

**SUPPLIER PREQUALIFICATION NOTICE 2024 - 2026**

**CLOSING DATE:**

**17th APRIL 2024 AT 10.00 P.m.**

## INVITATION FOR TENDERS

**Date 22nd March 2024**

TENDER NAME: **SUPPLIER PREQUALIFICATION NOTICE 2024 - 2026**

* 1. KRCS invites eligible service providers under the land surveyor category.
  2. Interested eligible suppliers may access and register on www.tendersure.africaunder the “Available Jobs” tabs.
  3. Interested suppliers can register for prequalification under **any or all** of the listed regions below:

1. **North Rift Region**
2. **South Rift Region**
3. **Lower Eastern Region**
4. **Upper Eastern Region**
5. **North Eastern Region**
6. **Central Region**
7. **West Kenya Region**
8. **Coast Region**
   1. Access to the prequalification will be granted upon payment of a non – refundable fee of **KES 2,500** per category.
   2. All payments will be made online via M-PESA, Visa and Master Card amongst others.
   3. Bidders are advised to regularly visit the KRCS website to obtain additional information/addendum on the tender.
   4. All participants who duly complete the prequalification process online will be notified of the outcome.
   5. Only prequalified firms will be requested to provide competitive quotations for goods/services listed above as and when needed. Kenya Red Cross Society (KRCS) reserves the right to accept or reject any bid in whole or part at its discretion.
   6. The online prequalification exercise closes on **10:00 p.m. on Wednesday, 17th April 2024.**

**2.1.** **Evaluation Criteria**

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|  | **KRCS-2024-2026\_088** | **Provision of land Surveyors Services** |  |
|  |  |  |  |
|  | **Section** | **Requirement** | **Score** |
|  | **Registration and Statutory Requirements** | Attach company registration certificate/business name registration certificate | No Score |
|  | Insert company registration certificate number | No Score |
|  | Attach PIN certificate or equivalent tax registration certificate for non-Kenyan companies | No Score |
|  | Insert PIN or tax identification number | No Score |
|  | Attach a certified copy of CR12 or equivalent details on the shareholding or directorship of a company issued by the Company Registrar (if this applies) | No Score |
|  | Attach your company profile showing organogram | No Score |
|  | Companies registry number of parent/holding company (if this applies) | No Score |
|  | Name of (ultimate) parent/holding company (if this applies) | No Score |
|  | Attach evidence of existence of premises e.g. copy of title deed, lease/tenancy agreements or utility bills for the last 3 months | No Score |
|  | Provide your bank details including : bank name, branch name, bank account name, bank account number, currency, and branch sort code and bank swift code | No Score |
|  | **Director/Shareholder Information** | Please provide details of the directors/shareholders including their name, nationality, share percentage, PIN/tax registration certificate and national ID or passports | No Score |
|  | Director/shareholder 1 | No Score |
|  | Director/shareholder 2 | No Score |
|  | Director/shareholder 3 | No Score |
|  | Director/shareholder 4 | No Score |
|  | Director/shareholder 5 | No Score |
|  | **Company Profile** | Company name | No Score |
|  | Organization type (limited; sole proprietor; partnership) | No Score |
|  | Duration of business operations | No Score |
|  | Physical address of business i.e. town, street, building, floor | No Score |
|  | Main office location | No Score |
|  | Branch offices (if any) | No Score |
|  | P.O Box address | No Score |
|  | Company contacts i.e. landline, mobile, email | No Score |
|  | Website address | No Score |
|  | Contact person name | No Score |
|  | Contact person contacts - landline, mobile number, email | No Score |
|  | Brief description of goods/services/works offered | No Score |
|  | **Litigation and Business Probity** | Does the company have any litigation or has been adversely mentioned in an ongoing investigation by any investigative agencies in Kenya or globally? | No Score |
|  | Have you had any contracts terminated in the last 3 years? | No Score |
|  | Has the firm ever been declared in default of a contract? | No Score |
|  | Is the firm currently involved in any legal process which may result in financial or legal liability? | No Score |
|  | Have the directors of the company been involved in a bankruptcy or winding up of a company in the last 3 years | No Score |
|  | Are you or any person in your organization associated with an employee of Kenya Red Cross Society (KRCS)? | No Score |
|  | Would you object to the members of staff of Kenya Red Cross Society (KRCS) authenticating the information you have provided? | No Score |
|  | **Business Continuity and Governance** | Is your company tax compliant? If yes attach tax compliance certificate | 5 |
|  | Does your company have a valid business permit? If yes attach a copy of your permit | 5 |
|  | Does your company have a business continuity plan? If yes please attach a copy of the document | 3 |
|  | Does your organization have an anti-corruption policy? YES/NO If yes attach a copy | 1 |
|  | Does your organization have a code of conduct? If yes attach a copy | 1 |
|  | **Technical Specifications** | Attach proof of indemnity cover | 10 |
|  | Attach a practicing certificate | 10 |
|  | Attach a portfolio of clients served or company cv | 5 |
|  | Attach statements on the firm's core competency including a relevant case study | 5 |
|  |  |  |
|  | **Service Level Requirements** | Does your organization have a documented policy on customer service? YES/NO If YES attach a copy | 10 |
|  | **Staffing** | *Number of Permanent staff; 1-5 (1 mark)* | *5* |
|  | *Number of Permanent staff: 6-10 (2 marks)* |
|  | *Number of Permanent staff; 11-15 staff (3 marks)* |
|  | *Number of Permanent staff; 16-20 (5 marks)* |
|  | **Trade References and Experience** | Years in business; 1-3 years (1 mark) | 5 |
|  | Years in business; 4-10 years (2 marks) |
|  | Years in business; 11-20 years (3 marks) |
|  | Years in business; above 20 years (5 marks) |
|  | Please provide details of at least 5 recent/existing clients where you have supplied similar size and complexity. Attach evidence eg. contracts or letter of award |  |
|  | First client | 10 |
|  | Second client | 10 |
|  | Third client | 10 |
|  | **Financials and Credit Terms** | For limited liability companies, attach most recent audited accounts, balance sheet and profit and loss account for the current year | 0 |
|  | For sole proprietors and partnerships, attach your management account for the last 2 years |
|  | Has your organization met all its obligations to pay its creditors during the past year? (If YES 1 marks) | 1 |
|  | Has your organization met all its obligations to pay its staff during the past year? (If YES 1 marks) | 1 |
|  | If no, please give details |  |
|  | Please confirm you extend credit period of less than 30 days from date of receipt of invoice (0 mark) | 3 |
|  | Please confirm you extend credit period of 30 days from date of receipt of invoice (3 marks) |
|  | **Declaration** | I/we declare that to the best of my/our knowledge the answers submitted in this tender (and any supporting documentation) are correct. I/we understand that any misrepresentation will render my/our organization ineligible to participate in Kenya Red Cross Society (KRCS) future tenders. | 0 |
|  | Name of contact person | 0 |
|  | Position of the designated contact person: | 0 |
|  | Kenya Red Cross Society (KRCS) reserves the right to reject or accept any bid in whole or part and is not bound to give reasons for the decisions. Canvassing by any bidder will lead to automatic disqualification | 0 |
|  | **TOTAL** | | **100** |