.3 Invitation of registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to

**The Chief Executive Officer**  
**Kenya Export Promotion & Branding Agency (BrandKE).**  
**4<sup>th</sup> Floor, NHIF Building, Ragati Road**  
**P.O Box 40500 - 00100**  
**NAIROBI.**

so that they may be registered for submission of quotations/proposals and tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers/contractors are required to supply the mandatory information for registration as requested and deposit the documents at the Board on or before

**Tuesday 22<sup>nd</sup> October 2019, 11.00am.**

### 1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works and consultancy to Government institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

### **1.5 Registration Document**

This document includes questionnaire forms and documents required from prospective suppliers, contractors and consultants.

**1.6** In order to be considered for registration, prospective suppliers, contractors and consultants must submit all the information herein requested.

### **1.7 Submission of Registration Documents**

**One Original and One Copy** of the completed registration data and other requested information shall be submitted **on or before Tuesday 22<sup>th</sup> October 2019** to:

**The Chief Executive Officer**  
**Kenya Export Promotion & Branding Agency (BrandKE).**  
**4<sup>th</sup> Floor, NHIF Building, Ragati Road**  
**P.O Box 40500 - 00100**  
**NAIROBI.**

### **1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the **The Chief Executive Officer, Kenya Export Promotion & Branding Agency, 4<sup>th</sup> Floor, NHIF Building, Ragati Road** whose address is given in part. 1.7.

### **1.9 Additional Information**

The Kenya Export Promotion and Branding Agency (BrandKE) reserves the right to request submission of additional information from prospective suppliers, contractors and consultants and Request for quotations and proposals will be made available to those bidders whose qualifications are accepted by Kenya Export Promotion and Branding Agency after attaining 70% points and above upon completion of the registration process.

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

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

The Supplier, contractor and consultants will have to pay all taxes payable as applicable for all goods, services, works and consultancy to be supplied unless exempted by the Government.

## **2.2 Customs Clearance**

The contractors shall be responsible for custom 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. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

## **2.4 Payments**

All local purchase orders/services shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement

### **3.0 REGISTRATION DATA INSTRUCTIONS**

#### **3.1 Registration data forms**

- 3.1.1** The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed by prospective suppliers/contractors/consultants who wish to be registered for submission of the specific tender and category.
- 3.1.2** The registration 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 registration data on prospective bidders is to be used by Kenya Export Promotion and Branding Agency in determining, according to its sole judgement 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 Export Promotion and Branding Agency they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services/works.

#### **3.3 Essential Criteria for Registration**

##### **3.3.1 Experience:**

Prospective bidders shall have experience in the supply of goods, services, works and consultancy. The potential supplier/contractor/consultant should show competence, willingness and capacity to service the contract at short notice.

##### **3.3.2 Personnel**

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

##### **3.3.3 Financial Condition**

The Supplier's/Consultant/Contractor financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of

reference from the bankers regarding suppliers/contractors/consultants credit position. Potential suppliers/contractors/consultants will be registered on the satisfactory information given.

### **3.3.4 Special consideration**

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress date on Form PQ-4. 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 registering bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6.

### **3.4 Statement**

Applications must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Registration**

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Commission 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 Commission reserves the right to reject the tender from such a bidder even though he was initially registered.

**3.6** The firm must have a fixed Business Premise 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 Registration Criteria

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	30
Registration Data	PQ-2	10
Supervisory Personnel	PQ-3	10
Financial Position	PQ-4	20
Confidential Report	PQ-5	10
Past Experience	PQ-6	15
Sworn Statement	PQ-7	5
	<b>TOTAL</b>	<b>100</b>

**3.8 To qualify the prospective supplier, consultant or contractor must score 70 points and above.**

## REQUIREMENTS FOR OPEN CATEGORY

### FORM PQ-1          REGISTRATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation
2. Provide company profile showing names of Directors, management team and general structure of the company.
3. Copy of VAT Registration Certificate.
4. **Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).**
5. Copies of Pin Certificate of firm/company /individual.
6. Copy of current Trade License
7. Letter of recommendation from the previous organizations served
8. Air travel firms must be registered with IATA and any other relevant bodies
9. **Practicing Certificate for all professional where applicable      and any other professional firm and be a current member in good standing**
10. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant professional bodies' authorities (e.g. valid certificate of dealership/authorization).
11. Properly bound and good presented documents. Loosed documents will not be accepted.





(30 points distributed equally on the above)

**FORM PQ-2 – REGISTRATION DATA**

**1. REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as  
supplier/contractor/consultant of.....  
.....  
.....

Post Office Address.....

Town.....

Street.....

Name of building.....

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

Telephone Nos.....

Full Name of applicant.....

Other branches location.....

**2. ORGANIZATION & BUSINESS INFORMATION**

Management personnel.....

President (Chief Executive) .....

Secretary.....

General Manager.....

Treasurer.....

Other (s).....

Partnership (if applicable)

Name of partners

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

(10 Points for dully filled)



**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Age .....

Academic Qualification .....

Professional Qualification .....

Length of service with contractor or supplier position held  
 .....

.....  
 (Attach CV and copies of certificates of key personnel in the organization)

S/No.		BRANDKE Requirements	Parameter	Weighted	Maximum Marks Awarded
1.	Personnel Capability	The names and pertinent information and CV of the Key Personnel for individual group to execute the contract	Provide Organization profile. Indicate key staff, professional qualification, experience and their functions	Org. profile 4 Over 4 staff 6 3 staff and below 4	10

(10 Points)

**PQ-4 FINANCIAL POSITION AND TERMS OF TRADE**

1. Attach a copy of firm’s three certified financial statements giving summary of assets and current liabilities / or any other financial support.
2. Attach letters of reference from the bankers regarding supplier’s credit position.  
(20 Points as summarized below)

S/No.		BRANDKE Requirements	Parameter	Weighted	Maximum Marks Awarded
1.	Financial Capability	Financial capability to perform the contract	Provide latest audited financial statements for the last 3 years. Letter of reference from the Bank regarding your credit position. Provide evidence that if awarded the contract, the bidders will be able to supply and deliver.	3 years 10 2 years 7 1 year 5  Reference letter from the bank. 5  Evidence of capability to supply if awarded contract. 5	20



**FORM PQ-5**

**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name .....

Location of business premises. ....

Plot No..... Street/Road .....

Postal Address ..... Tel No. .... Fax ..... E mail .....

Nature of Business,..... Registration Certificate No. ....

Maximum value of business which you can handle at any one time – Kshs..... Name of your bankers ..... Branch .....

**Part 2 (a) – Sole Proprietor**

Your name in full ..... Age .....

Nationality ..... Country of origin .....

- Citizenship details .....

**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....

**Part 2 (c) – Registered Company**

Private or Public .....

State the nominal and issued capital of company-Nominal Kshs .....

Issued Kshs .....

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....

Date ..... Signature of Candidate .....

**If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration. (10 points)**

**NB: Special target group MUST also dully fill this as a requirement**



**FORM PQ6- PAST EXPERIENCE**

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

1 Name of 1st Client (Organization)

- i. Name of Client (organization).....
  - ii. Address of Client (organization).....
  - iii. Name of Contract Person at the client (organization) .....
  - iv. Telephone No. of client .....
  - v. Value of Contract .....
  - vi. Duration of Contract (date) .....
- (Attach documents evidence of existence of contract)

2. Name of 2nd Client (organization) .....

- i. Address of Client (organization) .....
  - ii. Name of Contact Person at the client (organization) .....
  - iii. Telephone No. of Client .....
  - iv. Value of Contract (date) .....
  - v. Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization) .....

- i. Address of Client (organization) .....
  - ii. Name of Contact Person at the client (organization) .....
  - iii. Telephone No. of Client .....
  - iv. Value of Contract .....
  - v. Duration of Contract (date) .....
- (Attach documental evidence of existence of contract)

Others .....



(15points) **Attach evidence e.g. LPOs, LSOs, Contract Agreements etc. (15points)**

S/No.		BRANDKE Requirements	Parameter	Weighted	Maximum Marks Awarded
1	Firms Experience	Adequate experience in the relevant field	Provide proof of previous experience, Attach evidence (Copies of previous contracts, contract values, letters of recommendation among others	3 evidence 15 2 evidence 10 1 evidence 5	15



**FORM PQ-7**

**SWORN STATEMENT**

Having studied the pre-qualification / registered 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/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the ministry.
- c. When the call for quotation is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify the ministry and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process.
- f. We are not an employee of Kenya Export Promotion and Branding Agency, or a member of the Agency or committee of Kenya Export Promotion and Branding Agency.
- g. We are not a Minister, Public Servant or any Government or any department of the Government or a person appointed to any position by the President or a Minister.
- h. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- i. We are not be insolvent, in receivership, bankrupt or in the process of being wound up and is not subject of legal proceedings related to the foregoing.

**Date** .....

**Applicant's Name:** .....

**Represented by** .....

**Signature** .....

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

(5points for Dully filled form)

## **REQUIREMENTS FOR AGPO GROUP**

Please provide copies as a proof and sign the sworn statement

### **YOUTH, WOMEN & PERSONS WITH DISABILITIES (PWDs)**

- National Identity Card/ Passport
- Business Registration Certificate/ Certificate of Incorporation
- CR12 for Limited Company from registrar of business names
- Valid tax compliance certificate
- Bank statement/ bank reference letter
- Two page company profile (Include Postal and email addresses)
- National Construction Authority Letter/ Certificate for construction category where applicable
- Valid target group certificate
- Duly filled business questionnaire ( Form PQ – 5)
- Duly filled application form (PQ -2)
- A list and contact details of directors
- Dully filled Sworn Statement

**(This is mandatory for AGPO Groups)**