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PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE YEAR 2021-2022

BOMA works with women who live in extreme poverty in the arid and semi-arid lands of Africa (the ASALs). BOMA is empowering women, working to build resilient families and communities, instilling hope, and changing the conversation about what is possible. We are engaged in the fostering prosperity with dignity for the marginalized residents in the arid lands so that they have access to skills, knowledge and resources needed to improve their own lives and the conditions of their communities thereby promoting peace, stability throughout the region.

The BOMA Project is in the process of updating its register for suppliers and invites bids from eligible and competent firms for the pre-qualification of suppliers for goods, works and services for the year 2021-2022

Completed **ORIGINAL** application document enclosed in plain sealed envelope marked with **CATEGORY NO..... FOR THE SUPPLY / PROVISION OF** shall be deposited in the Tender Box situated at the BOMA Project offices, Nairobi Methodist Ministries, Wing A Second floor, Oloitoktok Road Kileleshwa, addressed to:

The Finance and Administration Manager

The BOMA Project

P.O. 48932- 00100

NAIROBI, KENYA

The tenders/applications should be received not later 17.00pm on 25th September 2021. For enquiries, Contact: Finance & Admin Manager or Administration Officer, The BOMA Project, on **TEL: +254 (0)20 800 9959**. Any additional information, or clarifications in respect to the pre-qualification will be available on request through the above number.

SECTION 1

INFORMATION TO TENDERERS

INTRODUCTION

- 1.1 BOMA will prequalify and Register prospective bidders for the supply/provision of goods, services and works from among those who will have submitted applications, in accordance with the registration requirements to undertake the assignments described herein for a period ending 31st December, 2022.
- 1.2 Applicants are invited to submit a registration tender for supply / provision of goods, services and works as listed in the schedule of goods and services Section 3.
- 1.3 The Prequalification/Registration document and the Tenderers response thereof shall be the basis for Registration. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.4 BOMA does not bind itself to assign supply / provision of the goods, services and works but shall endeavor to ensure tenders for specific goods and services will be treated equitably.
- 1.5 Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6 It is BOMA's policy to require that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, BOMA:
 - a) defines, for the purpose of this provision, the terms set forth below as follows:

- I. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of BOMA in the Registration process; and
 - II. "Fraudulent practice" means a misrepresentation of facts in order to influence the Registration process to the detriment of BOMA, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non- competitive levels and to deprive BOMA of the benefits of free and transparent, fair and open competition.
- b) BOMA shall reject a Tender for Prequalification/Registration if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question.
 - c) Will declare a Tender ineligible, for prequalification/registration if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
 - d) Will have the right to examine financial records relating to the performance of such services to determine capability.
 - e) Will have the right to inspect the business premises of the tenderer.

2. DOCUMENTS COMPRISING THE REQUEST FOR PREQUALIFICATION/ REGISTRATION

Tenderers may request a clarification on the Prequalification/Registration document up to three (3) days before the Tender submission date. Any request for clarification must be sent in writing by mail or electronic mail to BOMA's address. BOMA will respond in writing by electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders within two days.

3. PREPARATIONS OF TENDER DOCUMENTS

3.1 Tenderers are requested to submit a Tender written in English language.

3.2 Tenderers are expected to examine the documents comprising this request for registration in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.

3.3 **ALL** documents **SHALL** be bound. **Loose documents may be rejected.**

3.4 Tenderers are required to meet the qualification criteria stipulated in paragraph 5 below and where applicable the specific requirements in Section 3. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for registration.

3.5 Documents submitted to include the price list for all items listed

3.6 The prequalification/registration documents shall not include any financial proposal information other than audited accounts.

4. SUBMISSION, RECEIPT, AND OPENING OF PREQUALIFICATION/REGISTRATION DOCUMENTS

4.1 The original Prequalification/Registration document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person or persons who sign(s) the Prequalification Document.

4.2 An authorized representative of the Tenderer should Initialize all pages of the tender document.

4.3 Deadline for Submission

The closing time for the Tender shall be **25th September 2021** at 1700 hours and shall be sent to the above address.

4.4 Late Tender

Any Tender received after the deadline pursuant to clause 4.3 shall be rejected as a late tender and shall not be considered.

4.5 Tender Opening

A committee of officials shall open the Tender immediately after the closing time for submission of the Tender.

5. TENDER EVALUATION

a). Mandatory Requirements for Prequalification/Registration of All other categories:

#	Particulars	Marks
1	A copy of Certificate of Registration/Incorporation.	10
2	A copy of Valid Tax compliance certificate	10
3	A copy PIN /VAT Certificate	10
4	CR12 for Limited Companies	10
5	Evidence of physical address and premises.	10

Tenders that fail to meet the mandatory documents will not proceed to technical evaluations.

b). Technical evaluation for Open categories

#	Description	Marks
1	Evidence of supply/provision of services to at least three (3) corporate clients (attach copies of three (3) Purchase orders and/or contracts as evidence for each category(s) applied for	30

2	Evidence of financial capability. Audited accounts for the last 1 years or Original Bank letter confirming this	20
Total Marks		100

Total Pass mark will be 70 Marks

General Requirements

- 5) BOMA will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- ii) Tenderers **SHALL NOT** contact BOMA on the matter relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Tenderer to influence BOMA in the Tender evaluation shall result in the rejection of their tender.
- iii) Prequalification/Registration will be based on meeting the set minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- iv) The applicants should have registered offices and BOMA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- v) Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required.

SECTION II

SUPPLIER REGISTRATION QUESTIONNAIRE

(TO BE COMPLETED BY THE SUPPLIER)

(A) COMPANY'S NAME

(B) P.O. BOX
.....

(C) PHYSICAL ADDRESS.....

(D) NAME OF STREET

(E) TELEPHONE NUMBERS

(F) FAX NUMBERS

(G) E-MAIL

DEFINATION OF BUSINESS

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

(Indicate whether sole proprietor, Company or partnership) NATURE OF BUSINESS

Specify and give descriptive details of the goods/services you wish to render

(Select from Schedule of Goods and Services in Section 3)

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

NAME OF DIRECTOR/DIRECTORS: -

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

OTHER ORGANIZATIONS/COMPANIES WHERE YOU SUPPLY/OFFER SERVICES

- 1.
.....
.
- 2.
.....
.
- 3.
.....
.
- 4.
.....
.
- 5.
.....
.

Give details of what you supply.

Name(s) of
Banker(s).....
.....
.....
.....
.....
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.....
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.....
.....

TERMS OF PAYMENT FORM

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services. Those who have submitted applications are deemed to have accepted these payment terms

RANGE OF PRODUCTS / SERVICES YOU SPECIALIZE IN

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

Have you previously been supplying goods/services/works to the BOMA Project if yes, which good / services/works.....
?

DECLARATION

I/We the undersigned state that the above information is correct and that I/We give BOMA the authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc.

Signed

For and on behalf of M/s

In the capacity of

Dated this day of 2021

Suppliers/Company's rubber Stamp

SECTION III

SCHEDULE OF REGISTRATION AND PREQUALIFICATION CATEGORIES

CATEGORY NO.	DESCRIPTION OF GOODS/SERVICES/WORKS ELIGIBILITY
CATEGORY A: - SUPPLY & DELIVERY OF GOODS	
A1	Supply and Delivery of General Office Stationery
A2	Supply and Delivery of Office Equipment and Furniture
A3	Supply and Delivery of ICT Hardware, Computer Consumables and Related Accessories
A4	Supply and Delivery of Airtime, Newspaper, Magazine and Periodicals
A5	Supply and Delivery of Drinking Water
A6	Supply and Delivery of Milk and Other Office Consumables
A7	Supply of Computer Software
A8	Supply and Installation of CCTV, Alarm and Access Control Systems

A9	Designing, Printing, Supply and Delivery of Branded Materials and Promotional Materials
	CATEGORY B:- PROVISION OF GENERAL SERVICES
B1	Provision of Air Tickets and other Related Travel Services
B2	Repair & Maintenance of Computers Hardware, Printers and Other Related Equipment
B3	Repair & Maintenance of buildings, furniture and fittings
B4	Provision of Car Rental Services
B5	Provision of Conference Services & Hotel Accommodation
B6	Provision of Outside Catering
B7	Provision of Motor Vehicle/Cycle fuel, Spares, lubricants, and cleaning services (Marsabit, Isiolo, Maralal, Taita Taveta, Wajir, Garissa, Murang'a, Makueni, Turkana)
B8	Provision of Motor vehicle/Cycle repairs and maintenance services (Marsabit, Isiolo, Maralal, Taita Taveta, Wajir, Garissa, Murang'a, Makueni, Turkana)

B9	Fabrication and supply of Saving Metallic Lock boxes (I Marsabit, Isiolo, Maralal, Taita Taveta, Wajir, Garissa, Murang'a, Makueni, Turkana)
	CATEGORY C:- PROVISION OF PROFESSIONAL/CONSULTANCY SERVICES
C1	Provision of Legal Services
C2	Provision of Recruitment Services
C3	Provision of Human Resource and Financial Audit Services
C4	Provision of cleaning services

TENDER SUBMISSION FORM

TO:

Finance and Administration Manager

The BOMA Project

P.O. 48932- 00100

NAIROBI, KENYA

Dear Sir,

We, the undersigned, offer to supply the required goods/services/works in accordance with your Request for Prequalification/Registration and we hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of Prequalified / Registered firms.

We understand you are not bound to accept any tender you receive.

We remain

Yours sincerely,

Authorized Signature (Rubber Stamp)

Name and Title of Signatory

Name of Tenderer

Address: