

NYANZA INITIATIVE FOR GIRLS' EDUCATION AND EMPOWERMENT



PREQUALIFICATION/REGISTRATION OF
SUPPLIERS FOR SUPPLY/PROVISION OF
GOODS AND SERVICES FOR THE YEAR
2021

BACKGROUND

Given the year in, year out depressing statistics placing Nyanza province at the bottom of almost all public health indicators, Nyanza Initiative for Girls Education and Empowerment (NIGEE) was conceived as a one stop intervention to address these plagues and registered as a society on the 17th of May 2011.

NIGEE envisions a society and a future of self – determining and self – reliant girls and women.

The organization Mission is: To leverage community and other resources to equip girls with knowledge and skills for productive and fulfilled adult life. The initiative identifies and taps into community resources to support girls' education as a foundation for self – reliance and self – determination in and beyond basic needs.

NIGEE's CORE VALUES

- a) Respect for women's and girls' rights, specifically rights to education and reproductive health.
- b) Making the world a safe place for girls and women is everyone's business.
- c) Educating girls is educating communities, nations and the world.
- d) Local resources are a pillar to sustainability and ownership: external resources are supplemental.
- e) Equal opportunity and stakeholder participation in beneficiary selection.
- f) Transparency and integrity in funds management and program implementation.

TENDER NOTICE

NIGEE now invites sealed tenders from eligible bidders for prequalification to register suppliers for the supply of goods and services for the financial year January – December 2021.

Prequalification documents showing detailed information may be obtained from the Procurement office at NIGEE head office, Ogango area, off Kibos road, Next to Golden Elites Premier, Kisumu, from Monday to Friday between 8.30 am – 5.30 pm or downloaded from NIGEE website, www.nigee.org

Pre-qualification documents in plain sealed envelopes clearly marked
“Pre-qualification of Suppliers 2021, Category No....., Item Description.....” and
addressed to: -

**To the Tender Committee,
Nyanza Initiative for Girls Education and Empowerment
P.O. Box 7979 – 40100
Kisumu.**

should be deposited in the tender box situated at the head office in Ogango, so as to
be received on or before 4th December 2020 at 3:00 P.M. Late bid document will not
be accepted.

Special interest groups (Youths, people with disabilities, or women led
organizations/Enterprises) are highly encouraged to participate.

The pre-qualification documents will be opened soon after the closing time in the
presence of bidders or their representatives who choose to attend.

THE ORGANIZATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER
EITHER IN PART OR WHOLE AND DOES NOT BIND ITSELF TO ACCEPT THE LOWEST
OR ANY TENDER OR GIVE REASONS FOR ITS DECISION.

TENDER NOTICE

Tenders are invited for pre-qualification/registration of suppliers/service providers from interested and eligible bidders for the supply/provision of the under listed goods, works and services for the financial year January – December 2021.

SECTION A: INSTRUCTIONS TO TENDERERS:

All the documents that form part of the prequalification must be written in English and in ink.

The tenderer MUST fill in all sections of the pre-qualification questionnaire AND attach copies of relevant documentation. The Tenderer MUST also sign the prequalification document where required (signed by a duly authorized representative). Failure to fill the document properly and attach the required documentation will result in the tenderer NOT being pre-qualified. Nyanza Initiative for Girls Education and Empowerment has the right to authenticate information provided herein without reverting to the participant.

The Pre-qualification documents may be obtained from the procurement office at NIGEE head office, during working hours or downloaded, upon payment of a mandatory non-refundable fee of Kshs. 3,000.00 per set of documents. At the time of submitting the completed Pre-qualification document, Tenderers shall be required to enclose a copy of the receipt or payment slip evidencing the payment. All payments shall be made to

Bank: Housing Finance Bank,

Branch: Kisumu Branch,

A/c Name: Nyanza Initiative for Girls Education and Empowerment

A/C No: 7040000257

N/B: Suppliers who download the tender document will still be required to pay the mandatory non-refundable Kshs. 3,000 fees.

Participants to kindly note that this does not amount to any contractual obligation on the part of Nyanza Initiative for Girls Education and Empowerment and that the society is not obligated to invite tenders/quotations from any or all who express interest by responding to this invitation.

Interested suppliers must respond in full and as concisely as possible to all questions relevant to the category for which they wish to be pre-qualified. Participants should also indicate clearly their areas of specialization as per the attached products / services category list.

It is a requirement that participants must comply with all statutory requirements concerning registration and remission of taxes. To this end all suppliers shall be required to provide evidence of such compliance.

All firms must provide: -

- a) Copy of business registration certificate.
- b) Copy of valid trade license.
- c) Tax compliance certificate (failure to attach this will lead to automatic disqualification, with no further evaluation of the application).
- d) Proof of business location.
- e) AGPO certificate where applicable.

Brief contractual regulations will include: -

- a) The supplier will pay all applicable taxes of all materials to be supplied.
- b) The supplier shall be responsible for custom clearance of any imported goods.
- c) The contract shall be of unit price type or cumulative of computed unit price and quantities required.
- d) Prices quoted should be inclusive of all delivery charges.
- e) All Local Purchase Orders (LPOs) shall be on credit of a minimum of thirty (30) days or as may be stipulated in the contract agreement.

SECTION B: CATEGORIES OF ITEMS OPEN FOR TENDERING

SUPPLY OF GOODS

CATEGORY NO.	ITEM DESCRIPTION
A1	Supply of general office stationery (printing papers, pens, files, markers, flip charts, envelopes etc.). (Open)
A2	Supply of branded promotional items and materials (banners, t-shirts, roll-ups, caps, bags, wrist band, posters, fliers etc.). (Reserved for Special interest groups)
A3	Supply of petrol and petroleum products e.g. oil and lubricants. (Open)
A4	Supply of computers and its accessories, printers and scanners. (Open)
A5	Supply of tonners and cartridges. (Open)
A6	Supply and servicing of firefighting equipment. (Reserved for Special interest groups)
A7	Supply of building and hardware materials. (Open)
A8	Supply of office furniture, fittings and equipment. (Open)
A9	Supply of detergents, toiletries and cleaning materials. (Reserved for Special interest groups)
A10	Supply of bread, soda, bottled water and other such refreshments during meetings. (Reserved for Special interest groups)
A11	Supply of tents, tables and chairs during community meetings. (Reserved for CBOs, Special interest groups operating within Kisumu County)
A12	Supply of airtime. (Open)

B. PROVISION OF SERVICES

CATEGORY NO.	ITEM DESCRIPTION
B1	Provision of staff medical cover and Work Injury Benefit Act (WIBA). (Open)
B2	Provision of general insurance services i.e. motor vehicle, assets, fire and burglary. (Open)
B3	Repair, maintenance and servicing of desktop computers, laptops, servers, local area network, photocopiers and printers, UPS units and telephone equipment. (Reserved for Special interest groups)
B4	Provision of printing and publishing services. (Open)
B5	Provision of conference services or facilities. (Open)
B6	Provision of accommodation facilities. (Open)
B7	Provision of catering services at NIGEE office. (Reserved for Special interest groups)
B8	Provision of security and alarm system services. (Open)
B9	Repair, maintenance and servicing of motor vehicles. (Open)
B10	Provision of airtime/scratch cards and provision of internet services. (Reserved for Special interest groups)
B11	Provision of pest control, fumigation and general cleaning services. (Reserved for Special interest groups)
B12	Provision of radio services/audio visual advertisements. (Open)
B13	Provision of transportation and vehicle hire services. (Open)
B14	Provision of sanitary bin and other wastes' collection services. (Reserved for Special interest groups)
B15	Provision of projects documentary (Videos, audios and photos) (Open)
B16	Provision of travel and air ticketing services – IATA/ KATA registered firms only. (Open)
B17	Provision of courier services. (Open)
B18	Provision of office fumigation services. (Open)

PROVISION OF WORKS

CATEGORY NO.	ITEM DESCRIPTION
C1	Minor construction, partitioning, repairs, painting and demolition of building/offices and structures (Open)

Firms that are in the current list of suppliers and those that have submitted their company profiles/letters of introduction MUST apply afresh in order to determine their eligibility.

DR. KAWANGO AGOT,

THE DIRECTOR/CEO

SECTION C: PRE-QUALIFICATION CRITERIA

No.	Required information	Allocated score
1	Registration documents	
	Registration certificate	5
	Valid trace license	5
	Proof of business location	5
2	Valid tax compliance certificate	20
3	Confidential business questionnaire	
	Duly filled	5
	Verified physical location	5
4	Financial ability	
	Audited financial report for the last three years	10
	Mode of payment and willingness to give credit	5
5	Past experience and performance	
	Number of years in business	5
	Five referred (mostly clients and attach proof)	10
6	Man power and expertise	10
7	Litigation history	5
8	Other certification	5
9	Declaration of and company stamp	5
	TOTAL	<u>100</u>

The qualification point is 75% and above.

SECTION D: APPLICATION FORM

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/we (Name of company/firm)
hereby apply for registration as supplier for of
category

Postal address:.....

Town: Street:

Telephone: Mobile:

Email: Social Media handles:.....

Branches/other locations:
.....

Full name of authorized signatory:

Designation:
.....

Signature and organization's stamp:

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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.

Part I - General

Business Name:

Year of incorporation:

Location of business premises:

Plot No.: Street/Road:

Postal Address: Tel. No.:

Nature of Business:

Current Trade License No.: Expiry Date:

Maximum value of business that you can handle at any one time: Kshs.

Name of your bankers: Branch:

State whether you are a manufacturer, dealer, appointed distributor, wholesaler, retailer

etc.

State any technological innovations or specific attributes which distinguishes you from your competitors:

.....

Attach the following: Certificate of registration, valid trading license, tax compliance certificate, proof of business location and other certification

Part 2 (a) – Sole Proprietor

Full names:.....

Age: Nationality:.....

KRA PIN: ID No:.....

Part 2 (b) – Partnership

Give details of partners as follows

No.	Name	Nationality	KRA PIN No.	ID No.	Shares

Part 2 (c) – Registered Company

Company name:.....

Is the company private or public?.....

State the nominal and issued capital of the company

Nominal Kshs. Issued Kshs

Give details of all directors as follows

No.	Name	Nationality	KRA PIN No.	ID No.	Shares

(You may attach a separate sheet if space is required. Also attach PIN and ID copies. The attachment must be duly signed and stamped)

FINANCIAL ABILITY

Audited financial reports.

Attach copies of reports for the last three years.

TERMS OF PAYMENTS

NIGEE would wish to work on deliveries after issuance of Local Purchase/Service Orders and payments after deliveries are made.

Confirm acceptance of this:

Acceptable

Unacceptable

PAST EXPERIENCE

Have you previously supplied goods/services to NIGEE? If yes, give details

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Indicate three of the latest orders with NIGEE

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Do you have any pending orders with NIGEE? If so give details

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Give details of at least 5 reputable organizations (other than NIGEE) where you are supplying the category of goods/service applied for. Attach Proof.

1.

Name.....

Address.....

Tel No.

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....

Date.....

Company stamp:

2.

Name.....

Address.....

Tel No.

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....

Date.....

Company stamp:

3.

Name.....

Address.....

Tel No.

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....

Date.....

Company stamp:

4.

Name.....

Address.....

Tel No.

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....

Date.....

Company stamp:

5.

Name.....

Address.....

Tel No.

Contact Person.....

Position in the organization.....

E-mail Address.....

Signature of contact person.....

Date.....

Company stamp:

MAN POWER AND EXPERTISE

Qualifications and experience of at least five key personnel proposed for administration and execution of a contract with NIGEE. Attach abridged 2-page curriculum vitae, signed by the personnel.

No.	Name	Position	Qualifications	Experience in position

LITIGATION/ARBITRATION INCIDENTS

Enumerate any past litigation and arbitration incidences (if any) encountered by the firm.

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State if the company is/ was a subject of bankruptcy proceedings, in receivership or any other form of liquidation

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DECLARATION

Having studied the pre-qualification information as stated above, I hereby state:
The information furnished in our application is accurate to the best of our knowledge.
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 organization.

When the legal, technical or financial conditions or the contractual capacity of the firm changes we shall notify Nyanza Initiative for Girls Education and Empowerment and acknowledge that this may necessitate review of the pre-qualification made.

We enclose all the required documents and information required for the pre-qualification evaluation.

Name.....

Position in the Company.....

Signature

Date.....

Company stamp