



SUPPLIER PRE-QUALIFICATION DOCUMENT

REF: CHAK/PRE-2024-2025

BIDDERS CATEGORY CODE.....

CATEGORY NAME.....

CONTENTS

Contents

| | |
|--|----|
| INTRODUCTION..... | 3 |
| PRE-QUALIFICATION QUESTIONNAIRE | 5 |
| MANAGEMENT POLICIES | 8 |
| CERTIFICATIONS, ACCREDITATIONS AND APPROVALS | 8 |
| BUSINESS PROBITY & LITIGATION MANAGEMENT | 9 |
| INSURANCE | 9 |
| MANDATORY REQUIREMENTS FOR PRE-QUALIFICATION | 10 |
| ANNEX:1..... | 11 |

INTRODUCTION

CHAK will carry out pre-Qualification of its suppliers of goods and services for the year 2024-2025.

Interested eligible bidders may obtain further information from the CHAK Secretariat offices during working hours or download the prequalification document from CHAK website www.chak.or.ke after paying a non-refundable fee of Ksh.3,000.00 per category to CHAK via CHAK Guest house pay bill number 882350.A/c number is the name organisation .

The pre-Qualification document and the response thereof; shall be the ONLY basis for pre-qualification as a supplier in a specified category.

Notes to Suppliers

- I. All documents must be submitted in English Language
- II. The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialled by the person or persons who sign(s) the document.
- III. The completed document shall be signed off and initialled by Director/partner of the organization on each page and signed on the last page in the space provided.
- IV. Certified copies of all supporting documents requested under the questionnaire must be submitted
- V. Please answer ALL questions in the questionnaire. You may be asked to clarify your answers or provide more details. If the question does not apply to you please write N/A.
- VI. CHAK will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this general questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- VII. Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further, CHAK reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- VIII. The information provided in the prequalification document is strictly confidential and solely for use by CHAK.
- IX. Participants to kindly note that this does not amount to any contractual obligation on the part of CHAK, and that CHAK is not obliged to invite tenders/quotations from any or all who express interest by responding to this prequalification process.
- X. Suppliers will meet all costs associated with preparation and submission of their applications.

- XI. CHAK will disqualify a supplier where it is determined that the supplier has engaged in corrupt or **fraudulent** activities in competing for the pre-qualification in question.
- XII. The returned documents be bound and clearly marked as per clause.
- XIII. Pre- qualification will be based on meeting the minimum criteria regarding the applicant's legal status, general and experience, personnel and financial position as demonstrated by responses in the attached forms.
- XIV. The applicants should have registered offices and CHAK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods /services.
- XV. Suppliers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.
- XVI. Selected suppliers will be required to fill in gift disclosure forms.

For this exercise CHAK defines the terms set forth below as follows:

- I. i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/employer in the pre-qualification process; and
- II. ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer and includes collusive practices among suppliers (prior to or after submission of documents) designed to establish prices at artificial, non-competitive levels and to deprive the purchaser of the benefits of free and open competition.

If you have any queries, please send to procurement@chak.or.ke

The completed questionnaire forms in plain sealed envelopes clearly marked with reference no. **CHAK/PREQ/2024-2025 and the category number.**

Tender Committee
Christian Health Association of Kenya (CHAK)
P.O Box 30690-00100
Nairobi, Kenya
Musa Gitau Road, Off Waiyaki Way
Telephone: 733-334419/0722-203617

And deposited in the Tender Box located at reception Area, CHAK Offices, Musa Gitau road off Waiyaki way on or before **10:00am on Wednesday 4th October 2023**. The documents will be opened on the same day (4th October, 2023) at 2:30pm at CHAK Guest House hall 1 and representatives of the firms are welcome to witness the opening.

Any document received after deadline time shall be rejected.

PRE-QUALIFICATION QUESTIONNAIRE

1. CORPORATE INFORMATION

| | DETAILS | RESPONSE |
|-------|--|--|
| 1.1 | Name of organization | |
| 1.2 | Legal status of your organization (Tick as applicable) | |
| | Sole trader | |
| | Partnership | |
| | Private limited Company | |
| | Public Limited company | |
| | Consortium of companies | |
| | Others (Please specify) | |
| 1.3 | Company registration no: | |
| 1.3.1 | Date of registration | |
| | Type of business | Manufacturer <input type="checkbox"/> Reseller <input type="checkbox"/> Agent <input type="checkbox"/> Authorized distributor <input type="checkbox"/> Other (please specify) _____ |
| 1.4 | Full Physical address of principal place of business (Clearly indicate the current location) | |
| 1.5 | Full postal address of the principal place of business | |
| 1.6 | Registered address if different from the above | |
| 1.7 | Postal Code | |
| 1.8 | Telephone number | |
| 1.10 | E-mail address | |
| 1.11 | Website | |
| 1.12 | Company Tax PIN | |
| 1.13 | VAT Registration number | |
| 1.14 | Names of the shareholders, Directors, and Partners | 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ |

| | | |
|------|---|--------|
| 1.15 | Associated company (if any) | |
| 1.16 | Provide the name of company's certified Auditors | |
| 1.17 | Contact person within the organization to whom tender, or procurement enquiries should be directed. (Please note this is the contact person to appear in our final vendor data base if you are successful) | Name: |
| | | Title: |
| | | Tel: |
| | | Email: |

2.FINANCIAL INFORMATION

| NO | PARTICULARS | | |
|-----|--|--|--|
| 2.1 | What was your turnover in the last two years? | -----Kshs) for the year ended -----/-----/---- | -----Kshs) for the year ended -----/-----/---- |
| 2.2 | Has your organization met all its obligations to pay its creditors and staff during the past year? If no, please give reasons _____ | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2.4 | Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority? If yes give details _____ _____ | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2.5 | What is the name and branch of your bankers (who could provide a reference)? | Name | |
| | | Branch | |
| | | Telephone number | |

| | | | |
|--|--|---------------------|--|
| | | | |
| | | Postal Address | |
| | | Contact person name | |
| | | E-mail | |

3. PERSONNEL

| NO | PARTICULARS |
|-----|---|
| 3.2 | <p>How many staff does your organization have? (Attach CVs of at least 5 key staff)</p> <p>Indicate the number under each category.</p> <p>i) Technical (Permanent-----, Temporary-----)</p> <p>ii) Semiskilled (Permanent-----, Temporary-----)</p> <p>iii) Other _____</p> |
| | |

4. COMPANY EXPERIENCE

Please provide in the table below details of at least five (5) projects you have undertaken over the last three (3) years, relevant to the goods/services you propose to supply. **(Please attach at least 5pos/contracts and also at least 5reference letters)**

| No | Customer Organization (name) | Customer phone number | Goods/services supplied | Date of contract | Value of business transacted (Ksh) |
|----|------------------------------|-----------------------|-------------------------|------------------|------------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

MANAGEMENT POLICIES

a) Customer Service

Does the firm have a documented policy on customer service? If yes, please attach copy.

Yes ☐

☐ No

b) Code of conduct/Ethics

Does your company have a documented code of Conduct?

Yes

☐

No

☐

If yes, please attach a copy.

c) Does your company subscribe to a professional body with a code of conduct/ethics. If yes, please attach a copy.

Yes ☐

☐ No

CERTIFICATIONS, ACCREDITATIONS AND APPROVALS

a) List any relevant certifications and accreditations by principals or accreditation bodies and attach copies of such certification. Such certification may be for your company or for your individual staff as relevant to the work they do and the key skills for the service or goods you propose to supply.

i) _____

ii) _____

iii) _____

iv) _____

b) List any agencies and partnerships that you have that are relevant to the categories of goods and/or services you are interested in supplying.

i) _____

ii) _____

iii) _____

iv) _____

BUSINESS PROBITY & LITIGATION MANAGEMENT

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

| NO | PARTICULARS | RESPONSE |
|-----|--|----------|
| 7.1 | Please state if any Director shareholder / partner of the Organization is currently employed or has been employed in the past three years by CHAK | |
| 7.2 | Please state if any Director shareholder / partner of the Organization has a close relative who is employed by CHAK. For purpose of pre-qualification process close relative refers to parents, siblings, spouse or children | |
| 7.3 | Has any partner, Director, shareholder or employee whom you would propose to use to deliver this service been convicted of an offence concerning his or her professional conduct? | |
| 7.4 | Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established? | |

INSURANCE

| Please provide details of your current business insurance cover | | Value (Kshs) |
|---|--|--------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

MANDATORY REQUIREMENTS FOR PRE-QUALIFICATION

You shall be required to attach the following documents where applicable.

- i) Certificate of Incorporation
- ii) Business permit
- iii) PIN Certificate
- iv) Certificate and licensing from relevant authorities where applicable
- v) VAT Certificate
- vi) Valid Tax Compliance certificate
- vii) List of Directors, telephone, and their postal address (Attach CR12)
- viii) Certified last 6months bank statement of account (sole traders/ partnership)/Audited bank accounts for the last 2years (Ltd company).
- ix) CVs of Senior or Technical Staff of the Company
- x) Supporting documents and LPOs of contracts awarded and completed in the last two years (attach 5copies)
- xi) Kenya Bureau of Standards certification where applicable
- xii) Mpesa confirmation message of payment for the tender documents.

DECLARATION

The information given below is true to the best of my knowledge. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with CHAK.

The terms and conditions attached have also been read.

Authorized Signature_____

Name: _____

Designation; _____

Telephone; _____

Date; _____

Official Stamp

ANNEX:1

EVALUATION CRITERIA

| NO | Pre-qualification Statutory requirements | Max Score |
|----|--|------------|
| 1 | Payment confirmation message | Pass/Fail |
| 2 | Duly filled Pre-qualification Questionnaire | Pass/ Fail |
| 2 | Certificate of Incorporation/Business Registration | Pass/ Fail |
| 4 | Current Tax Compliance Certificates | Pass/ Fail |
| 5 | PIN/VAT Certificate | Pass/ Fail |
| 6 | Current Trade License / Business Permit | Pass/ Fail |
| 7 | Certificate and licensing from relevant authorities where applicable | Pass/ Fail |
| 8 | Kenya bureau of Standards certification where applicable | Pass/Fail |
| | Experience | |
| 7 | a) Age of Company 0 to 2 years – 2 marks 2 to 5 years – 3 marks Over 5 years – 5 marks | 5 |
| 8 | b) Five Letters of recommendation from current clients – Total 15 Marks | 15 |
| 9 | c) At least five copies of LPOs or Contracts – Total 15 Marks | 15 |
| 10 | Relevant experience for supplying goods or services to similar organizations. 2Mark for each | 10 |

| | | |
|----|--|------------|
| 14 | <p>Audited financial statements for the last 2 years (limited companies)-20mks.</p> <p>or</p> <p>Bank statement in place of audited accounts within the last 6 months (sole traders/partnership)- 20marks</p> <p>Attach letters of reference from the Bankers to support bank relations = 10 marks</p> | 30 |
| 15 | <p>Manpower and staffing</p> <p>Company Profile (organogram, Business overview, products/services, clients, vision& mission)– 1mark each total = 5 Marks</p> <p>CVs of Key Management and supervisory team – 5CVs 3marks each</p> | 20 |
| 17 | CR12 or search details from Registrar of companies | 5 |
| | TOTAL (Weighted to 100%) | 100 |

The minimum points acceptable for pre-qualification are Seventy percent (70%). You are encouraged to attach proofs and evidence to increase your chances of being pre-qualified.