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TENDER DOCUMENT

FORM "A"

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE PERIOD 2018/2019

Please indicate the item category applied for as follows:-

ITEM CODE NUMBER:.....

ITEM DESCRIPTION:.....

NAME OF SUPPLIER:.....

*Note: applications may be made for prequalification of more than one Category of goods and services
but one tender document can only be used to apply for one category of goods and services*

TABLE OF CONTENTS

PAGE NUMBER

GENERAL INSTRUCTIONS AND GUIDELINES 3

1. REGISTRATION INSTRUCTIONS..... 4

2. BRIEF CONTRACT REGULATIONS/GUIDELINES 5

3. REGISTRATION DATA INSTRUCTIONS.....6

4. EVALUATION CRITERIA.....8

PART I: REGISTRATION DOCUMENTATION 8

PART II: SUPPLIER DETAILS 10

PART III: COMPANY DETAILS 10

PART IV: FINANCIAL POSITION/INVESTMENT 13

PART V: PERFORMANCE STANDARDS & FACILITIES 14

PART VI: MANPOWER 14

PARTVI:PAST PERFORMANCE..... 15

PART X: BUSINESS PROBITY AND LITIGATION HISTORY 18

PART XI: SWORN STATEMENT 19

GENERAL INSTRUCTIONS AND GUIDELINES

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) RMFL attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
- 3) RMFL reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided would be treated as confidential.
- 5) This Registration Document is eligible for one Item Code which should be clearly written at the top of the form.
- 6) Interested bidders are required to pay a non-refundable fee of Kenya shillings Two Thousand Only (Kshs. 2,000.00) through direct deposit in to the following accounts:

Mpesa- paybill: **Business no. 247247, Acc no. 743743**

Equity Bank- Acc. No. **0700265886491**

Family Bank- Acc. No. **071000025176**

Co-operative Bank- Acc. No. **01148288718000**

National Bank- Acc. No. **01020133863300**

Attach a copy of the deposit slip to your tender documents.
- 7) Your Registration documents should be submitted **properly bound** (Preferably spiral), **filled** and **page numbered**. RMFL shall not be responsible for Loss of documents not bound (loose documents).

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

RMFL invites applications from interested and qualified suppliers, contractors and consultants in the several procurement categories for the period 2018-2019.

1.2 Registration Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Company as **and when** required during the stated period of 2018-2019.

1.3 Invitation of Registration

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Registration documents to The Managing Director-RMFL so that they may be registered for submission of quotations/ restricted tender/Request for proposals as appropriate. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for registration.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

1.5 Registration Document

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

1.6 In order to be considered for registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Registration Documents

A copy of the completed registration data and other requested information shall be submitted to reach:-

**THE
OPERATIONS MANAGER,
ROYAL MABATI FACTORY LIMITED
P.O BOX 2972-00202
NAIROBI KENYA**
Tel: 0722638383
Website: <http://www.royalmabati.com>

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the following address:

**Procurement
Royal Mabati Factory Ltd,
P.O. Box 2972 – 00202,
NAIROBI.
Email: procurement@royalmabati.com**

1.9 Additional Information

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

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of all the imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Managing Director. Prices quoted shall be inclusive of all delivery charges.

2.4 Payments

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

2.5 Cost of tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process

The price to be charged for the tender document shall not exceed Two Thousand Kenya Shillings Only (Kshs.2,000)

The procuring entity shall allow the tenderer to review the tender document free of charge before purchase

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms described as part II, III, IV, V, VI, VII, VIII & IX are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

3.1.1 The 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 indelible ink.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by RMFL in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of RMFL 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.

3.3 Essential Criteria for Registration

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, and 3 years in the case of Consultancy services and allied items in case of

potential supplier/contractor should show competence, willingness and capacity to service the contract. Consultants shall be required to have indemnity cover with reputable insurance Company.

- (b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.
 - (c) RMFL reserves to request for additional qualification information as the tender/quotation stage to suit a particular procurement.
-

3.3.2 Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract may be indicated in part VI.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

- 3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Part IV. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in registering bidders. Letter of reference from past customers should be included in part VII.

3.4 Statement

Application must include a sworn in statement on part IX by the Tenderer ensuring the accuracy of the information given.

3.5 **Withdrawal of Registration.**

Should a condition arise between the time the firm is registered 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, RMFL reserves the right to reject the tender from such a bidder even though they have been initially registered.

3.6 The firm must have a fixed **Business Premise** and must be registered in Kenya, with certificate of Registration and Incorporation.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).

4. EVALUATION CRITERIA

A: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)

	Requirements	Score
1.	Copy of Certificate of Registration/Incorporation	Mandatory
2.	Copy of VAT/PIN Registration Certificate	Mandatory
3.	Copy of a Valid Tax Compliance Certificate	Mandatory
4.	List of Directors/ Proprietors and their identification documents	Mandatory
5.	Single Business Permit from County Government indicating physical registered office	Mandatory

PART I: REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

1. Copies of Certificate of Incorporation/Partnership deed/business registration
2. Copy of VAT Registration Certificate
3. Copies of PIN Certificate of firm/company/individual

4. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. Ministry of Public Works, IATA, ERC, CCK, AAK, MISK, CCK,LSK, ACPAK, ACPSK, ISPAK, Pest Control Board etc.
5. Current letters of recommendation from previous organizations served (provide at least four).
6. Copies of current practicing Certificates for all professionals where applicable from relevant/applicable bodies.
7. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
8. CVs for Senior Staff for Consultancy Services
9. Evidence of physical registered office – Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements

PART II

1. SUPPLIER REGISTRATION DATA

A. Business Name

.....
Pin No..... VAT Reg. No

(Attach copy registration certificate)

B. Address

P.O. Box.....

Postal.....Code.....City/Town.....
. .
Telephone No.....

MOBILE Nos.....

FAX No.....
Email Address:.....

Website address (If any).....
....

C. Physical Address

Business Location.....
...
Name of building Plot No.
Road/Street Name
Floor No. Room No.

PART III COMPANY DETAILS

A Sole Proprietor

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

*Citizenship details.....

B Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....

C Registered

Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follows:-

1.
2.
3.
4.

*If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

D. Registration with Registrar of Companies

1) Date of Registration Registration No.
(Attach copy/copies of registration certificate)

2) Registration with Ministry of Public Works
Date of Registration Registration No.....
Present Category.....
(Attach copy/copies of current registration certificate)

3) Registration with any other bodies/authority relevant to your line of business
e.g. AAK, MISK, CCK, LSK, ERC, ACPAK, ACPSK, ISPAK, etc
Date of Registration Registration No.
Present Category
.....

(Attach a copy/copies of registration certificates)

2. TRADE LICENCES

Single Business Permit held – City Council of Nairobi /County Government/Municipality
Councils

- 1) License No. Expiry Date.....
Licensed for.....

Current Trade License – Ministry/Statutory Commissions/Regulatory Commissions etc

- 1) License No. Expiry Date.....
2) License No.Expiry Date.....
3) License No.Expiry Date.....

3. NATURE OF BUSINESS

A. Please list the goods or services you provide specific to item Code, Item Description applied for:

.....
.....
...

B. For Contractors, state your area of specialization specific to item Code, Item Description applied for: -

- 1).....
2).....
3).....

PART IV: FINANCIAL POSITION / INVESTMENT

A. Company's Capital

- 1) Authorized Shares Ksh.....
- 2) Issued Shares Ksh.....

B. Partnership & Sole Proprietorship:

Total Investment: Kshs.

NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the last one year certified by the issuing bank as proof of ability to execute the items applied for.

C. Maximum value of business which you can handle at any time

.....

D. State terms of payment in preference order

- A.**
-
-

Note: RMFL prefers payment to be made within 30 days after delivery of account statement.

PART V: PERFORMANCE STANDARDS & FACILITIES

A. Space

- 1) Factory..... Sq.ft. Owned or rented
- 2) Go down..... Sq.ft. Owned or rented
- 3) Office Sq.ft. Owned or rented

B. Machinery

- 1) You own or lease
- 2) Approximate value Ksh.....

(Provide and attach a list of key plant/equipment for the execution of the works)

- 3) State extent to which you would have to sub-contract work.....
.....
.....

- 4) Are you certified by any Quality Assurance Body? If so, give the standard and name
.....
.....

(Attach copies of the accreditation)

PART VI: MANPOWER

- a) Name of Chief Executive Officer/Principal Officer
.....
- b) How many staff does your organization have?.....
- c) Indicate the number in each category:
 - (i) Technical (Permanent..... Temporary.....)
 - (ii) Semi-Skilled (Permanent..... Temporary.....)
- d) Please describe generally the experience and expertise your organization possess that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for.

- Attach CV's of key professional/technical personnel in the following format.

Name

.....

Age

.....

Academic Qualification

.....

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with the firm.....

Position held

PART VII: PAST PERFORMANCE & EXPERIENCE

- a) Please provide at least four (4) major supplies/projects/assignments you have undertaken relevant to the job you are bidding for performed over the last three (3) years,

1. Name of 1st Client (Organization)

i) Name of Client (organization)

.....

ii) Address of Client (organization)

.....

iii) Name of Contact Person at the client (organization)

iv) Telephone No. of Client

.....

v) Value of Contract

.....

vi) Duration of Contract (date)

..... (Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
.....
- ii) Address of Client (organization)
.....
- iii) Name of Contact Person at the client (organization)
.....
- iv) Telephone No. of Client
.....
- v) Value of Contract
- vi) Duration of Contract (date)
(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- v) Name of Client (organization)
.....
- vi) Address of Client (organization)
.....
- vii) Name of Contact Person at the client (organization)
- viii) Telephone No. of Client
.....
- ix) Value of Contract
.....
- x) Duration of Contract (date)
.....
(Attach documental evidence of existence of contract)

4. Name of 4th Client (organization)

- xi) Name of Client (organization)
.....
- xii) Address of Client (organization)
.....
- xiii) Name of Contact Person at the client (organization)

- xiv) Telephone No. of Client
.....
- xv) Value of Contract
.....
- xvi) Duration of Contract (date)
.....
..... (Attach documentary evidence of existence of contract)

b) Trade References

Attach at **least three (3) current letters of recommendation** from reputable organizations that you have supplied goods, works/service for the last three years.

- c) Name and address of your Bankers
.....
.....
.....

- d) Have you ever had an order/contract issued and cancelled in whole or part by RMFL? Yes/No
- If yes give reasons for cancellation
.....
.....
.....

- e) Do you have any objection in RMFL obtaining a confidential financial report from your bankers?.....
.....
.....

- f) Has your company ever been involved in litigation/arbitration with clients/consultants? If yes, give details
.....
.....
.....

PART VIII: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential RFML supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Ethics and Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	
5	Please indicate if your firm or any of your directors/ partners has ever been debarred/ deregistered	

PART IX: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this registration questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with **Royal Mabati Factory Limited (RFML)**.

Having studied the registration information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this registration questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Royal Mabati Factory Limited.
2. That in case of being registered 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.
3. We enclose all the required documents and information required for the registration evaluation.
4. We will not engage in corrupt practices with the RFML/Members of Staff.
5. We have not been debarred from participating in Procurement Proceedings.

FORM COMPLETED BY	
Date:	
Name:	
Signature:	
Stamp or seal	

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