



TENDER NO. UDA/PREQUALIFICATION/001/2023-2025

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS
FOR SUPPLY/PROVISION OF GOODS, SERVICES & WORKS FOR 2023-2025
FINANCIAL YEARS**

FIRM'S NAME:

.....

CATEGORY NO:

.....

**PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY/ PROVISION OF GOODS,
WORKS AND SERVICES FOR THE FINANCIAL YEAR 2023-2025**

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TENDER NOTICE

INVITATION TO TENDERS FOR PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS FOR PROCUREMENT OF GOODS, SERVICES AND WORKS FOR FINANCIAL YEAR 2023-2025.

S/No	Category Description	
	Supply and delivery of goods(General Supplies)	
UDA/03/P-A1-2023-2025	Design and supply of branded promotional merchandise t-shirts , water bottles, caps, notebooks, pens, lesos, hoodies etc.	AGPO
UDA/03/P-A2-2023-2025	Supply of general office stationery	AGPO
UDA/03/P-A3-2023-2025	Supply of bottled water and beverages.	AGPO
UDA/03/P-A4-2023-2025	Supply of hardware tools, paints, building materials and fittings	
UDA/03/P-A5-2023-2025	Supply and delivery of newspaper, periodicals and magazines	AGPO
UDA/03/P-A6-2023-2025	Supply of election strategic materials	
UDA/03/P-A7-2023-2025	Supply of election Non-strategic materials	
UDA/03/P-A8-2023-2025	Printing and delivery of tamper proof certificates	
UDA/03/P-A9-2023-2025	Printing and delivery of Election materials, books and manuals	
UDA/03/P-A10-2023-2025	Supply of office furniture and fittings	
UDA/03/P-A11-2023-2025	Supply of office equipment's & automation machines	
UDA/03/P-A12-2023-2025	Supply and maintenance of laptops and computers	
UDA/03/P-A13-2023-2025	Supply and maintenance of electronic appliances and accessories	
UDA/03/P-A14-2023-2025	Supply and maintenance of printers and scanners, photocopiers, cameras, IT accessories	
UDA/03/P-A15-2023-2025	Provision of bulk printing services, bulk photocopying, binding, flyers, brochures, manuals	AGPO
	Provision of services	
UDA/03/P-B1-2023-2025	Supply of mobile airtime	AGPO
UDA/03/P-B2-2023-2025	Provision of communication services, brand management, media services, advertisement, research, public relations management	AGPO
UDA/03/P-B3-2023-2025	Provision of hotel services, outside catering services	AGPO
UDA/03/P-B4-2023-2025	Provision of office cleaning and sanitary services	AGPO
UDA/03/P-B5-2023-2025	Provision of garbage collection services	AGPO
UDA/03/P-B6-2023-2025	Provision of event management services, décor, hired tents and chairs	AGPO
UDA/03/P-B7-2023-2025	Provision for hired transport services(car hire vans and buses)	
UDA/03/P-B8-2023-2025	Provision for courier services	
UDA/03/P-B9-2023-2025	Hire of Audio Equipment, public address system and related equipment	
UDA/03/P-B10-2023-2025	Provision of occupational safety health advisory services and trainings	
UDA/03/P-B11-2023-2025	Provision of travel related services –air ticketing(IATA Registered Firms), hotel bookings services	
UDA/03/P-B12-2023-2025	Provision of cloud software application services	
UDA/03/P-B13-2023-2025	Provision of clearing and forwarding services	
UDA/03/P-B14-2023-2025	Provision of photography and videography services	
UDA/03/P-B15-2023-2025	Provision of fumigation and pest control services	AGPO
UDA/03/P-B16-2023-2025	Provision of legal services	
UDA/03/P-B17-2023-2025	Provision of security services	
UDA/03/P-B18-2023-2025	Provision of insurance services	

UDA/03/P-B19-2023-2025	Provision of office refurbishment and furnishings e.g. carpets and curtains	AGPO
UDA/03/P-B20-2023-2025	Provision of road show truck services	
UDA/03/P-B21-2023-2025	Provision of generator fuel, repair and maintenance	
UDA/03/P-B22-2023-2025	Provision of firefighting and fire protection equipment and training services	
UDA/03/P-23-2023-2025	Provision of consultancy services	
	Provision of works	
UDA/03/P-C1-2023-2025	Provision of minor construction works concrete and tiling works ,general office design, office partitioning, repairs and maintenance works (painting]	
UDA/03/P-C2-2023-2025	Provision of repair and maintenance of plumbing and sewerage system services	
UDA/03/P-C3-2023-2025	Provision of repair and maintenance of electrical appliances & fittings	
UDA/03/P-C4-2023-2025	Provision of civil and building works contractors and renovators	
UDA/03/P-C5-2023-2025	Provision of motor vehicle repair and maintenance	

Interested applicants may obtain a tender document with details on prequalification requirements online from UDA website <https://uda.ke/tenders/>.

The Pre-qualifications shall remain valid for **14 days** from the date of opening.

All participants who duly complete the prequalification process online will be notified the outcome.

Enquiries that may arise from the prequalification document should be channeled through Procurement office-UDA, email address hello@uda.ke or **0791555222**.

All existing suppliers are required to participate alongside prospective suppliers in order to be evaluated and considered.

Only prequalified suppliers will be requested to provide competitive quotations for goods/services listed above as and when needed.

Duly completed Pre-Qualification/Registration documents should be sealed in an envelope and clearly marked with **Tender Number** and/or **Pre-Qualification Category No.** and dropped at party headquarters addressed to:-

**THE EXECUTIVE DIRECTOR,
UNITED DEMOCRATIC ALLIANCE,
P. O. BOX 37500-00100, NAIROBI.**

1.0. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

The **United Democratic Alliance (UDA)** is a registered political party no 0015 under **Office of The Registrar Of Political Parties (ORPP)**. **UDA** is a mission driven party facilitating the fundamental rights, freedoms and potential for Kenyan people through devolved, accountable and democratic government, anchored onto a bottom-up economic model that promotes equal opportunities.

1.2 Project Object

United Democratic Alliance (**UDA**) invites applications from competent, interested and eligible firms for prequalification for under listed categories of services, goods and works for the period of 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 the **United Democratic Alliance(UDA)** that they may be pre-qualified for submission of tenders. Applications will be submitted as per category. The client requires prospective suppliers/contractors to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successfully, supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers/contractors 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 of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and as per Public Procurement and Asset Disposal Act,2015 and Regulations Section 23(1) & (2), 24(1) (2) and (3) (a-e).

1.7 Distribution of Pre-Qualification Documents

Completed Pre-Qualification Data and other requested information shall be submitted so as to reach: -

**THE EXECUTIVE DIRECTOR,
UNITED DEMOCRATIC ALLIANCE(UDA)
P.O. Box 37500 -00100
NAIROBI.**

Telephone No:254-791-555222

Not later than, 8th Sept 2023 at 11.00 a.m. (Local time)

Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be channeled to the procurement office-UDA, through email address [**hello@uda.ke**](mailto:hello@uda.ke)

1.8 Additional Information

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

1.9 Invitation to Tenders/Quotations

Bidders who score **70 points** and above in the technical stage and are determined to pass the due diligence process will be put in the list of registered suppliers for 2023-2025 financial year and will be invited to quote/tender.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on imported materials

The supplier is responsible for making payment for custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

2.2 Contract price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand and on the authority of the client's accounting officer or tender.

2.3 customs clearance

The contractors shall be responsible for custom clearance of their imported goods and materials

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the agreement.

3.0. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms TQ-1, TQ-2, TQ-3, TQ-4, TQ-5, TQ-6, TQ-7, TQ- 8, are to be completed by prospective suppliers/contractors who wish to be pre- qualified for submission of application for the specific tender.

3.1.1 The pre-qualified application forms which are **NOT filled out completely and submitted in the prescribed manner will not be considered.** All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is acknowledged and accepted that the pre-qualification data on prospective bidders is to be used by the **UNITED DEMOCRATIC ALLIANCE(UDA) Party** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender category as described by the Client.

3.3 Bids will only be assessed if they meet the stipulated qualifications.

3.4 Essential Criteria for Pre-qualification

- (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, works, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
- (b) Candidates are expected to possess social experience and skill to adeptly manage the supply chain and timely provision of items or social services.

3.3.2 Personnel

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form TQ-3.

3.3.3 Financial Condition

The candidate's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form TQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form TQ-6

3.5 Statement

Applicants must include a sworn statement Form TQ-8 by the Tenderer ensuring the accuracy of the information given.

3.6 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Client/Organization could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Organization reserves the right to reject the tender from such a bidder even though he was initially prequalified.

3.7 The firm must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

Mandatory - Copy of current business license and Registration (by registrar of companies) in fields applied for.

3.7.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate.

3.8 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	TQ-1	25
2. Pre-qualification Data	TQ-2	15
3. Supervisory Personnel	TQ-3	5
4. Financial Position	TQ-4	15
5. Confidential Business Questionnaire	TQ-5	20
6. Past Experience (not required for AGPO firms)	TQ-6	10
7. Sworn Statement	TQ-8	10
TOTAL		100

3.8 The qualification shall be 70 points and above.

FORM TQ-1: PRE-QUALIFICATION DOCUMENTS

All firms **MUST** provide: -

1. Copies of Certificate of Registration.
2. Copy of PIN/VAT Registration Certificate of firm/company/individual.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Valid Trading License
5. Valid AGPO Certificate (where applicable)

FORM TQ-2: PRE-QUALIFICATION DATA

All firms MUST fill and stamp the following form;

PRE-QUALIFICATION DATA

1. Types of Businesses.....
Legal name of firm.....
Post office address.....
Street and Address.....
City.....
Country
2. Organization & Business Information.....
General Manager.....
Directors.....
Others.....
Partnership (if applicable)
3. Year of Business Registration.....
4. Under present management since.....
5. Net worth equivalent Kshs.....
6. Bank reference and address.....

FORM TQ-3: SUPERVISORY PERSONNEL

All firms MUST give the following details;

Name of director/manager

Academic qualification.....

Professional qualification.....

Length of service with contractor or supplier position held

.....

.....

Construction/or service experience

a) Name of project.....

b) Character and nature of project

c) Contract value.....

d) Location of project.....

e) Period of project.....

f) Title and responsibility in project.....

g) Other.....

Proposed Technical Personnel

(a)

(b)

(c)

(d)

(e)

(f)

(g)

Proposed position in this project if contract is awarded

.....

FORM TQ-4: FINANCIAL POSITION

All bidders **MUST** attach bank reference letters from the banks where they maintain account.

FORM TQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

All bidders MUST complete and stamp the confidential business questionnaire;

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2 (a) 2 (b) Or 2 (c) 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:

Business Name.....

Location of Business premises.....

Plot No..... Street/Road.....

Postal Address..... Tel No.....

Nature of Business.....

Current Trade License No..... Expiry date.....

Maximum value of business which you handle at any one time KES.....

Name of your bankers..... Branch.....

Are you an agent of the Kenya National Trading Corporation? YES/NO.....

Part 2 (a) – Sole Partnerships:

Your name in full.....

Age..... Nationality.....

Country of origin

Citizenship details.....

Part 2 (b) – Partnership:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2 (c) – Registered Company Private or Public

State the nominal and issued capita of the company

Nominal K£.....

Issued K£.....

**Give details of all directors as follows: - Name Nationality Citizenship Details
Shares**

1.
2.
3.
4.
5.

SignatureDate & Stamp of Tenderer.....If
Kenyan Citizen indicate under Citizenship Details whether by Birth, Naturalization or
Registration

FORM TQ-6: PAST EXPERIENCE

(This section is mandatory only to Non-AGPO bidders. AGPO registered bidders will automatically qualify in this category.)

LIST NAMES OF AT LEAST FIVE (5) CLIENTS (Give the contacts of the organization).

FORM TQ-7: LITIGATION HISTORY

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a joint venture.

Please indicate if no litigation history to qualify in this section.

	Award OR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

FORM TQ-8: SWORN STATEMENT

Having read and understood the pre-qualification information for the above tender category We/I hereby state:

- a. That the information provided in our/my application is accurate to the best of our/my knowledge.
- b. That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- c. That pre-qualification bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
- d. We/I enclose all the required documents and information required for the pre- qualification evaluation.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

Stamp/Seal.....

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

FORM TQ-9: ELECTRONIC FUNDS TRANSFER DETAILS

Physical &Postal Address

Box No.....

Building.....

Road /Street

Date.....

To: The Executive Director

.....
.....
.....
.....
.....

Dear Sir,

ELECTRONIC FUNDS TRANSFER DETAILS

We hereby provide the following bank details for Electronic Fund Transfer Purposes.

Name of Supplier :

Bank and branch :

Bank and Branch Code :

Bank Account Number :

Pin Number (Tax) :

VAT Number (Tax) :

Valid Email Address of Supplier:

Contact Person:

Company Registration No:

The following certificates are hereby attached: -

- 1. Tax Compliance Certificate
- 2. Registration Certificates

We certify, under the Seal of the Company, that the information provided above is correct.

Yours faithfully

Signature:

Name of Company Secretary:

ID/No.....

Signature:

Name of Director:

ID/No.....

Affix Company Seal Here