



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

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P.O. Box 59743-00200,  
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Website : [www.icj-kenya.org](http://www.icj-kenya.org)

**PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS  
FOR THE FINANCIAL YEARS 2023-2025**

**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 2023 to 2025 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 via email [procurement@icj-kenya.org](mailto:procurement@icj-kenya.org)

#### **Enquiries to:**

**The Human Resource Manager**

**Kenyan Section of International Commission of Jurists**

**P.O Box 59743-00200**

**NAIROBI**

**Phone: + 254-720-491549/ 733 491549**

**Email : [info@icj-kenya.org](mailto: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/01/2023/2025	Provision of Office Cleaning services	<ol style="list-style-type: none"><li>1. General Office cleaning and shampooing</li><li>2. Office and Sanitary waste disposal</li></ol>
ICJ/02/2023/2025	Provision of Security Services.	<ol style="list-style-type: none"><li>1. Day and night office guarding.</li><li>2. Alarm back up</li><li>3. Cash on transit</li><li>4. Biometric office security system</li></ol>
ICJ/03/2023/2025	Maintenance & Repair of Generator	<ol style="list-style-type: none"><li>1. Repairs and maintenance of motor vehicles.</li><li>2. Motor vehicles and</li></ol>

		<p>generator fuel.</p> <ol style="list-style-type: none"> <li>3. Rescue and Breakdown services.</li> <li>4. General and emergency maintenance of the generator</li> </ol>
ICJ/05/2023/2025	Provision of Insurance Brokerage Services	<ol style="list-style-type: none"> <li>1. Insurance brokerage services for</li> <li>2. General Insurance</li> <li>3. Group life Insurance</li> <li>4. Medical Insurance</li> </ol>
ICJ/06/2023/2025	Printing Services	<ol style="list-style-type: none"> <li>1. Printing of notebooks, diaries and IEC materials</li> <li>2. Printing of business, invitation cards</li> <li>3. Printing of research reports.</li> </ol>
ICJ/07/2023/2025	Provision of Printed Promotional materials	<ol style="list-style-type: none"> <li>1. Branded T-shirts and other promotional materials</li> <li>2. Branded conference and events materials</li> <li>3. Branded office folders</li> <li>4. Banners</li> </ol>
ICJ/08/2023/2025	Hotel & Conferencing Facilities	<ol style="list-style-type: none"> <li>1. Workshop Facilities.</li> <li>2. Conference facilitates</li> <li>3. Meetings</li> <li>4. 5. Conference and events organizers/Managers</li> </ol>
ICJ/09/2023/2025	Outside catering / Office catering	<ol style="list-style-type: none"> <li>1. Outside Catering</li> <li>2. Office catering</li> <li>3. Office birthday cakes</li> <li>4. Hire of tents, seats etc</li> </ol>
ICJ/10/2023/2025	Travel Agency Services	<ol style="list-style-type: none"> <li>1. International travel ticketing and logistics</li> <li>2. Workshop/conference travel</li> <li>3. Transport and airport transfer services</li> <li>4. Hotel bookings</li> </ol>
ICJ/11/2023/2025	Taxi services and Vehicle Hire Services	<ol style="list-style-type: none"> <li>1. Local taxi services</li> <li>2. Local vehicle hire services</li> </ol>
ICJ/12/2023/2025	Maintenance of computer equipment, printers and copiers	<ol style="list-style-type: none"> <li>1. Maintenance and service of computer equipment and accessories</li> <li>2. Maintenance and service</li> </ol>

		<p>of printers</p> <p>3. Maintenance and service of copiers</p>
ICJ/13/2023/2025	Office Stationery	<p>1. Standard office stationery</p> <p>2. Printed office stationery- envelopes, letterheads, complimentary slips etc.</p> <p>3. Toners, cartridges &amp; computer stationery</p> <p>4. Supply of folders, business cards, sticky notes, pens, printing papers, paper punch, staple remover, rulers, paper clips, clear folders, box files, flipchart stand, flip chart, permanent markers, notebooks, card holders, sign here labels, labels,</p>
ICJ/14/2023/2025	Office Furniture, fittings and Furnishing/ upholstery	<p>1. Supply of general office furniture</p> <p>2. Supply and fitting of general office furnishing</p> <p>3. Supply of office blinds, chairs, workstations</p> <p>4. Old furniture refurbishing</p>
ICJ/15/2023/2025	Computer Hardware and accessories	<p>1. Supply of computer equipment, laptops, UPS, printers etc</p> <p>2. Supply of various computer accessories</p>
ICJ/16/2023/2025	Provision of consultancy services	<p>1. Research on governance, justice, rule of law and human rights</p> <p>2. Workshop facilitation services</p> <p>3. Report writing</p> <p>4. Rapporteur services</p> <p>5. MC Services</p> <p>6. Social media advocacy</p> <p>7. Strategy development services</p>
ICJ/17/2023/2025	Provision of legal services	<p>1. Provision of litigation services</p> <p>2. Provision of legal and</p>

		legislative opinions.
ICJ/18/2023/2025	Provision of Monitoring and Evaluation consultancy services	Project monitoring and evaluation services.
ICJ/19/2023/2025	Provision of videography, photography and documentary services	<ol style="list-style-type: none"> <li>1. Provision of videography and photography services</li> <li>2. Production of documentaries and advocacy videos</li> <li>3. Production of TV and radio informercials</li> </ol>
ICJ/20/2023/2025	Provision of creative artwork design services	<ol style="list-style-type: none"> <li>1. Layout and design of publications</li> <li>2. Production of infographics and promotional artwork for digital use and print</li> <li>3. Animation services</li> </ol>
ICJ/21/2023/2025	Water Supply	Supply of office Drinking water
ICJ/22/2023/2025	Refurbishment and upholstery	Office furniture repairs
ICJ/23/2023/2025	Internet services/Phone services	Provision of office internet and telephone technicians
ICJ/24/2023/2025	ICT and Website Services	<ol style="list-style-type: none"> <li>1. Provision of office calendar</li> <li>2. Provision of VOIP services</li> <li>3. Provision of website construction and maintenance</li> </ol>
ICJ/25/2023/2025	Land Scaping	<ol style="list-style-type: none"> <li>1. Provision of flowers</li> <li>2. Provision of grass</li> <li>3. Repairing lawn mower</li> </ol>
ICJ/26/2023/2025	Editorial services	Provision of editorial services
ICJ/27/2023/2025	provision of interpretation/translation services from Kinyarwanda to English.	provision of interpretation/translation services.
ICJ/28/2023/2025	Décor/ event organizer services.	Provision of Décor/ event organizer services.
ICJ/29/2023/2025	Rapporteuring Services	Provision of Rapporteuring services
ICJ/30/2023/2025	Logistics and delivery services	Provision of logistics and delivery services
ICJ/31/2023/2025	Live streaming services	Provision of Live streaming services.

Prescribed pre-qualification documents with detailed information can be obtained from our website; [www.icj-kenya.org](http://www.icj-kenya.org) or from our office ICJ Kenya House, Off Othaya Road, Karen during working hours.

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.

Completed pre-qualification document should be addressed and sent via email to the tender Committee through [procurement@icj-kenya.org](mailto:procurement@icj-kenya.org) before **4 p.m., 31<sup>st</sup> January 2023.**

**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-----

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

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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-----

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

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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-----

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Do you have any interests in ICJ Kenya, if so please give details  
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**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/01/2023/2025	Provision of Office Cleaning services	General Office cleaning and shampooing Office and Sanitary waste disposal	
ICJ/02/2023/2025	Provision of Security Services.	Day and night office guarding. Alarm back up Cash on transit Biometric office security system	
ICJ/03/2023/2025	Maintenance & Repair of Generator	Repairs and maintenance of motor vehicles. Motor vehicles and generator fuel. Rescue and Breakdown services. General and emergency maintenance of the generator	
ICJ/05/2023/2025	Provision of Insurance Brokerage Services	Insurance brokerage services for General Insurance Group life Insurance Medical Insurance	
ICJ/06/2023/2025	Printing Services	Printing of notebooks, diaries and IEC materials Printing of business, invitation cards Printing of research reports.	
ICJ/07/2023/2025	Provision of Printed Promotional materials	T-shirts and other promotional materials Branded conference and events materials Branded office folders Banners	
ICJ/08/2023/2025	Hotel & Conferencing Facilities	Workshop Facilities. Conference facilities	

		Meetings Conference and event's organizers/Managers	
ICJ/09/2023/2025	Outside catering / Office catering	Outside Catering Office catering Office birthday cakes Hire of tents, seats etc	
ICJ/10/2023/2025	Travel Agency Services	International travel ticketing and logistics Workshop/conference travel Transport and airport transfer services Hotel bookings	
ICJ/11/2023/2025	Taxi services and Vehicle Hire Services	Local taxi services Local vehicle hire services	
ICJ/12/2023/2025	Maintenance of computer equipment, printers and copiers	Maintenance and service of computer equipment and accessories Maintenance and service of printers Maintenance and service of copiers	
ICJ/13/2023/2025	Office Stationery	Standard office stationery Printed office stationery- envelopes, letterheads, complimentary slips etc. Toners, cartridges & computer stationery Supply of folders, business cards, sticky notes, pens, printing papers, paper punch, staple remover, rulers, paper clips, clear folders, box files, flipchart stand, flip chart, permanent markers, notebooks, card holders, sign here labels, labels,	
ICJ/14/2023/2025	Office Furniture, fittings and Furnishing/ upholstery	Supply of general office furniture Supply and fitting of general office furnishing Supply of office blinds, chairs, workstations Old furniture refurbishing	
ICJ/15/2023/2025	Computer Hardware and accessories	Supply of computer equipment, laptops, UPS, printers etc Supply of various computer accessories	
ICJ/16/2023/2025	Provision of consultancy services	Research on governance, Workshop facilitation services Report writing Rapporteur services MC Services Social media advocacy Strategy development services	

ICJ/17/2023/2025	Provision of legal services	Provision of litigation services Provision of legal and legislative opinions.	
ICJ/18/2023/2025	Provision of Monitoring and Evaluation consultancy services	Project monitoring and evaluation services.	
ICJ/19/2023/2025	Provision of videography, photography and documentary services	Provision of videography and photography services Production of documentaries and advocacy videos Production of TV and radio informercials	
ICJ/20/2023/2025	Provision of creative artwork design services	Layout and design of publications Promotional artwork for digital use and print Animation services	
ICJ/21/2023/2025	Water Supply	Supply of office Drinking water	
ICJ/22/2023/2025	Refurbishment and upholstery	Office furniture repairs	
ICJ/23/2023/2025	Internet services/Phone services	Provision of office internet and telephone technicians	
ICJ/24/2023/2025	ICT and Website Services	Provision of office calendar Provision of VOIP services Provision of website construction and maintenance	
ICJ/25/2023/2025	Land Scaping	Provision of flowers Provision of grass Repairing lawn mower	
ICJ/26/2023/2025	Editorial services	Provision of editorial services	
ICJ/27/2023/2025	provision of interpretation/translation services from Kinyarwanda to English.	provision of interpretation/translation services.	
ICJ/28/2023/2025	Décor/ event organizer services.	Provision of Décor/ event organizer services.	
ICJ/29/2023/2025	Rapporteur Services	Provision of Rapporteur services	
ICJ/30/2023/2025	Logistics and delivery services	Provision of logistics and delivery 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-----

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- **Terms of trade**

Please indicate your payment terms and credit period allowed.

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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		