



KENYA NUTRITIONISTS AND DIETICIANS INSTITUTE

PRE-QUALIFICATION SUPPLIERS REGISTRATION QUESTIONNAIRE

31st July 2017 – 30th June 2019

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PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

The Kenya Nutritionists and Dieticians Institute was established by an Act of Parliament No.18 of 2007 (Cap 253B). The Act provides for training, registration and licensing of nutritionists and dieticians. It also provides for the regulation of the standards, and practice of the profession to ensure their effective participation in matters relating to nutrition and dietetics and for related purposes.

KNDI seeks to invite interested and eligible organizations to submit applications for the pre-qualification of suppliers.

DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents must be enclosed in a properly sealed envelope marked "*Pre-Qualification of Suppliers 2017*", indicating clearly the appropriate **reference number(s)** and **category name (s)** being applied for, and placed in the tender boxes by **Monday, 31 July, 2017 at 5.00 pm** addressed to:

The Chairman, Procurement Committee
P.O Box 20436-00100, Nairobi.
Physical Address : 3G,Commodore Office Suites,
Wood Avenue, Kindaruma Road,
Tel.: +254 (0) 20 2608882

Bids containing any other external markings that can identify the vendor or that are addressed to individuals will be **disqualified**. For any clarifications please contact us on the above respective numbers and **email us on tender@kndi.institute**

CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

Reference Number	CATEGORY A: SUPPLY OF GOODS
PI/01/2017	Supply of general office stationery.
PI/02/2017	Supply of office supplies.
PI/03/2017	Supply and maintenance of photocopiers, scanners, computers, printers, Uninterruptible Power Supply (UPS), laptops, software, toners and accessories.
PI/04/2017	Supply of branded items and promotional materials.
PI /05/2017	Supply, installation and maintenance of fire and security alarms equipment and security systems.
PI /06/2017	Supply, installation and maintenance of firefighting equipment and materials.
PI/07/2017	Supply of bottled water, dispensing machines and maintenance.
PI/08/2017	Supply and maintenance of intercom systems
PI/09/2017	Supply of motor vehicles
PI/10/2017	Supply of airtime and scratch cards.
PI/11/2017	Supply of office furniture's and fixtures.
	CATEGORY B: PROVISION OF SERVICES
PI/12/2017	Provision of catering services.
PI/13/2017	Provision of air travel, reservations and ticketing services.
PI/14/2017	Provision of fleet management systems including tracking services.

PI/15/2017	Provision of courier and mail delivery services.
PI/16/2017	Provision of hotel accommodation and conference facilities.
PI/17/2017	Provision of legal services.
PI/18/2017	Provision of medical insurance services.
PI/19/2017	Provision of motor vehicle insurance.
PI/20/2017	Provision of photography and video graphic and editing, including digital communication services.
PI/21/2017	Provision of car hire
PI/22/2017	Provision of events equipment (tents, chairs and Public Address (PA) equipment).
PI/23/2017	Clearing and forwarding services.
PI/24/2017	Provision of document and peer review journal editing services

KNDI reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Only successful organizations will be contacted.

Please complete the form below and submit with the requested attachments.

PRE-QUALIFICATION INSTRUCTIONS

1. KNDI herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to KNDI on and as when required during the stated period.
3. Duly registered suppliers of goods and services under the Laws of Kenya are invited to submit their pre-qualification documents to KNDI so that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
6. This document includes questionnaire forms and documents required of prospective suppliers.

7. The successful applicants will be registered on KNDI suppliers list for the period **31st July 2017 – 30th June 2019** and the organization will only deal with the firms that are registered.
8. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A'.
9. KNDI reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
10. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
11. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
12. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

Experience

- a. Prospective Bidders shall have at least three (3) years' experience in the supply of good and services.
- b. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice.
- c. KNDI reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- d. Share contracts of previous works done and/or recommendation letters.

Financial Capability

- a. The suppliers financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractors credit position.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

Personnel

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.
- b. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be indicated in Part I.

Past Performance

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

Premise

The Firm must have a **registered** and **fixed** business premise in Kenya, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Statutory Obligations

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the Kenya Revenue Authority (KRA).

PRE-QUALIFICATION EVALUATION CRITERIA**MANDATORY REQUIREMENTS**

No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Air Travel Firms must be registered with International Air Travel Association (IATA) and any other relevant bodies.	Mandatory
4.	Transport Hire Firms, Taxis, etc...must attach evidence of having taken all the necessary insurance covers.	Mandatory
5.	Outside Catering services – Bidders to avail a certificate of health for handling from CCN/County/Municipal Council	Mandatory
6.	Single Business Permit from County/Municipal Council or certificate/letter of exemption for professional services from the municipal authorities.	Mandatory
7.	Evidence of physical Registered office– Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
8.	Financial statement for the last three months in the name of the firm i.e. (October 2017-December 2017)	Mandatory
9.	A minimum of three reference letters from current clients i.e. For the period 2014 – 2017.	Mandatory

TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin/Value Added Tax (VAT)	25
2.	Evidence of physical Registered office– Attach utility bill e.g. Electricity /Water bill etc. or tenancy agreements with the name of the firm.	5
3.	Other certification	10
4.	Man Power/Staffing	20
6.	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	25
7.	Financial capability	10
8.	Litigation history	5
	TOTAL	100
	PASS MARK	75

PART I. SUPPLIER REGISTRATION QUESTIONNAIRE

1. Business Name

.....
.....

Pin No. VAT Reg. No.

(Attach Copy Registration Certificate)

2. Category applied for.....

Item Description:

3. Experience:

a) State the number of years the company has been in similar business

.....
.....

State names of five major clients, references and contact persons
(Attach list and evidence e.g. Purchase Orders, Contract Agreements Invoices, etc.)

.....
.....

List ongoing contracts/projects (goods & services) and values of contract/orders.....

.....
.....

4. Submit organizational structure and CV profiles of relevant management and technical staff

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

5 a) Have you previously dealt with KNDI? If yes, state nature of business.

.....
.....

.....

- b) State whether you have, at any one time, been blacklisted by the KNDI. If yes, give reasons.....

.....

.....

.....

6. Financial Strength

Provide copies of the company's audited accounts for the last three (3) years.

7. Delivery & Logistics

- a) State location of registered office, warehouse and space whether owned/rented indicating:

- i. Building.....

.....

- ii. Street/Road.....

.....

- iii. City/Town.....

.....

- b) Submit a brief statement of supply and service delivery methods and procedures the firm proposes/plans to use to execute the contract.

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.....

.....

.....

8. State whether your company is a:

- a) Manufacturer.....

.....

- b) Authorized agent (Attach principal/manufacturer's authorization letter).....

.....

- c) Stockist.....

.....

d) Other (Please specify).....

11. Specify the amount of business you can handle at any one time

.....

12. Give any other information that you feel is relevant for purpose of Pre-qualification as a supplier.....

.....

ADDITIONAL INFORMATION

1. **Bank details:**

Bank Name	Account Number	Bank Address

PAST EXPERIENCE/REFERENCE CLIENT DETAILS

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

1. Client name(Organization) -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

2. Client name(Organization) -----

Address -----

Tel. No -----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

3. Client name (Organization) -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

4. Client name (Organization) -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

5. Client name(Organization) -----

Address-----

Tel No-----

Contact person-----

Position in the organization-----

Value of Contract

Duration of Contract (date).....

Signature and stamp of client -----

(Attach Documentary Evidence of Existence of Contract)

PART II. CONFIDENTIAL BUSINESS QUESTIONNAIRE

NB:

Appendix "A", Declaration Form Appendix "B" and Conflict of Interest Form Appendix "C"

APPENDIX "A" CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in part 1 and 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.

Part 1 General

Business Name.....

Location of business premises; Country/Town.....

.....

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

Postal Address.....Tel

No.....

Fax No.....

E-mail.....

Nature of Business.....

Current Trade License No.....Expiring date.....

Maximum value of business, which you can handle at any 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

Give details of partners as follows:

Name in full, Nationality, citizenship details and shares

1)

2)

3)

4)

5)

Part 2(c) - Registered Company

Private or Public.....

State the nominal and issued capital of the company –

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full, Nationality, Citizenship Details and Shares

- 1)
- 2)
- 3)
- 4)
- 5)

Date.....Signature of Applicant.....

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

LITIGATION HISTORY

Name of contractor/supplier Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

No.	Year	Award for or against	Name of client cause of litigation and matter in dispute	Disputed Amount (Current Value, Kshs. Equivalent)
1.				
2.				
3.				
4.				
5.				

6.				
7.				
8.				
9.				
10.				

APPENDIX “B” DECLARATION FORM

I/We.....hereby declare:

- ✓ That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give KNDI, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....

APPENDIX “C” CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM

KNDI Procurement guidelines stipulate that KNDI should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm’s length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

Code of Ethics

Except for casual benefits such as hospitality, or gifts worth less than \$50 equivalent, employees of KNDI are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of KNDI who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

Conflict of Interest

Please give details of any conflict of interest that may exist between yourself and employee(s) of the KNDI as indicated below, and confirm that you have read the code of ethics and is in agreement with it.

Has any employee of KNDI been your employee in the past one year?

If yes, please give details

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

Do you have any family ties with any KNDI employee(s) through spouse or immediate family?

If so, please explain:

.....
.....

Have you had past business dealings with any employee of PI?

If yes, please give details:

.....
.....

Do you have other social or political relationships with an employee of PI in procurement, which may impede his/her independence or objectivity?

.....
.....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....