



KENCANSA

Kenya Cancer Association

Kenya Cancer Association (KENCANSA)

National Nurses Association of Kenya Complex KNH Grounds

P.O Box 293-00202

Nairobi - Kenya

Phone: +254202677319 , +254 711 704585

Web: www.kenyacancer.org

**INVITATION FOR PRE-QUALIFICATION FOR SUPPLY OF GOODS AND
SERVICES TO KENCANSA
2017**

SECTION 0: INTRODUCTION

Kenya Cancer Association (KENCANSA) is a national non-profit making cancer organization established in 1995 after recognition that cancer was emerging as a leading cause of death in the country. Our core mandate is to eliminate cancer as a major health problem in Kenya by prevention and diminishing suffering from cancer through our strategic pillars that include cancer education and awareness, patient support, research and advocacy.

In conducting its business, KENCANSA organizes various fundraising activities, trainings and meetings across the counties. KENCANSA also develops information, education and communication materials for its outreach activities in the communities as well as acquiring operational equipment for the organization and its membership.

KENCANSA therefore wishes to prequalify vendors to provide a selected range of services for the year, 2017.

SECTION 1: INVITATION FOR PRE-QUALIFICATION

- KENCANSA will be pre-qualifying suppliers for provision of goods, works and services of various categories for the financial year 01st May, 2017 to 1st April 2018.
- Pre-qualification is open to all registered, legally operating and eligible companies with proven experience and capacity to offer the required services.
- Bidders who have previously worked with KENCANSA should clearly indicate so highlighting capacity of engagement.
- Interested eligible bidders are invited to apply for pre-qualification, indicating the category of services they wish to offer and also submitting respective proposals for the services applied for.
- Pre-qualification of interest will be evaluated in accordance with KENCANSA procurement guidelines.
- The Pre-qualification documents can be purchased from our offices during normal working hours 8.15a.m to 5.00 p.m., for a non-refundable fee of Kshs 1,500.00 (one thousand) per category.
- Bidders are required to submit their bid application documents in one original set drawn up in ENGLISH. (COI) upon submission.
- Any member, staff or board member for KENCANSA who wish to bid should declare Conflict of Interest
- Bids must be delivered in sealed envelopes clearly labelled “KENCANSA PRE-QUALIFICATION FOR PROVISION OF SERVICES, CATEGORY.....” To:

Kenya Cancer Association
National Nurses Association Complex
KNH Grounds,
P. O Box 293-00202 KNH
Nairobi, Kenya
Phone: +254202677319, +254 711 704585

Note: Late submissions will not be considered.

KENCANSA reserves the right to accept or reject any application and is not bound to give any reason for its rejection.

- Sealed applications must be submitted not later than **16th July 2017 by 1700hrs** after payment of Kshs. 1,500 (one thousand) non-refundable bid application fee per application to;

Bank A/C Number- **0100000199413**

Account Name-**Kenya Cancer Association**

Bank- **CFC Stanbic Bank**

The services to be applied for are as follows;

Category	Supply of Goods and Services
KENCANSA/RFL/2017/01	Design, layout and printing of banners, posters, flyers, letterheads, certificates and brochures, etc
KENCANSA/RFL/2017/02	Supply, design and printing of promotional merchandise including t. shirts, water bottles, Golf caps, Caps, hoodies, Mugs & scarfs and fleece blanket.
KENCANSA/RFL/2017/03	General office stationery
KENCANSA/RFL/2017/04	Supply of Public Address system/ Stage set up
KENCANSA/RFL/2017/05	Supply of tents and chairs
KENCANSA/RFL/2017/06	Provision of photography and videography service.
KENCANSA/RFL/2017/07	Provision of cleaning services
KENCANSA/RFL/2017/08	Catering services
KENCANSA/RFL/2017/09	Supply of award trophies, badges of honour
KENCANSA/RFL/2017/10	Security

SECTION 2: APPLICATION PROCEDURES

1. Scope of Application

- KENCANSA invites applications for the supplier prequalification. The categories in this application document are provided in the invitation letter above.
- Successful applicants will be expected to commence from 1st August 2017.
- Throughout this document:
 - a) “KENCANSA” means the procuring entity and
 - b) “The Applicant” means the supplier

2. Eligible Applicants

The applicant and all parties constituting the applicant shall meet the following criteria to be eligible to participate.

- a) The applicant must have a legal capacity to enter into a contract.
- b) The applicant must not be:
 - Insolvent;
 - In receivership;
 - Bankrupt or
 - Being wound up
- c) The applicants' business activities have not been suspended.
- d) The applicant has fulfilled his or her obligations to pay taxes.
- e) The applicant may be a private or public entity, or any combination of them with a formal intent to enter into a contract/agreement.
- f) The applicant is not the subject of legal proceedings for any of the circumstances in (b)
- g) The applicant whose circumstances in relation to eligibility change during a procurement process or during execution of a contract shall immediately notify KENCANSA
- h) The bidders shall provide evidence to prove that they have ever handled or are currently handling business/services of a similar nature and magnitude for at least three (3) reputable organizations in the last two (2) years. Such evidence shall be a copy of the contract and contact details (names and telephone numbers) for each of the organizations.
- i) Bidders MUST provide relevant legal evidence to verify that they have been legally active and continuously engaged in the related services in Kenya for at least two (2) years.

3. Qualification of the applicant

To establish its qualification to perform the contract, the applicant shall complete and submit the following;

- a) The qualification form provided in section 5, application forms
- b) The information and documents stated in section 6, (evaluation and methodology)

In event that pre-qualification of potential applicants has been undertaken, only applicants from the pre-qualified applicants will be considered for award of contracts.

4. Cost of application

The applicant shall bear all costs associated with the preparation and submission of his application and KENCANSA shall NOT be liable for those costs regardless of the conduct or outcome of the application process.

SECTION 3: SHORT LISTING

Notification of the short listed applicants

KENCANSA will notify all short listed applicants in writing by letter, that they have been short listed to provide services.

Inspection

KENCANSA reserves the right to conduct a physical inspection of the premises of the applicant at its own cost and discretion. If after the inspection it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the application will be rejected. KENCANSA reserves the right to verify all information submitted.

Currency

All monetary/ financial information furnished, must be quoted in Kenya Shillings.

SECTION 4: APPLICATION SUBMISSION CONTROL SHEET

KENCANSA requires that the minimum evaluation criterion below is met by the applicant. Failure to submit a complete information pack will lead to disqualification of the bid.

Requirements	Content	Tick off by applicant
1.	i. A brief company profile (10 pages maximum) ii. Organizational chart iii. List of company shareholders	
2.	VAT registration certificate	
3.	Certificate of incorporation (or equivalent for professional service firms)	
4.	Memorandum and articles of association endorsed and stamped by the registrar of companies/partnership deed (if applicable)	
5.	Current year tax clearance certificate	
6.	Current year operating permits (trading license)	
7.	Letter of financial standing from the applicants bank	
8.	Audited accounts of current and previous year (if applicable)	
9.	Specific evaluation criteria for each category as given in section 4	
10.	At least 3 customer references	

I.....of.....

confirm that I have submitted all the bidding requirements stipulated above and that the information I have provided is accurate and complete to the best of my knowledge.

Signed.....

Date.....

Company Seal/Stamp

SECTION 5: APPLICATION FORMS

Form AI: Application submission sheet

Date.....

To. Kenya Cancer Association

We the undersigned declare that:

- a. We have examined and have no reservations to the short listing document.
- b. We hereby apply to be shortlisted for the following works, services or supplies.

Category	Description of works, services or supplies

- c. We, including any sub-contractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in this application.
- d. We undertake to abide by the terms and conditions in section 7 during the procurement process and the execution of any resulting contract.
- e. We hereby authorize you and your authorized representatives to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This application submission sheet will also serve as authorization for any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed.....

Name.....

In the capacity of.....

Duly authorized to sign the application for and on behalf of.....

Company Stamp

Date.....

Form A2: Application information sheet

Structure of the organization

1. Name of company (insert full legal name):

Physical address (insert street/town or city/country):

Postal address:

Telephone number:

Form A3: Nature of the company

Part 2 (a) Sole Proprietor

Your name in full..... Age.....

Nationality..... .Country of origin.....

*Citizenship details.....

Part 2 (b) Partnership:

Give details of partners as follows:

Name	Nationality	Citizen Details	Shares
1.			
2.			
3.			
4.			

Part 2 (c) Registered Company:

Private or public?

State the nominal and issued capital of the company –

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

1.

2.

3.

4.

5.

Date

Signature of Tenderer

* If Kenyan citizen, indicate under "Citizenship Details" whether by Birth, naturalization or Registration.

NB: Failure to fill this Confidential Business Questionnaire will lead to automatic disqualification.

Form A4: Status of compliance with statutory requirements

1. State VAT Registration No.

2. PIN No.

(Attach proof of being up-to-date in VAT and Income Tax Return)

3. Other government levies.....

4. State any technological innovations or specific attributes which distinguished you with your competitors

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5. State any quality assurance certification e.g ISO 9000 held by the company

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6. State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law.

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7. Do you have any contingent liabilities arising from tax, court decree or other sources?
YES/NO.....

8. If YES, give reason(s) and sources for the contingent liabilities?

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Form A5: Financial position and terms of trade

Assets and Liabilities

1. Total Assets in Kshs.....

2. Current Assets in Kshs.....

3. Total liabilities in Kshs.....

4. Net Worth (Total Assets – Total Liabilities)

Kshs.....

5. Working capital (total Assets – Net Worth) Kshs.....

Indicate terms of sale/trade:-

(i) Cash on delivery

(ii) Credit period YES/NO, (delete as appropriate)

If YES, indicate number of days.....

(iii) Upfront payment/down payment YES/NO, (delete as appropriate)

If YES, indicate percentage.....

SECTION 6: EVALUATION METHODOLOGY AND CRITERIA

The evaluation criteria is based on four main areas namely; eligibility, experience, capacity, technical and quality requirements. The list is not exhaustive.

General eligibility

1. Company Profile
2. VAT registration certificate
3. Certificate of incorporation (or equivalent for professional service firms)
4. Memorandum and articles of association endorsed and stamped by the registrar of companies/partnership deed (if applicable)
5. Current year tax clearance certificate
6. Current year operating permit (trading license)
7. Letter of financial standing from applicants bank
8. At least 3 customer references

Specific evaluation criteria

1. Methodology
2. Indicative price list
3. Warranty period for service

SECTION 7: TERMS AND CONDITIONS

1. Participation in the pre-qualification exercise does not constitute a contractual relationship between KENCANSA and the applicant.
2. KENCANSA is not bound to consider any proposal submitted, or accept or notify any applicant of the success or otherwise of any application or proposal and except as is provided for in this pre-qualification document, inquiries, follow ups, canvassing should be avoided. Any applicant found to engage in any of the aforementioned may be disqualified.
3. With or without notice KENCANSA reserves the right to remove any pre-qualified applicant from the list of its goods/services providers should such an applicant be determined/found by KENCANSA to be insolvent/bankrupt or commit any acts of corruption or bribery, be involved in any criminal or any other act or conduct of either public or private nature, or any matter or dealings which would cause disrepute or put the operation of KENCANSA and or any of its officers into public scrutiny.
4. The terms and conditions of any contract or purchase orders executed by KENCANSA with any service provider or supplier shall be in accordance and in conformity with the KENCANSA’s procurement & stores policies and procedures manual as amended from time to time. In the event of any conflict between the terms and conditions or any matter provided in this document, KENCANSA’s procurement & stores policies and procedures manual shall prevail.
5. No suit or any other legal proceedings shall be taken or commenced against KENCANSA until notice of such suit or proceedings has been given to KENCANSA for the attention of the Executive Director and until after expiration of (30days) from the date upon which such notice was delivered to KENCANSA.

Declaration:

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

Signed and Sealed.....

For and on behalf of

Position in the Company:

Date: