



**PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION
OF GOODS AND SERVICES FOR THE YEAR 2022/2023**

CLOSING DATE: 13th April 2022 AT 4:00 PM

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PREQUALIFICATION/REGISTRATION OF SUPPLIERS FOR SUPPLY/PROVISION OF GOODS AND SERVICES FY 2022/2023

WATRA AFRICA invites applications for pre-qualification/registration of suppliers for provision of goods and services from interested eligible bidders for the period ending 2022. Current providers of various goods and services are requested to apply afresh. All applicants must be registered with Kenya Revenue Authority and Registrar of Companies.

CATEGORY REF	CATEGORY DESCRIPTION
	SUPPLY OF GOODS
WATRA/01/2022	Supply of Printed Stationery and Rubber Stamps
WATRA/02/2022	Supply of Non-Printed Stationery
WATRA/03/2022	Supply of Branded Promotional Materials (Brochures, Banners, Mail Bags, Branded T-Shirts Etc)
WATRA/04/2022	Supply, Installation & Maintenance of Signage& Branding
WATRA/05/2022	Supply of Toners & Computer Consumables
WATRA/06/2022	Supply of Drinking Water & Water Dispensers
	PROVISION OF SERVICES
WATRA/07/2022	Provision of Air Travel Agency Services (IATA Registered)
WATRA/08/2022	Provision of Leased Printers & Copiers
WATRA/09/2022	Provision of Car Hire Services including Taxis, Buses & Mini buses
WATRA/10/2022	Provision of Courier Services including Local (Same Day and Overnight) and/or International
WATRA/11/2022	Provision of Software Solutions
WATRA/12/2022	Provision of I.T Consultancy Services
WATRA/13/2022	Provision of Strategy Services / Consultancy Services including Recruitment Services
WATRA/14/2022	Provision of Event Management Services
WATRA/15/2022	Provision of Catering Services
WATRA/16/2022	Provision of Car Tracking Services
WATRA/17/2022	Provision of Photography & Videography Services
WATRA/18/2022	Provision of Legal Services
WATRA/19/2022	Provision of Hotel Accommodation Services
WATRA/20/2022	Provision of PR Services
WATRA/21/2022	Provision of Digital Marketing Services
WATRA/22/2022	Provision of Insurance Service



Pre-qualification documents containing detailed terms and conditions of pre-qualification may be downloaded from the WATRA AFRICA website: www.watra.africa

Interested bidders will be required to pay a non-refundable fee of Kshs. 2,000 to the bank and provide original banking slip at WATRA AFRICA office on the day of submission of the bid(s). The payment shall be made to;

- Collection A/C: WATRA AFRICA
- A/C NO: 0550282347893
- Bank Name: EQUITY
- Branch: Westlands

Pre-qualification documents duly completed should be submitted in plain sealed envelopes bearing appropriate category and the name of the tender. This should be addressed to;

Procurement Committee

WATRA AFRICA

Victoria Plaza, 8th floor

11 Parklands Road, Opposite Fedha Towers

P.O Box -10827 00100

Nairobi

To reach them by close of business on 13TH APRIL 2022

Late submissions will not be opened.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

WATRA AFRICA would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver goods or provide services to the organization.

1.2 Pre-qualification Objective

The main objective is to have a database of approved suppliers to supply and deliver assorted items and provides services under relevant tenders/quotations to Kenya Association of Manufacturers as and when required during the period

April 20 to 30th December, 2022.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their prequalification documents to at WATRA AFRICA, VICTORIA PLAZA in Westland so that they may be pre-qualified/registered for submission of tenders. Bids will be submitted in complete lots singly or in combination. The prospective Suppliers are required to supply mandatory information for pre-qualification/registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Corporate Organization of similar 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 includes questionnaire forms and documents required from prospective suppliers. In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.6 Distribution of Pre-qualification Documents

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

VICTORIA PLAZA, 8th floor

11 Parklands Road, Westlands,

P.O. Box 30225-00100,

Nairobi,

1.7 Additional Information

WATRA AFRICA reserves the right to request submission of additional information from prospective bidders.

2. PRE-QUALIFICATION/REGISTRATION DATA INSTRUCTIONS

2.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ- 3 PQ-4, PQ-5, are to be completed by prospective suppliers/contractors who wish to be prequalified for submission of tender for the specific category.

2.1.1 The pre-qualified/registered application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

2.2 Qualification

It is understood and agreed that the pre-qualification/registration data on prospective bidders is to be used by WATRA AFRICA in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

2.2.2 Prospective bidders will not be considered qualified unless in the judgment of WATRA- AFRICA 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.

2.3 Essential Criteria for Pre-Qualification/Registered

Experience: Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

2.3.2 Personnel

The names and pertinent information and CV(s) of the key personnel for individual or group to execute the contract must be indicated.

2.3.3 Financial Position

The Supplier's financial condition will be determined a minimum of last three years financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position.

Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

2.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter(s) of reference and or copies of order/contracts from past customers should be included in Form PQ-5.

2.4 Statement

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

2.5 Withdrawal of Prequalification

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/WATRA AFRICA 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, WATRA AFRICA reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

2.6 Fixed Business Premises

The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article of Association, copies of which must be attached.

2.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

2.6.1 Successful firms will be required to sign supplier code of conduct before being engaged by WATRA AFRICA.

2.6.1 The firm should have complied to anti –corruption guidelines

2.7 Prequalification Criteria

Required Information	Form Type	Point Score
Registration Documentation	PQ-1	30
Pre-qualification Data	PQ-2	20
Financial Position	PQ-3	20
Confidential Report	PQ-4	10
Past Experience	PQ-5	20
	TOTAL	100

2.8 The qualification is 75 points and over

FORM PQ-1 Registration Documents

All firms must provide: -

- Copies of Certificate of Registration.
- Copy of VAT Registration Certificate.
- Valid Tax Compliance Certificate from Kenya Revenue Authority (failure to produce this certificate to prove compliance, will lead to automatic disqualification thus no further evaluation of the application).
- Copies of Pin Certificate of firm/company/individual. (30 points)



FORM PQ-2 -PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s) (Name of Company/Firm) Of Category No.) (Item Description)

Post Office Address Town Street.....
..... Name of building.....

Floor No. Room/Office No.....

Telephone Nos.

Full Name of applicant

Other branches location

2. Organization & Business Information

Number of Management Personnel

Chief Executive – (full name)

Secretary

General Manager

Treasurer

Other

Partnership (if applicable)

Names of Partners.....

3. Business founded or incorporated

4. Under present management since

5. State any technological innovations or specific attributes which distinguish you from your competitors.....

..... (20 Points)

PQ-3 - FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/or any other financial support.
- (2) Attach letters of reference from the bankers regarding supplier's credit position. (20 Points)

FORM PQ-4 - CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part I- General:

Business Name

Location of business premises.....

Plot No..... Street/Road.....

Postal Address..... Tel. No.....

Nature of Business.....

Current Trade License No.....Expiring date.....

Maximum value of business which you can handle at any one time: K£.....

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:

Name	Nationality	Citizenship Details	Shares



Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

- Nominal Ksh.
- Issued Ksh.

Given details of all directors as follows: -

Name	Nationality	Citizenship Details	Shares

Director/ Partner/ Sole Proprietor

Date

Signature of Candidate.....



FORM PQ-5 - PAST EXPERIENCE NAMES OF THE APPLICANTS CLIENTS IN THE LAST THREE YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (organization)

Name of Client (organization)	
Address of Client (organization)	
Name of Contact Person at the client (organization)	
Telephone No. of Client	
Duration (date) and value (Ksh) of Contract	

2. Name of 2nd Client (organization)

Name of Client (organization)	
Address of Client (organization)	
Name of Contact Person at the client (organization)	
Telephone No. of Client	
Duration (date) and value (Ksh) of Contract	

3. Name of 3rd Client (organization)

Name of Client (organization)	
Address of Client (organization)	
Name of Contact Person at the client (organization)	
Telephone No. of Client	
Duration (date) and value (Ksh) of Contract	

4. Others (20 Points)

SWORN STATEMENT

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

- The information furnished in our application is accurate to the best of our knowledge.
- That in case of being pre-qualified/registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by the WATRA AFRICA.
- When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we shall notify the WATRA-AFRICA and acknowledge your right to review the prequalification made.
- We enclose all the required documents and information required for the pre-qualification evaluation.
- We confirm that we have not been debarred from participation in Private/ public Procurement and have no litigation procedure in process.

Date

Applicant's Name

Represented by

Signature

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

