



TENDER FOR PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

FOR THE PERIOD 2024 - 2026

GUIDELINES, CONDITIONS AND APPLICATION

PART 1: CONDITIONS OF PRE-QUALIFICATION

1. Introduction.

Companies wishing to be considered for supply and provision of various goods and services to **Partnership for African Social and Governance Research (PASGR INC)** for the for the period 2024 - 2026 must first be pre-qualified.

Once pre-qualified, companies are subject to ongoing review by **PASGR** to ensure that the information submitted in their application remains valid and that they will continue performing satisfactorily when awarded tenders.

The purpose of pre-qualification scheme is to minimise risks to **PASGR** and to reduce the effort of individual companies at the time of tender.

All Companies will be required to comply with the Government of Kenya Statutory requirements.

2. Pre-qualification Evaluation.

All applicants will be evaluated based on their competence in a specific category and financial capacity.

3. Application for pre-qualification.

Companies are invited to apply for pre-qualification by completing and submitting an application form- "Application for pre-qualification" and providing all information appropriate to the category being applied for.

Applications shall be forwarded to:

The Tender Committee
Partnership for African Social and Governance Research (PASGR)
6th Floor, I&M Bank House, 2nd Ngong Avenue, Upper Hill
P.O Box 76418-00508
Nairobi
Tel: +254 (0)20 2985000
Mobile: +254 (0)729 111031 /+254 (0)731 000065
Email: bids@pasgr.org ; Website: www.pasgr.org

4. Assessment and Notification.

Applications for pre-qualification will be assessed by a panel nominated by **PASGR**, its agents, contractors or consultants may undertake investigations as necessary in order to assess performance and interview the applicant to clarify details of the application. The criteria considered in the assessment of an application are listed in Part 4: "information to be submitted with Application" of this document.

For each of the criteria, a company will be assessed as either:

- a) Not meeting requirements- Below 75% of the total marks.
- b) Acceptable standard- 75% and above.

A company's score will be determined at the absolute discretion of **PASGR**. A minimum score must be achieved by a company in each category.

Companies should allow at **least 45 days** from the deadline date of submission for the assessment process and will receive written notice of the outcome.

The pre-qualification of a company does not extend to relate, or subsidiary companies owned or controlled by the company.

5. Pre-qualification period, Renewal and Upgrading.

Pre-qualification granted under the terms of these guidelines is subject to Clause 6 'Reviewing, Rescinding or downgrading Pre-qualification.

Provisional pre-qualification may be granted in some circumstances, such as where a company does not fully comply with every requirement specified in this document, but the panel forms the reasonable opinion that the company will be able to do so in the near future (e.g. a new company has been formed which is staffed by experienced personnel). Full pre-qualification is then subject to the company demonstrating compliance with the requirements.

PASGR may make revisions to the scheme at any time and seek additional information from pre-qualified companies. **PASGR** may also place advertisements seeking new applications at any time.

6. Reviewing, rescinding or downgrading pre-qualification.

PASGR reserves the right to review the pre-qualification status of a company at any time.

PASGR may, in its absolute discretion, rescind the pre-qualification. Before such action is taken, the supplier will be given an opportunity to show case why the pre-qualification should not be rescinded or reduced. The supplier will be given details of the matters prompting the request to show cause.

Assessment of a contractor's performance will be made against the pre-qualification criteria.

7. Suppliers to Advice.

Pre-qualified companies are required to immediately advise **PASGR** of any significant change to their financial or technical capacity, ownership or holding, and any convictions/bankruptcy or prohibition notices it may have.

8. Confidentiality

PASGR will ensure the confidentiality of all information supplied by companies.

PART 2: PRE-QUALIFICATION CATEGORIES.

Companies/Individuals may apply for pre-qualification in the following categories of work:

No	Details	Description
PASGR/01/2023	Provision of Office Cleaning services	1. General Office cleaning and shampooing 2. Office and Sanitary waste disposal 3. Office Fumigation
PASGR/02/2023	Provision of Security Services	1. Alarm back up 2. Cash on transit
PASGR/03/2023	Provision of Insurance Brokerage Services	Insurance brokerage services for: 1. Medical Insurance 2. General Insurance 3. Group life Insurance/WIBA 4. Travel Insurance
PASGR/04/2023	Provision of	1. Pension and or Provident Schemes

	Retirement Benefit Scheme	
PASGR/05/2023	Provision of creative artwork design and Printing Services	<ol style="list-style-type: none"> 1. Layout and design of publications 2. Printing of books and magazines 3. Printing of business, invitation cards invitation cards, envelopes & letter heads. 4. Printing of accounting stationery – LPOs, Invoice, Receipt book 5. Printing of research reports 6. Branded IEC and other promotional materials 7. Branded conference materials 8. Branded easy to read materials
PASGR/06/2023	Office Stationery	<ol style="list-style-type: none"> 1. Standard office stationery 2. Toners, cartridges & computer stationery.
PASGR/07/2023	Travel Agency Services	<ol style="list-style-type: none"> 1. Local & International Travel ticketing and logistics 2. Workshop/conference travel 3. Airport Transfers to conferences
PASGR/08/2023	Taxi services and Vehicle Hire Services	<ol style="list-style-type: none"> 1. Local taxi services 2. Local vehicles hire services
PASGR/09/2023	Maintenance of IT systems, computer equipment, printers and copiers	<p>Maintenance and service of computer equipment and accessories</p> <ol style="list-style-type: none"> 1. Maintenance and service of printers, copiers 2. Maintenance and service of computers and computer accessories 3. IT software maintenance and support 4. Server and Domain hosting
PASGR/10/2023	Computer Hardware and accessories	<ol style="list-style-type: none"> 1. Supply of Computer equipment, laptops, UPS, printers etc.

		2. Supply of various computer, printer & copier accessories
PASGR/11/2023	Office Furniture, fittings and furnishing.	1. Supply of general office furniture 2. Supply & fitting of general office furnishing
PASGR/12/2023	Provision of videography, photography and documentary services	1. Provision of videography and photography services 2. Production of documentaries 3. Production of TV and radio infomercials 4. Professional editing of Reports, newsletter, publications etc.
PASGR/13/2023	Provision of Office Drinking Water	1. Office drinking water, dispenser, and disposable glasses.
PASGR/14/2023	Provision of Occupational Safety and Health Auditor	1. Annual Occupational Safety and Health Audit in accordance with the relevant and applicable OSHA regulations in Kenya.

Prescribed pre-qualification documents with detailed information can be obtained from our website; www.pasgr.org or from our offices at 6th Floor, I&M Bank House, 2nd Ngong Avenue, Upper Hill, during working hours. A non-refundable fee of **KES 4,000/-** for each pre-qualification category application shall apply.

The duly completed pre-qualification document should be addressed and forwarded to the Tender Committee, **PASGR**, as stated in page 2 (two) **on or before 12.00 noon on Friday September 22, 2023.**

PART 3: ORGANISATION INFORMATION

Name/registered name	
Previous names / registered names (if different)	
Registration number:(attach copy)	
Year of registration	
Nature of business	
Current trade licence no	
Expiry date	
Bankers and branch	
VAT No.(attach copy)	
PIN No.(attach copy)	
Postal address	
Physical address:(Street/road and plot number)	
Telephone	
E-mail	
Web-site	
Contact person	
Designation	

Contact No	
Contact Email	
Public Liability Insurance (Provide evidence of insurance and amount)	
Professional Indemnity Insurance (if applicable) Provide evidence of insurance and amount	
Professional affiliations (if applicable) Provide evidence of eligibility for membership.	

PART 4: APPLICATION FORM

Kindly provide the particulars in sections below as applicable to your type of business.

SECTION A-REGISTERED COMPANY

Private or public limited company_____

Value of business you can handle at any one time_____

Is there any person/persons in the company who has/have interests in PASGR, if so please give details_____

Professional Indemnity Insurance_____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations_____

(Or evidence of eligibility for membership)

Give details of directors as follows:

	Name	Nationality	Shareholding
1			
2			
3			
4			
5			
6			

SECTION B-PARTNERSHIP

Value of business you can handle at any one time_____

Is there any person/persons in the partnership who has/have interests in PASGR, if so please give

details_____

Professional Indemnity

Insurance_____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations_____

(Or evidence of eligibility for membership)

Give details of partners as follows:

	Name	Nationality	Shareholding
1			
2			
3			
4			
5			

SECTION C - SOLE PROPRIETOR

Full

name_____

Nationality_____

Value of business you can handle at any one time_____

Do you have any interests in PASGR, if so please give
details_____

Professional Indemnity

Insurance_____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations_____

(Or evidence of eligibility for membership)

PART 5: PRE-QUALIFICATION CATEGORY

We wish to apply for pre-qualification in the following category(s) - (tick appropriate boxes)

No	Details	Description	Mark Area of Interest
PASGR/01/2023	Provision of Office Cleaning services	<ol style="list-style-type: none"> 1. General Office cleaning and shampooing 2. Office and Sanitary waste disposal 3. Office Fumigation 	
PASGR/02/2023	Provision of Security Services	<ol style="list-style-type: none"> 1. Alarm back up 2. Cash on transit 	
PASGR/03/2023	Provision of Insurance Brokerage Services	Insurance brokerage services for; <ol style="list-style-type: none"> 1. Medical Insurance 2. General Insurance 3. Group life Insurance/WIBA 4. Travel Insurance 	
PASGR/04/2023	Provision of Retirement Benefit Scheme	<ol style="list-style-type: none"> 1. Pension and or Provident Schemes 	
PASGR/05/2023	Provision of creative artwork design and Printing Services	<ol style="list-style-type: none"> 1. Layout and design of publications 2. Printing of books and magazines 3. Printing of business, invitation cards invitation cards, envelopes & letter heads. 4. Printing of accounting stationery – LPOs, Invoice, Receipt book 5. Printing of research reports 6. Branded IEC and other promotional materials 	

		<ul style="list-style-type: none"> 7. Branded conference materials 8. Branded easy to read materials 	
PASGR/06/2023	Office Stationery	<ul style="list-style-type: none"> 1. Standard office stationery 2. Toners, cartridges & computer stationery. 	
PASGR/07/2023	Travel Agency Services	<ul style="list-style-type: none"> 1. Local & International Travel ticketing and logistics 2. Workshop/conference travel 3. Airport Transfers to conferences 	
PASGR/08/2023	Taxi services and Vehicle Hire Services	<ul style="list-style-type: none"> 1. Local taxi services 2. Local vehicles hire services 	
PASGR/09/2023	Maintenance of IT systems, computer equipment, printers and copiers	<p>Maintenance and service of computer equipment and accessories</p> <ul style="list-style-type: none"> 1. Maintenance and service of printers, copiers 2. Maintenance and service of computers and computer accessories 3. IT software maintenance and support 4. Server and Domain hosting 	
PASGR/10/2023	Computer Hardware and accessories	<ul style="list-style-type: none"> 1. Supply of Computer equipment, laptops, UPS, printers etc. 2. Supply of various computer, printer & copier accessories 	
PASGR/11/2023	Office Furniture, fittings and furnishing.	<ul style="list-style-type: none"> 1. Supply of general office furniture 2. Supply & fitting of general office furnishing 	
PASGR/12/2023	Provision of videography, photography and	<ul style="list-style-type: none"> 1. Provision of videography and photography services 2. Production of documentaries 3. Production of TV and radio 	

	documentary services	infomercials 4. Professional editing of Reports, newsletter, publications etc.	
PASGR/13/2023	Provision of Office Drinking Water	1. Office drinking water, dispenser, and tumbler glasses	
PASGR/14/2023	Provision of Occupational Safety and Health Auditor	1. Annual Occupational Safety and Health Audit in accordance with the relevant and applicable OSHA regulations in Kenya.	

PART 6: INFORMATION SUPPORTING APPLICATION

Information supporting the application, applicable for each of the category(s) is attached.

Please provide the information requested in the following sections as appropriate to the categories applied for.

TECHNICAL CAPACITY.

- **Company Structure**

The company structure, including staffing numbers, positions, functions and responsibilities is adequate.

- **Personnel**

The experience and expertise of key staff (including managers, supervisors & employees) where applicable.

WORK HISTORY AND PERFORMANCE.

- Provide a list of at least 5 past/current clients.
- Provide appropriate referees/references familiar with your work.
- For printing, provide samples of work done.

FINANCIAL CAPACITY.

- **Financial position**

Total Assets (KES) _____

Current Assets (KES) _____

Total Liabilities (KES) _____

Net worth (Total assets less total liabilities) in KES _____

- **Terms of trade**

Please indicate your payment terms and credit period allowed.

PASGR will make payment upon delivery of good and services upon issuance of a local purchase/service order or a duly signed contract. Payment will be made within 30 days upon receipt of accurate invoice and delivery note and acceptance of service and goods by **PASGR**.

Please comment on the terms of payment if not favourable to your organization_____

NOTE:

The financial documents and information provided will be treated as confidential by **PASGR** and will be returned upon request.

STATUTORY COMPLIANCE.

All applicants must show compliance with all the applicable statutory regulations as detailed in the application form.

Documents to attach to show statutory compliance include:

- Certification of registration/incorporation
- Valid trade licence
- VAT certificate
- PIN certificate
- Tax compliance certificate
- Copies of audited financial statements for the last two years

SPECIAL CONSIDERATION

A special consideration will be given to companies owned by people with disabilities, women and special interest groups.

PART 7: DECLARATION

I/ We _____ Hereby
declare.

- That the information given above is true and further state that I/We also understand that the purchase of this form does not guarantee registration.
- That I/We are not insolvent / in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have legal capacity to enter into contract.
- That I/We have fulfilled obligations to pay taxes/social security contributions.
- That I/We understand that I/We shall be disqualified should the information submitted here for purposes of seeking qualification be materially inaccurate or materially incomplete.
- That I/We acknowledge that it an offense to offer any gift or consideration to PASGR or PASGR Staff or Board members as a reward or inducement in relation to the pre-qualification of goods & services

Signature over stamp _____

Designation _____

Date _____