**SOLARNOW SERVICES (K) LTD**

**P.O BOX 625-40100**

**KISUMU-KENYA**

**SECTION A: Request for pre-qualification**

SOLARNOW SERVICES (K) LIMITED wishes to invite all interested, eligible and qualified firms to submit sealed applications for purpose of prequalification of suppliers and independent contractors for provision of goods, services and works.

|  |  |
| --- | --- |
| **CATEGORY** | **GOOD/SERVICE/WORKS** |
| **Cat/01/2018** | Office catering, bar and restaurant services |
| **Cat/02/2018** | General building and construction work(Civil work. landscaping, plumbing) |
| **Cat/03/2018** | Provision of team building services |
| **Cat/04/2018** | Supply of office stationery and office furniture |
| **Cat/05/2018** | Supply of electrical materials, equipment and tools |
| **Cat/06/2018** | Supply of safety materials and equipment |
| **Cat/07/2018** | Supply of computers, printers, laptops, electronic materials and their accessories  |
| **Cat/08/2018** | Painting and wall branding services |
| **Cat/09/2018** | Supply of branded materials, books, umbrellas, marketing materials and uniforms |
| **Cat/10/2018** | Provision of cleaning services |
| **Cat/11/2018** | Office interior design |
| **Cat/12/2018** | Provision of transportation services and car rental services |
| **CAT/13/2018** | Provision of first aid kits, Fire Extinguishers, Service & Maintenance  |
| **CAT/14/2018** | Provision of gym/fitness equipment and services |
| **CAT/15/2018** | Hotel accommodation services |
| **CAT/16/2018** | Marketing services and roadshows |
| **CAT/17/2018** | Provision of hardware materials for building, plumbing and construction materials |
| **CAT/18/2018** | Provision of training services-leadership and management |

**Section B. Objectives of the Invitation & Our Purchase Policy**

The objective of this pre-qualification exercise is to identify eligible suppliers for registration as SOLARNOW SERVICES (K) LIMITED’s suppliers for various goods and services for the financial year 2018-2019.

SOLARNOW SERVICES (K) LIMITED procurement policy is that all purchasing decisions are made in a fair, open and transparent manner.

All procurement activities are executed consistent with the highest Professional, ethical, moral and legal standards avoiding situations of compromise as per SOLARNOW SERVICES (K) LIMITED Procurement Policy.

 Collusion with employees for any form of favors is against SOLARNOW SERVICES (K) LIMITED policy.

**Section C: Invitation to Apply**

SOLARNOW SERVICES (K) LIMITED invites application from reputable suppliers to be considered for inclusion in the company’s list of approved suppliers for provision of goods, services and works for financial year 2018-2019.

Tender documents can be accessed from <https://tendersoko.com/tender/solarnow-prequalification-10586>

Duly Completed tender documents will be uploaded through <https://tendersoko.com/tender/solarnow-prequalification-10586> or physically dropped at SOLARNOW SERVICES (K) LIMITED offices situated at Awuori Otiende road, next to Mlimani resort. The documents must be in sealed envelopes.

Please note that SOLARNOW SERVICES (K) LIMITED reserves the right to accept or reject applications made in pursuant to the prequalification at its own discretion without assigning any reason thereof. Any subsequent appointment made in pursuant to the prequalification is subject to invitation to tender/quote for specific goods/services/works.

**Section D. General Requirements**

1.0 Eligible Applicants

* 1. This Invitation for supplier registration is open to all suppliers eligible as described in the application documents. Successful applicants shall later be contacted for tenders/proposals/quotations for the supply of goods and services as required by SOLARNOW SERVICES (K) LIMITED.
	2. Applicants shall bear all costs associated with the preparation and submission of their application and SOLARNOW SERVICES (K) LIMITED will not be responsible or liable for those costs regardless of the conduct or outcome of the application process.
	3. The applicants shall furnish, as part of the application, documents establishing the applicant’s eligibility to apply and their qualifications to perform the contract if accepted

 1.4 The documentary evidence of the applicant’s qualification to perform the contract if the application for registration is accepted:

a) That the applicant has financial, technical and production capability necessary to execute the contract.

b) That the applicant has an established physical and postal address for ease of contract and is licensed by the Kenyan

Government to trade in the category applied for.

c) That the applicant is willing to do business with SOLARNOW SERVICES (K) LIMITED- and shall allow credit facilities and acceptable trade terms.

2.0 Goods eligibility and conformity

2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application documents of all goods/services/works which the applicant proposes to supply if accepted.

2.2 The documentary evidence of the eligibility of goods and services

shall consist of statement in the price schedule, brochures, catalogues of the goods and services offered which in some case shall be confirmed of origin issued at the time of shipment.

3.0 Deadline for submission of application

3.1 Duly completed documents should be returned on or before **21/09/2018**, to be dropped in the at SOLARNOW SERVICES (K) LIMITED office**.**

3.2 SOLARNOW SERVICES (K) LIMITED may at its discretion, extend this deadline for the submission of applications by amending the application documents as per regulations governing amendment of tender documents in which case all right and obligations of SOLARNOW SERVICES (K) LIMITED shall be upheld.

4.0 Modification and withdrawal of application

4.1 The applicant may modify or withdraw his/her application after the submission, provided that written notice of modification, including substitution or withdrawal of the application is received by SOLARNOW SERVICES (K) LIMITED prior to the deadline prescribed for submission of applications.

4.2 The applicant’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched as specified earlier. Withdrawal notice may also be sent by email (tenderke@solarnow.eu), but followed by signed confirmation copy post marked not later than the deadline for submission of the application.

4.3 No application may be modified after deadline for submission of application.

 4.4 No application may be withdrawn in the interval between the

Deadline for submission of application and the expiration of the period of application validity specified on the application.

5.0 Clarification of application

5.1 To assist in the examination, evaluation and comparisons of applicants, SOLARNOW SERVICES (K) LIMITED may at its discretion ask the applicant for clarification of the application. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered or permitted.

5.2 Any effort by the application to influence SOLARNOW SERVICES (K) LIMITED staff in its application evaluation, application comparison or acceptance decision will result in the rejection of the applicant’s application.

6.0 Examination for acceptance

6.1 Prior to the detailed evaluation, SOLARNOW SERVICES (K) LIMITED will determine the substantial responsiveness of each application to the documents. A substantially responsive application is one which conforms to all the terms and conditions of application documents without deviations. SOLARNOW SERVICES (K) LIMITED’s determination of applicant’s responsiveness is to be based on the contents of the application itself without recourse to extrinsic evidence.

6.2 If an application is not substantially responsive, it will be rejected by

SOLARNOW SERVICES (K) LIMITED and may not subsequently be made responsive by applicant correction of non-conformity.

7.0 Evaluation and comparison

7.1 SOLARNOW SERVICES (K) LIMITED will only evaluate and compare the applications that have been determined to be substantially responsive.

7.2 SOLARNOW SERVICES (K) LIMITED evaluation of an application will take into account, in addition to the information required on the documents, the following:

a) Delivery period offered after receipt of order as compared to delivery requested

b) Trade discount allowable

c) Trade terms (credit terms and warranties)

d) Previous supplier performance and recommendation by other clients

e) Valid trade licenses, legal compliance, agency/dealership and proof of payment of government taxes

 8.0 Currency.

 Prices shall be quoted in Kenya Shillings.

 9.0 Application Completion

1. In order to simplify this process, you need to provide copies of all supporting documents requested under the questionnaire, for example, audited accounts, registration and compliance certificates, statements and policies among others listed.

b) You may also be asked to clarify your answers or provide more details. Please answer every question. If the question does not apply to you please write **N/A**; if you don’t know the answer please write **N/K.**

c) Failure to complete this questionnaire and/or to provide written answers to any further questions or requests for additional information or requests for clarification will result in the supplier's elimination from further consideration.

d) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding on the supplier and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further, SOLARNOW SERVICES (K) LIMITED reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.

e) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplements on separate sheets.

f) Please initial and rubber stamp each page, and sign the application form.

g) Each category should be applied separately.

**Section E. Application Form**

(To be in the letterhead of the Applicant)

FROM:

…………………………………………………………….

……………………………………………………………..

……………………………………………………………..

……………………………………………………………..

Date:

To: SOLARNOW SERVICES (K) LIMITED

P.O Box 625-40100

Kisumu-Kenya.

1. Having examined the pre-qualification documents, we the undersigned, offer to supply and deliver………………………………………………………………… (Description of goods/service/works) in conformity with the said application documents all or part of the items that may be required and are within our capability to supply.
2. We undertake, if our application is accepted, to deliver goods/services/works in accordance with the delivery schedule and credit terms specified in the schedule of requirements or official order, signed by authorized staff of SOLARNOW SERVICES (K) LIMITED.
3. We agree to abide by this application for the period of processing. Preparation and execution of the tender application together with acceptance thereof which together shall constitute a binding agreement between us.
4. We agree to abide and uphold SOLARNOW SERVICES (K) LIMITED policy on Prevention of Fraud & Corruption.

5) We understand:-

a) That this is not a tender or quotation but an application for consideration to be registered as a SOLARNOW SERVICES (K) LIMITED supplier for goods/services/works included or related to this category during the financial year 2018-2019.

b) That SOLARNOW SERVICES (K) LIMITED is not bound to accept this application or any other that it may receive.

Dated this day of\_ \_20

(Signature) (In the capacity of)

Duly authorized to sign for and on behalf of

Rubber Stamp/Company Seal

**Section F: Business Questionnaire**

1. Company Name……………………………………………………………………..
2. Trading Name (if different from above) ……………………………………………………………….
3. Legal status (partnership/sole proprietor/ Limited Company) …………………………….
4. Company registration certificate No. …………………………………………….(attach copy)
5. Current trade license No/Expiring date…….....…….…………................(attach copy)
6. Company PIN No............................................................................. (attach copy)
7. Tax compliance certificate No…………..…………………………………..(attach copy)
8. Full Address (including physical)

……………………………………………………………………

…………………………………………………………………...

……………………………………………………………………

…………………………………………………………………….

1. Email……………………………………………………Website…………………………..................…
2. Telephone…………….......………………………………………………………
3. Fax……………...................…………………….……………………………….
4. Contact Person: Name…........................................................
5. Proof of registration with the relevant government ministry, local regulatory bodies or international certification bodies e.g. ISO (Attach copies of certificates)
6. Period in which your company has been in business……….............……….
7. Company business profile(attach)

16. Names of the Shareholders & Directors /Partners (as applicable) with nationality and percentage of shareholding;

Give details of all directors or partners (as applicable) as follows

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Nationality** | **Citizenship Details** | **Shares** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

For Registered Company:

State whether Private or Public……………………………………..

State the nominal and issued share capital of company

Nominal Kshs............................................................................................................

Issued Kshs................................................................................................................

17. Name of (ultimate) parent holding company (if applicable)

 ….........................................................................................................

18. What are the main business activities of your organization? (Please specify)

 ……………………………………………………………………………......................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

19. Has your organization in the past failed to quote for goods or services as requested by SOLARNOW SERVICES (K) LIMITED? If so please give reasons;

…………………………………………………………………………………………………………………………………………………………………………………………………….....................................................................................................................................................................................................................................................

20. Has your organization in the past declined to supply/carry out work for an order issued by SOLARNOW SERVICES (K) LIMITED? (If so, please provide details)

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………................................................…….…………

21. What is average response time to delivery of goods/service after issuance of LPO?

 ……........................................………………………………...............................................................

22. What are your credit terms?

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 ……………………………………………………………………………………….....................................................

 23. Does your business have a bank account? YES/NO

 24. Banker’s Name and address

 ……………………………………………………………….

 ……………………………………………………………….

 ………………………………………………………………..

 ………………………………………………………………..

 25. Maximum value of business which the company can handle at any one time

 26. Service experience

Name some of the projects that you have undertaken in the last 3 years. Please attach copies of LPO’s for each case:

**Name of the 1st client (organization)**

(a)Name of project………………………………..………………………………………...

(b)Name of the organization………………………………………………………………….

(c) Character and nature of project…………..…………………...…………………………..

(d) Contract value……………………..……………………………………………………..

(e) Location of project…………..……..…………………………………………………….

(f) Period of project………………………………………………………………………….

**Name of the 2nd client (organization)**

(a)Name of project………………………………..………………………………………...

(b)Name of the organization………………………………………………………………….

(c) Character and nature of project…………..…………………...…………………………..

(d) Contract value……………………..……………………………………………………..

(e) Location of project…………..……..…………………………………………………….

(f) Period of project………………………………………………………………………….

**Name of the 3rd client (organization)**

(a)Name of project………………………………..………………………………………...

(b)Name of the organization………………………………………………………………….

(c) Character and nature of project…………..…………………...…………………………..

(d) Contract value……………………..……………………………………………………..

(e) Location of project…………..……..…………………………………………………….

(f) Period of project………………………………………………………………………….

**Section G. Trade References**

Please list here below names and contact details of at least 3 reputable clients you have dealt with during the last three years. Please attach copies of LPO’s or Reference letters. Note that the referees may be contacted without further reference to you.

1.

a) Name of organization

b) Address of organization

c) Telephone number & Email contact of client

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d) Name and Title of contact person at the organization

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2.

a) Name of organization

b) Address of organization

c) Telephone number & Email contact of the organization

d) Name and Title of contact person at the organization

3.

a) Name of organization

 b) Address of organization

 c) Telephone number & Email contact of client

 d) Name and Title of contact person at the organization.

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**SECTION G: Price Schedule**

(--------------------------------------------------------------)Category of Goods/ Services

Please attach a detailed quotation of goods/services/works to be supplied, inclusive of taxes and freight/shipping costs. Where applicable, please attach a detailed implementation schedule (inclusive of training) and give expected period of completion

**SECTION H: Prequalification Registration Documentation**

**(TENDER SUBMISSION REQUIREMENTS)**

All firms toprovide copies of the following:

1. Submit a copy of the **Certificate of Registration** (Mandatory).
2. Submit a copy of the **VAT/PIN Certificate** of the Company (Mandatory).
3. Submit a copy of a **Valid Tax Compliance Certificate** from KRA (Mandatory).
4. Submit a copy of the **Current Trade License/Business Permit** from local county (Mandatory).
5. **Registration Certificate as a Contractor by National Construction Authority/Energy Regulatory Commission** and other relevant authorities for building works contractors (Mandatory if applicable for category)
6. Submit a copy of the **Comprehensive PSV Insurance Covers** for bidders for provision of hire of transport services (Mandatory).
7. Submit your **Company’s Profile** and company manpower/staff capacity

**All suppliers must indicate the category of the good/service/works they are applying for**

**Section I: For Official Use Only**

**Evaluation Checklist**

|  |
| --- |
| **Documentation Checklist** |
|  | **Verification(Tick where applicable)** |
| **Checklist Item** | **Yes** | **No** | **N/A** | **Comments** |
| Company registration certificate attached? |   |   |   |   |
| Valid Business Permit attached? |   |   |   |   |
| Copy of PIN certificate attached? Old certificate or iTax? |   |   |   |   |
| Valid Tax Compliance certificate attached? Old format or iTax? |   |   |   |   |
| Certification/Licences from govt, local regulatory bodies, or International certification bodies e.g ISO |   |   |   |   |
| Trade reference LPO copies or Reference letters attached? |   |   |   |   |
|  Price Schedule/Price List attached |   |   |   |   |
|  Company profile |   |   |   |   |