



NATIONAL TAXPAYERS ASSOCIATION
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PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEARS 2024-2025

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1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The National Taxpayers Association invites interested and eligible suppliers to apply for pre-qualification indicating the category of goods and services they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit the information requested in the pre-qualification document.

TENDER NAME: PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES FOR THE YEARS 2024-2025

| REFERENCE | ITEM DESCRIPTION | ELIGIBILITY |
|----------------------|--|-------------|
| NTA - 001/2024-2026 | Supply and Delivery of General Office Stationeries | OPEN |
| NTA - 002/2024-2026 | Provision of Air Ticketing and other Travel Agency Services (must be registered with IATA) | OPEN |
| NTA - 003/2024-2026 | Provision of hotel accommodation and conference Facilities in the following locations;- Nairobi, Kisumu, Eldoret, and Nandi | OPEN |
| NTA - 004/2024- 2026 | Provision of Catering Services in(Nairobi, Kisumu & Nandi) <i>Women groups & Youth encouraged to apply</i> | OPEN |
| NTA - 005/2024-2026 | Provision of Transport and Car Hire service (Nairobi, Kisumu, Eldoret & Nandi) | OPEN |
| NTA - 006/2024-2026 | Provision of Photography and Videography Services | OPEN |
| NTA - 007/2024-2026 | Provision of report layout design & printing services | OPEN |
| NTA - 008/2024-2026 | Provision of Courier Services Countrywide | OPEN |
| NTA - 009/2024-2026 | Supply of IT Equipment and Accessories (printers, UPS, LCD projectors, photocopiers, cameras) | OPEN |
| NTA - 010/2024-2026 | Vehicle Servicing/Garage Services/vehicle repair/mechanic services in Nairobi, | OPEN |
| NTA - 011/2024-2026 | Provision of Insurance Services; medical, personal accident, WIBA, Vehicle insurance, | OPEN |
| NTA - 012/2024-2026 | Provision of consultancy services, data entry, data analysis and report writing. | OPEN |
| NTA- 013/2024-2026 | Provision of Media services (Talk shows, media mobilization, and documentaries) | OPEN |
| NTA - 014/2024-2026 | Provision of Furniture and general office repair services and Computer and Printer Repairs and Servicing | OPEN |
| NTA - 015/2024-2026 | Annual Audit services | OPEN |
| NTA - 016/2024-2026 | Provision of branded promotional materials (banners, bags, t-shirts,) | OPEN |
| NTA - 017/2024-2026 | Provision of Computer and Laptop repairs and Servicing (by an authorized dealer) | OPEN |

Completed pre-qualification documents should be dropped at our office at **Daphton Court Riverside Drive Hs No A6 on or before 30th January 2024 at 5.00 pm**

1.2 Pre-qualification Objective

The main objective of prequalification is to maintain a register of suppliers and service providers for NTA on as and when required basis through quotations for the Financial Years 2024 & 2025.

1.3 Registration of Suppliers/Service Providers

NTA will only register those suppliers/service providers who meet the criteria as spelled out in this document.

1.4 Invitation of Pre-qualification

Suppliers/service providers registered with the Registrar of Companies under the Laws of Kenya concerning merchandise or services are invited to submit the pre-qualification documents to the address provided to be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

1.5 Experience

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

1.6 Distribution of Pre-qualification Document

A copy of the completed pre-qualification data and other required information shall be submitted to **the National Taxpayers Association not later than 30th January 2024 at 5.00 pm**

Address To:

**Head of Procurement
National Taxpayers Association
Daphton Court, Hs A6
14th Riverside Drive, Nairobi**

1.7 Additional Information

National Taxpayers Association reserves the right to request submission of additional information from prospective bidders.

1.8

Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by NTA after **scoring at least 70 points on completion** of the pre-qualification evaluation process.

2. BRIEF CONTRACT REGULATIONS

2.1 Contract Price

The contract shall be of unit price type or cumulative unit price and quantities required.

Quantities may increase or decrease as determined by demand.

2.2 Payments

All purchases shall be on **credit of a minimum of thirty (30) days** or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION AND DATA INSTRUCTIONS

3.1 Pre-qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

3.1.1 Pre-qualification forms must be filled out completely and submitted in the prescribed manner to be considered. All documents that form part of the proposal must be written in English.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the National Taxpayers Association in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform with respect to the Tender Category as described.

3.2.2 Prospective bidders will only be considered qualified if, in the judgment of **the** National Taxpayers Association, they possess the capability, experience, availability, and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Prospective bidders must have at least 2 years of experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness, and capacity to service the contract.

(b) Prospective suppliers must demonstrate special experience and capability to organize the supply and delivery of items, or services at short notice

3.3.2 Personnel

The names and pertinent information of the personnel to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as the letter of reference from their bankers regarding suppliers/service providers' credit position. Potential suppliers/service providers will be pre-qualified based on the information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, considering the number of uncompleted orders on contract and work in progress. These should be provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance Contract

Past performance will be given due consideration in pre—qualifying of bidders. Letters of reference from past customers must be included in Form PQ-6

3.4 Statement Application

Statement Application must include a sworn statement (Form PQ-8) by the tenderer vouching for the accuracy of the information provided.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre—qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, National Taxpayers Association reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.6

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

3.6.1 The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate

3.7 Pre-qualification Criteria

Suppliers shall be qualified based on information and data as scored per the following forms

| | Required Information | Form Type | Points Score |
|---|-----------------------------|------------------|---------------------|
| 1 | Registration Document | PQ-1 | 20 |
| 2 | Pre-qualification Data | PQ-2 | 10 |
| 3 | Financial Position | PQ-3 | 15 |
| 4 | Past Experience | PQ-4 | 20 |
| 5 | Sworn Statement | PQ-5 | 5 |
| 6 | Confidential Questionnaire | PQ-6 | 20 |
| 7 | Tax Compliance | PQ-7 | 10 |
| | Total | | 100 |

3.8 Qualification Mark

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

The preliminary evaluation of the suppliers in 3.7 will be scored out of 100. The pass mark for the preliminary evaluation shall be 70/100 and above. Any supplier who scores 70 marks and above will be successful.

4. **FORM PQ-1 PREQUALIFICATION DOCUMENTATION**

All firms must provide:

- a) Copies of the Certificate of Registration or Incorporation/CR12
- b) A Health Certificate for food handling for caterers
- c) Copy of the VAT Registration Certificate
- d) Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
- e) Copies of PIN Certificates of Firm/Company
- f) List of ongoing contracts (goods/services)
- g) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number
- h) Bank references
- i) Company profile that shall include details of the management team
- j) Transport firms must attach evidence of having taken all the insurance covers
- k) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities
- l) Air Ticketing firms must be IATA registered

N/B: Prospective suppliers must have premises, valid trading license and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof.

FORM PQ-2 PREQUALIFICATION DATA

1. Service Provider Identification _____

Legal Name of Firm _____

Post Office Address _____

Legal Office Address _____

City _____

Country _____

Telephone Number _____

Contact Person _____

Title _____

2. Organization & Business Information _____

Management Personnel _____

3. Net Worth Equivalent _____

4. Bank Reference and Address _____

6. FORM PQ-3 FINANCIAL POSITION

Attach a copy of the firm's two recent and certified financial statements giving a summary of assets and current liabilities/or any other financial support.

7. FORM PQ-4 PAST EXPERIENCE

Names of the Applicants Clients in the last two years

1. Name of 1st Client (Organization)

- i) Name of Organization _____
- ii) Address of Organization _____
- iii) Name of Contact Person at the Organization _____
- iv) Telephone Number of Organization _____
- v) Value of Contract _____
- vi) Date of Contract (Date) _____

2. Name of 2nd Client (Organization)

- i) Name of Organization _____
- ii) Address of Organization _____
- iii) Name of Contact Person at the Organization _____
- iv) Telephone Number of Organization _____
- v) Value of Contract _____
- vi) Date of Contract (Date) _____

3. Name of 3rd Client (Organization)

i) Name of Organization _____

ii) Address of Organization _____

iii) Name of Contact Person at the Organization _____

iv) Telephone Number of Organization _____

v) Value of Contract _____

vii) Date of Contract (Date) _____

8. FORM PQ-5 SWORN STATEMENT
SWORN STATEMENT

Having studied the pre-qualification information, we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date _____

Applicant's Name _____

Represented By _____

Signature _____

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

9. FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 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 offense to give false information on this Form.

PART 1 GENERAL

Business Name _____

Location of Premises _____

Plot No _____ Street/Road _____

Postal Address _____ Telephone No _____

Nature of Business _____

Current Trade License No _____ Expiring Date _____

The maximum value of business which you can handle at one time in Kshs _____

Name of your Bankers _____ Branch _____

PART 2 (A) – SOLE PROPRIETOR

Full Name _____ 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 issue capital of the company

Nominal Kshs _____

Issued Kshs _____

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 indicates under Citizenship Details whether by Birth, Naturalization or Registration.

10. FORM PQ-7 LITIGATION HISTORY

Name of Supplier/Service Provider should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

[illegible]