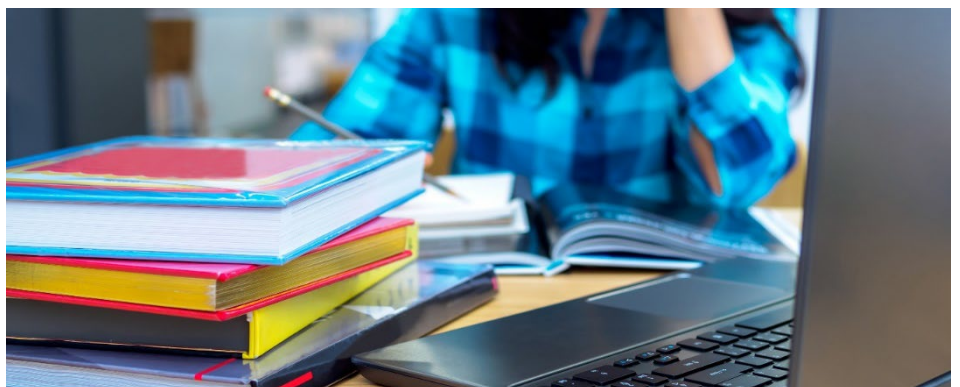


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**KNOWLEDGE FOR LIFE**





# Supplier Prequalification 2022



**Location: Kenya**

# Terms of Reference

## Background

The CABI Africa office based in Nairobi, following its policies and procedures, seeks to prequalify suppliers of goods and services in various categories. We hereby invite bidders to submit applications to be considered for the supply of goods /provision of services in one or more of the following categories.

Prequalification Number	Description
CABI-KE-2022-01	Supply of stationery
CABI-KE-2022-02	Provision of printing, branding and promotional services including banners, posters, brochures, t-shirts etc
CABI-KE-2022-03	Supply of laptops, tablet computers, computer monitors, computer keyboards, and other ICT equipment and accessories
CABI-KE-2022-04	Provision of accommodation and conference facilities (Diani, Eldoret, Kilifi, Kisumu, Kitale, Machakos, Mombasa, Nairobi, Naivasha, Nakuru,
CABI-KE-2022-05	Provision of outside catering services
CABI-KE-2022-06	Supply and delivery of office furniture, equipment, and fixtures
CABI-KE-2022-07	Provision of building and maintenance services
CABI-KE-2022-08	Provision of language translation services
CABI-KE-2022-09	Supply of laboratory equipment and consumables
CABI-KE-2022-10	Provision of car hire services (Private 7 Seater and 10 Seater Vans)
CABI-KE-2022-11	Provision of Vehicle repair and maintenance services

## EVALUATION CRITERIA

CABI Africa will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

Applicants shall not contact the CABI office on matters relating to their application from the time of opening of their applications to the time the evaluation is finalized and official communication is sent to them. Any effort by the applicant to influence the evaluation shall result in the immediate cancellation of their application.

Registration will be based on the applicant's capability to supply goods and/or provide the outlined services. This will include meeting the set criteria which include the applicant's legal status, general and specific experience, personnel and financial position as demonstrated by their responses.

The applicants must have registered offices in Kenya and CABI reserves the discretion of visiting the business premises to confirm the existence and capability to deliver the said goods, works or services.

***Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.***

## A. Mandatory Requirements

1	Copy of certificate of incorporation/registration.
2	Copy of PIN certificate and a current and valid Tax Compliance certificate
3	Valid Business Permit
4	Duly signed audited financial statement for the immediate last two years (not older than 2019) or.
5	Bank statement in place of audited accounts within the last 6 months (Attach letters of reference from the Bankers to support bank relations)
6	Cover letter-company profile, brochures and catalogue, name, email and phone numbers, form of incorporation, principal place of business operations.
7	At least three letters of reference from the most recently commented works related to the works category being applied. (Copies of contracts /Purchase orders shall not be accepted in lieu of reference letters)

## B. Preliminary Evaluation

No	Pre-qualification statutory requirements	Max Score
1.	Certificate of incorporation/registration	Pass/ fail
2.	Current and valid Tax Compliance certificate	Pass/ fail
3.	Current Trade License / Business Permit	Pass/ fail
4.	Duly signed audited financial statement for the immediate last two years (not older than 2019) or. Bank statement in place of audited accounts within the last 6 months (Attach letters of reference from the Bankers to support bank relations)	Pass/ fail
5.	PIN/VAT Certificate	Pass/ fail
6.	Company profile and catalogue	Pass/ fail
7.	Three letters of reference from most recently completed works related to the works category being applied.	Pass/ fail

## C. Qualification Evaluation

No	Experience	Max Score
1	Age of Company 0 to 2 years – One (1) mark 2 to 5 years – Three (3) marks Over 5 years – Five (5) marks	5
2	Three Letters of recommendation for relevant services/goods from current clients (Not older than 2019) – (5 marks per recommendation letter)	15
3	Relevant experience in supplying goods or services to NGOs, United Nations or development partners. 1 Mark for each	5
4	Provision of evidence of physical address and premises supported by tenancy agreement, lease or title.	10
5	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets)	5
6	Manpower and staffing	5

7	Financial Review  Audited financial statements for the last three (3) years (Not older than the year 2019). Bank statement in place of audited accounts within the last 6 months - 5 marks Signed Accounts by auditors– 10 marks Liquidity – 5 Marks (Total – 15 marks) Attach letters of reference from the Bankers to support bank relations. = 5 marks	25
	Total Score	100

CABI Africa reserves the right to accept or reject any and all tender (s) at any time. CABI Africa also reserves the right to cancel this procurement process at any point in time before the award of the contract.

### How to apply

Interested bidders should send ALL the above mandatory documents by email to [tendersafrica@cabi.org](mailto:tendersafrica@cabi.org) on or before November 4 2022, 12:00 Midnight (EAT) with the subject line of the email being the category prequalification number and description.

CABI Africa does not charge any fee at any stage of Supplier Prequalification

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