



Investing in Children and their Societies

(KENYA)

ICS-SP

PREQUALIFICATION OF SUPPLIERS

FOR FINANCIAL YEARS 2020 AND 2021

SUPPLIER NAME:

CATEGORY CODE (Please Indicate):

CATEGORY DESCRIPTION (Please Indicate):

I. GENERAL INFORMATION

1. The purpose of this document is to assist Investing in Children and their Societies (ICS) in the identification and evaluation of interested suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/or services within the specified category under a framework agreement where necessary.
2. You are requested to provide all the general information as per the prequalification document.
3. The Tender committee reserves the right to visit and inspect business premises of all the applicants to verify the information provided to determine capability.
4. Pre-qualification documents should be submitted spiral/velo bound and stamped.
5. Information provided in the prequalification document is strictly confidential and solely for use by Investing in Children and their Societies.
6. All documents submitted should be signed off and initialed by Director/ partner of the organization.
7. ICS will disqualify a supplier where it is determined that the supplier has engaged in fraudulent activities in competing for the prequalification.

II. PREQUALIFICATION INSTRUCTIONS

a) Introduction

Investing in Children and their Societies (ICS) would like to invite interested candidates who must qualify by meeting the set criteria as provided by us to perform the contract of supply and delivery of goods and provision of services.

b) Objective

The main objective is to supply and deliver assorted items and provide services under relevant quotations to ICS-SP as and when required during the stated period.

c) Additional Information

ICS reserves the right to request for submission of additional information from prospective bidders. Request for quotations will be made available only to those bidders who meet the evaluation criteria after the completion of the prequalification process.

d) Payments

All Local Purchase Orders shall be on credit of a minimum of **Thirty (30) days** or as may be stipulated in the contract agreement.

e) Qualifications

Bidders will not be considered qualified unless they possess capability, experience, qualified personnel available, sustainability of equipment and capital sufficient to satisfactorily execute the contract for goods/services.

III) MANDATORY ATTACHMENTS

Attach the following documents where applicable:

- a) Certificate of registration. Please include current certificate renewal if it's a renewable registration
- b) VAT registration if applicable
- c) PIN certificate
- d) Current trade license if applicable
- e) Valid Registration certificate with relevant professional bodies/ authorities if applicable
- f) Details of Directors (Names and contacts) & Organizational structure
- g) Bank details - give a blank cancelled cheque of the same account
- h) Letter of recommendation / references from previous organizations/firms served. We prefer organizations in the same development space as ICS.
- i) Company profile on letterhead
- j) Practicing certificate for all professional services providers where applicable
- k) Transport firms must attach evidence of insurance covers
- l) Tax compliance certificate
- m) Memorandum of Association
- n) Confirmation of ETR registration

IV) GENERAL INFORMATION	
Name of the company: Building/office number: Street Address: Location: City/Town: Country:	 PO Box and Mailing Address: Postal Code:
Email:	Web address:
Contact Person Name:	Telephone:
Title:	Email:
Parent / holding Company if any	
Type of Business	Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Sole trader <input type="checkbox"/> other <input type="checkbox"/>
Date of Establishment:	
Company Tax PIN:	
VAT Registration Number:	
Certificate of Registration/Incorporation No:	
Trade License Number:	

V) FINANCIAL INFORMATION	
Annual Value of business:	Year 2018: Ksh:
	Year 2017: Ksh:
	Year 2016: Ksh:
Name of Company's Certified Auditors:	Provide report of most recent Audited financial report
Awards received:	
Bank Names:	Address:
Bank Account Number:	
Branch:	SWIFT CODE:
Email address for sending details of the payments:	

VI) TECHNICAL CAPABILITY	
Years of experience in similar work:	

Your Key capabilities in this work:

Recent and current Contracts with similar Organizations:	
Record of work that is sub-let or outsourced to other organizations:	
A)	
B)	
C)	
List Core Production Goods:	List Core Services:

Attach a detailed catalogue of description for goods and/or services with current pricing per unit / estimate in Ksh.

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VII) OWNERSHIP OF THE COMPANY

Names and contacts (Post office box,
email and telephone number) of

CONTACT & TITLE:

Directors:

Names and titles of Management
Team:

VIII) TRADE REFERENCES (3 key projects)

ORGANIZATION:

CONTACT:

SIGNED:

NAME:

Title:

ORGANIZATION:

CONTACT:

SIGNED:

NAME:

Title:

ORGANIZATION:

CONTACT:

SIGNED:

NAME:

Title:

IX) EXPERIENCE

Personnel	Number Staff Employed:
No. of Years in Operation:	

X) LITIGATION

Are any criminal proceedings or court issued warrant or summons pending or going on against proprietorship / partnership or its proprietor, partner, authorized signatory before a court in Kenya?

Please List any International, National or professional Organizations of which your Company is a Member:

DECLARATION

I/We the undersigned declare that to the best of my/our knowledge the information submitted in this pre-qualification document and any supporting documentation is accurate and to the best of your knowledge.

I/We give Investing in Children and their Societies authority to seek any references it may deem vital while carrying out their evaluation.

Name:	Signed:
Stamped/Seal:	Date: