



East African Portland  
Cement Co. Ltd

*Holding Life Together*

# PRE-QUALIFICATION DATA SHEET

Pre-Qualification of Suppliers (2020 – 21/22)

**FY2020–21/22**

Nature of business applied for .....

Reference Code .....

Document purchase Receipt No. ....

## INSTRUCTIONSTOAPPLICANTS:

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.
- 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 are 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 loses 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
- Current and valid trade license
- PIN & VAT certificates
- Current Tax compliance certificate from Kenya Revenue Authority (KRA)
- Evidence of possession of Electronic Tax Register (ETR)
- Audited Accounts for the immediate last two years.
- 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, WHERE APPLICABLE IN RESPECT OF ITEM 1-8 HAVING REGARD TO ITEMS 9 TO 11.

1. Applicant's Information

(a) Legal Name.....  
.....  
.....

(b) Country of registration.....  
  
Year of Constitution/Registration/Incorporation.....

(c) Legal address in country of constitution:  
Physical location (street/number/town or city/country)  
.....  
.....  
.....

(d) Authorized representative information  
  
Name: (full legal name) .....  
.....  
.....

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.....

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

- (g) Business license:
- (i) County.....
  - (ii) Local authority.....
  - (iii) Professional body.....

- (h) Type of business entity
- Public    Private    Partnership    Sole proprietorship
- Trust    Society    others (specify).....

2. Ownership details in relation to (h)

- (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).....  
.....  
.....

(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) Has your firm been a consultant in preparation of the design or technical specifications of a contract used by the company at any one time?

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ii) 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 (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 (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 (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 (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 (attach copy)

In case of works, provide general construction experience specifying your role for at least 3-5 years prior to the applications submission deadline. You may attach a separate document if needed.

Attached   Not attached

Identify details of five such contracts specific to your area of interest using the following format

Contract name: .....

.....

Starting: Month/Year.....

Ending: Month/Year.....

Brief description of works performed/Role of Applicant: .....

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Amount of contract: .....

Name of employer: .....

Address: .....

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For specific construction experience, state your participation as contractor, management contractor or subcontractor, in at least 5 contracts within the last 5-10 years, their value and if successfully and substantially completed. You may attach a separate document giving the required details.

Attached   Not attached



## 7. Financial Situation

### 7.1 Financial Performance

Submit copies of complete audited financial statements for the last two years (2017/18). Using the statements, complete the tables below.

#### **Financial data**

From your financial statements, extract the following information and complete the tables below.

#### **Information from Balance sheet**

	Year 1	Year 2
Total assets		
Total liabilities		
Current Assets		
Current liabilities		

#### **Information from profit & loss account**

	Year 1	Year 2
Total Revenue		
Profit before taxes		

#### **Ratio Analysis**

Description	Year 1	Year 2	Remarks
Working ratio			THE WORKING RATIO WHICH IS REPRESENTED BY THE RATIO OF OPERATING COSTS TO OPERATING REVENUE SHOWS THE ABILITY OF THE BUSINESS TO COVER ITS OPERATING COSTS. SOUND FINANCIAL MANAGEMENT REQUIRES THIS RATIO TO BE WELL BELOW ONE
Current ratio			THE CURRENT RATIO REPRESENTS RATIO OF CURRENT ASSETS TO CURRENT LIABILITIES AND IT SHOWS THE ABILITY OF THE COMPANY TO MEET ITS SHORT-TERM LIABILITIES AS THEY FALL DUE. SOUND FINANCIAL MANAGEMENT REQUIRES THIS RATIO TO BE GREATER THAN ONE
Debt ratio			THIS RATIO SHOWS THE COMPANY'S FINANCIAL LEVERAGE GIVEN BY THE RATIO BETWEEN TOTAL LIABILITIES AND TOTAL ASSETS. SOUND FINANCIAL MANAGEMENT REQUIRES THIS RATIO TO BE LESS THAN 50%
Solvency ratio			THIS RATIO SHOWS THE ABILITY OF A COMPANY TO COVER ITS OBLIGATIONS IN THE LONG RUN. SOUND FINANCIAL MANAGEMENT REQUIRES THIS RATIO TO BE WELL GREATER THAN ONE
Average receivable collection period			THIS RATIO SHOWS THE EFFICIENCY WITH WHICH MANAGEMENT CONVERTS DEBTORS INTO CASH. THE FEWER THE DAYS THE BETTER.
Average payable payment period			THIS RATIO SHOWS THE EFFICIENCY WITH WHICH MANAGEMENT SETTLES ITS

**8. Historical contract Non-Performance**

8.1 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.

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

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

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8.3 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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8.4 Number of Employees in your payroll .....

8.5 Percentage of annual payroll to total annual turnover .....

## 9. 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.

## 10. 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 Disposal Act, 2005; and the Public Procurement and Disposal Regulations, 2006.

## 11 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.

## 12 Evaluation criterion

S/No.	Evaluation Criterion		Maximum Score	Applicant's Response
1	Completeness of bio-data	All sections completed	10 points	
2	Copies of relevant licenses	Single Business License	1 Points	
		Relevant authority	1 Points	
3	Copies of Certificates	VAT	2 Point	
		PIN	2 Point	
		Current Tax Compliance cert	2 Point	
		Cert of registration	2 Point	
		Proof of returns to registrar	2 Points	
		Evidence of ETR	1 Point	
4	Financial Performance	Audited accounts last 2 years	2 points	
		Assets to Liabilities	2 points	
		Trend of profitability	4 points	
		Favourable ratio analysis	12 points	
5	Experience	Under 5 yrs	2 Points	
		5 to 10 yrs	4 Points	
		Over 10yrs	5 Points	
6	Ownership of equipment	Proof of ownership	6 Points	
7	References	Copies of LPO's	4 Points	
		Confirm by calling	8 Points	
		Strength of clientele	5 Points	
8	Site visit	Office layout	3 Points	
		Confirmation of copy documents	8 Points	
9	Misc	Past contract performance	5 Points	
		Pending court cases	2 Points	
		No. of employees	2 Points	
		Presentability of Company profile	4 Points	
		Industrial unrest	2 Points	
		Statements on eligibility, non debarment and corruption	3 Points	
<b>Total</b>			<b>100 Points</b>	

**Note: Applicants scoring less than 70% will not be pre-qualified.**

For Official use only:

Applicants total score .....

Pre-qualified:      Yes            No     

1. Name ..... Signature .....

2. Name ..... Signature .....

3. Name ..... Signature .....

4. Name ..... Signature .....

Date: .....

# CATEGORIES

REFERENCE CODE	CATEGORY OF SUPPLY OR SERVICE
EAPCC/PQ/01/2020-21/22	Building contractors, renovators and civil engineering
EAPCC/PQ/02/2020-21/22	Calibration and maintenance of Lab equipment
EAPCC/PQ/03/2020-21/22	Provision of Transportation services for Cement
EAPCC/PQ/04/2020-21/22	Provision of Transportation services for raw materials
EAPCC/PQ/05/2020-21/22	Contractors for interior design, furnishing and decorations
EAPCC/PQ/06/2020-21/22	Disposal of chemicals
EAPCC/PQ/07/2020-21/22	Human resource recruitment Services
EAPCC/PQ/08/2020-21/22	Inspection of cranes and lifting tackle
EAPCC/PQ/09/2020-21/22	Inspection of pressure vessels (air receivers, compressors etc.)
EAPCC/PQ/10/2020-21/22	Maintenance of boreholes
EAPCC/PQ/11/2020-21/22	Management consultancy & Training services
EAPCC/PQ/12/2020-21/22	Provision of architectural, QS and property valuations services
EAPCC/PQ/13/2020-21/22	Provision of auctioneering Services
EAPCC/PQ/14/2020-21/22	Provision of catering services
EAPCC/PQ/15/2020-21/22	Provision of communication & PR services
EAPCC/PQ/16/2020-21/22	Provision of debt collection services
EAPCC/PQ/17/2020-21/22	Provision of design and Artwork in general printing services( <b>Youth Women and persons with Disability</b> )

EAPCC/PQ/18/2020-21/22	Provision of design and artwork in printing of promotional material ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/19/2020-21/22	Provision of discrete investigative services
EAPCC/PQ/20/2020-21/22	Provision of environmental consultancy services
EAPCC/PQ/21/2020-21/22	Provision of event organization services( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/22/2020-21/22	Provision of financial consultancy services
EAPCC/PQ/23/2020-21/22	Provision of fumigation and pest control
EAPCC/PQ/24/2020-21/22	Provision of general cleaning services( <b>Preferably Youth Women and persons with Disability</b> )
EAPCC/PQ/25/2020-21/22	Provision of ground maintenance, landscaping and beautification services ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/26/2020-21/22	Provision of heavy machinery & plant repair service
EAPCC/PQ/27/2020-21/22	Provision of insurance brokerage services
EAPCC/PQ/28/2020-21/22	Provision of insurance underwriting services
EAPCC/PQ/29/2020-21/22	Provision of laboratory equipment maintenance services
EAPCC/PQ/30/2020-21/22	Provision of laboratory testing services including chemical & other testing
EAPCC/PQ/31/2020-21/22	Provision of legal services
EAPCC/PQ/32/2020-21/22	Provision of marketing research services

EAPCC/PQ/33/2020-21/22	Provision of media monitoring services
EAPCC/PQ/34/2020-21/22	Provision of messengerial and courier services( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/35/2020-21/22	Provision of motor vehicle and heavy machinery repair and maintenance service
EAPCC/PQ/36/2020-21/22	Provision of networking (LAN/WAN)
EAPCC/PQ/37/2020-21/22	Provision of office furniture repair services ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/38/2020-21/22	Provision of office partitioning and office repair services ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/39/2020-21/22	Provision of photography and video services( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/40/2020-21/22	Provision of recruitment services
EAPCC/PQ/41/2020-21/22	Provision of sanitary Bin services
EAPCC/PQ/42/2020-21/22	Provision of security services
EAPCC/PQ/43/2020-21/22	Provision of software development and support services
EAPCC/PQ/44/2020-21/22	Provision of tax consultancy services
EAPCC/PQ/45/2020-21/22	Provision of tea and coffee machine dispensing services ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/46/2020-21/22	Provision of travel and air ticketing services

EAPCC/PQ/47/2020-21/22	Provision of WAN & LAN upgrades and ICT communication services
EAPCC/PQ/48/2020-21/22	Servicing of computers, printers, faxes, copiers and air conditioners
EAPCC/PQ/49/2020-21/22	Supply and maintenance of electrical fences, alarms and access control equipments
EAPCC/PQ/50/2020-21/22	Supply and delivery of building sand, quarry stones and ballast ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/51/2020-21/22	Supply and delivery of cleaning materials, detergents, toiletries and soaps ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/52/2020-21/22	Supply and delivery of computers, printers, copiers, peripherals and consumables ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/53/2020-21/22	Supply and delivery of electric equipment and fittings
EAPCC/PQ/54/2020-21/22	Supply and delivery of fuel, oils and lubricants
EAPCC/PQ/55/2020-21/22	Supply and delivery of gate passes and staff IDs ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/56/2020-21/22	Supply and delivery of general hardware and electrical goods
EAPCC/PQ/57/2020-21/22	Supply and delivery of general office supplies ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/58/2020-21/22	Supply and delivery of laboratory equipment, chemicals and glassware
EAPCC/PQ/59/2020-21/22	Supply and delivery of milk



EAPCC/PQ/60/2020-21/22	Supply and delivery of PABX parts and accessories
EAPCC/PQ/61/2020-21/22	Supply and delivery of phone sets and calling cards
EAPCC/PQ/62/2020-21/22	Supply and delivery of software licenses and applications
EAPCC/PQ/63/2020-21/22	Supply and delivery of spare parts for motor vehicles and plant equipment
EAPCC/PQ/64/2020-21/22	Supply and delivery of tools and equipment
EAPCC/PQ/65/2020-21/22	Supply and delivery of tyres, tubes, batteries
EAPCC/PQ/66/2020-21/22	Supply and delivery of uniforms and protective clothing and gear ( <b>Youth Women and persons with Disability</b> )
EAPCC/PQ/67/2020-21/22	Supply, delivery and maintenance of Fire Fighting Equipment
EAPCC/PQ/68/2020-21/22	Supply, delivery and maintenance of two way radio communication
EAPCC/PQ/69/2020-21/22	Supply, installation and maintenance of security alarms and accessories
EAPCC/PQ/70/2020-21/22	Supply and delivery of WPP Cement Bags
EAPCC/PQ/71/2020-21/22	Supply and delivery of Bauxide
EAPCC/PQ/72/2020-21/22	Supply and delivery of Clinker
EAPCC/PQ/73/2020-21/22	Supply and delivery of Pozzolana
EAPCC/PQ/74/2020-21/22	Supply and delivery of Iron Ore
EAPCC/PQ/75/2020-21/22	Supply and delivery of Gypsum
EAPCC/PQ/76/2020-21/22	Supply and delivery of Grinding Media

EAPCC/PQ/77/2020-21/22	Supply and delivery of Kiln Refractories
EAPCC/PQ/78/2020-21/22	Supply and delivery of Grinding Aid
EAPCC/PQ/79/2020-21/22	Provision of heavy Fabrications
EAPCC/PQ/80/2020-21/22	Provision of motor rewinding services.
EAPCC/PQ/81/2020-21/22	Supply and delivery of coal
EAPCC/PQ/82/2020-21/22	<p>Medical Suppliers/Service providers:-</p> <ol style="list-style-type: none"> <li>1. Medical consultants( All specialists)</li> <li>2. Laboratory services</li> <li>3. Pharmaceuticals( Distributors and Importers)</li> <li>4. Cancer services</li> <li>5. Supply of Surgical and other medical equipments.</li> <li>6. Laboratory equipments</li> <li>7. Optical services</li> <li>8. Retailers Pharmacy</li> <li>9. Dental services</li> <li>10. Physiotherapy services</li> <li>11. Counseling services</li> </ol>