



EASTERN DEANERY AIDS & RELIEF PROGRAM (EDARP)

APPLICATION DOCUMENT

PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2018

CATEGORY REF.....

CATEGORY DESCRIPTION

PAYMENT RECEIPT (Attach copy).....

Note: Applications may be made for prequalification of more than one Category of goods and services but one tender document can only be used to apply for one category of goods and services.

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Section 1.0: APPLICATION NOTICE

1.1 Introduction

Eastern Deanery AIDS & Relief Program (EDARP) is a not-for-profit organization that aims to provide high quality prevention, treatment and care services to the disfranchised people living in Eastland, Nairobi County

PRE-QUALIFICATION OF SUPPLIERS AND CONTRACTORS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2018

Eastern Deanery AIDS & Relief Program (EDARP) invites sealed applications from interested and eligible candidates for pre-qualification/registration of suppliers for supply of under listed goods and services for the years 2018

1.2 Categories

1. Supplies No. 1- EDARP/OSF/01/2018 –Prequalification for Supply of Office Supplies and Stationery
2. Supplies No. 2 – EDARP/IT/02/2018 - Prequalification for Information Technology supplies (computer hardware, software, programming services, IT System Audits, Internet and other computer accessories).
3. Supplies No. 3 – EDARP/CCS/03/2018 – Prequalification for Carriage and Conveyance Services
4. Supplies No. 4 – EDARP/LS/04/2018 – Prequalification for Laboratory Supplies (lab commodities, calibration services, Proficiency Testing, Lab Testing Services)
5. Supplies No.5 – EDARP/CMS/05/2018 – Prequalification for Clinical and Medical supplies.
6. Supplies No.6 – EDARP/MS/06/2018 –Prequalification for Supply of Medicines
7. Supplies No.7 – EDARP/PS/07/2018 – Prequalification for provision of Printing Services
8. Supplies No.8 – EDARP/TS/08/2018 – Prequalification for provision of Transport Services
9. Supplies No.9 – EDARP/SSS/09/2018 – Prequalification for provision of Sanitary Supplies and Services
10. Supplies No.10 – EDARP/MRP/10/2018 – Prequalification for Supply of Goods and Services for Repairs (painting; plumbing and fittings; electrical repairs and fittings; fabrication and welding and carpentry)
11. Supplies No.11 – EDARP/SS/11/2018 – Prequalification for Security Services (guarding and alarms).

12. Supplies No.12 – EDARP/IBS/12/2018 – Prequalification for Insurance Brokerage Services
13. Supplies No.13 – EDARP/FES/13/2018 – Prequalification for Fire Equipment Supplies and Services
14. Supplies No.14 – EDARP/MVSS/14/2018 – Prequalification for Motor Vehicle Supply, Services & Security
15. Supplies No.15 – EDARP/ASP/15/2018 – Prequalification for Advertising Services
16. Supplies No.16 – EDARP/GS/16/2018 – Prequalification for General Supplies
17. Supplies No.17 – EDARP/GSS/17/2018 – Prequalification for Generators Supply & Services
18. Supplies No.18 – EDARP/CSP/18/2018 – Prequalification for Catering Services
19. Supplies No.19 – EDARP/EDSP/19/2018 – Prequalification for Waste Disposal Services
20. Supplies No.20 – EDARP/QMST/20/2018 – Prequalification for Quality Management Systems Training
21. Supplies No. 21 – EDARP/AS/21/2018 – Prequalification for provision of Apparels/Curtain Materials (Tailoring, PPEs, Dry Cleaning)
22. Supplies No. 22 – EDARP/SSP/22/2018 – Special Service Providers (GOK, Parastatals etc.)

Prequalification documents with detailed specified conditions are available on the company's website (www.edarp.org). Interested and eligible candidates may obtain further information on the application documents at the organization's offices on 4th Floor, Donholm Business centre next to Total Petrol station at the junction of Donholm road and Outer-ring road next to Tumaini Supermarket during official working hours.

1.3 Application Fee

Interested Suppliers are required to pay a non-refundable application fee of Kenya shillings Two Thousand Only (**Kshs. 2,000.00**) through direct deposit in to the following bank account:

Account Name: Eastern Deanery AIDS & Relief Program
Bank Name: CFC Stanbic Bank
Branch: Chiromo Road Branch

Account Number: 0100002718825

Note: Please attach a copy of the deposit slip to your application documents.

1.4 Depositing of Application Documents

Completed application documents are to be enclosed in plain sealed envelopes, clearly marked "Prequalification application documents for supply of goods and services", Category Ref..... Description and the suppliers' company name should be addressed to:

The Applications Review Committee
Eastern Deanery AIDS & Relief Program
P.O Box 47351- 00100,
NAIROBI

Or be deposited in the Tender Box at 4th Floor, Donholm Business Centre next to Total Petrol Station at the Outering Road Donholm Road junction same building with Tumaini Supermarket on or before **4th April 2018 at 11.00a.m**

The list of suppliers will be maintained in the Eastern Deanery AIDS & Relief Program database and does not constitute any contractual obligation with any party. Eastern Deanery AIDS & Relief Program reserves the right to accept or reject any application in part or whole and will give reasons for its decision.

Section 2.0: SCOPE OF PREQUALIFICATION

Eastern Deanery AIDS & Relief Program (referred as the Procuring entity) intends to prequalify for supply and provision of various categories of goods and services. All applications are to be submitted not later than **4th April 2018 at 11.00a.m**.

2.1 Eligibility

- 2.1.1 Prequalification is open to eligible firms
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the application.
- 2.1.3 Suppliers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.1.4 All Suppliers found capable of performing the contract satisfactorily in accordance with the set prequalification tender Criteria shall be prequalified.

2.2 Application Cost

2.2.1 The supplier shall bear all costs associated with the preparation and submission of application documents, and the procuring entity, will in no case be responsible or liable for those costs regardless of the conduct or outcome of the application and selection process

2.2.2 The price to be charged for the application document shall not exceed Two Thousand Kenya Shillings Only (Kshs.2, 000.00)

2.2.3 The procuring entity shall allow the supplier to review the application document free of charge before purchase.

2.3 Clarification of Documents

2.3.1 A prospective candidate making inquiries of the application document may notify the Procuring entity in writing or by post or email at the entity's address indicated in the Invitation for applications. The Procuring entity will respond in writing to any request for clarification of the application documents.

2.3.2 The procuring entity shall reply to any clarifications sought by the supplier within 3 working days of receiving the request to enable the tenderer to make timely submission of application documents.

2.4. Amendment of Documents

2.4.1 At any time prior to the deadline for submission of application, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective supplier, may modify the application documents by issuing an addendum.

2.4.2 All prospective suppliers who have obtained the application documents will be notified of the amendment by post or email and such amendment will be binding on them.

2.4.3 The supplier is expected to examine all instructions, forms, terms, and specifications in the Application documents. Failure to furnish all information required by the application documents or to submit an application not substantially responsive to the application documents in every respect will be at the suppliers risk and may result in the rejection of its application.

2.5. Language of Application

2.5.1 The Pre-qualification prepared by the supplier, as well as all correspondence and documents relating to the application exchanged by the supplier and the Procuring Entity, shall be written in English language. Any printed literature furnished by the supplier may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the application, the English translation shall govern.

2.6 Submission of Application

This document includes questionnaire forms and documents required from the Prospective Suppliers. In order to be considered for pre-qualification prospective Suppliers must submit all the information herein requested.

The Pre-qualification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialled by the person(s) who signs the pre-qualification document.

The Pre-qualification document should be prepared and submitted as specified in the invitation for Prequalification of Suppliers on or before April, 4th 2018.

Any application received after the deadline shall be rejected as a late application and shall not be considered.

2.7 Eligible Candidates

2.7.1 Due diligence will be undertaken during prequalification process and any supplier found to be in breach and has provided false information will lead to automatic disqualification.

2.7.2 EDARP will examine the suppliers to determine competence, completeness, general orderliness and sufficiency in responsiveness.

2.7.3 Suppliers shall not contact EDARP on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the supplier to influence the Service in the evaluation shall result in the cancellation of their application.

2.7.4 Prequalification will be based on meeting the set criteria regarding the applicant's legal status, general and particular competence, experience, personnel and financial position as demonstrated by their responses where applicable accordingly.

- 2.7.5 The applicants must have registered offices and EDARP has sole discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
- 2.7.6 Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works or services as and when required.
- 2.7.7 EDARP reserves the right to accept or reject any or all applications.

2.8 Qualification Criteria

- 2.8.1 Prequalification shall be based on meeting the requirements for successful application as per the criteria in the evaluation conditions template set in section 3 of this document.
- 2.8.2 The procuring Entity reserves the right to waive minor deviations if they don't materially affect the capability of an applicant to perform the contract.

Section 3.0: LETTER OF APPLICATION

3.1 Notes on letter of application

- 3.1.1 The letter of application will be prepared by the applicant and will follow the form presented herein.
- 3.1.2 The letter of application will be prepared on the letterhead of the applicant company and will include full postal address, telephone numbers, official Email address and physical address
- 3.1.3 The applicant's legal status must be of over 5 years and the application must be accompanied by proof financial capability and copies of audited reports of the last financial year.
- 3.1.4 Attach 3 referees with their letters of recommendation and proof of business engagement.
- 3.1.5 The letter of application will be signed by duly authorized representatives of the applicant.
- 3.1.6 Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

3.2 Letter of Application

To The Application Review Committee
Eastern Deanery AIDS & Relief Program
P.O Box 47351 00100

NAIROBI

Date.....

Dear Sir/Madam

I, being duly authorized to represent and act on behalf of _____ (name of firm) (here in after referred to as 'the bidder), and having reviewed and fully understand all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a supplier for the following service(s) under (category ref No. and description)

Category Ref. Number	Description

1. 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).
 - (d) Copy of deposit slip for the application non-refundable fees

2. Your Agency and its authorized representatives may contact the following references for further Information;

General and Managerial Enquiries

Contact person.....

Telephone.....

Signature and official stamp.....

Technical enquiries

Contact person.....

Telephone.....

Signature and official stamp.....

3. This application is made with full understanding that:
 - (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.

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

Signed.....
Name.....
Signed.....
Name.....

For and on behalf of the applicant (name of applicant) For and on behalf of the applicant (name of partner)

Section 4.0 EVALUATION CRITERIA

4.1 Important Pre-Requisites

- 1) Certificate of Incorporation / Registration ;(must have been in existence for over 5 years)
- 2) PIN/VAT Certificate;
- 3) Current Trade License / Business Permit;
- 4) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);
- 5) Current Tax Compliance Certificate;
- 6) Evidence of Physical Location of business premise;
- 7) Three (3) letters of commendation from your corporate/major clients;
- 8) Copy of previous years audited reports
- 9) Company profile; and
- 10) Original Receipt as proof that tenderer purchased the pre-qualification document(s).
- 11) Must fill the Application forms/documents in the format provided

NOTE: Evaluation will be based on meeting the above minimum requirements to pass

Section 5.0 COMPLAINTS PROCESS

This call for prequalification of suppliers does not constitute a solicitation and EDARP reserves the right to change or cancel the requirement at any time during the prequalification process. EDARP also reserves the right to require compliance with additional conditions. Invitations to apply for prequalification of supplier or will be made in accordance with EDARP rules and procedures.

Any grievances and or complaints arising from the evaluation process and final prequalification can be addressed in writing to the Executive Director.

Section 6.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part1 below 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 1(a) 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 previously handled Kshs (where applicable).....
Name of your bankers **Branch**

Part 1(b) Name and address of key contact persons:

Name
Current position.....
Mobile number.....
Email address.....

Alternative contact person:

Name

Current position.....
Mobile number.....
Email address.....

Part 2 (A) – Sole Proprietors

Your name in full
 Age Nationality.....
 Country of origin Citizenship details.....

Part 2 (b) Partnership

Give details of partners as follows:

Name Nationality	%shareholding
1.
2.
3.....
4.....

Part 2 (C) – Registered Company

Private or Public
 Given details of all directors as follows; Name, Nationality, Citizenship Details and Shares
 1.....
 2.....
 3.....
 4.....
 5.....

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

7.0 DECLARATION

Having studied the pre-qualification information for the above tender category We/I hereby state:

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.

2. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
3. That the pre-qualified bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
4. We/I enclose all the required documents and information required for the pre-qualification evaluation.
5. Our application process is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
6. We understand you are not bound to accept either in part or whole any tender you receive.

Dated this Day of 2018

Applicant's Name.....

Represented by.....

Designation/Title.....

Signature and Stamp or Seal