



TENDER NO. AAIK/PQS/2025-2027

PRE – PRE-QUALIFICATION OF SUPPLIERS
FOR GOODS AND SERVICES

NOTICE DATE: 25th April 2025

CLOSING DATE: 4:00 P.M. Thursday 15th May 2025

ACTIONAID INTERNATIONAL KENYA
All Africa Conference of Churches (AACC)
P.O. BOX 42814 – 00100 NAIROBI
TEL: +254(0) 20 4440440/4/9
Email: Procurement.Kenya@actonaid.org

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1.0 INVITATION FOR PREQUALIFICATION (IFPQ)

1.1. Introduction

ActionAid International Kenya (AAIK) intends to prequalify candidates for provision of goods and services to the Organization.

1.2. Objective

The objective is to supply and deliver assorted goods and services under request for quotations/ tenders at the ActionAid International Kenya as and when required.

1.3. Invitation of Pre-qualification

This invitation for pre-qualification is open to all candidates who are eligible bidders for supply and delivery of various goods and services. The Organization requires prospective suppliers to provide mandatory information for pre-qualification. The Organizations' employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

1.4. Experience

As a minimum, prospective suppliers and contractors must have successfully carried out supply and delivery of similar goods/ services to public 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 from prospective suppliers.

1.6. In order to be considered for pre-qualification prospective suppliers must submit ALL the information herein requested.

1.7. Distribution of Pre-qualification Documents

One copy of the completed pre-qualification data and other requested information shall be submitted in plain sealed envelope marked:
AAIK/PQS/ITEM CODE/2022-2024 FOR PROVISION/SUPPLY OF.....
Addressed and delivered to: -

ACTIONAID INTERNATIONAL KENYA
All Africa Conference of Churches (AACC)
P.O. BOX 42814 – 00100 NAIROBI
TEL: +254(0) 20 4440440/4/9
[email: Procurement.Kenya@actionaid.org](mailto:Procurement.Kenya@actionaid.org)

deposited in the Tender Box located at the reception not later than **4:00 P.M.** (Local time) on **15th May 2025**.

1.8. Questions arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Procurement and Administration Coordinator and raised latest one week before the close of the tender to ActionAid International Kenya, whose address is given in Para 1.7

Additional information

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

1.9. Invitation to Tenders/Quotations

Bidders who will qualify after scoring a minimum of **75 points**.
Will be invited to participate in Tenders/Quotations as and when the need arises.

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1. Taxes on Imported Materials.

The supplier will have to pay customs duty, VAT, and all other taxes as applicable for all imported materials to be supplied.

2.2. Customs Clearance

The contractors shall be responsible for customs clearance of the imported goods and materials.

2.3. Contract Price

The contract price may show unit price only or may show cumulative price as computed by the product of the unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.4. Payments

All local purchases shall be on credit of a minimum of **thirty (30) days** or otherwise as stipulated in the contract agreement.

3.0. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1. Pre-qualification data Forms

3.1.1. The attached documents AAIK/PQ-1, AAIK/PQ-2, AAIK/PQ-3, AAIK/PQ-4, AAIK/PQ-5, AAIK/PQ-6, AAIK/PQ-7, and AAIK/PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of quotations/ tenders under the **specified categories**.

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

3.2. QUALIFICATION

3.2.1. It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Organization in determining, according to its sole judgment and discretion, the ability of prospective bidders to supply goods and services as described by the client.

3.2.2. Prospective bidders will not be considered qualified unless in the judgment of the Organization, they possess capability, experience, qualified personnel, suitable equipment, and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3. Essential criteria for pre-qualification

3.3.1. (a) Experience

Prospective bidder shall have at least **3 years' experience** in the supply of goods, services, and allied items. In any case, the potential supplier/contractor should show competence, willingness, and capacity to service the contract.

- (b) The prospective supplier requires special experience and capability to organize the supply and delivery of goods/ services on short notice.

3.3.2. Personnel

The names, pertinent information, and curriculum vitae of the key personnel who will be involved in executing the contract must be indicated in form AAIK/PQ.3.

3.3.3. Financial Position

The prospective bidders' financial situation will be determined by evaluating the financial statements and letters of reference from their respective bankers regarding the supplier's credit position. Potential suppliers/ contractors will be pre-qualified based on the information given.

- 3.3.4. Special consideration will be given to the financial resources available, such as working capital, considering the number of uncompleted orders resulting from previous and ongoing contracts. Data is to be provided on form AAIK/PQ4.

Potential bidders **MUST** provide evidence of financial capacity to execute the contract in the event of award.

3.3.5. Past Performance

Past performance will be given due consideration in the pre-qualification process. Letters of reference from past customers should be included in the form AAIK/PQ-5, where applicable.

3.4. STATEMENT

Applications must include a sworn statement on Form AAIK/PQ-6 by the bidders, ensuring accuracy of the information given.

3.5. WITHDRAWAL OF PREQUALIFICATION

Should conditions arise which in the opinion of the Organization may substantially affect the performance and qualification of the bidder or his ability to perform the contract in the event of award (such as, but not limited to bankruptcy, change in ownership or new commitments, among others) the Organization reserves the right to reject the bid from such a bidder even if he was initially pre-qualified

3.6 PRE-QUALIFICATION CRITERIA

NO.	REQUIRED INFORMATION	FORM TYPE	POINTS SCORE
1.	Registration Documentation	AAIK/PQ-1	10
2.	Pre-qualification Data	AAIK/PQ-2	5
3.	Supervisory Personnel	AAIK/PQ-3	5
4.	Financial Position	AAIK/PQ-4	20
5.	Experience	AAIK/PQ-5	15
6.	Sworn Statement	AAIK/PQ-6	5
7.	Confidential Questionnaires	AAIK/PQ-7	20
8.	Litigation History	AAIK/PQ-8	10
9.	KRA Tax Compliance Certificate and PIN/VAT Certificate (Attach a valid copy)		10
TOTAL			100

Qualification Mark

The qualification mark is a minimum of 75 points

FORM AAIK/ PQ-1 - PRE-QUALIFICATION DOCUMENTATION

All firms must provide:

- a) Copies of Certificate of Registration/Incorporation
- b) Valid KRA Tax Compliance and PIN/VAT Certificates.
- c) List of ongoing contracts/projects (for goods/services)
- d) Bank references

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FORM AAIK/ PQ-2 - PRE-QUALIFICATION DATA

1. Category name and code
Legal name of firm
Post office address
Street and address
City
Country
Telephone number
Email address
Person to contact
Title- 2. Organization & Business Information:
Management Personnel
Director
Secretary
General Manager
Treasurer
Others
Partnership (*if applicable*)
Names of Partners- 3. Business founded or incorporated since.....- 4. Under present management since

Prequalification of Suppliers 2025-2027

5. Net worth Equivalent Kshs.....
6. Bank reference and address

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FORM AAIK/ PQ-3 - SUPERVISORY PERSONNEL

1. Name

Age

Academic Qualification

Professional qualification

Length of service with contractor or supplier position held
.....

2. Name

Age

Academic Qualification

Professional qualification

Length of service with contractor or supplier position held
.....

3. Name

Age

Academic Qualification

Professional qualification

Length of service with contractor or supplier position held

FORM AAIK/ PQ-4

FINANCIAL CAPABILITY

Attach a copy of the organization's three recent certified financial statements (2022, 2023 & 2024), giving a summary of total assets and current liabilities and/ or any other financial support.

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FORM AAIK/ PQ – 5- PAST EXPERIENCE
NAMES OF THE APPLICANT'S CLIENTS IN THE LAST THREE YEARS

1. Name of 1st client (Organization)
 - (i) Name of client (organization)
 - (ii) Address of Client (Organization)
 - (iii) Telephone No. of Client
 - (iv) Value of contract
 - (v) Duration of contract (Date)
 - (vi) Name of contact person.....
 - (vii) Sign..... stamp.....
.....
.....
2. Name of 2nd client (Organization)
 - (i) Name of client (organization)
 - (ii) Address of Client (Organization)
 - (iii) Telephone No. of Client
 - (iv) Value of contract
 - (v) Duration of contract (Date)
 - (vi) Name of contact person.....
 - (vii) Sign..... stamp.....
.....
.....
3. Name of 3rd client (Organization)
 - (i) Name of client (organization)
 - (ii) Address of Client (Organization)
 - (iii) Telephone No. of Client
 - (iv) Value of contract
 - (v) Duration of contract (Date)
 - (vi) Name of contact person.....
 - (vii) Sign..... stamp.....
.....
.....
4. Others

FORM AAIK/ PQ-6 - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- 1) The information furnished in our application is accurate to the best of our knowledge.
- 2) That in case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- 3) When the call for tenders/Quotations is issued, the legal, technical, or financial conditions or the contractual capacity of the firm changes, we will inform you and acknowledge your right to review the pre-qualification made.
- 4) We enclose all the required documents and information required for the Pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

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

**FORM AAIK/ PQ-7 - CONFIDENTIAL BUSINESS
QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b), or 2 (c), whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

<i>Part 1 – General:</i>	
Business Name	
Location of business premises.	
Plot No..... Street/Road	
Postal Address Tel No. Fax E mail	
Nature of Business	
Registration Certificate No.	
Maximum value of business which you can handle at any one time – Kshs.	
Name of your bankers Branch	
	<p style="text-align: center;">Part 2 (a) – Sole Proprietor</p> <p>Your name in full Age</p> <p>Nationality Country of origin</p> <ul style="list-style-type: none"> • Citizenship details

	<p style="text-align: center;">Part 2 (b) Partnership</p> <p>Given details of partners as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizenship Details</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares	1.				2.				3.				4.			
Name	Nationality	Citizenship Details	Shares																		
1.																					
2.																					
3.																					
4.																					
	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public</p> <p>State the nominal and issued capital of company: -</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows:</p> <table border="0"> <tr> <td>Name.....</td> </tr> <tr> <td>Nationality.....</td> </tr> <tr> <td>Citizenship Details.....</td> </tr> <tr> <td>Shares.....</td> </tr> </table>	Name.....	Nationality.....	Citizenship Details.....	Shares.....																
Name.....																					
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Shares.....																					
<p>Date Signature of Candidate</p>																					

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM AAIK/ PQ-8 - LITIGATION HISTORY

Name of Contractor/Supplier: _____

Contractors/Supplier should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTE AMOUNT (CURRENT VALUE KSHS. EQUIVALENT)

Prequalification Categories:

NO.	CODE	CATEGORIES
	SUPPLY OF GOODS/SERVICES: -	
1.	AAIK/PQS/001/2024-2026	Supply and delivery of office stationery.
2.	AAIK/PQS/002/2024-2026	Supply and Delivery of Computers, Laptops, UPS, Printers, Scanners, Software, Cameras, and other Office Machines and their accessories.
3.	AAIK/PQS/003/2024-2026	Supply and delivery of Furniture, general Office equipment's and furnishings.
4.	AAIK/PQS/004/2024-2026	Supply, delivery, and installation of general and network hardware, software, and electrical items.
5.	AAIK/PQS/005/2024-2026	Supply, servicing, and refilling firefighting equipment.
6	AAIK/PQS/006/2024-2026	Supply of Fresh Cut Flowers and Maintenance of Indoor Plants.
7.	AAIK/PQS/007/2024-2026	Supply, delivery, installation, repair, and maintenance of air conditioning and Refrigeration equipment.
8.	AAIK/PQS/008/2024-2026	Supply of Dignity kits- Isiolo, Garissa, Nyakach, Kilifi, Nairobi
9.	AAIK/PQS/009/2024-2026	Minor renovations, office repairs, furniture, and electrical appliances, i.e., painting of buildings, containers, and structures.
10.	AAIK/PQS/010/2024-2026	Provision of general printing services.
11.	AAIK/PQS/011/2024-2026	Repair, service, and maintenance of office servers, Desktops, laptops, printers, UPS's and all ICT-related items.
12	AAIK/PQS/012/2024-2026	Provision of design and printing of Cards, Diaries, Corporate Newsletter, Stickers, Signage, Flyers, Brochures, Booklets, etc

13	AAIK/PQS/013/2024-2026	Printing and supply of Promotional Materials i.e., branded T-shirts, shirts, gift bags, caps, banners, branded gift items like pen sets etc.
14	AAIK/PQS/014/2024-2026	Provision of Transport and Taxi services i.e., small cars, tour vans, buses and mini-buses, Land cruisers
15	AAIK/PQS/015/2024-2026	Provision of Travel Agency Services and Air ticketing (IATA registered firms only).
16	AAIK/PQS/016/2024-2026	Provision of Errands, Courier, and Postal services.
17	AAIK/PQS/017/2024-2026	Provision of documentary production, photography services, video graphics, and media buying.
18	AAIK/PQS/018/2024-2026	Provision of freight services, i.e., movers.
19	AAIK/PQS/019/2024-2026	Provision of Accommodation, conference facilities and serviced apartments in Bondo, Embu, Garissa, Homabay, Isiolo, Kabarnet, Kajiado, Kilifi, Kisumu, Kitui, Machakos, Makueni, Malindi, Marigat, Makima, Isiolo, Meru, Mombasa, Murang'a, Nairobi, Naivasha, Nakuru, Nanyuki, Ndhiwa, Turkana Olenguruone, Siaya, Voi, Kishushe, Wote, Embu
20	AAIK/PQS/020/2024-2026	Provision Of Event Planning and Management.
21	AAIK/PQS/021/2024-2026	Office cleaning services: Daily cleaning, general cleaning, fumigation, and kitchen management.
22	AAIK/PQS/022/2024-2026	Supply and refilling of drinking water
23	AAIK/PQS/023/2024-2026	Professional Services (e.g., consulting, engineering, architectural services)
24	AAIK/PQS/024/2024-2026	Supply, installation and servicing of Car tracking system, CCTV system and access control.
25	AAIK/PQS/025/2024-2026	Provision of legal services.

26	AAIK/PQS/026/2024-2026	Provision of tax compliance and tax health check service.
27	AAIK/PQS/027/2024-2026	Provision of outside Catering Services.
28	AAIK/PQS/028/2024-2026	Provision of immigration services e.g, work permits.
29	AAIK/PQS/029/2024-2026	Provision of motor vehicle and cycle repairs, maintenance and parts services in Isiolo, Nanyuki, Garissa, Embu, Makueni, Malindi, Mombasa, Voi, Nairobi, Kisumu, Kajiado

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