



KENYA INDUSTRIAL ESTATES LTD

TENDER NO:-

KIE/TNO/04/F/2016-2017

FOR

**PREQUALIFICATION OF SPECIALISED SURVEILLANCE EQUIPMENT
(CCTV CAMERA E.T.C.)
PROVIDERS FOR THE FINANCIAL YEAR 2016-2017**

Official Receipt No.....

FROM:

FRIDAY, 27.05.2016

TO

CLOSING DATE:

FRIDAY, 10.06.2016 AT 10:00 A.M.

VENUE OF TENDER OPENING: KIE LTD CONFERENCE ROOM

ADDRESS:

**AG.MANAGING DIRECTOR
KENYA INDUSTRIAL ESTATES
P.O. BOX 78029-00507 NAIROBI,
KIE LTD BUILDING,
LIKONI/LUSINGETI RD,
INDUSTRIAL AREA, NAIROBI.
TEL:020 651 348
WEBSITE: www.kie.co.ke
E-MAIL: admin@kie.co.ke
or
procurement@kie.co.ke**

**PRE-QUALIFICATION OF BIDDERS FOR SPECIALISED SURVEILLANCE
EQUIPMENT (CCTV CAMERA E.T.C.) FOR THE FINANCIAL YEAR
2016/2017**

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1.0 PRE-QUALIFICATION INSTRUCTIONS.

1.1 Introduction

Kenya Industrial Estates Ltd would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Procuring entity to provide a panel of **SPECIALISED SURVEILLANCE EQUIPMENT (CCTV CAMERA E.T.C.) AND RELATED SERVICES SERVICE PROVIDERS.**

1.2 DESCRIPTION OF THE REQUIRED SERVICES

Description of Services to be provided:-

After prequalification and upon competitive bidding amongst the prequalified bidders, the qualified firms will be expected to:-

- a. Offer to **KENYA INDUSTRIAL ESTATES LTD** trainings on enterprise risk management and related subjects.
- b. Offer to **KENYA INDUSTRIAL ESTATES LTD** trainings on Credit management and related subjects.
- c. Prepare enterprise and credit risk managements documents on behalf of **KENYA INDUSTRIAL ESTATES LTD.**
- d. To develop risk management tools for the Company.
- e. To develop credit policy tools and manuals.
- f. To assist the Company in the process of risk identification, Assessment and Measurement
- g. To undertake any other responsibilities as may be required by the company in the line enterprise risk and credit management.

NB:

Please note that this is a prequalification process and once in the panel, selection of firm(s) will be done in a transparent, fair and competitive way while allocating opportunities on a rotational basis to undertake the above listed responsibilities.

1.3 Invitation of Pre-Qualification

Legally registered firms with the relevant professional body in Kenya and with good standing are invited to submit their **PRE-QUALIFICATION** documents to the **AG.MANAGING DIRECTOR, KENYA INDUSTRIAL ESTATES LTD** so that they may be pre-qualified for submission of tenders/provision of enterprise risk management and credit management services. The client requires prospective suppliers to supply mandatory information for pre-qualification.

1.4 Experience

Prospective Enterprise Risk and Credit Management Firms must have carried out successfully similar services to Government of Kenya or other large organizations with similar financial functions and complexity. Potential firms must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-Qualification Document

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

1.5 Information requirements

In order to be considered for pre-qualification prospective suppliers must submit all the information herein requested and as per Public Procurement and Disposal Regulations **Section 23(1) & (2), 24(1) (2) and (3) (a-e)**.

1.7 Distribution of Pre-qualification Documents

Pre-qualification data and other requested information shall be by visiting our **Website: www.kie.co.ke** & **IFMIS Kenya Suppliers Portal: supplier@treasury.go.ke** or our procurement office located at KIE LTD Building, 3rd Floor, Likoni rd./Lusingeti Rd, Industrial Area, Nairobi. There is no charge for the prequalification documents.

The interested and eligible tenderers are advised to register with us upon downloading the documents. Completed tender document, clearly labeled, **“Prequalification for Provision of Enterprise Risk and Credit Management Services”** indicating the **Tender No.** should be mailed so as to reach: **-The Ag.Managing Director – Kenya Industrial Estates Ltd, P.O. Box 78029-00507 Nairobi or deposited in the Tender Box situated on the ground floor, reception area, KIE Ltd Building, Likoni/Lusingeti rd., Industrial Area, Nairobi not later than 10:00 A.M. Local time) on FRIDAY, 10.06.2016 AT 10:00 A.M.** Pre-qualification documents will be opened immediately thereafter in the **Conference Room, at KIE LTD Main Building, Industrial Area Nairobi.**

Tenderers or their Representatives who wish to attend the opening of bids are welcomed.

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed in writing to the **Managing Director, KENYA INDUSTRIAL ESTATES LTD**; attention to the Procurement Officer in through the address and contacts indicated above.

1.9 Additional Information

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

1.10 Invitation to Tenders / Quotations.

Bidding documents (Tender/Quotations) will be made available as and when required, **ONLY** to those bidders whose qualifications are accepted by Company after completion of the pre-qualification process. It is **KENYA INDUSTRIAL ESTATES LTD's policy** to require that tenderers observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, **KENYA INDUSTRIAL ESTATES LTD**;

- a) Defines, for the purpose of this provision, the terms set forth below as follows:
 - **“Corrupt practice”** means the offering ,giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser in the pre-qualification process; and
 - **“Fraudulent practice”** means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the purchaser.
- b) Will reject a tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c) Will declare a Tenderer ineligible, for pre-qualification if at any time it determines that the Tenderer has engage in corrupt or fraudulent practices in competing for, or in executing similar contract.
- d) Will have the right to inspect the tenders accounts and records relating to the performance of services in this tender.
- e) Will have the right to inspect the business premises of the tenderer. They shall furnish information as described in the pre-qualification document.

2.0 PRE-QUALIFICATION DATA INSTRUCTIONS

2.1 Pre-Qualification Data Forms

- 2.1.1 The attached questionnaire forms **PQ-1, PQ-2, PQ-3 AND PQ-4** are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender.
- 2.1.2 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 only.

3.4 QUALIFICATIONS

- 3.4.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Company in determining, according to its sole judgment and discretion, the qualifications of prospective bidder to perform in respect to the required legal services as described by the client.
- 3.4.2 Prospective bidders will not be considered qualified unless in the judgment of Company they possess capability, experience, qualified personnel available and suitability the working capital sufficient to satisfactorily execute the needed legal services.

4 THE EVALUATION CRITERIA

The Tender Processing Committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:-

- Preliminary Examination- **(Mandatory)**
- Technical Evaluation – **100% (Pass Mark is 70%)**

APPENDIX 1 - The following Evaluation criteria will be used

	Evaluation Attribute	Max Score	Score Attained
1	Registration of details with KIE after downloading the document	5	
2	A Copy Business Registration Certificate /Incorporation	5	
3	Four Letters of recommendation from your current corporate clients	20	
4	Valid Tax Compliance Certificate	5	
5	Pin Certificate	5	
6	Tax Certificate	5	
7	Current certificate licenses of the key personnel with the relevant Boards/Associations/Professional body	10	
8	Evidence of physical address and premises (Attach copies of utility bills e.g. electricity/water or lease agreement/Title	5	
9	Two (2) years audited accounts and or six (6) months current bank statement	8	
10	Period of operation (Attach a copy of certificate of Business registration / Certificate of Incorporation) At-least 3 years.	7	
13	Five (5) Cvs Qualified staff Degree & above	10	
14	Local Authority Licenses – Valid Business Permit	5	
15	Authorization letter(s) to deal in CCTVs/Surveillance equipment (Attach) as may be applicable	10	
	TOTAL	100%	

NB:

- Bidders **must meet all the mandatory requirements** to qualify for technical evaluation.
- Bidder must attain a **minimum of 70%** in the Technical evaluation criteria to qualify for prequalification.
- Any information provided by the bidder may be verified by **KENYA INDUSTRIAL ESTATES LTD.**

Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated.

3.4 SWORN STATEMENT

Application must include **a sworn statement Form PQ-3** by the Tenderer ensuring the accuracy of the information given.

3.5 WITHDRAWAL OF PREQUALIFICATION

Should condition arise between the time firm is pre-qualified to bid and the bid opening date which in the opinion of the Company 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 Company reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.6 PRE-QUALIFICATION MARKS.

The qualification mark is **70 points** and over.

Specialised Surveillance Equipment (CCTVs)

All firms must provide Proof of:

- Pin Number.
- Valid Tax Compliance certificate.
- Current Business Permit/License for the firm(s)
- Current practicing licenses for all advocates.
- Certificate of Incorporation /Business Registration.
- Professional Indemnity certificates
- Physical location of business premises and contacts **(See business questionnaire)**

Specialised Surveillance Equipment (CCTVs)

FORM PQ-2

PRE-QUALIFICATION ON BUSINESS DATA

1. Types of Businesses.....
Legal name of firm.....
Post office address.....
Street and Address.....
City.....
Country
Telephone No.....
Person to contact.....
Title.....
2. Organization & Business Information.....
General Manager.....
Directors.....
Others.....
Partnership (if applicable).....
Names of Partners.....
3. Year of Business Registration.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....

Specialised Surveillance Equipment (CCTVs)

FORM PQ-3

SWORN STATEMENT

Having studied the pre-qualification information for the above tender We/I hereby state:

- a) That the information furnished in our/my application is accurate to the best of our/my knowledge.
- b) That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c) That pre-qualification bidder will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d) We/I enclose all the required documents and information required for the pre-qualification evaluation.

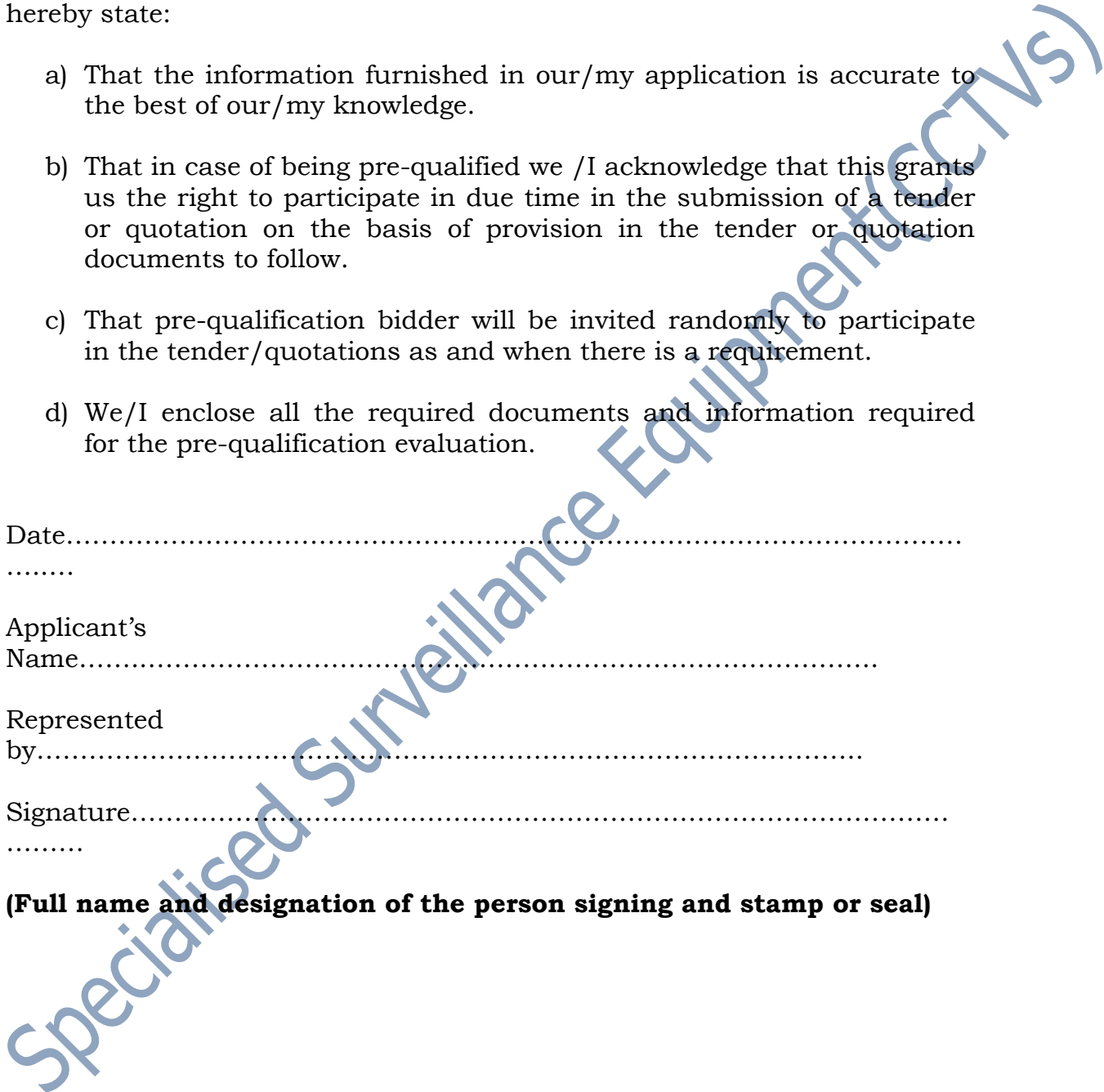
Date.....
.....

Applicant's
Name.....

Represented
by.....

Signature.....
.....

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



FORM PQ-4

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in **part 1 and either part 2 (a) 2 (b) Or 2 (c)** whichever applies in 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.....
Nature of Business.....
Current Trade Licence No.....Expiry
date.....
Maximum value of business which you handle at any one time
K£.....
Name of your bankers.....Branch.....
Are you an agent of the Kenya National Trading Corporation?
YES/NO.....

Part 2 (a) – Sole Partnerships:

Your name in
full.....Age.....
Nationality.....Country of
origin.....
Citizenship details.....

Part 2 (b) – Partnership:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capita of the company

Nominal

K£.....

Issued

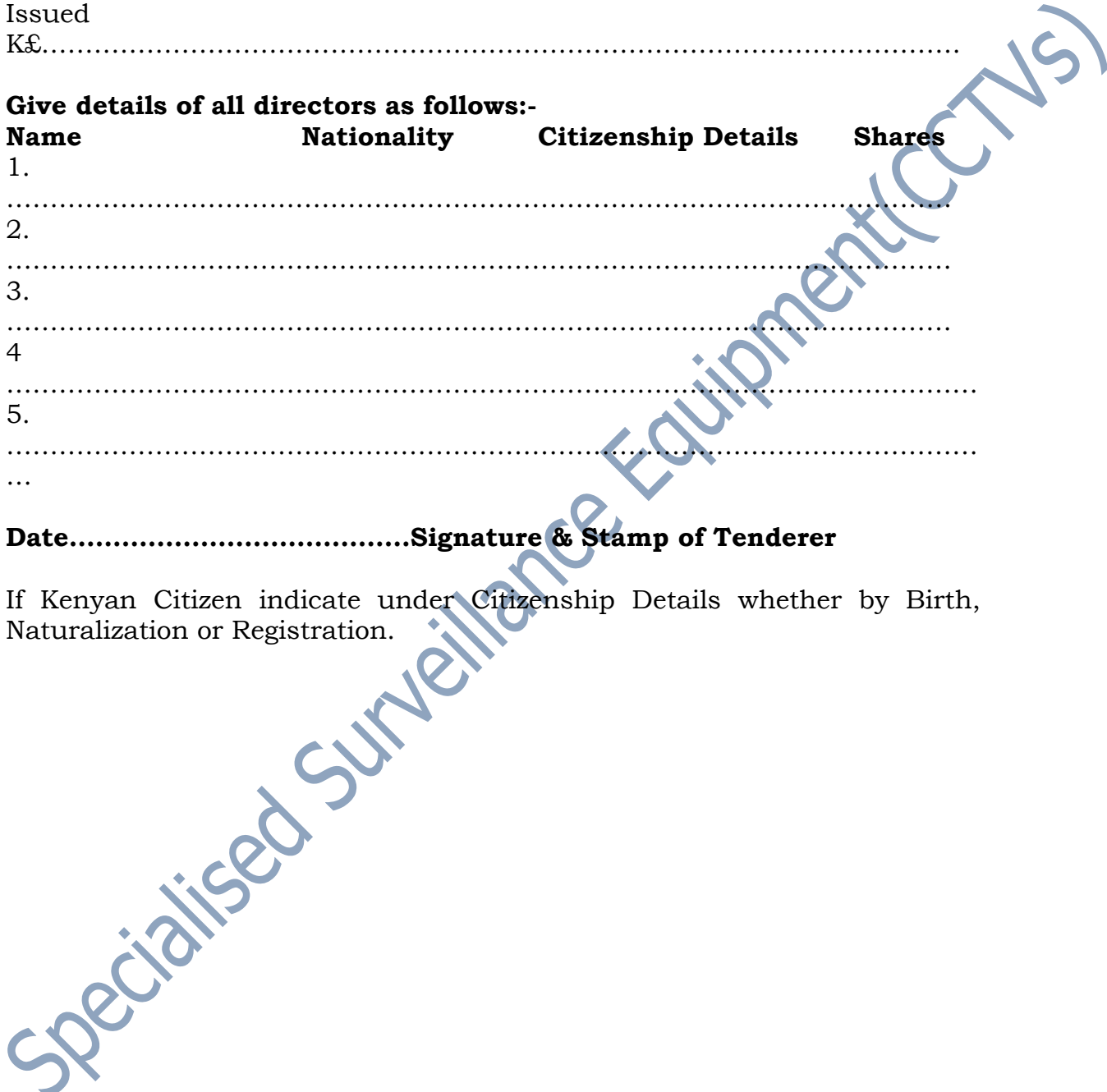
K£.....

Give details of all directors as follows:-

Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.
...

Date.....Signature & Stamp of Tenderer

If Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.



DECLARATION

I/We have completed and bonded this form accurately at the time of application 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 disqualification from further processing.

Signed & Sealed _____

Name: _____

Position in the company: _____

Date: _____

N/B:

The document must be submitted binded. Loose copies shall not be accepted.

Specialised Surveillance Equipment (CCTVs)



SUMMARY OF DETAILS

Name	
P.O. Box Address	
City	
Post Code	
Country	
Land Line Number	
Mobile Number	
Fax Number	
Email Address	
Contact Person (CP)	
(CP) Direct line	
Registered office	
List of Directors	
Date	
Signature &Stamp	

END