



East African Portland
Cement Co. Ltd

Holding Life Together

**Tender No.
EAPCC/OT/161/2018**

**Prequalification of suppliers for Supply
and Delivery Coal.**

AUGUST 2018

CLOSING DATE: AUGUST 27th, 2018

CLOSING TIME: 12.00

Category

(SUPPLY AND DELIVERY OF COAL)

INSTRUCTIONSTO BIDDERS:

You are advised that it is a serious offence to provide false information, as it shall lead to your bid being automatically disqualified. Bidders are required to remember the following general information:

- a) The questionnaire must be fully and comprehensively completed. All pages MUST be signed.
- b) Information given by the applicant shall be treated in strict confidence.
- c) Copies of all relevant registration certificates, licenses and any other relevant documents requested or applicable to the line of business applied for must be attached. This shall include copy of the payment receipt for this document. Failure to which will lead to disqualification of the applicant.
- d) The East African Portland Cement Company Ltd reserves the right to visit and inspect the business premises of the supplier.
- e) Firms associated with the management and employees of the East African Portland Cement Company Ltd is illegible for registration.
- f) Any information given but later found out to be incorrect shall lead to non-acceptance of the supplier.
- g) Failure to provide all the information required shall lead to the disqualification of the supplier.
- h) This prequalification data sheet must be completed neatly in ink or in typescript; all correction or amendments shall be initialed.
- i) Your prequalification document shall be submitted spiral or vero binded and not looses pages. j)

Canvassing shall lead to automatic disqualification and subsequent elimination of the applicant.

In line with (c) above, following are mandatory requirements for all the bidders. Copy of the document is acceptable but the original may be required at a later date: -

- Certificate of Incorporation and practicing licence
- Current and valid trade license
- PIN & VAT certificates
- Current Tax compliance certificate from Kenya Revenue Authority (KRA)
- Certificates from affiliated bodies/associations.
- Written confirmation on your letter head that you have not been debarred as a supplier, service provider or consultant for goods, services or works in Kenya; and also a statement declaring that if selected, you shall not be involved in corruption.
- Company profile that shall include details of the management team and the Board of Directors.
- Complete the attached Confidential Business Data Sheet in details and as requested.

PRE-QUALIFICATION DATASHEET

PLEASE COMPLETE THE INFORMATION BELOW:

1. Applicant's Information

(a) Legal Name.....
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(b) Country of registration.....

Year of Constitution/Registration/Incorporation.....

(c) Legal address in country of constitution:
Physical location (street/number/town or city/country)
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(d) Authorized representative information

Name: (full legal name)
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Address (street/number/town or city/country)
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Telephone/fax/cell phone number: (include country and city codes)
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(ii) Principal Banker.....

Po Box.....

Branch.....

Account No.....

(iii) Details of auditors (where applicable).....

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3. Common ownership, influence on control

i) Does the firm have a common ownership with any director/key manager of the East African Portland Cement Ltd to the extent of a likelihood of a controlling influence?

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4. Company ineligibility

i) Has your firm been debarred or sanctioned by any procuring entity in Kenya or elsewhere?

Yes

No

ii) If yes, give details?

iii) Indicate period of debarment and reason.....

5. For how long has your Company been involved in the nature of business applied for?

Show proof E.g. Orders, Invoices etc

6. **Business Clientele**

Please indicate at least three client's specific to your area of interest you previously dealt with, specifying:

a)

- i. Name:

- ii. Postal address

 - Telephone.....
 - Fax.....
 - Email.....
 - Physical Location.....

- iii. Contact Person

- iv. Type of Business

- v. Value.....

- vi. Documentary proof, e . g . purchase orders/ Contract (attach copy)

b)

- i. Name:

- ii. Postal address

 - Telephone.....
 - Fax.....
 - Email.....
 - Physical Location.....

- iii. Contact Person

- iv. Type of Business

- v. Value.....

- vi. Documentary proof ,e.g. purchase orders/ contracts (attach copy)

c)

- i. Name:
- ii. Postal address
 - Telephone.....
 - Fax.....
 - Email.....
 - Physical Location.....
- iii. Contact Person
- iv. Type of Business
- v. Value.....
- vi. Documentary proof, e.g. purchase orders/ contracts (attach copy)

7. **HistoricalcontractNon-Performance.**

7.1 History of non-performing contracts.

State any non-performance of a contract within last 5-10 years and subject to a fully settled dispute or litigation.

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The latter is one that has been resolved in accordance with the dispute resolution mechanism under the respective contract, and where all appeal instances available to the applicant have been exhausted.

7.2 State any failure to sign a contract.....

Not being under execution of a bid securing declaration for 1-2 years.

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7.3 Pending Litigation: Are there any pending litigation in total representing more than 50% of your net worth. These if applicable shall be treated as resolved against the applicant.

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7.4 Number of Employees in your payroll

7.5 Percentage of annual payroll to total annual turnover

8. Fraud and corruption

The company requires that applicants observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy, all parties are required to desist from engaging in corrupt, fraudulent, collusive and coercive practices that in so doing influence a procurement process or the execution of a contract or establish bid prices at artificial uncompetitive levels.

To enforce this standard, the company will:

- a) Reject a proposal for award if it is determined that a bidder recommended for award has, directly or indirectly, engaged in the prohibited act,
- b) Cancel the contract which is a subject of the prohibited act,
- c) Sanction a firm or individual declaring them ineligible, either indefinitely or for a stated period of time, to award a company a contract if at any time determines that they have directly or indirectly engaged in the prohibited act.
- d) Refer to other organizations database to verify whether the applicant has been so sanctioned.

The Company defines, for the purposes of this provision, the terms set forth below as follows:-

- (i) 'Corrupt Practice' means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
- (ii) 'Fraudulent Practice' means the misrepresentation or omission of facts in order to influence the procurement process or the execution of a contract.
- (iii) 'Collusive Practice' means a scheme or arrangement between two or more bidders, with or without the knowledge of the Company, designed to establish bid prices at artificial, noncompetitive levels, and
- (iv) 'Coercive Practice' means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of a contract.

9. Other sanctions

The company shall provide sanctions against firms that have not performed according to professionally regulated procedures, contractual agreements or legislation. The latter includes those in serious violations of fair employment laws & practices and known violation of the Public Procurement and Asset Disposal Act, 2015.

10 Waiver

The Company reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an applicant to be pre-qualified. The East African Portland Cement Company Limited reserves the right to accept or reject any of the bio-data sheets submitted for consideration and does not bide itself to give any reasons for its action.

EAPCC COAL CHEMICAL PARAMETERS

PARAMETER	UNIT	SPECIFICATIONS	BIDDERS SPECIFICATION
Volatile carbon matter (VCM}	% wt0	20-25	
Gross calorific value (GCV)	Kcal/kg	6400-6500	
Net calorific value	Kcal/kg	Min 6000	
Ash content	% wt	12-16	
Moisture as (received)	%	8-12	
HGI		50-55	
Size	%	95% min(15-50mm) 5% max (0-15mm)	
Fixed carbon	%	51.5%-61.5%	
Sulphur	%	1.50% (max)	
Density	t/m3	0.9(loose),1.1 (Compacted)	

EVALUATION CRITERIA – SUPPLY AND DELIVERY OF COAL.:

Part 1	MANDATORY REQUIREMENT	MAX. SCORE
i.	Pin Number	YES/NO
ii.	Provide Copy of Current Certified Tax Compliance Certificate	YES/NO
iii.	Provide current Business Permit/Licenses	YES/NO
iv.	Provide current Certificate of Incorporation/Business Registration	YES/NO
v.	Audited Accounts for the last current two (2) Years of audit 2014/15, 2015/16	YES/NO
vi.	Company full Disclosure of Directors/ Partners /Sole Proprietor from the companies Act 2015.(CR 12.)	YES/NO
vii.	Provide statement on eligibility, non debarment and corruption on their Company stamped letterhead.	YES/NO

Part 2		
1.	No. of Trucks(Min.75 Tipping Trucks-Bidders to attaché at least 10 copies of log books) Bidders can also lease trucks but provide proof of lease agreement with logistic company.	10
2.	Availability of yard within a radius of 25km from port of Mombasa or Athi River (To be confirmed through copy of Tittles or lease agreement)	10
3.	Financial capability-Turnover of not less than US \$ 5 Million per annum.(to be derived from certified financial statement for the last two years 2015 and 2016.	5
4.	Conformity to specifications (Bidders Must attach a certificate of analysis from either SGS, INTERTEK or any other internationally accredited Laboratory.	40
5.	Proof of logistical arrangement. Bidders Must provide proof of knowledge of port operations that they have offloaded at least three shipment of bulk material(coal or clinker) in the last one year. The document Must be in bidder's name.	5

	Total	70
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Note:

- 1. Bidders must meet all the mandatory requirements under part 1 . Bidders not meeting any of the mandatory requirements will be dropped at this stage.**
- 2. To be pre qualified the bidder must score a minimum of 49 points (70%)**