



East African Portland
Cement Co. Ltd

Holding Life Together

PRE-QUALIFICATION DATA SHEET

Pre-Qualification of Suppliers (2022 – 2023)

FY-2022/23

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.....
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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)
.....
.....

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).....
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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) 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:

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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 ARE ALL 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 | |
| Total | | | 100 Points | |

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/01/2022/23 | Building contractors, renovators and civil engineering |
| EAPCC/PQ/02/2022/23 | Calibration and maintenance of Lab equipment |
| EAPCC/PQ/03/2022/23 | Provision of Transportation services for Cement |
| EAPCC/PQ/04/2022/23 | Provision of Transportation services for raw materials |
| EAPCC/PQ/05/2022/23 | Contractors for interior design, furnishing and decorations |
| EAPCC/PQ/06/2022/23 | Disposal of chemicals |
| EAPCC/PQ/07/2022/23 | Human resource recruitment Services |
| EAPCC/PQ/08/2022/23 | Inspection of cranes and lifting tackle |
| EAPCC/PQ/09/2022/23 | Inspection of pressure vessels (air receivers, compressors etc.) |
| EAPCC/PQ/10/2022/23 | Maintenance of boreholes |
| EAPCC/PQ/11/2022/23 | Management consultancy & Training services |
| EAPCC/PQ/12/2022/23 | Provision of architectural, QS and property valuations services |
| EAPCC/PQ/13/2022/23 | Provision of auctioneering Services |
| EAPCC/PQ/14/2022/23 | Provision of catering services |
| EAPCC/PQ/15/2022/23 | Provision of communication & PR services |
| EAPCC/PQ/16/2022/23 | Provision of debt collection services |
| EAPCC/PQ/17/2022/23 | Provision of design and Artwork in general printing services(Youth Women and persons with Disability) |

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|---------------------|---|
| EAPCC/PQ/18/2022/23 | Provision of Marketing Regeneration |
| EAPCC/PQ/19/2022/23 | Provision of discrete investigative services |
| EAPCC/PQ/20/2022/23 | Provision of environmental consultancy services |
| EAPCC/PQ/21/2022/23 | Provision of event organization services(Youth Women and persons with Disability) |
| EAPCC/PQ/22/2022/23 | Provision of financial consultancy services |
| EAPCC/PQ/23/2022/23 | Provision of fumigation and pest control |
| EAPCC/PQ/24/2022/23 | Provision of general cleaning services(Preferably Youth Women and persons with Disability) |
| EAPCC/PQ/25/2022/23 | Provision of ground maintenance, landscaping and beautification services (Youth Women and persons with Disability) |
| EAPCC/PQ/26/2022/23 | Provision of heavy machinery & plant repair service |
| EAPCC/PQ/27/2022/23 | Provision of insurance brokerage services |
| EAPCC/PQ/28/2022/23 | Provision of insurance underwriting services |
| EAPCC/PQ/29/2022/23 | Provision of laboratory equipment maintenance services |
| EAPCC/PQ/30/2022/23 | Provision of laboratory testing services including chemical & other testing |
| EAPCC/PQ/31/2022/23 | Provision of legal services |
| EAPCC/PQ/32/2022/23 | Provision of marketing promotional materials |

| | |
|-----------------------|--|
| EAPCC/PQ/33/202022/23 | Provision of media monitoring services |
| EAPCC/PQ/34/2022/23 | Provision of messengerial and courier services(Youth Women and persons with Disability) |
| EAPCC/PQ/35/2022/23 | Provision of motor vehicle and heavy machinery repair and maintenance service |
| EAPCC/PQ/36/2022/23 | Provision of networking (LAN/WAN) |
| EAPCC/PQ/37/2022/23 | Provision of office furniture repair services (Youth Women and persons with Disability) |
| EAPCC/PQ/38/2022/23 | Provision of office partitioning and office repair services (Youth Women and persons with Disability) |
| EAPCC/PQ/39/2022/23 | Provision of photography and video services(Youth Women and persons with Disability) |
| EAPCC/PQ/40/202022/23 | Provision of recruitment services |
| EAPCC/PQ/41/2022/23 | Provision of sanitary Bin services |
| EAPCC/PQ/42/202022/23 | Provision of security services |
| EAPCC/PQ/43/2022/23 | Provision of software development and support services |
| EAPCC/PQ/44/202022/23 | Provision of tax consultancy services |
| EAPCC/PQ/45/2022/23 | Provision of tea and coffee machine dispensing services (Youth Women and persons with Disability) |
| EAPCC/PQ/46/2022/23 | Provision of travel and air ticketing services |

| | |
|---------------------|---|
| EAPCC/PQ/47/2022/23 | Provision of WAN & LAN upgrades and ICT communication services |
| EAPCC/PQ/48/2022/23 | Servicing of computers, printers, faxes, copiers and air conditioners |
| EAPCC/PQ/49/2022/23 | Supply and maintenance of electrical fences, alarms and access control equipments |
| EAPCC/PQ/50/2022/23 | Supply and delivery of building sand, quarry stones and ballast (Youth Women and persons with Disability) |
| EAPCC/PQ/51/2022/23 | Supply and delivery of cleaning materials, detergents, toiletries and soaps (Youth Women and persons with Disability) |
| EAPCC/PQ/52/2022/23 | Supply and delivery of computers, printers, copiers, peripherals and consumables (Youth Women and persons with Disability) |
| EAPCC/PQ/53/2022/23 | Supply and delivery of electric equipment and fittings |
| EAPCC/PQ/54/2022/23 | Supply and delivery of fuel, oils and lubricants |
| EAPCC/PQ/55/2022/23 | Supply and delivery of gate passes and staff IDs (Youth Women and persons with Disability) |
| EAPCC/PQ/56/2022/23 | Supply and delivery of general hardware and electrical goods |
| EAPCC/PQ/57/2022/23 | Supply and delivery of general office supplies (Youth Women and persons with Disability) |
| EAPCC/PQ/58/2022/23 | Supply and delivery of laboratory equipment, chemicals and glassware |
| EAPCC/PQ/59/2022/23 | Supply and delivery of milk |

| | |
|---------------------|--|
| EAPCC/PQ/60/2022/23 | Supply and delivery of PABX parts and accessories |
| EAPCC/PQ/61/2022/23 | Supply and delivery of phone sets and calling cards |
| EAPCC/PQ/62/2022/23 | Supply and delivery of software licenses and applications |
| EAPCC/PQ/63/2022/23 | Supply and delivery of spare parts for motor vehicles and plant equipment |
| EAPCC/PQ/64/2022/23 | Supply and delivery of tools and equipment |
| EAPCC/PQ/65/2022/23 | Supply and delivery of tyres, tubes, batteries |
| EAPCC/PQ/66/2022/23 | Supply and delivery of uniforms and protective clothing and gear (Youth Women and persons with Disability) |
| EAPCC/PQ/67/2022/23 | Supply, delivery and maintenance of Fire Fighting Equipment |
| EAPCC/PQ/68/2022/23 | Supply, delivery and maintenance of two way radio communication |
| EAPCC/PQ/69/2022/23 | Supply, installation and maintenance of security alarms and accessories |
| EAPCC/PQ/70/2022/23 | Supply and delivery of WPP Cement Bags |
| EAPCC/PQ/71/2022/23 | Supply and delivery of Bauxide |
| EAPCC/PQ/72/2022/23 | Supply and delivery of Clinker |
| EAPCC/PQ/73/2022/23 | Supply and delivery of Pozzolana |
| EAPCC/PQ/74/2022/23 | Supply and delivery of Iron Ore |
| EAPCC/PQ/75/2022/23 | Supply and delivery of Gypsum |
| EAPCC/PQ/76/2022/23 | Supply and delivery of Grinding Media |

| | |
|---------------------|--|
| EAPCC/PQ/77/2022/23 | Supply and delivery of Kiln Refractories |
| EAPCC/PQ/78/2022/23 | Supply and delivery of Grinding Aid |
| EAPCC/PQ/79/2022/23 | Provision of heavy Fabrications |
| EAPCC/PQ/80/2022/23 | Provision of motor rewinding services. |
| EAPCC/PQ/81/2022/23 | Supply and delivery of coal |
| EAPCC/PQ/82/2022/23 | Clearing and Forwarding Services |
| EAPCC/PQ/83/2022/23 | Gift Vouchers |

EAPCC/PQ/83/2022/23

Medical Suppliers/Service providers:-

1. Medical consultants(All specialists)
2. Laboratory services
3. Pharmaceuticals(Distributors and Importers)
4. Cancer services
5. Supply of Surgical and other medical equipments.
6. Laboratory equipments
7. Optical services
8. Retailers Pharmacy
9. Dental services
10. Physiotherapy services
11. Counseling services