



**THE KENYAN SECTION OF
THE INTERNATIONAL COMMISSION OF JURISTS (ICJ
KENYA)**

VIHIGA ROAD, KILELESHWA
P.O. BOX 59743-00200
NAIROBI, KENYA
TEL. + 254-20-2084836/8
+254 720 491549/ 733 491549
Email : info@icj-kenya.org,

Website : www.icj-kenya.org

**PRE-QUALIFICATION OF SUPPLIERS AND SERVICE
PROVIDERS**

FOR THE FINANCIAL YEARS 2017-2019

GUIDELINES, CONDITIONS AND APPLICATION

PART 1: CONDITIONS OF PRE-QUALIFICATION

1. Introduction.

Companies wishing to be considered for supply and provision of various services to ICJ Kenya in the financial years 2017 to 2019 must first be pre-qualified.

Once pre-qualified, companies are subject to ongoing review by ICJ Kenya to ensure that the information submitted in their application remains valid and that they have performed satisfactorily when awarded contracts.

The purpose of pre-qualification scheme is to minimise risks to ICJ Kenya and to reduce the effort of individual companies at the time of tender.

Companies will be required to comply with the Government of Kenya Statutory requirements.

2. Pre-qualification Evaluation.

All applicants will be evaluated based on their competence in a specific category and financial capacity.

3. Application for pre-qualification.

Companies are invited to apply for pre-qualification by completing and submitting an application form- "Application for pre-qualification" and providing all information appropriate to the category being applied for.

Applications shall be forwarded to:

**The Tender Committee
Kenyan Section of International Commission of Jurists
Vihiga Road, Off Makeni Road, Kileleshwa
P.O Box 59743-00200
NAIROBI.**

Enquiries to:
The Administrator
Kenyan Section of International Commission of Jurists
P.O Box 59743-00200
NAIROBI
Phone: + 254-720-491549/ 733 491549
Email : info@icj-kenya.org

4. Assessment and Notification.

Applications for pre-qualification will be assessed by a panel nominated by ICJ Kenya.

ICJ Kenya, its agents, contractors or consultants may undertake investigations as necessary in order to assess performance and interview the applicant to clarify details of the application.

The criteria considered in the assessment of an application are listed in Part 4: "information to be submitted with Application" of this document.

For each of the criteria, a company will be assessed as either:

- a) Not meeting requirements- Below 75% of the total marks.
- b) Acceptable standard- 75% and above.

A company's score will be determined at the absolute discretion of ICJ Kenya.

A minimum score must be achieved by a company in each category.

Companies should allow at **least four weeks** from the deadline date of submission for the assessment process, and will receive written notice of the outcome.

The pre-qualification of a company does not extend to related or subsidiary companies owned or controlled by the company.

5. Pre-qualification period, Renewal and Upgrading.

Pre-qualification granted under the terms of these guidelines is subject to Clause 6 'Reviewing, Rescinding or downgrading Pre-qualification'

Provisional pre-qualification may be granted in some circumstances, such as where a company does not fully comply with every requirement specified in this document, but the panel forms the reasonable opinion that the company will be able to do so in the near future (e.g. a new company has been formed which is staffed by experienced personnel). Full pre-qualification is then subject to the company demonstrating compliance with the requirements.

ICJ Kenya may make revisions to the scheme at any time and seek additional information from pre-qualified companies. ICJ Kenya may also place advertisements seeking new applications at any time.

6. Reviewing, rescinding or downgrading pre-qualification.

ICJ Kenya reserves the right to review the pre-qualification status of a company at any time.

ICJ Kenya may, in its absolute discretion, rescind the pre-qualification. Before such action is taken, the contractor will be given an opportunity to show cause why the pre-qualification should not be rescinded or reduced. The contractor will be given details of the matters prompting the request to show cause.

Assessment of a contractor's performance will be made against the pre-qualification criteria.

7. Contractor to Advise.

Pre-qualified companies are required to immediately advise ICJ Kenya of any significant change to its financial or technical capacity, ownership or holding, and any convictions/bankruptcy or prohibition notices it may have.

8. Confidentiality

ICJ Kenya will ensure the confidentiality of all information supplied by companies.

PART 2: PRE-QUALIFICATION CATEGORIES.

Companies/Individuals may apply for pre-qualification in the following categories of work:

No	Details	Description
ICJ/01/2017/2019	Provision of Office Cleaning services	1.General Office cleaning and shampooing 2. Office and Sanitary waste disposal
ICJ/02/2017/2019	Provision of Security Services	1. Day and night office guarding. 2. Alarm back up 3. Cash on transit
ICJ/03/2017/2019	Maintenance & Service of Motor Vehicles and Generator	1. Repairs and maintenance of motor vehicles. 2. General and emergency maintenance of the generator 3. Motor vehicles and generator fuel 4. Rescue and Breakdown services
ICJ/04/2017/2019	Provision of Insurance Brokerage Services	Insurance brokerage services for 1. General Insurance 2. Group life Insurance
ICJ/05/2017/2019	Printing Services	1. Printing of books and magazines 2. Printing of business , invitation cards 3. Printing of research reports
ICJ/06/2017/2019	Provision of Printed Promotional materials	1. Branded T-shirts and other promotional materials 2. Branded conference materials 3. Branded easy to read materials
ICJ/07/2017/2019	Hotel & Conferencing Facilities	1. Workshop Facilities. 2. Conference facilitates 3. Lectures 4 Meetings 5. Events organizers/Managers 6. Outside Catering 7. Hire of tents, seats etc
ICJ/08/2017/2019	Travel Agency Services	1. International Travel ticketing and logistics 2. Workshop/conference travel

ICJ/09/2017/2019	Taxi services and Vehicle Hire Services	<ol style="list-style-type: none"> 1. Local taxi services 2. Local vehicle hire services
ICJ/10/2017/2019	Maintenance of computer equipment, printers and copiers	<ol style="list-style-type: none"> 1. Maintenance and service of computer equipment and accessories 2. Maintenance and service of printers 3. Maintenance and service of copiers
ICJ/11/2017/2019	Office Stationery	<ol style="list-style-type: none"> 1. Standard office stationery 2. Printed office stationery- Envelopes, Letterheads, Comp. Slips etc 3. Toners, cartridges & computer stationery.
ICJ/12/2017/2019	Office Furniture, fittings and Furnishing.	<ol style="list-style-type: none"> 1. Supply of general office furniture 2. Supply & fitting of general office furnishing
ICJ/13/2017/2019	Computer Hardware and accessories	<ol style="list-style-type: none"> 1. Supply of Computer equipment, laptops, UPS, printers etc 2. Supply of various computer accessories
ICJ/14/2017/2019	Provision of consultancy services	<ol style="list-style-type: none"> 1. Research on governance, rule of law and human rights 2. Workshop facilitation services 3. Editorial services 4. Report writing 5. Rapportuering services
ICJ/15/2017/2019	Provision of legal services	<ol style="list-style-type: none"> 1. Provision of litigation services 2. Provision of legal and legislative opinions
ICJ/16/2017/2019	Provision of Monitoring and Evaluation consultancy services	<ol style="list-style-type: none"> 1. Project Monitoring and Evaluation services
ICJ/17/2017/2019	Provision of videography, photography and documentary services	<ol style="list-style-type: none"> 1. Provision of videography and photography services 2. Production of documentaries 3. Production of TV and radio informercials
ICJ/18/2017/2019	Provision of creative artwork design services	<ol style="list-style-type: none"> 1. Layout and design of publications 2. Animation services

Prescribed pre-qualification documents with detailed information can be obtained from our website; www.icj-kenya.org or from our office Kileleshwa, Vihiga Road, Off Othaya Road, during working hours. A **non-refundable fee of Kshs 3,000 for each pre-qualification category is payable via mpesa.** ICJ Kenya paybill number is **320150**, account reference shall be the name of your organization.

NB: People with disabilities, Youth & Women enterprises are encouraged to apply in all categories qualified and must attach the following:- Attach copy of business Registration Certificate, PIN Certificate & VAT Certificate, Tax compliance, Yagpo Certificate.

Completed pre-qualification document should be addressed and forwarded to the tender Committee, ICJ Kenya, P.O Box 59743-00200, and Nairobi, Kenya **on or before 4 p.m, 24th February 2017.**

PART 3: ORGANISATION INFORMATION.

Name/registered name:	
Previous names / registered names (if different):	
Registration number: <i>(attach copy)</i>	
Year of registration:	
Nature of business:	
Current trade licence no.	
Expiry date:	
Bankers and branch:	
VAT No. <i>(attach copy)</i>	
PIN No. <i>(attach copy)</i>	
Postal address:	
Physical address: <i>(Street/road and plot number)</i>	
Telephone:	
Fax:	
E-mail:	
Web-site:	
Contact person:	
Designation:	

PART 4: APPLICATION FORM.

Kindly provide the particulars in sections below as applicable to your type of business.

SECTION A- REGISTERED COMPANY

Private or Public limited company-----

Value of business you can handle at any one time-----

Is there any person/persons in the company who has/have interests in ICJ Kenya, if so please give details

Professional Indemnity Insurance-----

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations-----

(or evidence of eligibility for membership)

Give details of directors as follows:

	Name	Nationality	Shares
1			
2			
3			
4			
5			

SECTION B- PARTNERSHIP

Value of business you can handle at any one time-----

Is there any person/persons in the partnership who has/have interests in ICJ Kenya, if so please give details

Professional Indemnity Insurance-----
(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations-----
(or evidence of eligibility for membership)

Give details of partners as follows:

	Name	Nationality	Shares
1			
2			
3			
4			
5			

SECTION B- SOLE PROPRIETOR

Full name: -----

Nationality:-----

Value of business you can handle at any one time-----

Do you have any interests in ICJ Kenya, if so please give details

PART 4: PRE-QUALIFICATION CATEGORY

We wish to apply for pre-qualification in the following category(s)
(tick appropriate boxes)

No	Details	Description	Area of Interest
ICJ/01/2017/2019	Provision of Office Cleaning services	1.General Office cleaning and shampooing 2. Office and Sanitary waste disposal	
ICJ/02/2017/2019	Provision of Security Services	1. Day and night office guarding. 2. Alarm back up 3. Cash on transit	
ICJ/03/2017/2019	Maintenance & Service of Motor Vehicles and Generator	1. Repairs and maintenance of motor vehicles. 2. General and emergency maintenance of the generator 3. Motor vehicles and generator fuel 4. Rescue and Breakdown services	
ICJ/04/2017/2019	Provision of Insurance Brokerage Services	Insurance brokerage services for 1. General Insurance 2. Group life Insurance	
ICJ/05/2017/2019	Printing Services	1. Printing of books and magazines 2. Printing of business , invitation cards 3. Printing of research reports	
ICJ/06/2017/2019	Provision of Printed Promotional materials	1. Branded T-shirts and other promotional materials 2. Branded conference materials 3. Branded easy to read materials	
ICJ/07/2017/2019	Hotel & Conferencing Facilities	1. Workshop Facilities. 2. Conference facilitates 3. Lectures 4 Meetings 5. Events organizers/Managers 6. Outside Catering 7. Hire of tents, seats etc	

ICJ/08/2017/2019	Travel Agency Services	1. International Travel ticketing and logistics 2. Workshop/conference travel	
ICJ/09/2017/2019	Taxi services and Vehicle Hire Services	1. Local taxi services 2. Local vehicle hire services	
ICJ/10/2017/2019	Maintenance of computer equipment, printers and copiers	1. Maintenance and service of computer equipment and accessories 2. Maintenance and service of printers 3. Maintenance and service of copiers	
ICJ/11/2017/2019	Office Stationery	1. Standard office stationery 2. Printed office stationery- Envelopes, Letterheads, Comp. Slips etc 3. Toners, cartridges & computer stationery.	
ICJ/12/2017/2019	Office Furniture, fittings and Furnishing.	1. Supply of general office furniture 2. Supply & fitting of general office furnishing	
ICJ/13/2017/2019	Computer Hardware and accessories	1. Supply of Computer equipment, laptops, UPS, printers etc 2. Supply of various computer accessories	
ICJ/14/2017/2019	Provision of consultancy services	6. Research on governance, rule of law and human rights 7. Workshop facilitation services 8. Editorial services 9. Report writing 10. Rapportuering services	
ICJ/15/2017/2019	Provision of legal services	3. Provision of litigation services 4. Provision of legal and legislative opinions	
ICJ/16/2017/2019	Provision of Monitoring and Evaluation consultancy services	2. Project Monitoring and Evaluation services	

ICJ/17/2017/2019	Provision of videography, photography and documentary services	4. Provision of videography and photography services 5. Production of documentaries 6. Production of TV and radio infomercials	
ICJ/18/2017/2019	Provision of creative artwork design services	3. Layout and design of publications 4. Animation services	

PART 5: INFORMATION SUPPORTING APPLICATION

Information supporting the application, applicable for each of the category(s) is attached.

Please provide the information requested in the following sections as appropriate to the categories applied for.

A. TECHNICAL CAPACITY.

- **Organization Structure**

The organizational structure, including staffing numbers, positions, functions and responsibilities is adequate.

- **Personnel**

The experience and expertise of key staff(including managers, supervisors & employees) where applicable.

B. WORK HISTORY AND PERFORMANCE.

- Provide a list of five past/current clients preferably in the NGO sector
- Provide appropriate referees/references familiar with your work
- For printing, provide samples of work done

C. FINANCIAL CAPACITY.

- **Financial position**

Total Assets (Kshs)-----

Current Assets (Kshs)-----

Total Liabilities (Kshs)-----

Net worth(Total assets less total liabilities) in Kshs-----

- **Terms of trade**

Please indicate your payment terms and credit period allowed.

ICJ Kenya will make payment upon delivery of good and services upon issuance of a local purchase/service order or a duly signed contract. Payment will be made within 30 days upon receipt of accurate invoice and delivery note and acceptance of service and goods by ICJ Kenya.

Please comment on the terms of payment if not favorable to your organization.

D. STATUTORY COMPLIANCE.

All applicants must show compliance with all the applicable statutory regulations as detailed in the application form.

Documents to attach to show statutory compliance include:

- i. Certification of registration/incorporation
- ii. Valid trade licence
- iii. VAT certificate
- iv. PIN certificate
- v. Tax compliance certificate
- vi. Copies of audited financial statements for the last two years

E. SPECIAL CONSIDERATION

A special consideration will be given to companies owned by people with disabilities, women and special interest groups.

PART 6: DECLARATION

I/ We -----

Hereby declare

- That the information given above is true and further state that I/We also understand that the purchase of this form does not guarantee registration.
- That I/We are not insolvent / in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have legal capacity to enter into contract.
- That I/We have fulfilled obligations to pay taxes/social security contributions.
- That I/We understand that I/We shall be disqualified should the information submitted here for purposes of seeking qualification be materially inaccurate or materially incomplete.
- That I/We acknowledge that it an offense to offer any gift or consideration to ICJ Kenya staff or member as a reward or inducement in relation to the pre-qualification of goods & services

Signature over stamp-----

Designation-----

Date-----

PART 7: EVALUATION CRITERIA (For ICJ Kenya use only)

	Item	Yes/No	Remarks
1	Purchased the prequalification documents from ICJ Kenya(receipt attached)		
2	Certificate of registration attached		
3	PIN and VAT certificate attached		
4	Prequalification category selected and correspondences to amount paid		
5	Firm's profile attached		
6	List of past/current clients indicated		
7	Appropriate referees/references attached		
8	For printing, provide samples of work done attached		
9	Financial capacity indicated		
10	Firm accepts ICJ Kenya LPO/contracts and credit period of 30 days		
11	Is the firm owned by people with disabilities, women and special interest groups		
12	Yagpo certificate attached(for item 11 only)		
13	KRA Tax compliance certificate copy attached		
14	For car hire services, evidence of fleet ownership		
15	For printing services, evidence of printing press		
16	Has the firm previously been disqualified due to misconduct?		
17	Declaration signed		
18	Non-refundable application fee paid		