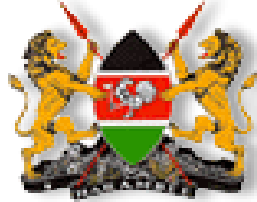


REPUBLIC OF KENYA



MINISTRY OF HEALTH

**THE DIRECTOR - NATIONAL QUALITY
CONTROL LABORATORY
P. O. BOX 29726-00202
TEL: 0203544525/30
NAIROBI**

NO. NQCL/001/2024-2025

**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS
FOR
SUPPLY/PROVISION OF GOODS AND SERVICES
FOR
THE PERIOD 2024-2026**

CATEGORY APPLIED: _____

CLOSING DATE: 1ST AUGUST, 2024, 10.00 AM

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REFERENCE: NQCL/001/2024-2025**NAME:****PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR
SUPPLY/PROVISION OF GOODS AND SERVICES FOR 2024-2025 & 2025-
2026 FINANCIAL YEARS**

The Director – National Quality Control Laboratory invites applications for pre-qualification/registration of suppliers for provision of goods and services from interested eligible bidders for the period ending **30th June, 2026**. Current providers of various goods and services are requested to apply afresh. All applicants **must** be registered with Kenya Revenue Authority and Registrar of Companies.

CATEGORY A	SUPPLY OF GOODS AND EQUIPMENT	
A01	Supply of Computers, Related Equipment and Software/Upgrades	AGPO
A02	Supply of Telecommunication Equipment	AGPO
A03	Supply of General Office Stationery, Computer Consumables and Accessories	AGPO
A04	Supply of Furniture, Furnishings and Fittings	OPEN
A05	Supply of Photocopiers & Office Equipment	OPEN
A06	Supply of Photographic, Video Graphic and Broadcast Equipment	OPEN
A07	Supply of General Hardware and Electrical Items	OPEN
A08	Supply of Staff Uniforms, T-Shirts, Foot wear and CMT Charges	OPEN
A09	Supply of Motor Vehicle accessories, Tyres, Tubes and Batteries	OPEN
A10	Supply of Motor Vehicle Auto-Spares	OPEN
A11	Supply of Fire Fighting Equipment and Refilling(Ministry of Public Works approved contractors only)	OPEN
A12	Supply of Laboratory Glassware and assorted items	OPEN
A13	Supply of Laboratory Chemicals, Reagents and Chemical Ref. standards	OPEN
A14	Supply of Laboratory Machines and Equipment	OPEN
A15	Supply of General office, Kitchen consumables	AGPO
A16	Supply of General Laboratory Protective Items e.g. Gloves, Gauze rolls	AGPO

CATEGORY B	PROVISION OF SERVICES	
B01	Provision of Fumigation, Cleaning and Sanding Services (Carpeted, Tiles, Wooden and Terrazzo floors)	AGPO
B02	Repair and Maintenance of Telecommunication Equipment	AGPO
B03	Provision of Garbage Collection Services	AGPO
B04	Repair and Maintenance of Computer Equipment & Accessories	AGPO
B05	Provision of Calling/Scratch Cards	AGPO
B06	Provision of Sanitary Services	OPEN
B07	Provision of Outside Catering Services	OPEN
B08	Repair and Maintenance of Generators (Ministry of Public Works approved contractors only)	OPEN
B09	Service and Maintenance of Photocopiers & Office Equipment	OPEN
B10	Repair and Servicing of Motor Vehicles – (Only Ministry of Public Works pre-qualified companies)	OPEN
B11	Provision Consultancy Services – Accounting and Audit	OPEN

B12	Provision of Laundry Services	OPEN
B13	Provision of Video Production	OPEN
B14	Hire of Motor Vehicle Services – Transport and Taxi	OPEN
B15	Provision of Repair and Maintenance of Cold Rooms, Air Conditioners and Fridges – (Only Ministry of Public Works pre-qualified companies)	OPEN
B16	Provision of Internet Services	OPEN
B17	Provision of Web Design/Development Services	OPEN
B18	Provision of Repair and Maintenance of water and sewer system – plumbing – (Only Ministry of Public Works pre-qualified companies)	OPEN
B19	Provision of Repair and Maintenance of buildings and fittings.	OPEN
B20	Provision of Repair and Maintenance of Equipment and Machines	OPEN
B21	Consultancy – Legal Services	OPEN
B22	Consultancy – Enterprise Risk Management	OPEN
B23	Provision of Security Services	OPEN
B24	Consultancy – Land Survey Services	OPEN
B25	Consultancy – Architectural, Structural, Civil and Quantity Survey Services	OPEN
B26	Provision of Conferencing Services	OPEN

Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the National Quality Control Laboratory’s website: www.nqcl.go.ke free of charge. Youth, Women and Persons with Disabilities should provide valid certificate of registration for disadvantaged group. **They are also encouraged to participate in all other categories.** Pre-qualification documents duly completed and indicating the tender number and the category should be submitted in plain sealed envelopes and deposited at the **Quotation Box located at NQCL ENTRANCE** and be addressed to:

The Director – NQCL
P. O. Box 29726 – 00202
NAIROBI

So as to be received not later than **1stAugust, 2024 at 10.00 a.m.** late applications will not be accepted.

Supply Chain Management Services

For: Director - NQCL

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

National Quality Control Laboratory would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the institution.

1.2 Pre-qualification Objective

The main objective is to have a data base of approved suppliers to supply and deliver assorted items and provides services under relevant tenders/quotations to the Laboratory as and when required during the period ending 30th June, 2026.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to the DIRECTOR - NQCL so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

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

1.5 Pre-qualification Document

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

1.6 In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

The Director

National Quality Control Laboratory

P. O. Box 29726 - 00202

NAIROBI

Tel: +254 703311563

E-mail: info@nqcl.go.ke

Not later than **1st August, 2024 at 10.00 a.m.** (local time)

1.8 **Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Director - NQCL whose address is given in par 1.7

1.9 **Additional Information**

The Government reserves the right to request submission of additional information from prospective bidders.

2. **BRIEF CONTRACT REGULATIONS/GUIDELINES**

2.1 **Taxes on Imported Materials**

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

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 should be inclusive of all delivery charges.

2.4 **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.

3. **PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS**

3.1 **Pre-qualification data forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be fully completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.1 The pre-qualified/registered 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 pre-qualification/registration data on prospective bidders is to be used by Government 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.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Government 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/services.

3.3 Essential Criteria For Pre-Qualification/Registered

3.3.1 Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

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

3.3.3 Financial Position

The Supplier's financial condition will be determined by **latest financial statement submitted** with the prequalification 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.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress data 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 pre-qualifying bidders. Letter of reference and or copies of order/contracts from past customers should be included in Form PQ-6. **Potential AGPO reserved to indicate the category on Form PQ6 (5)**

3.4 Statement

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

3.5 Withdrawal of Prequalification

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

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 which is mandatory.

3.7 **Prequalification Documents/Criteria**

Required Information	Form Type	Points Score
1. Statutory Documentations	PQ-1	30
2. Pre-qualification Data	PQ-2	10
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	10
6. Past Experience	PQ-6	20
	TOTAL	100

3.8 **The qualification is 75 points and over**

FORM PQ-1: PRE-QUALIFICATION DOCUMENTS

All firms must provide:-

1. Copies of Certificate of Registration/Incorporation.
2. Valid 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**).
3. Copies of Pin Certificate of firm/company/individual.
4. Copy of valid AGPO certificates (AGPO reserved categories)
5. CR 12

[30 points]

FORM PQ-2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION

FORM

1. General Company Information

I/Wehereby apply for registration
as supplier(s) (Name of Company/Firm) for..... Category
(No.).....
(Item Description)

Post Office Address Town

Street Name of building.....

Floor No. Room/Office No.

Telephone Nos.

Full Name of applicant

Other branches location

2. Organization & Ownership Information

Number of Management Personnel

President/Chief Executive – (full name)

Secretary

General Manager

Treasurer.....

Other

Partnership (if applicable)

Names of Partners i)

ii)

iii)

- 3. Business founded or incorporated
- 3. Under present management since
- 4. Net worth equivalent Kshs.....
- 5. Bank reference and address

6. Bonding company reference and address

7. **Enclose a copy of company profile** indicating the main fields of activities

8. State any technological innovations or specific attributes which distinguish your company from your competitors

.....
.....
.....

9. Indicate terms of trade/sale

.....
.....
.....
.....

[10 Points]

PQ-3 BIODATA FOR KEY / SUPERVISORY PERSONNEL

1. Staff 1

Name.....Age.....

Academic Qualification

..... Professional

Qualification

.....

Length of service with Contractor or Supplier position held

.....

..... (Attach copies of certificates of at least

two (2) key personnel in the organization)

2. Staff 2

Name.....Age.....

Academic Qualification

.....Professional Qualification..

.....Length of

service with Contractor or Supplier.....position held..... (Attach

copies of certificates of at least two (2) key personnel in the organization

[10 Points]

PQ-4 - FINANCIAL STATUS AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements for the **period during years 2022 and 2023** 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]

FORM PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.
 You are advised that it is a serious offence to give false information on this form

<p><i>Part I- General :</i></p> <p>Business Name </p> <p>Location of business premises.....</p> <p>Plot No. Street/Road.....</p> <p>Postal Address.....Tel. No.....</p> <p>Nature of business.....Current Trade License No.....Expiring date.....</p> <p>Maximum value of business which you can handle at any one time : K£.....</p> <p>Name of your bankers.....Branch </p>																					
<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of origin.....</p> <p>*Citizenship details.....</p>																				
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> <th style="text-align: left;"><i>Citizenship Details</i></th> <th style="text-align: left;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.				2.				3.				4.			
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1.																					
2.																					
3.																					
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Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal K£.....

Issued K£.....

Given details of all directors as follows:-

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

Date Signature of Candidate.....

*if Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

[10 points]

FORM PQ-6 - PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

(Attach copies of LPOs and contracts as evidence)

1. Name of 1st Client (organization)

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

2. Name of 2nd Client (organization)

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

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

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

(Attach documental evidence of existence of contract)

4. Others

.....

5. AGPO Group (Please indicate the category-women, youth, pwd)

- a) Category.....
- b) AGPO Certificate Number

[10 Points]

FORM SD1

SELF DECLARATION FORMS - DEBARRED

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,..... of Post Office Box being a resident of in the Republic of..... do hereby make a statement as follows: -

- 1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director..... (Insert name of the Company) who is a Bidder in respect of Tender No.....for (Insert tender title/description) for (Insert name of the Procuring entity) and duly authorized and competent to make this statement. Kenya Subsidiary Legislation, 2020
- 2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
- 3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

Bidder Official Stamp

.....

(Signature)

.....

(Date)

