

ADVERTISEMENT FOR TENDER NO: ANDSEA/RS/1/21-24



ANDSEA
Kenya

**AFRICA NETWORK DEVELOPMENT ON SUSTAINABLE ECONOMIC ACTIVITIES
(ANDSEA-KENYA)**

**PREQUALIFICATION / REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES
FOR FINANCIAL YEAR**

2021 -2023.

TENDER NAME

CATEGORY NUMBER

ITEM DESCRIPTION (NAME)

CLOSING DATE: 31/12/2021

TIME: 10:00 HRS EAST AFRICA TIME

- **Supplier Registration Notice**

The Africa Network Development on Sustainable Economic Activities (ANDSEAE-Kenya) would like to invite interested and competent suppliers who wish to be registered in compliance with sections 57 and 71 of the Public Procurement and Asset Disposal Act 2015 for supply and delivery of goods, works and services to the organization as listed in the below categories for a three-year period 2021-2023.

(Existing Suppliers/ Service Providers who wish to be retained Must resubmit up to date required documents for registration).

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES/WORKS, OPEN TO ALL ELIGIBLE FIRMS

CATEGORY NUMBER		DESCRIPTION	Specialized Requirement
1	ANDSEA/RS/1/21-24	Supply of Office Equipment (Computers, Computer Accessories, Software, and related ICT Equipment)	
2	ANDSEA/RS/1/21-24	Provision of Consultancy Services (Management Consultancy, Human Resources Consultancy, Customer	

		Satisfaction Surveys, Financial Audit)	
--	--	---	--

REGISTRATION INSTRUCTIONS

1.1 Introduction

The ANDSEA-Kenya would like to invite interested and competent suppliers who wish to be registered through the set criteria as provided by the Organization to perform the contract of supply and delivery of goods, works and services to the organization.

1.2 Objective

The main objective of this exercise is to identify competent providers to supply and deliver goods, works and/or services under relevant tenders/quotations to the Organization as and when required during the period 1st January 2021 to 31st December 2023.

1.3 Registration Document

The price to be charged for the document shall be Kshs 1,000/= if hard copies is to be provided. No charges applicable if downloaded from the www.andseakenya.org.

1.4 Information

In order to be considered for registration, a prospective supplier must submit all the information herein requested.

1.7 Distribution of registration Documents

The completed registration document, data and other requested information shall be clearly marked with the relevant tender no: so as to reach:

The Chief Executive Officer

ANDSEA-Kenya

P. O. Box 28501-00100, Nairobi, Kenya

Applicants can also submit their documents via email to: andsea.org@gmail.com

1.8 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Chief Executive Officer whose address is given above.

1.9 Additional Information

The Organization reserves the right to request submission of additional information from prospective bidders.

1.10 Invitation to Tenders/Quotations

Bidding documents (Tender/Quotations) will be made available only to those bidders whose qualifications are accepted by the Organization meeting the set criteria on a pass/fail basis.

EVALAUTION CRITERIA

A: MANDATORY REQUIREMENTS

Special group Firms MUST meet all requirements and Non-Compliance will lead to disqualification.

No	Requirement	Responsive or Not Responsive
MR 1	Must submit a copy of Certificate of Registration / Incorporation	
MR 2	Must submit a copy of a valid Tax Compliance Certificate	
MR 3	Submit one Tender document, well paged, securely bound and clearly marked	

MR 4	Submit copy of identity card of company director or CR 12 for limited companies	
MR 5	Duly filled, stamped and signed confidential business questionnaire must provide clear contact details including email address	
MR 6	Reference letters at least two from past clients	
MR 7	Declaration Form Duly filled, signed and stamped in format provided	
MR 8	Qualifications and experience of Key personnel	
MR 9	Duly filled, signed and stamped sworn statement form	
	<p>At this stage the tenderers submission will either be responsive in all mandatory (MR) requirements above or non- responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered</p> <p>further.</p>	

Other Categories (Open Category Mandatory Requirements)

No	Requirement	Responsive or Not Responsive
MR 1	Must submit a copy of Certificate of Registration / Incorporation	
MR 2	Must submit a copy of a valid Tax Compliance Certificate	
MR 3	Submit one Tender document, well paged, securely bound and clearly marked	
MR 4	Submit copy of identity card of company director or CR 12 for limited companies	
MR 5	Duly filled, stamped and signed confidential business questionnaire must provide clear contact details including email address	
MR 6	Reference letters at least two from past clients	
MR 7	Declaration Form Duly filled, signed and stamped in format provided	
MR 8	Attach Qualifications and experience of Key personnel	

MR 9	All relevant valid licenses for specialized areas Must be attached	
MR 10	Duly filled, signed and stamped sworn statement form	
MR 11	Firms past experience in the relevant category/field	
	<p>At this stage the tenderers submission will either be responsive in all mandatory (MR) requirements above or non- responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered</p> <p>further.</p>	

SPECIFIC REQUIREMENTS

The tenderers submitting registration documents for the categories below must in addition to the mandatory requirements submit the additional information/documents specified in the last column of the table below:

No	Description	Mandatory Requirement
1	Provision of Consultancy Services	-Must indicate specialized area of consultancy e.g Management Audit, customer satisfaction, etc

		Submit relevant professional membership/certificate
2	Provision of Accounting and Management Audit and Advisory Services	<p>-Submit evidence of registration as a firm or individual at the ICPAK or ACCA, attach valid annual practicing license.</p> <p>-Submit three client references whom similar service has been undertaken</p>

1.0 SWORN STATEMENT

Having studied the registration information for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of our
1. That in case of being pre-qualified we acknowledge that this grants us the right to-participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
1. When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
1. We enclose all the required documents and information required for the registration

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

Download the document here: [Prequalification Registration Document](#)