



**KENYA
PAEDIATRIC
ASSOCIATION**

KMA Centre, 3rd Floor-Office Suite 301
Upper Hill, Mara Road
P.O. Box 45820 - 00100 GPO
Nairobi, Kenya.
Tel: 254- 020- 2725309/ 2726298
Fax: 254-020- 2726299
Cell: 254-0726-161590
Email: admin@kenyapaediatric.org

**PREQUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS
FOR THE SUPPLY AND DELIVERY OF GOODS AND PROVISION
OF WORKS AND SERVICES FOR THE YEAR 2023 -2025**

DATE OF NOTICE: 9TH MARCH 2023

CLOSING DATE: 16TH MARCH 2023 AT 11:00 AM

All Correspondence to:

Executive Officer

Kenya Paediatric Association

P.O. Box 45820 – 00100 GPO

TEL: 254-020-2725309/2726298/254-0726-161590

E-mail: procurement@kenyapaediatric.org

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INTRODUCTION

Kenya Paediatric Association (KPA) is a Civil Society Organization, whose principal members are Paediatricians and Child Health Practitioners. KPA was established in 1968 with a basic principle to advocate for a healthy environment for the child under the mantra 'Afya ya Watoto Wetu'(for our children's health).

Suppliers and Service Providers must qualify by meeting the set criteria to perform the contract of Supply and Delivery of Goods and Provision of Works and Services to the Association.

The application should be submitted through the email procurement@kenyapaediatric.org with the subject line as "Category Number applied for and the Category Description" on or before March 16, 2023 at 11:00 am. Late tenders shall not be considered.

It is understood and agreed that the data collected on the prospective Suppliers and Service Providers through the Pre-Qualification process is to be used by the Association in determining, according to its sole judgment and discretion, the qualification of the prospective Suppliers and Service Providers to perform in respect with the Tender Category as described by the Association.

REGISTRATION DOCUMENTS

The Pre-Qualification process shall be done using Standardized Tender Documents required to be submitted by all prospective Suppliers and Service Providers. In order to be considered for Pre-Qualification, prospective Suppliers and Service Providers must provide requested proof and all other information requested. Enquiries that may arise from the Pre-Qualification document should be channeled to The Executive Officer, Kenya Paediatric Association.

The bidders shall chronologically serialize all pages of the bid documents submitted. (All pages including any attachments should be PAGINATED).

Kenya Paediatric Association reserves the right to accept or reject any bid and may annul the tendering process and reject all tenders at any time prior to contract award without thereby incurring any liability to the affected tenderer or tenderers.

DR. LAWRENCE OWINO
NATIONAL CHAIRPERSON
KENYA PAEDIATRIC ASSOCIATION

DR. JUSTUS SIMBA
NATIONAL TREASURER
KENYA PAEDIATRIC ASSOCIATION

SECTION A: TENDER NOTICE
INVITATION TO TENDER

PROCURING ENTITY: KENYA PAEDIATRIC ASSOCIATION
Tender No. **KPA/REG/001/2023-2025**

CONTRACT NAME AND DESCRIPTION: Registration of Suppliers and Service Providers for then Supply of Goods and Provision of Works and Services for year 2023-2025

Kenya Paediatric Association invites tenders for Registration of Suppliers and Service Providers for Supply and Delivery of Goods and Provision of Works and Services for year 2023-2025.

INVITATION TO REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2023-2025

Kenya Paediatric Association (KPA) invites applications for registration of suppliers from interested eligible bidders for supply and provision of goods, services and works for the under listed categories for the financial year 2023-2025. Interested and eligible suppliers are invited to apply for registration indicating the Category Number and Category Description they wish to apply for.

S/No	Category Number	Category Description	Condition	Target Group
Category A. Registration of Suppliers of Goods				
1.	KPA/RS/01/2023-2025	Supply and Delivery of General Office Stationery		Open to all
2.	KPA/RS/02/2023-2025	Supply and Delivery of Computer Accessories and Consumables e.g. Toners, cartridges, HDMI Cables, Sound Cards, Pointers, Flash disks etc.		Open to all
3.	KPA/RS/03/2023-2025	Supply and delivery of Photocopiers, Laptops, Computers, Printers LCD Projectors, Scanners, Cameras, Web cams, USB Omni-directional mics, Bluetooth speaker-phones, and related Office Machines/ Equipment.	Manufacturer/dealer authorization letter (Valid)	Open to all
4.	KPA/RS/04/2023-2025	Supply of Software's and Associated licenses	Manufacturer/dealer authorization letter (Valid)	Open to all
5.	KPA/RS/05/2023-2025	Supply and Delivery of Office Furniture, Furnishings and Fittings		Open to all

S/No	Category Number	Category Description	Condition	Target Group
6.	KPA/RS/06/2023-2025	Supply, Printing, Embroidery and Delivery of Branded Materials (T. Shirts, Shirts, Caps, Bags, Brochures, Booklets, Banners, Business Cards, Name Tags etc.)		Open to all
7.	KPA/RS/07/2023-2025	Supply and Delivery of Mineral Water		Open to all
Category B. Registration of Service Providers				
8.	KPA/RS/08/2023-2025	Development and Maintenance of a Conference Online Registration and On-site Management System		Open to all
9.	KPA/RS/09/2023-2025	Servicing of Photocopiers, Laptops, Computers, Printers LCD Projectors Machines, Scanners and related Office Machines		Open to all
10.	KPA/RS/10/2023-2025	Provision of Legal Services	Membership to LSK	Open to all
11.	KPA/RS/11/2023-2025	Provision of Risk Management, Audit and Tax Consultation Services	Accredited by relevant bodies	Open to all
12.	KPA/RS/12/2023-2025	Provision of Consultancy Services – Strategic Planning, Human Resource, Project Monitoring & Evaluation		Open to all
13.	KPA/RS/13/2023-2025	Provision and Maintenance of Internet Services		Open to all
14.	KPA/RS/14/2023-2025	Provision of Insurance Services	Accredited by relevant bodies	Open to all
15.	KPA/RS/15/2023-2025	Provision of Courier Services for Goods & Documents		Open to all
16.	KPA/RS/16/2023-2025	Provision of Repair and Maintenance of Office Equipment, Network Equipment, Computer hardware, Telephone, TV and Accessories		Open to all
17.	KPA/RS/17/2023-2025	Provision of Maintenance of Computer Software's, Portals and associated Licenses		Open to all

S/No	Category Number	Category Description	Condition	Target Group
18.	KPA/RS/18/2023-2025	Provision of Flight Booking and Coordination Services and Tour & Travel Agency	IATA Registered	Open to all
19.	KPA/RS/19/2023-2025	Provision of Road Transport Services and Airport Transfers		Open to all
20.	KPA/RS/20/2023-2025	Provision of Accommodation, Conference Facilities and Meeting Rooms (All Over Kenya)		Open to all
21.	KPA/RS/21/2023-2025	Provision of Outside Catering		Open to all
22.	KPA/RS/22/2023-2025	Provision of Entertainment and Rapporteur Services (DJ, Live Bands, Ushers etc.)		Open to all
23.	KPA/RS/23/2023-2025	Building of Exhibition stands		Open to all
24.	KPA/RS/24/2023-2025	Event Organizing/Entertainment Services, Hiring of Tents, Chairs, Tables, Flowers and Decorations for events		Open to all
25.	KPA/RS/25/2023-2025	Hiring of Air Conditioning Fans		Open to all
26.	KPA/RS/26/2023-2025	Hiring of Public Address, sound Systems and Display equipment for events		Open to all
27.	KPA/RS/27/2023-2025	Hiring of Poster Boards		Open to all
28.	KPA/RS/28/2023-2025	Hiring of Laptops		Open to all
29.	KPA/RS/29/2023-2025	Provision of Fumigation Services		Open to all
30.	KPA/RS/30/2023-2025	Provision of Professional Cleaning Services		Open to all
CATEGORY C- SMALL WORKS CONTRACTS				
31.	KPA/RS/31/2023-2025	Provision of Repair and Maintenance of Electrical Accessories		Open to all
32.	KPA/RS/32/2023-2025	Provision of Repair and Maintenance of Plumbing Systems		Open to all
33.	KPA/RS/33/2023-2025	Provision of General Small Works		Open to all

SECTION B: INSTRUCTIONS FOR PRE-QUALIFICATION

1.1 INTRODUCTION

KPA would like to invite interested bidders who must qualify by meeting the set criteria as provided, to Supply and Deliver Goods or Provide Works and Services to the Association.

1.2 PRE-QUALIFICATION OBJECTIVE

The main objective is to have a data base of approved suppliers to supply and deliver assorted goods and provide services under relevant tenders/quotations to KPA as and when required for years 2023-2025.

1.3 INVITATION OF PRE-QUALIFICATION

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their Pre-Qualification documents to KPA so that they may be pre-qualified/Registered for submission of Quotations. The prospective Suppliers are required to supply mandatory information for Pre-Qualification/registration.

1.4 EXPERIENCE

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services. Additionally, they must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 PRE-QUALIFICATION DOCUMENT

This document includes questionnaire forms and documents required from prospective suppliers. In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.6 DISTRIBUTION OF PRE-QUALIFICATION DOCUMENTS

The ORIGINAL Document only of the completed pre-qualification/registration data and other requested information shall be submitted to reach:

Executive Officer
Kenya Paediatric Association
procurement@kenyapaediatric.org
Not later than March 16, 2023 at 11:00 am

SECTION C: CONTRACT GUIDELINES

2.1 CONTRACT PRICE

The contract shall be of unit price or cumulative of computed unit price and quantities required. Prices quoted should be inclusive of all delivery charges.

2.2 PAYMENTS

All Local Purchase Orders shall be on credit of a maximum of Ten (10) days or as may be stipulated in the Contract Agreement.

SECTION D: PRE-QUALIFICATION REGISTRATION DATA GUIDELINES

3.1 EVALUATION CRITERIA

Documents Required	COMPLIANCE (YES/NO)
Copy of Certificate of Registration/Incorporation	Mandatory
Copy of Kenya Revenue Authority PIN Registration Certificate	Mandatory
Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority	Mandatory
Valid Business Permit/ Trade License from County Government	Mandatory
Bidders are required to serialize all the pages of the bid document submitted including any addendum, appendixes and attachments	Mandatory
Fully fill the attached Confidential Business Questionnaire	
A Copy of CR 12 for companies	Mandatory
Audited Accounts for the last two years for companies	Mandatory
Letters of recommendation from three (3) clients.	Mandatory
Registration Certificates or Practicing Certificates from affiliated Professional Bodies/Associations, where the nature of goods, works or service is applicable/specific to your line of business e.g., NCA, IATA, EPRA, LSK, ICPAK, etc.	Where applicable

To Note;

- a) Firms that pass all the above requirements will be added to the list of registered suppliers under the applied category for a period of two years.
- b) The list will be used to source quotations on competitive basis as and when needs arises and that the registration binds us to participate in the submission of a quotation when requested to do so.
- c) Firms are advised to read, understand and comply with the set requirements before submitting their applications.
- d) Should submit a separate document for each category for those firms that intend to apply in different categories

3.2 PRE-QUALIFICATION DATA COLLECTION FORMS

3.2.1 SUPPLIERS APPLICATION FORM

I/We _____ (Name of Company/Firm) hereby apply for registration as suppliers of (Item Description) _____
_____ Category No _____

Organization & Business Information

Management Personnel _____ Job Title _____

- 1) _____
- 2) _____
- 3) _____

Partnership (if applicable) Names of Partners

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Indicate terms of trade/ sale /Payment _____

Enclose copy of company profile of the firm indicating the main fields of activities

3.2.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1, either Part 2 (a) 2 (b) or 2 (c) and Part 2 (d), (e), (f), (g), (h) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this Form

PART 1 GENERAL INFORMATION

Business Name _____

KRA PIN No. _____

A. Address

Address P.O. Box _____ Postal Code _____

City/Town _____ Telephone No. _____

Mobile No. _____

Email Address: _____

Website address (If any) _____

B. Physical Address Business

Location _____

Name of building _____

Plot No. _____

Road/Street Name _____

Floor No. _____

Room No. _____

Nature of business _____

Current Business certificate No _____ Expiring date _____

PART 2: COMPANY DETAILS

a) Sole Proprietor

Your name in full _____

Nationality _____

Country of origin _____

Citizenship details _____

b) Partnership

Given details of partners as follows:

No	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				

c) Registered Company:

Private or Public _____

State the nominal and issued capital of company-

Nominal KES _____

Issued KES _____

Given details of all directors as follows: -

No	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				

NB: If Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

Date _____

Signature & Stamp of Bidder _____

d) Registration with Registrar of Companies

- 1) Date of Registration _____ Registration No. _____
(Attach copy/copies of registration certificate)
- 2) Registration with any other bodies/authority relevant to your line of business e.g., LSK, EPRA, ICPAK, etc.

S/No	Name of Body/Authority	Date of Registration	Registration No	Present Category
1.				
2.				
3.				

(Attach a copy/copies of registration certificates)

e) Debarment

I/We declare that I/We have not been debarred from any procurement process and shall not *engage in any fraudulent or corrupt acts with regard to this or any other tender by Kenya Paediatric Association and any other public or private institutions.

Full Name _____

Signature _____ Dated this _____ day of _____ 202__.

In the capacity _____

Duly authorized to sign Tender for and on behalf of _____

f) Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this assignment: -

For and on behalf of _____

In the capacity of _____

Dated this _____ day of _____ 202__

Suppliers' / Company's Official Rubber Stamp _____

g) Declaration:

I / We, the undersigned state and declare that the above information is correct and that I / We give Kenya Paediatric Association authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names _____

Signature _____

For and on behalf of _____

In the capacity of _____

Dated this _____ day of _____ 202_____

Suppliers' / Company's Official Rubber Stamp _____

SECTION E: SWORN STATEMENT

Having studied this Pre-Qualification/ Registration document, we/ I hereby state: -

- a) The information given in this application is accurate to the best of my/our knowledge.
- b) That in case of being registered, I/ we acknowledge that the registration binds us to participate in the submission of a quotation when requested to do so by Kenya Paediatric Association.
- c) We shall notify Kenya Paediatric Association when the legal, technical or financial status or the contractual capacity of the firm changes and acknowledge your right to review the registration made.
- d) We enclose all the required documents and information required for the registration evaluation.
- e) We confirm that we have not been debarred from participation in public procurement and have no litigation procedure in process (In case of any litigation issues, please indicate the nature in a different sheet as an attachment).

Name of the firm/company Name _____

Firm's representative _____

Signature _____ Date _____

Stamp _____