



REPUBLIC OF KENYA

MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

STATE DEPARTMENT FOR CORRECTIONAL SERVICES

**P.O BOX 30478-00100,
NAIROBI**

PREQUALIFICATION FOR PROVISION OF VARIOUS SERVICES

TENDER NAME _____

TENDER NO. _____

DATE _____

September, 2023

PREQUALIFICATION NOTICE

SECTION I INVITATION TO TENDER

DATE 19th September 2023

- 1.1 The State Department for Correctional Services intends to prequalify candidates for the provision of various services.
- 1.2 Prequalification is open to eligible candidates in the following categories

CATEGORY A: RESERVED FOR YOUTH, WOMEN AND PWD

CATEGORY NO	TENDER NO.	ITEM DESCRIPTION
4	SDC/4/2023-2025	Provision of Air Ticketing
6	SDC/6/2023-2025	Maintenance of Computers, Equipment, Servers, Routers, printers, Scanners, telephone Lines, Heads and Photocopiers

CATEGORY: B OPEN TO ALL BIDDERS

CATEGORY NO	TENDER NO.	ITEM DESCRIPTION
5.	SDC/5/2023-2025	Repair and Maintenance of Motor Vehicles

- 1.3 Interested eligible candidates may obtain further information and inspect Bidding documents from the Ministry of Interior and National Administration (State Department for Correctional Services, Supply Chain Management Office, 13th floor Telposta towers, upon payment of Non Refundable fee of KES. 1,000.00 in cash or Banker's Cheque payable to Principal Secretary. Payments should be made to the cash office, 3rd Floor, Telposta Towers.
- 1.4 Prospective bidders can access and download the tender documents free of charge from the department's website www.correctional.go.ke or www.tenders.go.ke .

- 1.5 Completed original and a copy of tender documents in **hard copy** are to be enclosed in plain sealed envelopes marked with the **Tender Reference Number** and shall be delivered or sent by post addressed to:

PRINCIPAL SECRETARY,
STATE DEPARTMENT OF CORRECTIONAL SERVICES
P.O BOX 30478-00100,
NAIROBI

So as to be received on or before, **Tuesday 3rd October 2023 at 10:00am East African Time.**

- 1.6 Tenders will be opened immediately after the deadline date and time specified above or any dead line date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' or their designated representatives who choose to attend at the Telposta Towers, 13th floor, Conference room. The tenders shall be opened in strict **adherence to Public Procurement and Disposal Act 2015.**
- 1.7 Late bids will be rejected and returned unopened

**HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES
FOR PRINCIPAL SECRETARY**

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The State Department for Correctional Services Kenya Prisons Service would like to invite interested candidate who must qualify by meeting the set criteria as provided by the **procuring entity** to perform the contract of supply and delivery or provision of goods and services to the government (applicable to the Headquarters and all the departments within the Department).

1.2 Pre-Qualification Objective

The main objective of this part is to supply and deliver assorted items and also provide services under relevant tenders/Quotations at the State Department for Correctional Services Kenya Prisons Service as and when required during the period ending 30th June, 2024.

1.3 Invitation of Pre-qualification

Suppliers registered with registrar of Companies under the Law of Kenya in respective merchandise or services are invited to submit their **PRE-QUALIFICATION** documents to **the principal Secretary**, so that they may be pre-qualified for submission of Tenders/Quotations. Bids will be submitted in complete lots singly or in combination. The client requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully supply size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document included questionnaire forms and documents required of prospective suppliers.

1.6 In order to be considered for pre-qualification prospective supplier must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents

One copy of the completed pre-qualification data and other requested information shall be submitted to reach:-

**PRINCIPAL SECRETARY,
STATE DEPARTMENT OF CORRECTIONAL SERVICES
P.O BOX 30478-00100,
NAIROBI**

So as to be received on or before **3rd October, 2023 at 10.00 a.m.** (Local time)

1.8 Questions Arising from Documents

Questions that may arise from the Pre-qualification documents should be directed to the Principal Secretary whose address is given in par 1.7

1.9 Additional Information

The Government reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotation

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by Government after passing the pre-qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

Taxes on Imported Materials

The supplier will have to pay custom duty and VAT as applicable for all imported materials to be supplied.

Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials.

Contract Price

The contract shall be of unit price type or cumulative of computed unit and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's Accounting Officer.

Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract Agreement.

PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective supplier/contractors who wish to be pre-qualified for submission of tender for the specified tender lot.

- 3.1.1 The Pre-qualification application forms which are not filled out completely and submitted in the prescribed manner may not be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2 QUALIFICATION

- 3.2.1 It is understood and agreed that the pre-qualification Data on prospective bidders is to be used by Government in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the **Tender Lot** as described by the client.
- 3.2.2 Prospective bidders will not be considered qualified unless in the Judgment of Government they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

- 3.3.1 (a) Experience: Prospective bidder shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capability to service the contract.

- 1. Prospective supplier requires special Experience and Capability to organize, supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names and pertinent information and the C.V. of the key personnel for individual or group to execute the contract must be indicated in Form PQ.3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as Letters of reference from their bankers regarding suppliers/contractors will be pre-qualified on the satisfactory information given.

- 3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers should be included in form PQ-5 where applicable.

3.4 STATEMENT

Application must include a sworn statement form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF PRE-QUALIFICATION

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the client/Government could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Government reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Pre-qualified applicant should also submit a brief statement of supply and service delivery methods and procedures he plans to use to execute the contract in form PQ-2.

**FORM PQ-1 MANDATORY REQUIREMENTS FOR PRE-QUALIFICATION
OF CATEGORIES**

ALL FIRMS MUST PROVIDE:

- i. a Certificate of Registration/Incorporation
- ii. a copy of valid Tax Compliance Certificate
- iii. filled, signed and stamped Confidential Business Questionnaire in the format provided
- iv. a valid and latest CR12 for Limited Company or National Identity Card for Sole Proprietor
- v. A valid Certificate of Registration with National treasury for Youth, Women and People with Disability where applicable
- vi. an original and one copy of tender document

**ADDITIONAL CONDITIONS/REQUIREMENTS ON
PREQUALIFICATION/ REGISTRATION OF SUPPLIERS**

1. The Suppliers must be registered with relevant bodies dealing with the product or service where applicable. Attach copies of certificates of registration.
2. The supplier should provide a list of all attached documents.
3. The documents should be numbered in the same sequence as on list (2) for ease of reference.

1. Company Name

.....

Post Office address

.....

Physical Address

.....

Name of Street

.....

Telephone No

.....

Person

to

Contact

.....

Title

.....

Nature of business

.....

.....

(specify and give description of the goods/services you wish to render **(select from schedule of goods and services above)**)

(i).....
.....

(ii).....
.....

(iii).....
.....

(iv).....
.....

(v).....
.....

ASSOCIATE COMPANIES

(a).....
.....

(b).....
.....

(c).....
.....

(d).....
.....

(e).....
.....

(f).....
.....

(g)

.....
.....

(h)

.....
.....

(i)

.....
.....

(k)

.....
.....

Number of Staff Employed

.....

(1) Technical

(2) Semi-Skilled

PERIOD

OF

BUSINESS

.....

FORM PQ-4**FINANCIAL POSITION**

Attach a copy of firms two recent certified financial statements giving Summary of assets and current liabilities/or any other financial support.

FORM PQ-5 **PAST EXPERIENCE**

NAMES OF APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF APPLICANTS		OTHER CLIENTS	AND	VALUES OF CONTRACT/ORDERS
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

- 1) i) Name of Client (Organization)**
- ii) Address of Client (Organization)**
- iii) Name of contact person at the client (Organization).**.....
- iv) Telephone No. of Client**
-
- v) Value of contact**
-
- vi) Duration of contact (date)**

2) Name of 2nd client (Organization)

- i) Name of Client (Organization)
 ii) Address of Client (Organization)
 iii) Name of Contact person at the client (Organization)
 iv) Telephone No. of Client
 vi) Duration of contact (Date)

3) Name of 3rd Client (Organization)

- i) Name of client (Organization)
- ii) Address of client Organization
- iii) Name of Contact person at the client (Organization)
- iv) Telephone No. of Client
- v) Value of contract
- vi) Duration of contact (Date)

4) Others

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. When the call for Tender/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we will come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

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

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business
You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name
 Location of business premises.
 Plot No..... Street/Road
 Postal Address Tel No. Fax E mail
 Nature of Business
 Registration Certificate No.
 Maximum value of business which you can handle at any one time – Kshs.
 Name of your bankers Branch

	Part 2 (a) – Sole Proprietor Your name in full Age Nationality Country of origin • Citizenship details •																				
	Part 2 (b) Partnership Given details of partners as follows: <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.				2.				3.				4.			
Name	Nationality	Citizenship Details	Shares																		
1.																					
2.																					
3.																					
4.																					
	Part 2 (c) – Registered Company Private or Public State the nominal and issued capital of company- Nominal Kshs. Issued Kshs. Given details of all directors as follows <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship Details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.....				2.				3.				4.			
Name	Nationality	Citizenship Details	Shares																		
1.....																					
2.																					
3.																					
4.																					

	5
Date	Signature of Candidate

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

Name of Contractor/Supplier

Contractors/Suppliers should provide information on any history litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of Client cause of Litigation and matter in dispute	Disputed Amount (current Value, Kshs. Equivalent)

SPECIFIC REQUIREMENTS

CATEGORY NO	TENDER NO.	ITEM DESCRIPTION	ADDITIONAL INFORMATION/DOCUMENTS
4	SDC/4/2023-2025	Provision of Air ticketing	Must be registered with IATA
5	SDC/5/2023-2025	Repair and Maintenance of Motor Vehicles	Must be registered with public works Must have an approved garage
6.	SDC/6/2023-2025	Maintenance of Computers, Equipment, Servers, Routers, Printers, Scanners, Telephone Lines, Heads and Photocopiers	Attach list and CV of technical staff. Accurate cellphone number and/or business card