

PREQUALIFICATION DOCUMENT

FOR

PREQUALIFICATION /REGISTRATION OF SUPPLIERS FY 2016

PRUDENTIAL LIFE ASSURANCE KENYA LIMITED

P.O BOX 25093 - 00100

NAIROBI, KENYA

Tel: +254 020 66 44 000

Email: info@prudentiallife.co.ke

Web: www.prudentiallife.co.ke

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SECTION A: GENERAL INSTRUCTIONS

Carefully read the instructions before completing the questionnaire. Note that submission of false information will lead to automatic disqualification.

1. Responses to the pre-qualification questionnaire must be in accordance with the requirements for information in the document.
2. Participants should indicate clearly the goods, services or works they would want to be considered for short-listing, drawing reference from the schedule provided.
3. Answers to the questionnaire should be relevant to the goods; service or works applied for and should be as clear and concise as possible.
4. Submission of documents: The application for prequalification should be submitted in sealed envelopes properly labeled with the item code and the item description as applied for.
5. In selection of suppliers, PLAK will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and Services. Registered service providers, contractors, manufacturers, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
6. The application document should be signed by the authorized representative of the organization under Company Seal/ stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that the applicant wish to be considered.
7. It is a condition that participants **MUST** have complied with all statutory requirements in regard to registration for VAT and remission of the required Taxes.
8. The service will retain the suppliers for duration of twelve (12) months subject to supplier's satisfactory performance which will be re-evaluated periodically.

SECTION B - SUPPLIER PREQUALIFICATION QUESTIONNAIRE (TO BE COMPLETED BY THE SUPPLIER)

MANDATORY REQUIREMENTS

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the MANDATORY REQUIREMENTS as listed below;

NB: Giving false information on this form constitutes a serious offence and will form a basis for disqualification.

- 1) Certificate of Incorporation / Registration;
- 2) Current Trade License / Business Permit;
- 3) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);e.g.(Air ticketing, among others)
- 4) Current Tax Compliance Certificate;
- 5) Evidence of Electronic Tax Register (ETR);
- 6) Three (3) letters of commendation from your corporate/major clients;
- 7) Completed Confidential Business Questionnaire;
- 8) Certified Audited accounts for the last two years
- 9) 6 months Bank Statements;

Only bidders who will have complied with the above will qualify for the next stage of evaluation.

SUPPLIER GENERAL INFORMATION

(I) SOLE PROPRIETOR

Name.....
Nationality.....
Country of Origin.....
Citizenship details.....
Date.....
Business Name.....
Nature of Business.....
Location of Business Premises.....
City/Town.....
Tel No:
Physical location.....
E-mail address.....
Website.....

(II) COMPANY

Company Name
Trading Name (if different from above)
Legal status (partnership Ltd. Company)
Nature of business licensed to operate
Person: Name.....
Title.....
Tel No.....
Postal Address:

Names of Directors and their nationality:

- 1.
- 2.
- 3.
- 4.

Name of Bank.....
Branch.....

(III) CAPABILITY AND COMPETENCE TO DELIVER GOODS, WORKS OR SERVICES

1. What products/services do you want to supply? (Indicate the relevant category, Tender No. and the Tender Title)

.....
.....

2. How many employees do you have?
How many are permanent?
How many are temporary?

(IV) ELIGIBILITY

3. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?.....If Yes, when?

(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent)

4. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes.....No.....

5. Is the firm/ Company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

6. Are you a manufacturer/wholesaler/retailer/other? (Please specify)

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7. If a manufacturer or service organization, are your products certified by Kenya Bureau of Standards or are you affiliated to a recognized accrediting body?

Yes/No..... (Attach documentary evidence of certification)

8. What is your average response to delivery of goods/services after issuance of an LPO?

.....

9. What is the maximum value of business which you can handle at any one time?

Kshs.

11. If you are not a manufacturer, are you an authorized dealer?

Yes.....No.....

12. Who have been your major corporate clients for the past 2 years? State client's name, Product/service provided Value of goods, works or service and contact person
Applicable to general suppliers; Youth, Women and PWD firms are exempted.

13. What is your average response time to a request for quotation/Proposal?

.....

14. Our Payment Terms are 30 days from the date of invoice/deliver on receipt and acceptance of goods/services.

Do you accept?

Yes.....No.....

PAST AND CURRENT CONTRACT AWARDED

Bidders are required to demonstrate their experience in the field applied for by Listing (and provide evidence) of 3 major current references with their contacts within the last two years. State product/service provided, value of goods/service and the contract person.

Serial No.	Name of organization	Item description	Value of contract	Contact person
1.				
2.				
3.				
4.				

NB. PLEASE ARRANGE THE DOCUMENTS ACCORDING TO THE FORMAT AND THE QUESTIONS PROVIDED ABOVE

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 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 Email:

Nature of Business:

Registration Certificate No.:

Maximum value of business which you can handle at any one time – KES.....

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
1.....
2.....
3.....
4.....

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company:-

Nominal KES:

Issued KES:

Given details of all directors as follows:-

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

Date.....**Signature of Candidate**.....

Name of your bankers:

Branch:

TENDER SUBMISSION FORM

Having studied the pre-qualification information for the above tender category 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-qualified bidders 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.
- e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
- f. We understand you are not bound to accept either in part or whole any tender you receive.

Date:

Applicant's Name.....

Represented by.....

Signature.....

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