

APPLICATION PROCEDURES

Prequalification special instruction;

Prequalification documents and all attachments **MUST NOT exceed 30 pages**. Please note that any Prequalification documents that **exceed 30 pages will automatically be disqualified**

- LWR invites applications for the supplier prequalification. The categories in this application document are provided in the invitation letter above.
- Successful applicants will be expected to commence from 1st October 2020.
- Throughout this document:
 - a) “LWR” means the procuring entity and
 - b) “The Applicant” means the supplier

1. Invitation for pre-qualification

- LWR will be pre-qualifying suppliers for provision of goods, works and services of various categories for the period 1st October 2020- 30th September 2023.
- Pre-qualification is open to all registered, legally operating and eligible companies with proven experience and capacity to offer the required services.
- Interested eligible bidders are invited to apply for pre-qualification, indicating the category of services they wish to offer and also submitting respective proposals for the services applied for.
- The applications will be evaluated in accordance with LWR procurement guidelines.
- Bidders are required to submit their bid application documents in one original set drawn up in ENGLISH.
- Bids must be delivered in plain sealed envelopes clearly labelled “LWR PRE-QUALIFICATION FOR PROVISION OF SERVICES, CATEGORY.....”

To:

Lutheran World Relief (LWR)

Waiyaki Way, Westlands Nairobi

AACC Properties 6th Floor (opposite Safaricom House, Next to Shell Petrol Station)

P.O Box 66220 – 00800

Nairobi - Kenya

Note: Late submissions will not be considered.

LWR reserves the right to accept or reject any application and is not bound to give any reason for its rejection.

2. Eligible Applicants

The applicant and all parties constituting the applicant shall meet the following criteria to be eligible to participate.

- a. The applicant must have a legal capacity to enter a contract and do business in Kenya.
- b. The applicant must not be:
Insolvent; under receivership; declared bankrupt or in the process of being wound up
- c. The applicants' business activities have not been suspended.
- d. The applicant must be tax compliant.
- e. The applicant may be a private or public entity, or any combination of them with a formal intent to enter into a contract/agreement.
- f. The applicant is not the subject of legal proceedings for any of the circumstances in (b)
- g. The applicant whose circumstances in relation to eligibility change during a procurement process or during execution of a contract shall immediately notify LWR.
- h. The bidders shall provide evidence to prove that they have ever handled or are currently handling business/services of a similar nature and magnitude for at least three (3) reputable organizations in the last two (2) years. Such evidence shall be a copy of the Local Purchase Order or the reference letter.
- i. Bidders MUST provide relevant legal evidence to verify that they have been legally active and continuously engaged in the related services in Kenya for at least two (2) years.

Qualification of the applicant

To establish its qualification to perform the contract, the applicant shall complete and submit the following;

- a. The qualification form provided in **section 5**, application forms
- b. The information and documents stated in **section 6**, (evaluation and methodology)

In event that pre-qualification of potential applicants has been undertaken, only applicants from the pre-qualified applicants will be considered for award of contracts.

Cost of application

The applicant shall bear all costs associated with the preparation and submission of his application and LWR shall NOT be liable for those costs regardless of the conduct or outcome of the application process.

3. Short listing

- a. All applications shall be sorted out according to the various categories and levels contained in the application for pre-qualification form. Any application that will not be properly labelled/branding on the envelope will be disqualified and the envelope will not be opened.

- b. Any prequalification documents (and all attachments) that will exceed 30 pages, will be disqualified from the process.
- c. Any application without an attached copy of the deposit slip for purchasing prequalification documents will be disqualified. Please note that the nonrefundable fee of Kenya shillings 1,000 is for each of the listed categories. If you apply for say 3 categories, you will have to pay a total of Ksh 3000 and ensure you attach a copy of the receipt in every category applied for. Failure to do so, will lead to automatic disqualification.

Notification of the short-listed applicants

LWR will notify all short-listed applicants in writing by letter, that they have been short listed to provide goods and services for the period.

Inspection

LWR reserves the right to conduct a physical inspection of the premises of the applicant at its own cost and discretion. If after the inspection it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the application will be rejected. LWR reserves the right to verify all information submitted.

Currency

All monetary/ financial information furnished, must be quoted in Kenya Shillings and inclusive of all applicable taxes.

4. Application submission control sheet

LWR requires that the minimum evaluation criteria below is met by the applicant. Failure to submit a complete information pack will lead to disqualification of the application.

Requirement	Contents	Tick off by applicant
1.	<ul style="list-style-type: none"> i. A brief company profile (10 pages maximum) ii. Organizational chart iii. List of company shareholders 	
2.	PIN certificate	
3.	Current trade license/business permit	
4.	Certificates from affiliated regulatory or accrediting bodies/associations (where applicable)	
5.	Current year tax clearance certificate	
6.	Evidence of physical location of business premises	
7.	Evidence of Electronic Tax Register Receipts	
8.	Certificate of incorporation/registration (or equivalent for professional service firms)	
9.	Memorandum and articles of association endorsed and stamped by the registrar of companies/partnership deed (if applicable)	
10.	Letter of financial standing from the applicants bank	
11.	Audited accounts of current and previous year (if applicable)	

12.	Specific evaluation criteria for each category as given in section 4	
13.	Certified 6 months Bank Statement	
14.	3 letters of recommendation from your corporate/ major clients that you have transacted with for the last 2 years. Preferably similar works as the bid category.	
15.	Copy of bank slip showing proof of payment of non-refundable fee of Ksh 1,000 for each of the listed categories	

I.....of.....confirm that I have submitted all the bidding requirements stipulated above and that the information I have provided is accurate and complete to the best of my knowledge.

Signed.....

Date.....

Company Seal/Stamp

5. Application forms

Form A1: Application submission sheet

Date (*insert day, month, year*)

To. LUTHERAN WORLD RELIEF

We the undersigned declare that:

- a. We have examined and have no reservations to the short listing document.
- b. We hereby apply to be shortlisted for the following works, services or supplies.

Category	Description of works, services or supplies

- c. We, including any sub-contractors or providers for any part of the contract or contracts resulting from this short-listing process, are eligible to participate in this application.
- d. We undertake to abide by the terms and conditions in **7** during the procurement process and the execution of any resulting contract.



- e. We hereby authorize you and your authorized representatives to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This application submission sheet will also serve as authorization for any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed.....

Name.....

In the capacity of.....

Duly authorized to sign the application for and on behalf of.....

Company Stamp

Date.....

Form A2: Application information sheet

Structure of the organization

- a. Name of company (insert full legal name):

Physical address (insert street/town or city/country):

Postal address:

Telephone number:

- b. Description of the company's activities:



- c. Brief description of experience in the provision of the works, services or supplies under reference
- d. Please indicate here or attach an organization chart showing the company structure
- e. Please indicate the additional works, after sale services or supplies that the company can provide eg. user training, equipment repair and maintenance, delivery services, etc
- f. Please provide at least 3 client references within the last 3 years

Form A3: Nature of the company

Part 2 (a) Sole Proprietor

Your name in full.....Age.....

Nationality.....Country of origin.....

*Citizenship details.....

Part 2 (b) Partnership:

Give details of partners as follows:

	Name	Nationality	Citizen Details	Shares
a.			
b.			
c.			
d.			

Part 2 (c) Registered Company:

Private or public.....

State the nominal and issued capital of the company –



Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

1.

2.

3.

4.

5.

DateSignature of Tenderer

* If Kenyan citizen, indicate under "Citizenship Details" whether by Birth, naturalization or Registration.

NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

Form A4: Status of compliance with statutory requirements

1. State PIN Certificate No.....

(Attach proof of being up-to-date in Tax Compliance Certificate, PIN Certificate and Income Tax Return)

2. Other government levies.....

State any technological innovations or specific attributes which distinguished you with your competitors.....

.....

State any quality assurance certification e.g ISO 9000 held by the company.....

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.....

3. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law.....

.....

4. Do you have any contingent liabilities arising from tax, court decree or other sources?

YES/NO.....

If YES, give reason(s) and sources for the contingent liabilities.....

.....

Form A5: Financial position and terms of trade

Assets and Liabilities

1. Total Assets in Kshs.....
2. Current Assets in Kshs.....
3. Total liabilities in Kshs.....
4. Net Worth (Total Assets – Total Liabilities) Kshs.....
5. Working capital (total Assets – Net Worth) Kshs.....

Indicate terms of sale/trade:-

- (i) Cash on delivery
- (ii) Credit period YES/NO, (delete as appropriate)
 If YES, indicate number of days.....
- (iii) Upfront payment/down payment YES/NO, (delete as appropriate)

If YES, indicate percentage.....

6. Evaluation methodology and criteria

The evaluation criteria is based on four main areas namely; eligibility, experience, capacity, technical and quality requirements. The list is not exhaustive.

General eligibility

1. Company Profile
2. PIN certificate
3. Certificate of incorporation (or equivalent for professional service firms)
4. Memorandum and articles of association endorsed and stamped by the registrar of companies/partnership deed **(if applicable)**
5. Current year tax clearance certificate
6. Current year operating permit (trading license)
7. Letter of financial standing from applicants bank
8. Certified 6 months bank statements
9. At least 3 customer references
10. A deposit slip for the tender fees

Specific evaluation criteria

1. Methodology
2. Indicative price list
3. Warranty period for service

7. Terms & Conditions

1. Participation in the pre-qualification exercise does not in any way constitute a contractual relationship between LWR and the applicant.
2. LWR is not bound to consider any proposal submitted, or accept or notify any applicant of the success or otherwise of any application or proposal and except as is provided for in this pre-qualification document, inquiries, follow ups, canvassing should be avoided. Any applicant found to engage in any of the aforementioned will be disqualified.
3. With or without notice LWR reserves the right to remove any pre-qualified applicant from the list of its goods/services providers should such an applicant be determined/found by LWR to be insolvent/bankrupt or commit any acts of corruption or bribery, be involved in any criminal or any other act or conduct of either public or private nature, or any matter or dealings which would cause disrepute or put the operation of LWR and or any of its officers into public scrutiny.
4. The terms and conditions of any contract or purchase orders executed by LWR with any service provider or supplier shall be in accordance and in conformity with the LWR's procurement & stores policies and procedures manual as amended from time to time. In the



event of any conflict between the terms and conditions or any matter provided in this document, LWR's procurement & stores policies and procedures manual shall prevail.

5. No suit or any other legal proceedings shall be taken or commenced against LWR until notice of such suit or proceedings has been given to LWR for the attention of the Country Finance and Administration Officer and until after expiration of (30days) from the date upon which such notice was delivered to LWR.

Declaration:

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

Signed and Sealed.....

For and on behalf of

Position in the Company:

Date: