

REPUBLIC OF KENYA



KENYA MEDICAL PRACTITIONERS AND DENTISTS BOARD

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FY 2018/2019

PROVISION OF AIRTICKETS AND HOTEL RESERVATION

TENDER NUMBER: KMPDB/13/2018 – 2019

CLOSING DATE: MONDAY APRIL 30TH, 2018 AT 2.30PM LOCAL TIME

Kenya Medical Practitioners and Dentists Board,
Woodlands Road, Off Lenana Road
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INTRODUCTION

- 1.1 This standard procurement prequalification document has been prepared for use by the procuring entity and is intended for use in prequalifying candidates wishing to tender for the Provision of Air Ticketing, Hotel Booking & Reservations category.
- 1.2 The standard document includes a form for invitation for prequalification, instructions to candidates and a letter of application with attached forms for candidates to complete.
- 1.3 For purposes of simplifying presentation, the document has been written for contracts (commonly used). Care should therefore be taken when preparing prequalification document for specific cases to ensure that the prequalification criteria are clear and explicit, and that they refer to the needs and characteristics of the specific procurement. For this purpose where appropriate, "Works" should be substituted by "Equipment" or "Plant" as the case may be and "Contractor" should be replaced with "Supplier" or "Manufacturer" as the case may be.
- 1.4 The following directions should be observed when using the standard procurement prequalification document.
 - (a) The forms will require adaptation to suit the requirement of each proposed procurement
 - (b) specific details, such as the names of the procuring entity should be furnished in the spaces indicated in the text.
 - (c) Where alternative clauses or texts are shown, the user should select those that best suit the particular contract and should discard the alternative text that will not apply.
 - (d) The instructions to candidates should basically remain unchanged. Any necessary amendments to any clause or additions should be made through Appendix to instructions to candidates.
- 1.5 The notes in the text of the prequalification documents are meant to assist the procuring entity in the preparation of the document. They are not part of the prequalification document and should therefore be deleted as the document is prepared.
- 1.6 The cover of the tender document should be modified to include:
 - i. Tender number.
 - ii. Tender name.
 - iii. Name of procuring entity.

INVITATION FOR PREQUALIFICATION

The Medical Practitioners and Dentists Board invites applications for pre-qualification from competent firms to provide Air Ticketing, Hotel Booking & Reservations within Kenya. The document is downloadable from the Board's website; www.medicalboard.co.ke.

Completed prequalification documents in plain sealed envelopes, marked with the **Category Number & Description** and addressed to:

**Medical Practitioners and Dentists Board, P.O. Box 44839-00100,
Nairobi, Kenya.**

Or deposited in the tender box situated on the **Ground Floor**, Reception KMP&DB House along Woodlands Road, off Lenana Road on or before **2.30 pm, 30th April, 2018**

Medical Practitioners and Dentists Board reserves the right to accept or reject applications made pursuant to the prequalification. Any subsequent appointment made pursuant to the prequalification is subject to invitation to tender for specific jobs/services.

MEDICAL PRACTITIONERS AND DENTISTS BOARD
IMPORTANT NOTES TO THE BIDDER

- a) The purpose of this document is to assist Medical Practitioners and Dentists Board in the identification and evaluation of potential firms who may subsequently be invited to give quotations for provision of Air Ticketing, Hotel Booking & Reservations category.
- b) The questionnaire is to be fully and comprehensively completed in all respects.
- c) All documents must be submitted in English Language.
- d) Provide supporting documents requested for in the questionnaire.
- e) You may also be asked to clarify your answers or provide more details.
- f) Medical Practitioners and Dentists Board will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration.
- g) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, Medical Practitioners and Dentists Board reserves the right without further resource to verify at its own cost the accuracy of any answers provided herein.
- h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- i) Information given by the applicant shall be treated in strict confidence.
- j) Applicants to kindly note that this does not amount to any contractual obligation on the part of Medical Practitioners and Dentists Board, and that Medical Practitioners and Dentists Board is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.
- k) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- l) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the persons(s) who sign(s) the Document.
- j) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- k) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- l) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person(s) who sign(s) the Document.

- m) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- n) Applicants will meet all cost associated with preparation and submission of their applications.
- o) Canvassing will lead to automatic disqualification of the applicant.
- p) Submission is as per instruction given in Invitation to Tender.
- q) Late submission will not be acceptable. Any application(s) received after the date of closure will be considered as late and disqualified.

MANDATORY REQUIREMENTS

You shall be required to attach the following mandatory documents where applicable:

- I. Proof of Registration by IATA
- II. Certified copy of Certificate of Incorporation, Partnership or Business registration
- III. Certified copy of Trading Certificate where applicable
- IV. Certified copy of PIN Certificate
- V. Certified copy of Certificate of registration with relevant regulatory authorities where applicable
- VI. Certified copy of VAT certificate
- VII. Certified copy of a Valid Tax Compliance Certificate
- VIII. List of Directors, telephone, postal and email addresses
- IX. Audited Accounts and Financial Reports for the last 5 years
- X. Name of Bankers and Auditors
- XI. CVs of Senior Staff and Others as it may have been requested
- XII. Organogram
- XIII. Special Group Certificate if applicable

NOTE: Failure to submit all the mandatory documents will lead to automatic disqualification. Firms that meet the above requirements will be subjected to further detailed evaluation.

SECTION II - INSTRUCTIONS TO CANDIDATES

Notes on Instructions to Candidates

1. The instructions to candidates should provide the candidates with adequate information to facilitate preparation and submission of a good prequalification application.
2. All the blank spaces should be properly completed by the procuring entity before the prequalification document is given to the candidates.
3. The note accompanying the clauses in this part are not part of the text. They are meant to assist the procuring entity when preparing the prequalification document. The notes should not be incorporated in the actual prequalification documents.
4. Where in the text alternative clauses are shown, the procuring entity should select those suitable for the particular contract and discard the alternative text that will not apply. This should also be clarified in the appendix to instructions to candidates.
5. The instructions to candidates may be amended or supplemented by clauses in the appendix to instructions to candidates.

SECTION II - INSTRUCTIONS TO CANDIDATES

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

2.1.1 The Medical Practitioners and Dentists Board hereinafter referred to as the procuring entity intends to prequalify for provision of Air Ticketing, Hotel Booking & Reservations.

It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **MONDAY 30TH April 2018 AT 2:30 pm.**

2.1.2 Prequalification is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to candidates.

2.2 Submission of Application

Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and category number and deposited in the tender box at the Board's reception area on or before **MONDAY 30TH April 2018 AT 2:30 pm**

2.2.1 *The procuring entity reserves the right to accept or reject a tender in whole or in part*

2.2.2 Any Tender received by the Procuring Entity after the deadline for submission of tenders shall be declared late, rejected and returned unopened to the Tenderer.

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 substantiation of the information supplied may result in the applicant's disqualification.

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 appendix to instructions to candidates.

2.3.2 The procuring entity's 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

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such sub contractors and their inputs shall be described in the Standard Form 1 (General Information)

2.4.3 General Experience. The applicant shall meet the following minimum criteria

- (a) Average annual turnover over the last (5) five years.
- (b) Successful experience three contracts of a nature and complexity comparable to the proposed contract within the last five years (5) years.

2.4.4 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions(19)

Firm	Total experience (years)	In similar works (years)

2.4.5 Financial position.

2.4.6 The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the procurement cash flow for a period of twelve months.

2.4.7 The audited Accounts for the last (3) three years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.8 Litigation history

2.4.9 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant or any partner of a joint venture may result in failure of the application.

2.5 Joint Venture

2.5.1 Joint ventures must comply with the following:-

(a) Following are the minimum qualification requirements.

(i) The firm shall meet not less than eighty percent (80%) of all the qualifying criteria.

(ii) The joint venture must satisfy collectively the criteria of section 4. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre-qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification requirements, subject to a written approval of the procuring entity

2.6 Public Sector companies

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.7. Conflict of Interest

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, any other entity that has prepared the specifications and other prequalification and bidding documents for the tender. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.8. Updating Pre-qualification Information

2.8.1 Pre qualified candidates shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

Notes on the appendix to instructions to Candidates

1. The appendix to candidates to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to candidates.
2. The appendix may amend any information in the instructions to candidates.
3. The procuring entity should use the appendix to ensure that all relevant information to the candidates relating to a particular pre-qualification is included.

APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification of candidates shall supplement, complement or amend the provisions of the instructions to candidates.

Where there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

Note

To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Candidates.

SECTION III - LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

SECTION III - LETTER OF APPLICATION

Date

To

 (name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (name of firm) (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Category number	Category name

2. Attached to this letter are copies of original documents defining
 (a) the Applicant's legal status
 (b) the principal place of business and
 (c) the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
 - (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.

7. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

SECTION IV - STANDARD FORMS

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5.	Personnel capabilities	
5A	Candidate summary	
6.	Equipment capability	
7.	Financial capability	
8.	Litigation History	

SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms

- Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form
- Application Form 2 - General Experience Record
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint Venture Summary
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 progress - Summary sheet. Contract commitments/work in
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

- Application Form 5 - Personnel Capabilities
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A
- Application Form 5A - Candidate Summary
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
- Application Form 6 - Equipment Capability
This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.
- Application Form 7 - Financial Capability
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
- Application Form 8 - Litigation History
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture

APPLICATION FORM (1)

GENERAL INFORMATION

PART A – GENERAL INFORMATION

1	Name of Organization	
2	Postal Address	P.O. Box Code.....
3	Principal Contact Person	Name: Position:
4	Contacts	Telephone: Fax No. Email: Group email (Applicants are advised to give a group email address to facilitate prompt communication of new tender invites)
5	Physical Location of Business Premises	Town

	(Note that a visitor to your office may be made to confirm information provided as part of the prequalification evaluation) Street Building Name Floor			
6	Nature of organization (e.g. sole proprietorship, Public Limited Company, Partnership etc)	<table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Limited Liability Company</td></tr> </table> <table border="1" style="display: inline-table; margin-right: 10px;"> <tr><td>Partnership</td></tr> </table> <table border="1" style="display: inline-table;"> <tr><td>Sole Proprietor</td></tr> </table>	Limited Liability Company	Partnership	Sole Proprietor
Limited Liability Company					
Partnership					
Sole Proprietor					
7	Names of Proprietor, Directors or Partners NOTE: Attach copies of Directors' identity cards/ passports	1. 2. 3. 4.....			
8	Geographical area of Operations				
9	Business Operations	Year established..... Duration of Business Operation			
10	Company Registration No.	Number.....			

	(Attach Copy)	
1	VAT Registration No.	YES <input type="checkbox"/> NO <input type="checkbox"/>
1	(Attach copy)	Number
1	Valid Tax Compliance	<input type="checkbox"/> <input type="checkbox"/>
2	Certificate (attach copy) NO
1	State Credit period	
3	(minimum proposed is 45 days)	
1	Registration with	Registration Body.....
4	regulatory relevant bodies	Category of registration.....

PART B – ELIGIBILITY

1. Have you or your principals been subject or legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? YES/NO
2. If yes, when(if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
3. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? YES/NO
4. 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
5. 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? YES/NO
6. Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client? YES/NO

Company Licenses

Provide list of registration certificates with relevant bodies.

PART D: TRADE REFERENCES

Provide contact details for 3 referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further references to you. (Attach documentary evidence of existence of the contract)	
How many references are you indicating? (Tick one)	0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A Have you previously been contracted by MEDICAL PRACTITIONERS AND DENTISTS BOARD? Tick one	YES <input type="checkbox"/> NO <input type="checkbox"/> Describe the contract and nature of works When.....and for how long.....
B 1. Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
2. Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
3. Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided

In addition to the above, you are required to attach copies of LPOs, Letters of Award, and Completion certificates or any other approved document showing works done and value.

APPLICATION FORM (2)

GENERAL EXPERIENCE RECORD

1. Project History

a) Completed Projects – Start with latest

List the information on projects completed over the last five (5) years

No	Client	Project Title	Location/Town	Start Date	End Date	Project Cost/Value	Sub Contractors – If Any – up To three
1							
2							
3							
4							
5							

You can attach a separate sheet of paper if space provided is not sufficient

2. Experience

How many years has your firm been engaged in the this business?

.....

Describe nature of work performed by your firm

.....

How many years of experience have you had in the type of work described in (b) above

Name of Applicant or partner of a joint venture

Annual turnover data		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2A)

JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual turnover, in Kshs.

Annual turnover data: Kshs.

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

APPLICATION FORM (5)

PERSONNEL CAPABILITIES

Name of Applicant

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

APPLICATION FORM (5A)

CANDIDATE SUMMARY

Name of Applicant

Position	Candidate * Prime * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of employer	
	5. Address of employer	
Telephone		Contact (manager/personnel officer)
Fax		E mail
Job title of candidate		Years with present employer

Summarize professional experience over the last 5 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (6)

EQUIPMENT CAPABILITIES

Name of Applicant

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacturer
Current status	5. Current location 6. Details of current commitments	
Source	7. Indicate source of the equipment * Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner

Owner	8. Name	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Email
Agreements	Details or rental/lease/manufacture agreements specific to the project	

APPLICATION FORM (7)

FINANCIAL CAPABILITY

Banker	Name of banker			
	Address of banker			
			
	Telephone		Contact name and title	
	Fax		Email	
Financial information in Kshs.	Actual: Previous TWO years			
	1	2	3	
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	

3.	
4.	

Attach a copy of firm's audited accounts or certified bank statements for the previous two years together with letters of reference from the bankers regarding the firm's credit position.

APPLICATION FORM (8)

LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

5. Profits before taxes				
6. Profits after taxes				

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

PART G: CERTIFICATION

I/We do hereby certify that the above information is correct in all respects.

Full Name:

Designation/Position:

Signature:

FOR OFFICIAL USE ONLY

SECTION VI - PREQUALIFICATION EVALUATION CRITERIA

KMPDB will consider five major categories of criteria for evaluating tenders and tenderers:

SUMMARY OF EVALUATION	REMARKS/SCORE
Mandatory Criteria	
Capability Assessment	
Technical Capability	
Financial Capability	
Operational Assessment by site visit	
Total Score	

A. MANDATORY REQUIREMENTS

The tenderer must provide the following and provide copies of documents to support the information given.

Criterion	Particulars Provided	Scores
Sealed copy of the tender		
Proof of Registration by IATA		
Certified copy of Certificate of Incorporation, Partnership or Business registration		
Certified copy of Trading Certificate where applicable		
Certified copy of PIN Certificate		
Certified copy of Certificate of registration with relevant regulatory authorities where applicable		
Certified copy of VAT certificate		
Certified copy of a Valid Tax Compliance Certificate		

List of Directors, telephone, postal and email addresses		
Audited Accounts and Financial Reports for the last 5 years		
Name of Bankers and Auditors		
CVs of Senior Staff and Others as it may have been requested		
Organogram		
Special Group Certificate if applicable		

FORM 9 - SELF DECLARATION

a) ANTI-CORRUPTION DECLARATION

I/We _____ declare and guarantee that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of his procurement.

In the event the above is contravened we accept that the following to apply:-

- i. The person shall be disqualified from entering into a contract for the procurement or
- ii. If a contract has already been entered into with the person, the contract shall be voidable at the option of KMPDB.
- iii. The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KMPDB may have.

Name: _____

Signature: _____ Date: _____

Company seal/Business stamp

b) ANTI-FRAUDULENT PRACTICE DECLARATION

I/We _____ declare and guarantee that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding. Further we declare that as we bid, we have not been convicted of corrupt or fraudulent practices.

Name: _____

Signature: _____ Date: _____

Company seal/Business stamp

c) NON-DEBARMENT DECLARATION

I/We _____ declare and guarantee that no director, sub-contractor or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name: _____

Signature: _____ Date: _____

Company seal/Business stamp

d) NOT INSOLVENT, IN RECEIVERSHIP, BANKRUPT OR IN THE PROCESS OF BEING WOUND UP

I/We _____ declare and guarantee that the person or the company bidding is not insolvent, in receivership, bankrupt or in the process of being wound up.

Name: _____

Signature: _____ Date: _____

Company seal/Business stamp

B. CAPABILITY ASSESSMENT

Criterion	Particulars Provided	Scores
Years in Business		
Conformity to Technical Specifications <ul style="list-style-type: none"> • Same • Alternative 		
Relevant experience with Other Public Organizations		
Maximum Value of Business Indicated		
Delivery/ Implementation schedule provided		
Names of at least 3 Clients supplied with similar services		
Nature of Business related to the prequalification		
Maximum Score		

C. FINANCIAL CAPABILITY

As deduced from the Financial Statements

D. OPERATIONAL ASSESSMENT BY SITE VISIT

Criterion	Observations Made	Scores
Confirmation of Business Name and Physical Address		
Confirmation of originals of Attached documents		
Composition of Staff <ul style="list-style-type: none"> • Management • Technical • Supervisory • Support 		
Name and qualification of Key management & Technical Staff <ul style="list-style-type: none"> I. II. 		
Nature of operations(relevant) indicated		

Size of Business <ul style="list-style-type: none"> • Large • Medium • Small 		
Customer Service Centre/After Sales Service		
Major principals Represented		
Premises <ul style="list-style-type: none"> • Owned • Leased 		
TOTAL		

E. TECHNICAL EVALUATION COMMITTEE'S RECOMMENDATIONS

The evaluation of the tender and tenderer by Technical Evaluation Committee will be summarized as follows:

Major Area of Concern	Indicators from the evaluation Exercise	Aggregated Scores
Responsiveness of Tender to Public Procurement Act Requirements		
Responsiveness of Tender to KMPDB's Technical Specifications		
Physical and Administrative Organization of Tenderer		
Technical Ability of tenderer to meet the specific performance targets of the tender		
Financial Ability of tenderer to meet the production, delivery and payment terms of the tender		
TEC Decisions	Recommended or Not Recommended	

LETTER OF NOTIFICATION OF PREQUALIFICATION

Address of Procuring Entity

To: _____

RE: Category No. _____

Category Name _____

This is to notify that you have been prequalified for the contract/s stated below under the above mentioned category.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER