

Tender No. EAPCC/PREQ/294/2018

PREQUALIFICATION OF SUPPLIERS.

SEPTEMBER 2018

CLOSING DATE: OCTOBER 11TH 2018

CLOSING TIME: 12.00

Category(State)- Supply and Delivery of Dairy Cows

Completed Bid documents are to be enclosed in plain sealed envelopes marked with Bid reference number and be deposited in the Bid Box located at the Customer Care office next the main entrance, East African Portland Cement Company Ltd, Off Namanga Road, Athi River, **P O Box 20-00204, Athi River, Kenya; Tel: 254-045-6622777/6620627, 020-3915000** so as to be received on or before October 11th **2018 at 12.00 Noon.**

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
- PIN & VAT certificates
- Letters of recommendation from five of your major clients indicating contact person (s) and their telephone number (s).
- 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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E-mail address.....

(e) Tax affairs:

- (i) PIN No.....
- (ii) VAT No.....
- (iii) Tax clearance certificates valid up to.....

(f) Business license:

- (i) County.....
- (ii) Local authority.....
- (iii) Professional body.....

(g) Type of business entity

- Public Private Partnership Sole proprietorship
 Trust Society others (specify).....

2. Ownership details in relation to (g)

(i) Name(s), Nationality of owners/directors and percentage ownership in case of a Corporate Shareholder, please state its Directors

OWNERS NAMES	PERCENTAGE OWNED	NATIONALITY
1.....		
2.....		
3.....		
4.....		
5.....		

NAMES OF DIRECTORS	NATIONALITY
1.....	
2.....	
3.....	

- 4.....
- 5.....
- 6

- (ii) Principal Banker.....
- Po Box.....
- Branch.....
- Account No.....

- (iii) Details of auditors (where applicable).....
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(vi) Incase of professional services, please include brief curriculum vitae of key professional staff showing whether full-time or part-time. This may be done on a separate page as an attachment.

Attached Not attached

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 five 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)

d)

- 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)

e)

- 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.

EVALUATION CRITERIA – SUPPLY AND DELIVERY OF DAIRY COWS

The method of evaluation will be Merit Point System and the criteria of evaluation and the points to be awarded on each criterion will be as follows:

a.	MANDATORY REQUIREMENTS	MAX. SCORE	SCORE
i.	Pin Number	YES/NO	
ii.	Provide current Business Permit/Licenses	YES/NO	
iii.	Provide current Certificate of Incorporation/Business Registration	YES/NO	
iv.	Physical location of business premises (See business questionnaire)	YES/NO	
v.	Company/Business Profile detailing qualifications -Full Disclosure of Directors/	YES/NO	
vi.	Partners /Sole Proprietor	YES/NO	
b.	GENERAL REQUIREMENTS		
i.	Indicate having undertaken similar assignment with at least 4 firms (Attach Proof of L.P.O or payment Or award letter and contact details of clients i.e telephone number and)	20	
ii.	Maximum Accumulated Volume of Business handled in a year for the last one year 2016-2017 (Attach Evidence LPOs and Matching Delivery Notes)	20	

iii.	Credit Period - 90 days (5) - 60 days (3) - 30 days (1)	20	
iv.	Human Resources:- Give Company Structure indicating clearly the rank and qualifications of the key personnel to be handling this work for EAPCC	10	
v.	Capabilities: Indicate the number of dairy cows available for sale and the milk production per day.	20	
vi	Product realization capabilities: Provide a detailed plan, with proof from past contracts, of how you intend to service this contract if awarded. <i>(the shorter the better)</i>	10	
	TOTAL	100	

Note: To be prequalified /registered a prospective bidder must attain at least 50 marks, in addition to meeting all mandatory requirement

SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We will not engage in corrupt practices with the EAPCC Members of Staff.
- d. We have not been debarred from participating in Public Procurement Proceedings.
- f. We enclose all the required documents and information for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)